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equipment.data

UK National Equipment & Facilities Portal - How to contribute

Specifications document for data submission fields for publication to equipment.data.ac.uk

Version V1.0
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Aggregating equipment data from across UK Higher Education

Jisc

EPSRC
Engineering and Physical Sciences Research Council

1 Background

Following the Wakeham Report (June, 2010) entitled 'Financial Sustainability and Efficiency in Full Economic Costing of Research in UK Higher Education Institutions' RCUK published 'Efficiency 2011-15: Ensuring Excellence with Impact', a report that outlined plans to promote efficiency in research funding. More intensive utilisation of assets and equipment was identified as a key approach to achieve the required savings. This report resulted in changes in how equipment is requested on Research Council grants (for further information, refer to: http://www.rcuk.ac.uk/documents/publications/Equipment_Guidance.pdf). Following the introduction of the new EPSRC Equipment Guidelines, with associated enabling funding, we have seen a great deal of activity focussing on, improved asset management, equipment database development and utilisation management. The focus for most institutions was an equipment database as these are largely driven by the asset register for the institution. A significant development saw the collaboration between the universities of Southampton, Leeds, Bath and Loughborough on the UNIQUIP project, a standards development project aimed at harmonising the technology behind equipment database development. It was the outcomes from this project which enabled the development of equipment.data, the national equipment portal.

The subsequent success of the equipment.data national equipment portal has largely been due to the ease of contributing. It has seen interest from a range of institutions many simply publishing reports from their asset registers on excel spreadsheets. This simplicity has resulted in over 40 institutions now contributing with many more in the process of joining, resulting in over 10,000 items of research equipment now being discoverable. It is this success which has been noted in the UUK Efficiency, effectiveness and value for money report, page 60 and 68. http://www.universitiesuk.ac.uk/highereducation/Documents/2015/EfficiencyEffectivenessValueForMoney.pdf

The development is now moving into a new phase, jointly funded by EPSRC and Jisc, and will be considering the potential positioning as a Jisc service along with the wider data discovery benefits presented by tools such as the Organisation Profile Document (OPD). The equipment.data team are already working with the Digital Curation Centre exploring the use of the OPD for the auto-discovery of research outputs discovery and research data management (RDM) documentation.

There are wider benefits the dataset can offer and contributing couldn't be easier with wider institutional system enhancements reducing the need for duplication of data entry in separate databases. In particular many of the Current Research Information Systems (CRIS) offer equipment modules and with an active user group Pure is advancing the use of their equipment module. Just like publication DOIs using robust persistent identifiers for equipment, e.g. equipment.data URIs or your local asset IDs, will enable the linking of research outputs to the equipment used to create them. This captures the very essence of linking open data, demonstrating both data origin and added value of the data aggregation.

1.1 Proposed benefits of sharing equipment and facility data on the national equipment portal

(modified from Final Report 2011-12; RCUK- Efficiency Programme)

1. Meet Wakeham and Research Council requirements when applying for equipment
2. Responds to recommendation in the UUK Efficiency, effectiveness and value for money report http://www.universitiesuk.ac.uk/highereducation/Documents/2015/EfficiencyEffectivenessValueForMoney.pdf which states "all new equipment using public funding sources and over OJEU threshold should be registered on equipment.data.ac.uk….".
3. Enable users (managers, academics, students) to find equipment and facilities needed within their own or other institutions in the UK.
4. Identify opportunities to share equipment (only if equipment eligible for sharing) allowing maximal use
5. Helping to devise more advantageous procurement strategies and cost-effective service agreements
6. Reduce unnecessary duplication of equipment leading to savings in terms of time, money and space
7. Ability to publicise selected equipment and capabilities to other Research Organisations (ROs) and commercial clients with the potential to generate additional income
8. Ability to find/share expertise and information on equipment and facilities to enable better use of existing:
    a. Knowledge of lessons learned by other ROs that have previously purchased the same equipment or set up similar facilities (e.g. preferred suppliers, implications for infrastructure changes that might be needed etc)
    b. Training programmes for users setup by facility managers in other ROs
    c. Charging models established by other ROs for service provision to internal and external users
9. Ability to combine data with wider research data compiled by RCUK e.g. Gateway to Research, to create rich data on institutional outcomes and capabilities.
10. Facilitating contribution to wider linked open data initiatives generating benefits from data sharing and data aggregations.

2 What this means for your institute

2.1 Understand your workflow

Before establishing technical readiness to enable equipment.data to discover your published equipment data we recommend you understand the workflow requirements for the data management.

Some methods for data capture will require additional resource to maintain the dataset. For example if your decision is to publish your own local internal or publically accessible equipment database, e.g. Kit Catalogue, there will be a resource requirement in managing the data quality and input. Please note equipment.data can ingest data automatically from Kit Catalogue and is supporting the Jisc pilot project (http://www.jisc.ac.uk/rd/projects/equipment-sharing-made-easy).

It has been widely acknowledged that the key driver for successful equipment databases is accurate asset data management. The British Universities Finance Director's Group (http://www.bufdg.ac.uk) acknowledge the value added benefit equipment.data presents in driving improvements in institutional asset management encouraging institutions to improve the core basic data describing equipment, its location and appropriate contact information. It is the establishing of this core information and how you make it discoverable which is essential to successful and sustainable publishing of equipment data.

Typical workflows are:

- Asset register => Web page (as Spreasheet eg CSV) => equipment data
- APUC[1] (institutional feed) => equipment.data
- Asset register => PURE => equipment.data
- Bespoke equipment database => equipment.data

2.2 If you already have an asset register

To enable effective browsing and searching of the national equipment portal, a minimum set of information about equipment/facility must be present in query outputs (see 3.1). Through conversations with institute representatives it has become apparent that current asset registers, mostly maintained for accounting purposes, contain some, but not all, of these required fields. Thus, current asset registers held in existing ERP software (e.g. Agresso, GP) or CSV file outputs from such systems will require additional information to be added before being published for use by equipment.data.

2.3 If you do not have an existing asset register

If you do not currently hold an asset register e.g. Agresso or GP, then you can transfer your relevant asset data to, and further amend it, in the excel spreadsheet template available at http://equipment.data.ac.uk/examples/UniquipTemplate.xlsx. This excel file, rather than a CSV

[1] Advanced Procurement for Universities and Colleges http://www.apuc-scot.ac.uk/

output file, will need to be made available to equipment.data for subsequent publishing on the national equipment database. For those institutes using GP to store asset data, suggestions on how some of the required data could be entered into the existing fixed asset module are provided in Appendix 2. For those whose asset information is stored using Agresso, please contact support@data.ac.uk for further information. The University of Southampton are currently working with Unit4, the developers of Agresso, to enable inclusion of equipment and facility data in line with the submission fields required for the national portal.

2.4 Help from your institute IT department

The CSV output file or excel spreadsheet containing your insitute's asset data will require publishing on an institute webpage for harvesting by equipment.data.ac.uk. The location of this page needs to be referenced within a file that equipment.data refers to as the Organisation Profile Document (OPD) that your institute IT department will need to create. The OPD is a simple RDF file which describes your institute and open access documents and provides equipment.data with indications as to where to find your institute's equipment (facilities, capabilities) data, the institute logo and licence etc. For further information that can be forwarded to your IT department detailing specifications for the OPD and how to allow it to be found by equipment.data, please refer to Appendix 3.

3 For which equipment should data be provided?

When the new equipment guidelines were launched all scientific equipment costing £10K and above was suggested as a suitable level to be published through equipment databases. Obviously for simplicity we would suggest your capitalisation limit (typically between £10-40k) making it easier to manage through your asset register data. However, you may not wish to exclude fully depreciated items which may be of significant interest for sharing. Many organisations establish filters enabling items they wish to exclude from publishing to be withheld. Exceptions to publishing include details of equipment that upon public disclosure, introduce significant security risks to the institute (e.g. gamma radiation sources). It is also understood that equipment may not be sharable for a variety of valid reasons such as restrictions on use by a contracting or funding body or lack of spare capacity. There is no obligation to share the equipment if valid reasons exist but data on such equipment should still be included to help realise other non-sharing related benefits (e.g. better service agreements).

Additionally, entries can also be made for 'Facilities'. To clarify, several pieces of equipment could belong to a single facility or even multiple facilities. Include individual entries for each piece of eligible equipment and then relate them, if appropriate, to a facility ID. The facility itself should be a separate entry with its own name, description, institute specific ID etc. If you are using Kit Catalogue equipment and facility identities are defined in the data entry process and included in the api export in a format which equipment.data can handle. In the next phase of the equipment.data development programming within the website will automatically generate a facility page including information from all related equipment from the single CSV file you will publish on your institute webpage. Facility entries can also be used, in a sense, to advertise capabilities for which your institute would rather not provide specific equipment data due to security risks. For instance, you would like users to know that your animal facility has the equipment to perform bone marrow transplants without advertising the equipment (i.e. gamma radiation source) that will be required to perform them.

3.1 Which data fields are needed?

The UNIQUIP data publishing specification, http://equipment.data.ac.uk/uniquip, defines the format and fields equipment.data will ingest. This standardised vocabulary was the output of the UNIQUIP Project, a collaboration between the universities of Southampton, Leeds, Bath and Loughborough, with the aim of establishing sector consensus for the primary required fields in equipment datasets.

3.1.1 The following fields are 'Required'

Column Heading	Requirement Notes	Description/Notes
Name	At least one of these fields must be completed	Name of equipment or facility. Please include model number if relevant. *E.g. Becton Dickinson FACSAria* or *Flow Cytometry Facility*
Description		A description of the equipment or facility. This can be as short as a sentence or as long as a short paragraph or two describing the capabilities of the equipment or facility. *E.g Cell sorting, with a three laser optical system enabling up to nine colour analysis and sorting of specific cell populations, for example B-lymphocytes*
Site Location	Required	Campus or site location of building where the facility or equipment is located. *E.g. Babraham Research Campus*
Contact Telephone	At least one of these fields must be completed	A contact telephone number, with an optional text prefix (e.g. tel:) to make data input into spreadsheets easier. *E.g. tel: +44 1223 496 XXX*
Contact URL		The URL or a web page containing contact information. E.g. *http://www.example.ac.uk/research/facilities.html*
Contact Email		A contact email address. If not providing a telephone number or URL where further contact details can be found, then this email ideally should be one that is guaranteed to be picked up regardless of staff turnover etc. For equipment that is part of a facility (e.g. FACSAria belongs to the Flow Cytometry facility), this email can be a generic one. *E.g. facs@example.ac.uk.* If not part of a facility, please provide email of relevant contact person.

3.1.2

3.1.3 The following fields are 'Optional'

Column Heading	Requirement Notes	Description/Notes
ID	Recommended	An institution assigned unique ID /Asset number. This enables two items of the same name to be distinguishable if contact or location details are changed. If so desired, asset numbers may be prefixed with institute initials. E.g. BI-1234, JIC-0001, IFR-5678.
Technique	Recommended	Descriptor(s) of research discipline/field. *E.g. Flow Cytometry or Mass Spectrometry*
Service Level	Recommended	Details of support available for use of this facility. *E.g. Full* or *Partial* or *None*
Web address	Recommended	The URL of a web page giving information about this facility. *E.g. http://www.example.ac.uk/research/FACS.html*
Type	No	Define as either equipment or facility (defaults to equipment)
Related Facility ID	No	The ID of a facility listed in this document which the equipment is part of. Only applies if type=Equipment **and** it is part of a facility. If equipment is related to multiple facilities, multiple values may be specified separated by a mandatory comma "," and optional whitespace e.g. F001, F002. This facility ID is set by you, the institute, that is entering the data. It is advisable to make this ID unique to your institute to avoid users finding multiple facilities with the same ID.
Location	No	The URL of a Wikipedia page for the city/town/borough in which the facility is in or near. The purpose of this field is to give a rough idea of where the facility is located for the purposes of logistics. Postcodes may be too accurate, and co-ordinates are unwieldy. Wikipedia pages represent an easily verifiable resource which can be automatically converted into 'approximate location' coordinates for machine processing. *E.g. http://en.wikipedia.org/wiki/Babraham or http://en.wikipedia.org/wiki/Cambridge*
Contact Name	No	Name of custodian of equipment or facility manager. If you are providing a name, please ensure at least one further type of contact is provided (email, phone or URL)
Secondary Contact Name	No	Secondary contact name, if required. Again, if providing a name, please also include a way of contacting the person.
Secondary Contact Telephone	At least one of these fields must be completed along with second contact name	A contact telephone number, with an optional text prefix (e.g. tel:) to make data input into spreadsheets easier
Secondary Contact URL		The URL or a webpage containing contact information
Secondary Contact Email		A contact email address
Photo	No	The URL of a publically accessible photograph of the facility (png, jpeg, gif). *E.g. http://www.example.ac.uk/img11/facilities/facs001.png*

Column Heading	Requirement Notes	Description/Notes
Department	No	Organisational unit, school or research group which owns the facility (if appropriate)
Building	No	Name or reference number for building where the equipment or facility is based. *E.g. Building 501*

3.2 Further Notes

Data submitted by all ROs will be aggregated into a single table and be made available for download on the national equipment portal at equipment.data.ac.uk. In addition to information provided above, following columns will be added based on information on the OPD:

Column Heading	Description/Notes
Institution Name	The name of the institution that owns the equipment or facility
Institution URL	The homepage of the institution that owns the equipment or facility
Institution Logo URL	The URL for a publically accessible logo for the institution
Datestamp	The date on which the data were submitted. An indication of how current the records are
Approximate Coordinates	The Latitude and Longitude of the Wikipedia location page submitted

Words used under 'Column Heading' in the tables above must not be changed as UNIQUIP requires this to be consistent to aggregate the data faithfully across all ROs.

4 Glossary

(modified from Wikipedia pages)

Agresso – Example of ERP software.

CC0 – A Creative Commons license is one of several public copyright licenses that allow the distribution of copyrighted works. It is used when an author wants to give people the right to share, use, and even build upon a work that they have created. CC provides an author flexibility (for example, they might choose to allow only non-commercial uses of their own work) and protects the people who use or redistribute an author's work, so they don't have to worry about copyright infringement, as long as they abide by the conditions the author has specified. Creative Commons also offers a way to release material into the public domain through CC0, a legal tool for waiving as many rights as legally possible, worldwide.

CSV – A comma-separated values (CSV) file stores tabular data (numbers and text) in plain-text form. Plain text means that the file is a sequence of characters, with no data that has to be interpreted instead, as binary numbers. A CSV file consists of any number of records, separated by line breaks of some kind; each record consists of fields, separated by some other character or string, most commonly a literal comma or tab. Usually, all records have an identical sequence of fields.

ERP software – Enterprise resource planning is business management software that allows an organization to use a system of integrated applications to manage its business processes. ERP modules include those for product planning, material purchasing, inventory control, distribution, accounting, marketing, finance and HR.

GP – Microsoft Dynamics GP (formerly Great Plains). Example of ERP software

OGL – The Open Government Licence is an open licensing model and tool for public sector bodies to license the re-use of their information and data easily. It consists of a simple set of terms and conditions to which public sector bodies simply point as the relevant licence. Use of information under the Open Government Licence is free and there is no distinction between those using information for commercial or non-commercial purposes.

OJEU – Official Journal of the European Union. As it pertains to procurement, it is a tendering process required by EC Directives for public sector procurement where the value exceeds an annually updated threshold. The process starts with a notice in the OJEU (previously OJEC). OJEU is now online via the Tenders Electronic Daily (TED) database. See also Catalist as alternatives to OJEU for public sector procurement. For current values for the OJEU threshold, refer to: http://www.ojec.com/Threshholds.aspx

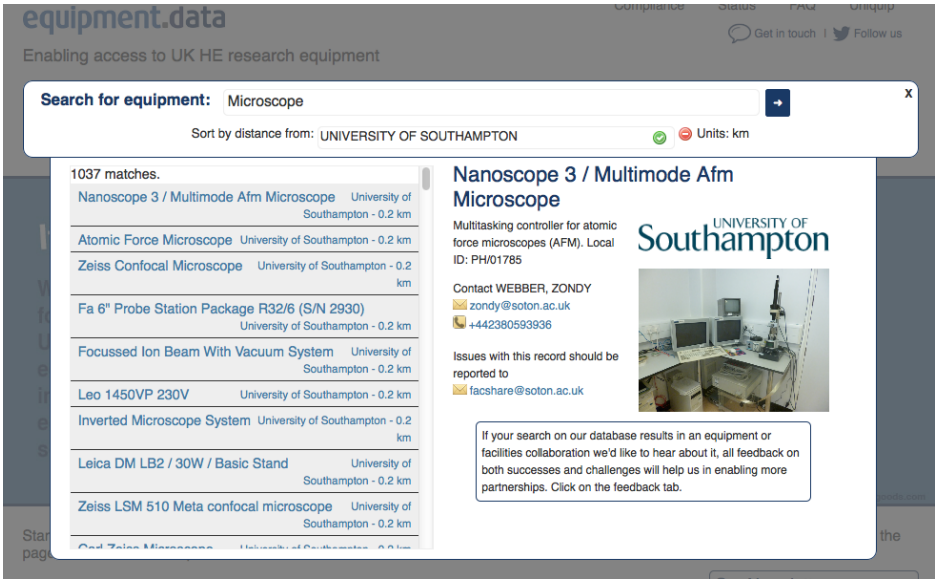
Open licence – describes a class of content without conventional copyright restrictions. The openness of content can be assessed under the '4Rs Framework' based on the extent to which it can be reused, revised, remixed and redistributed by members of the public without violating copyright

law. Unlike open source and free content, there is no clear threshold that a work must reach to qualify as 'open content'. For further info, refer to: http://en.wikipedia.org/wiki/Open_licence

URI – Uniform resource identifier is a string of characters used to identify a name or a resource. Such identification enables interaction with representations of the resource over a network (typically the World Wide Web) using specific protocols. Schemes specifying a concrete syntax and associated protocols define each URI. Examples include a URL (uniform resource locator) or a URN (uniform resource name).

URL – A uniform resource locator, also known as web address, is a specific character string that constitutes a reference to a resource. In most web browsers, the URL of a web page is displayed on top inside an address bar. For example: "http://en.example.org/wiki/Main_Page". A URL is technically a type of URI, but in many technical documents and verbal discussions, URL is often used as a synonym for URI.

Appendix 1: Screenshots from equipment.data.ac.uk



Appendix 2: Recording equipment data within Great Plains (GP)

The following has been authored by Robert Pyke (Babraham Institute, Robert.Pyke@babraham.ac.uk)

Great Plains 2012 Fixed Assets for National Research Equipment Portal

This is just an idea of how we plan to meet the requirements at Babraham Institute.

The Babraham Institute uses the GP2010 Fixed asset module to record all capital assets. There are already processes in place to capture capital purchases and take on assets to the Fixed Asset module. Processes do need to be improved at Babraham for the movement and disposal of assets. In order to meet the data requirement for the national portal there will need to be a review of the descriptions held on the fixed asset module. The Babraham Institute believes that the best way to meet the requirements of BBSRC and Wakeham in respect of the capital equipment initiative is to use the GP2010 asset module.

Process Requirements

The national portal only requires scientific equipment over £25k. We already had a scientific class in GP so any reporting was able to be restricted by this class. We used acquisition cost to further restrict the list to items over £25k.

The equipment database requires contact details for each piece of kit. As we run the GP2010 HR modules the custodian field in Fixed Assets links to the HR module. This makes telephone numbers and email addresses for the custodian available for reporting.

The descriptions of assets that Finance will see (on an invoice for example) are not normally adequate for the description required on the equipment database. As part of the capture of data for the fixed asset register the Finance team will get the large description from the equipment user/s.

We have created SQL views on the various HR and Fixed Asset table to pull the data together. The SQL for the main view is provided below. You will see that this uses other HR views. If anyone would like to see the HR views, please contact Robert.Pyke@babraham.ac.uk. It is likely that you will have used different fields to us but you should get the general idea from the information here.

We have used smart list builder to extract the data from the view. Some of the concatenation has also utilised smart list builder.

Descriptions of the facilities (scientific services will be held permanently in the table). The assets will be appended and deleted on a monthly basis from the smart list process in GP.

Data Requirements

The full field mapping that we use is detailed below. The equipment database has a very large description field, we have used the record note field in FA to map to this.

UNIQUIP Column Heading	Mandatory	GP Table	GP Field Name	Field Characteristics	Notes
Name	Yes (at least one of the two Fields)	FA00100	ASSETDESC, EXTASSETDESC	Char(41) Char(41)	These 2 fields concatenated
Description		SY03900	TXTFIELD	Text	
Site Location	Yes				
Contact Telephone	Yes (at least one of the three fields)	UPR00102	PHONE3		This is the work telephone number
Contact URL					
Contact email		SY01200	INET1	Char(201)	Employee email linked from custodian on FA00100
ID	No (but recommended)	FA00100	ASSETID ASSETIDSUF	Char(15) Smallint	Smartlist builder adds "BI_" to the beginning and convers this to a string
Technique	No (but recommended)	UPR40300	DSCRIPTN	Char(31)	Our department name describes the technique, for example Imaging, proteomics or Sequencing
Service Level	No (but recommended)	FA19900	USRFIELD5	Char(21)	User defined Field in FA
Web Address	No (but recommended)	FA19900	USRFIELD9	Char(41)	User defined Field in FA

Open Licence	No (but recommended)				See notes in main document
Type	No				Default to 'Equipment'
Related Facility ID	No	UPR40300	DSCRIPTN	Char(31)	This is the department name from the custodian record but is in fact the name of the facility
Location	No	FA00100	LOCATNID		This just returns BABRAHAM for us
Contact Name	No	UPR00100 " EXT00101	EMPLSUFF LASTNAME Known		Title, Known as and Last name as a trimmed and concatenated Field
Secondary Contact Name	No				Not provided as part of the view
Secondary Contact Telephone	No (but one of these fields is required if Secondary Contact name supplied)				
Secondary Contact URL					
Secondary Contact email					
Photo	No				
Department	No	UPR40300	DSCRIPTN	Char(31)	
Building	No	FA00100	Physical_Location_ID	Char(15)	Returns building and room number.(will

					only use building number for UniQuip)

SQL View

Below is the SQL for the main view. You will see that we extract most fields for FA00100 and FA00200. This is because the view is used for general smart list reports.

```
SELECT

dbo.FA00100.ASSETINDEX,
 dbo.FA00100.ASSETID,
dbo.FA00100.ASSETIDSUF,
 dbo.FA00100.SHRTNAME,
dbo.FA00100.ASSETDESC,
dbo.FA00100.EXTASSETDESC,
dbo.FA00100.Master_Asset_ID,
 dbo.FA00100.STRUCTUREID,
 dbo.FA00100.ASSETCLASSID,
dbo.FA00100.LOCATNID,
dbo.FA00100.ACQDATE,
dbo.FA00100.Acquisition_Cost,
dbo.FA00100.ASSETTYPE,
dbo.FA00100.ASSETSTATUS,
dbo.FA00100.PROPTYPE,
dbo.FA00100.ASSETQTY,
dbo.FA00100.ASSETBEGQTY,
dbo.FA00100.ASSETCURRMAINT,
dbo.FA00100.ASSETYTDMAINT,
dbo.FA00100.ASSETLTDMAINT,
dbo.FA00100.LASTMAINTDATE,
dbo.FA00100.ASSESSEDVALUE,
dbo.FA00100.MFGRNAME,
dbo.FA00100.SERLNMBR,
dbo.FA00100.MODELNUMBER,
dbo.FA00100.WARRENTYDATE,
dbo.FA00100.CUSTODIAN,
dbo.FA00100.NOTEINDX,
```

dbo.FA00100.DATEADDED,
dbo.FA00100.DELETEDATE,
dbo.FA00100.Physical_Location_ID,
dbo.FA00100.Asset_Label,
dbo.FA00100.Verified_Date,
dbo.FA00100.PIN,
dbo.FA00100.LASTPURCHLINESEQ,
dbo.FA00100.LASTMNTDDATE,
dbo.FA00100.LASTMNTDTIME,
dbo.FA00100.LASTMNTDUSERID,
dbo.FA00200.BOOKINDX,
dbo.FA00200.PLINSERVDATE,
dbo.FA00200.DEPRBEGDATE,
dbo.FA00200.FULLYDEPRFLAG,
dbo.FA00200.FULLYDEPRDATE,
dbo.FA00200.ORIGINALLIFEYEARS,
dbo.FA00200.ORIGINALLIFEDAYS,
dbo.FA00200.REMAININGLIFEYEARS,
dbo.FA00200.REMAININGLIFEDAYS,
dbo.FA00200.DEPRTODATE,
dbo.FA00200.LASTRECALCDATE,
dbo.FA00200.LASTRECALCDATEFISYR,
dbo.FA00200.BEGINYEARCOST,
dbo.FA00200.BAGINSALVAGE,
dbo.FA00200.BEGINRESERVE,
dbo.FA00200.COSTBASIS,
dbo.FA00200.SALVAGEVALUE,
dbo.FA00200.DEPRECIATIONMETHOD,
dbo.FA00200.AVERAGINGCONV,
dbo.FA00200.SWITCHFM1AMOUNT,
dbo.FA00200.SWITCHFM1DATE,
dbo.FA00200.SWITCHFM1METHOD,
dbo.FA00200.SWITCHOVER,
dbo.FA00200.DLYDEPRRATE,
dbo.FA00200.PERDEPRRATE,
dbo.FA00200.YRLYDEPRRATE,
dbo.FA00200.SAVEDLYDEPRRATE,
dbo.FA00200.SAVEPERDEPRRATE,
dbo.FA00200.SAVEYRLYDEPRRATE,
dbo.FA00200.AMORTIZATIONCODE,
dbo.FA00200.AMORTIZATIONAMOUNT,
dbo.FA00200.CURRUNDEPRAMT,
dbo.FA00200.PREVRUNDEPRAMT,

```
dbo.FA00200.YTDDEPRAMT,
dbo.FA00200.LTDDEPRAMT,
dbo.FA00200.COSTBFRETORDEL,
dbo.FA00200.Initial_Allowance_Perc,
dbo.FA00200.Initial_Allowance_Amount,
dbo.FA00200.SPECDEPRALLOW,
dbo.FA00200.SPECDEPRALLOWPCT,
dbo.FA00200.SPECDEPRALLOWAMT,
dbo.FA00200.NOTEINDX AS BkNoteindex,
dbo.FA00200.DATEADDED AS BkDateAdded,
dbo.BI_V_EmpEmailLogin.Email,
dbo.BI_V_EmpEmailLogin.Username,
dbo.FA19900.USRFIELD1 AS Export_to_UNIQUIP,
dbo.FA19900.USRFIELD2 AS Utilisation,
dbo.BI_V_HR_EmpforFA.KnownAs,
dbo.BI_V_HR_EmpforFA.Dept,
dbo.BI_V_HR_EmpforFA.Title,
dbo.BI_V_HR_EmpforFA.Firstname,
dbo.BI_V_HR_EmpforFA.LastName,
dbo.BI_V_HR_EmpforFA.PHONE3,
dbo.SY03900.TXTFIELD

FROM

        dbo.FA00100 INNER JOIN

        dbo.FA00200 ON dbo.FA00100.ASSETINDEX = dbo.FA00200.ASSETINDEX LEFT OUTER JOIN

        dbo.SY03900 ON dbo.FA00100.NOTEINDX = dbo.SY03900.NOTEINDX LEFT OUTER JOIN

        dbo.BI_V_HR_EmpforFA ON dbo.FA00100.CUSTODIAN = dbo.BI_V_HR_EmpforFA.EmpID
LEFT OUTER JOIN

        dbo.FA19900 ON dbo.FA00100.ASSETINDEX = dbo.FA19900.ASSETINDEX LEFT OUTER JOIN

        dbo.BI_V_EmpEmailLogin ON dbo.FA00100.CUSTODIAN = dbo.BI_V_EmpEmailLogin.EmpID
```

Appendix 3: Specifications for the Organisation Profile Document (OPD)

A3.1 Organisation Profile Document

To tell us where to find your equipment (facilities, capabilities...) data, and the license etc. you'll need to create an organisation profile document. This is a simple RDF file which describes your organisation and open access documents.

The examples we use in this page are all "Turtle" format but RDF+XML is OK too.

You will require a "URI" to refer to your organisation. You can either use your own, or use one from learning-provider.data.ac.uk. If you use your own please include a owl:sameAs linking it to the learning-provider.data.ac.uk URI for your organisation. In our examples we use <http://id.example.ac.uk/> as the URI for your organisation.

sidebar: American spelling of "organization"? Yes, we use the american spelling in the data structures. Sorry if that annoys people, but we decided to keep the "z" in all the semantics rather than have a muddle of UK and US spelling which is certain to create errors.

```
# defining prefixes makes our document easier to read and maintain
@prefix skos: <http://www.w3.org/2004/02/skos/core#> .
@prefix owl: <http://www.w3.org/2002/07/owl#> .
@prefix dcterms: <http://purl.org/dc/terms/> .
@prefix oo: <http://purl.org/openorg/> .
@prefix foaf: <http://xmlns.com/foaf/0.1/> .
@prefix vcard: <http://www.w3.org/2006/vcard/ns#> .
@prefix dcat: <http://www.w3.org/ns/dcat#> .
@prefix org: <http://www.w3.org/ns/org#> .

# Describe this document and state a license
<> a oo:OrganizationProfileDocument ;
    dcterms:license <http://creativecommons.org/publicdomain/zero/1.0/> ;
    foaf:primaryTopic <http://id.example.ac.uk> .

# Some information about the organisation, most of this is optional but the
# prefLabel, logo and sameAs to the learning-provider URI is strongly encouraged.
<http://id.example.ac.uk> a org:FormalOrganization ;
    skos:prefLabel "The University of Example" ;
    skos:hiddenLabel "Example" ;
    skos:hiddenLabel "Example U" ;
    vcard:sortLabel "Example, University of" ;
    vcard:tel <tel:+441234567890> ;
    foaf:logo <http://www.example.ac.uk/example-logo.png> ;
    foaf:homepage <http://www.example.ac.uk/> ;
    owl:sameAs <http://id.learning-provider.data.ac.uk/ukprn/12345678> ;
    owl:sameAs <http://dbpedia.org/resource/University_of_Example> .

# Describe the source of equipment data, what standard it conforms to, and the
# license. Delete the dcterms:subject as applicable, but you need to have one
# of facilities/equipment/capabilities to trigger the automatic aggregation
# of the data. More info: http://opd.data.ac.uk/docs/dataset
<http://www.example.ac.uk/equipment.xls>
    oo:organization <http://id.example.ac.uk> ;
    oo:corrections <mailto:equipment@data.ac.uk> ;
    oo:contact <mailto:equipment@data.ac.uk> ;
```

```
    dcterms:subject <http://purl.org/openorg/theme/Facilities> ;
    dcterms:subject <http://purl.org/openorg/theme/Equipment> ;
    dcterms:subject <http://purl.org/openorg/theme/Capabilities> ;
    dcterms:conformsTo <http://equipment.data.ac.uk/uniquip> ;
    dcterms:license <http://creativecommons.org/publicdomain/zero/1.0/> .
```

This isn't everything that can go in a profile document, but it should be a summary of your organisation, not a complete data catalogue. Check out http://opd.data.ac.uk for the full documentation.

We strongly recommend using a CC0 license (public domain dedication) for the organisational document. This makes it easy for 3rd parties to use it and combine many such documents without problems. It is very possible you won't be willing to CC0 license your equipment data, but the profile document should not contain anything you don't want widely and freely reused, so CC0 is appropriate for it.

A3.2 Autodiscovery

There are two ways to get equipment.data to discover your profile document:

1. <link> header

This method of auto discovery uses a header on your organisation homepage header:

```
<link rel="openorg" href="http://www.example.ac.uk/profile.ttl" />
```

Which links to the profile document.

2. Well-known

This method uses a specific URL from your university homepage to link to the profile document; if your homepage is http://www.example.ac.uk/ then http://www.example.ac.uk/.well-known/openorg should serve (or redirect to) your profile document.

Can't do either of these methods?

Don't panic!

We understand that the team providing equipment and facilities data for your organisation won't always be working hand-in-glove with the team that run the homepage and main website. If the above methods are impractical for you, please contact support@data.ac.uk for assistance.