

TALTECH DATA REPOSITORY GUIDE

TalTech Data Repository can be reached at the following address: <https://data.taltech.ee/>

The institutional repository uses a research data management (RDM) repository software based on [Invenio Framework](#) and [Zenodo](#).

The RDM platform allows researchers to share and preserve scientific results and supports the sharing of a wide variety of resources, from publications and presentations to datasets, software, policy documents, and workflows.

The repository is managed in cooperation of [Tallinn University Of Technology Library](#) and [Taltech High Performance Computing Centre](#) (HPC Centre).

▪ How to start?

You can search the repository for publicly accessible entries directly from the home page without having to log in. If you want to upload files, you have to log in with your TalTech Uni-ID under “Log In”. Then navigate to the “Upload” section and click on “New upload”. The following guide will lead you through the process of uploading and editing files.

The screenshot shows the 'New upload' interface. At the top left is an upload icon and the text 'New upload'. Below this is a blue bar with 'Files' and a dropdown arrow. To the right of this bar are buttons for 'Save draft', 'Preview', and 'Publish' (highlighted with a red dashed box and labeled '1'). Below the 'Files' bar is a checkbox for 'Metadata-only record' (labeled '2' with a red arrow) and storage information: 'Storage available 0 out of 100 files 0 bytes out of 10.00 Gb'. In the center is a large dashed box for file upload with the text 'Drag and drop file(s) - or -' and an 'Upload files' button. Below this is a warning message: 'File addition, removal or modification are not allowed after you have published your upload.' At the bottom left is a section for 'Basic information' (labeled '3') with a 'DOI' subsection. It asks 'Do you already have a DOI for this upload?' with 'Yes' selected. A text box contains '10.1234/datacite.123456' and a note says 'Copy and paste here your DOI'. On the right side, there is a 'Delete' button and a 'Visibility' section (labeled '4'). The 'Visibility' section has 'Full record' and 'Files only' options, both with 'Public' and 'Restricted' buttons. Below this is a 'Public' status indicator and an 'Options' section with an 'Apply an embargo' button and a note: 'Record or files protection must be restricted to apply an embargo.'

1: Regardless of whether you are uploading new files or editing an entry, the changes you make will only be applied after you click “Save draft”. For the upload to be visible at all, or for the changes to be accessible to other users, you must click “Publish” after saving the changes. You can use the “Preview” button to check how your entry will look after it has been published in the repository.

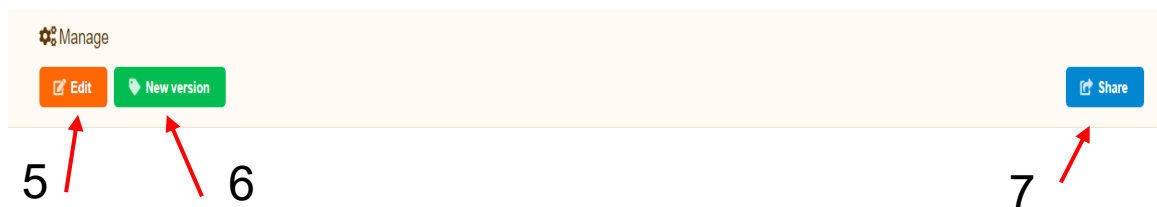
2: It is also possible to create an entry that only contains metadata, i.e. without uploading data files, and assign them a DOI.

3: If you have already stored data elsewhere and it is deposited with a DOI, you can still make an entry in the TalTech Data Repository and enter the existing DOI. **This option is currently unavailable.**

Otherwise, you can reserve a DOI and attach it to a publication even before the data is published. Alternatively, you will be assigned a DOI at the time the data is published in the repository.

4: The options under “Protection” allow you to decide whether an entry is fully (i.e. data and metadata) visible publicly (Full record and Files only are set to "Public"), if the metadata can be retrieved, but not the data (Full record set to “Public”, but Files only is set to "Restricted"); or if the entire entry is not visible (Full record set to “Restricted”). In addition, you can also impose a time-limited embargo that makes your entry publicly available on the cut-off date.)

How to upload several files <https://inveniosoftware.org/blog/2020-11-29-november-release/file-upload.gif>

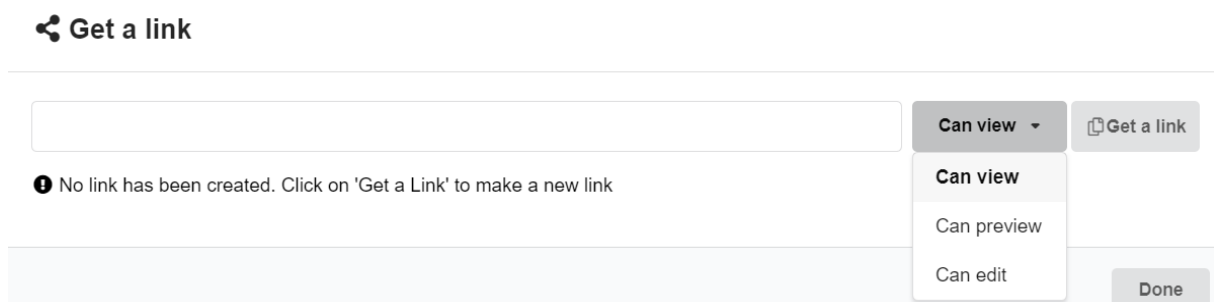


5: If you have published your entry in the repository, you can still edit it. Please note that you can only change the metadata, not the uploaded files. If you need to update information in the file, you have to upload a new version of the file with the same metadata.

6: To add other files to your entry, you must create a new version. All metadata is taken over directly and you can also directly take over the files of the previous entry, as well as upload new data.

7: You can also share your entry with others, especially if it has been restricted by you. There are several options to choose from (as shown in the picture below):

- Can view: Anyone with this link is able to read the published versions of the entry, regardless of whether it is “open” or “restricted”.
- Can preview: Anyone with this link is able to read the published and unpublished versions of the entry.
- Can edit: Anyone with an account and this link can edit all versions of the entry.



A few words about the data you want to upload: Please upload only data or metadata that have been previously curated (by you or someone you trust). Long-term storage of data/metadata in public repositories should be used for data that deserves to be stored, i.e. data that enables researchers (those who obtained the data in the first place or others) to reuse them in the future. Examples of data documentation are: laboratory notebooks, questionnaires, codebooks, project reports, etc.

▪ Files

Here you can upload one or more files. If you are working with a large number of individual files, it is recommended to create a .zip folder (or similar) and then upload the entire file. Please note that if you want to make one part of the data publicly available and the other part restricted, you should separate the data and upload it in separate entries of the repository.

▪ Basic Information

The first four fields (Resource type, Title, Publication date and Creators) are mandatory. While “Description” is not required, we encourage you to provide a description of the (meta)data as accurate as possible. You can see the different options in “Description” section below.

Description

Paragraph ▾

B *I*

Additional Description *

Paragraph ▾

B *I* ▾

Add description

Licenses

Creative Commons Attribution 4.0 International
The Creative Commons Attribution license allows re-distribution and re-use of a licensed work on the condition that the creator is appropriately credited.

Type *

Abstract ▾

Abstract

Methods

Other

Series information

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Technical info

Please select a licence from the drop-down menu. Data should be made available under an **open licence**, unless there is good reason to licence them on a more restrictive basis, for example, to prohibit commercial re-use of data in which a commercial partner has an interest. [Creative Commons Attribution](#) (CC BY) is widely used for the licensing of datasets (as well as Open Access publications and other materials), and is a good choice that will suit most requirements. It is the default licence recommended by the university’s data repository.

▪ Recommended Information

To ensure traceability of the changes and contributions made to an entry, we recommend you to be as accurate as possible here.

If you fill in the subject field, then each subject must be entered separately and be sure to press add, then the keyword will be saved.

Subjects

Suggest from

All ▾

subject

second subject

Add second subject

▪ Related Works

In the last section you can reference relevant works, but also provide links to multiple entries if your upload contains both public and restricted entries in the repository (see point 4 in the list above). By using identifiers, you can directly reference the data.