Check data files/images and read the documentation

- Review to ensure data is in scope for the repository

- Inventory the contents of the data files (e.g., open and sample the files)

- Verify all metadata provided by the researcher; check available documentation

Key Ethical Considerations

- Review participant agreement and data use agreements; examine potential impacts of sharing this data.

- Is it possible that the dataset may impact a specific group?

- Does this dataset follow compliance & institutional policy?

Essential Tasks

- ☐ Open the related article and supporting information if available
- ☐ Inventory the dataset
    - ☐ Are you able to open files and/or determine which software to use?
- ☐ Create working copy of files for formal inventory and testing
- ☐ Examine files for obvious errors/missing components/file corruption
    - ☐ Example of corrupt image:
      https://commons.wikimedia.org/wiki/File:Example_snapshot_of_corrupted_image.jpg
    - ☐ Low resolution? Dpi? - is resolution high enough to interpret/be useful?
- ☐ Check that metadata quality is rich, accurate, and complete to institutional requirements.
- ☐ Check documentation type- Readme / Codebook / Data Dictionary / Other
- ☐ Check whether human subject data (data about humans regardless of IRB determination) is present. If so,
    - ☐ Request consent form / participation agreement if not present

- ☐ If the data are not de-identified, document for the "Request" step.
- ☐ Check the accessibility of all files
  - ☐ Ensure there are robust descriptions in plain text of data files and images.
- ☐ Check whether any visualization(s) of data are easily accessible
  - ☐ Review alt-text and visualization descriptions. Ensure these describe, but do not interpret, associated visualizations.
  - ☐ do they follow [accessible color contrast guidelines](#); is color contrast sufficient?

Webaim: Contrast and Color Accessibility - Understanding Wcag 2 Contrast and Color Requirements. https://webaim.org/articles/contrast/. Accessed 14 Sept. 2023.