



# Research Data Discovery Service

## Notify Us About a Dataset - User Guide

### Audience

This document is intended to be used by academics who wish to use the UTAS Research Data Discovery Service to publish information about datasets or data collections for which they are responsible or aware of.

Version:	1.0
Date:	6/6/13
Author:	Jon Hurn
Master copy:	<a href="https://wikis.utas.edu.au/x/qjQVAg">https://wikis.utas.edu.au/x/qjQVAg</a>



This work is licensed under the Creative Commons Attribution 2.0 Australia License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/2.0/au/> or send a letter to Creative Commons, 444 Castro Street, Suite 900, Mountain View, California, 94041, USA.

## Version Control

Version	Date	Author	Description
1.0	11 <sup>th</sup> June 2013	Jon Hurn	Initial release

## Acknowledgements

This document was produced with the assistance of Australian National Data Service project funding (ANDS project MS12)

The RedBox/Mint software it relates to is open source and predominantly authored by the Queensland Cyber Infrastructure Foundation QCIF, (also with ANDS project funding) with input from other educational institutions across Australia.

The specific institutional build used by the University of Tasmania is found at <https://github.com/UTAS-Library/Research-Data-Discovery-Service>

## 1. Introduction

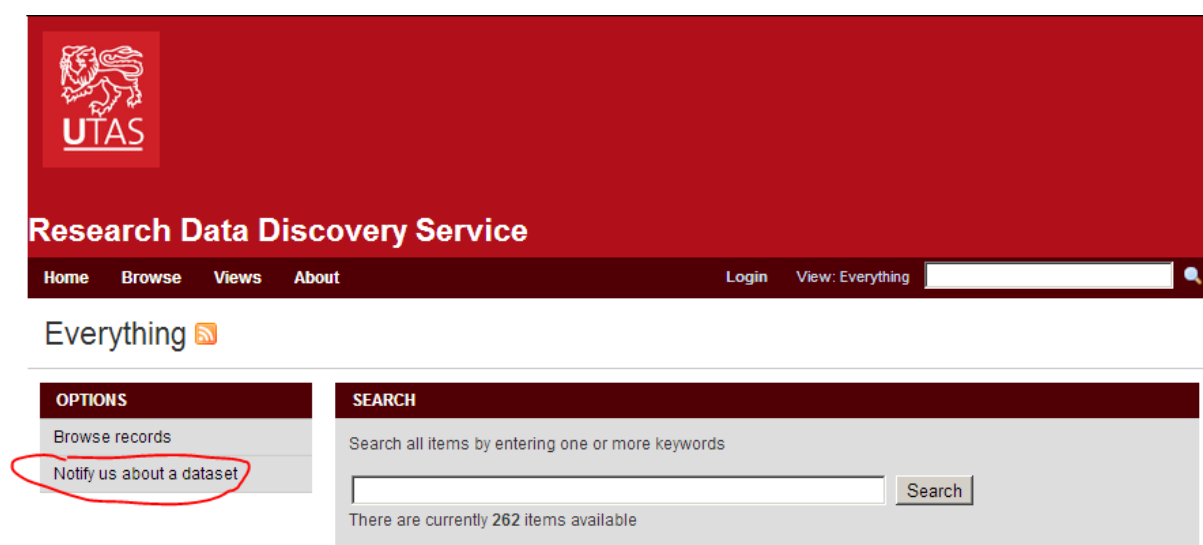
The Research Data Discovery Service (RDDS) collects metadata about research data sets and data collections at the University of Tasmania (UTAS) and provides a searchable repository of that metadata that can also be harvested by external organisations such as the ANDS Research Data Australia service <http://researchdata.ands.org.au/>.

This user guide describes the use of the online self-submission form called “Notify us about a dataset” which academics are encouraged to use to enter metadata about datasets and data collections for inclusion in the RDDS.

The University also provides a data librarian service where academics can go for advice on how best to use the RDDS. Talk to your local school/faculty/institution liaison librarian for more information, or link to <http://www.utas.edu.au/library/finding-information/utas-research-data-discovery-service>

## 2. How to Use

The self-submission form is found at <https://rdds.utas.edu.au/redbox/default/workflows/submission> or by visiting the UTAS RDDS home site <https://rdds.utas.edu.au/redbox> and clicking the “Notify Us About a Dataset” option.



The form is easy to use and provides opportunity for academics to enter all the key information they need for a successful submission of metadata about a dataset or data collection. At this stage of development there is no need for a user to log in to make a submission although that requirement is planned for the future.

## 3. Form Fields

The form presents as a single page of twelve fields of which only five are mandatory (signified with red asterisks). It is shown here:



## Research Data Discovery Service

[Home](#) [Browse](#) [Views](#) [About](#)

[Login](#) [View: Everything](#)



### Notify us about a dataset

Please provide a brief overview of your research data and how to contact you.

Title of dataset or data collection *
<input type="text"/>
Description of dataset or data collection (eg. characteristics, features, scope, details of entities studied, methodologies used) *
<input type="text"/>
Primary contact for the data *
<input type="text"/>
Primary contact email address *
<input type="text"/>
Name(s) of person(s) who created this dataset or data collection *
<input type="text"/>
Grant title and/or Grant number related to this dataset or data collection
<input type="text"/>
Date range relevant to this dataset or data collection, if applicable. (eg. 2010-2013, Jan-Mar 2013)
<input type="text"/>
FORs (Field of Research codes)
<input type="text"/>
Free-text keywords
<input type="text"/>
Geospatial location or place name relevant to where this dataset or data collection was collected (eg. Hobart, Mt Olga region or map coordinates)
<input type="text"/>
Related information such as publications or websites
<input type="text"/>
Any comments to Library staff. This information will not be displayed to the public
<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Complete as much of the form as you consider necessary and click the Submit button at the bottom of the page. An explanation for each of the fields is given below. The submission is placed in a queue

for curation and publishing and an advice email is sent to the RDDS Metadata Manager to that effect. The Metadata Manager subsequently links the supplied metadata with formal researcher identifiers (such as the National Library of Australia NLA-ID), research grant identifiers (where appropriate), and conducts quality checks prior to publishing.

The act of publishing makes the record:

- i) Discoverable through searching the RDDS,
- ii) Available for harvesting and subsequent publication by other external repositories such as the ANDS Research Data Australia service <http://researchdata.ands.org.au/>

Metadata about datasets and data collections can be available for international discovery within 24 hours of being submitted. The Metadata Manager will contact you should any queries arise, or to confirm any special requests such as embargo dates etc.

## 4. Explanation of Fields

Field name	(M)andatory or (O)ptional	Details
Title of dataset or data collection	M	A simple, distinct, high level, one line description that clearly defines and identifies the dataset/data collection
Description of dataset or data collection	M	A comprehensive and thorough description of the dataset/data collection that fully describes it. This may include characteristics, features, scope, details of entities included, methodologies used in collection etc.
Primary contact for the data	M	The person or group where enquiries about the dataset or data collection should be directed. For individuals include their academic title and full name by which their existing work is known.
Primary contact email address	M	The email address of the person or group where enquiries about the dataset or data collection should be directed
Name(s) of person(s) who created this dataset or data collection	O	This may differ from the current primary contact. Again, try to include their academic title and full name by which their existing work is known.
Grant title and/or Grant number related to this dataset or data collection	O	This is the title and/or number as used by the funding body.
Date range relevant to this dataset or data collection	O	Include if the data was collected over an interval of time that needs to be specified. Be as accurate as necessary.
FORs (Field of Research codes)	O	These may be the grant FORs, research FORs, or another set of FORs to which the data relate.
Free-text keywords	O	These will be included as searchable items against the data
Geospatial location or place name	O	Place names, longitude/latitude bearings, street addresses etc

Related information such as publications or websites	O	May be the online location of the data (ie URL) , publications that used the data, DOI etc
Any comments to Library staff. (Will not appear against the published metadata)	O	Queries or requests to the Library staff, embargo information etc.