ScholarsArchive@OSU Research Data Curation Policy

Preamble
The data curation activities of the Center for Digital Scholarship and Services stem, in part, from our mission to gather, index, and make available intellectual content of the Oregon State University community through ScholarsArchive@OSU. The primary purpose of hosting data in ScholarsArchive@OSU is to facilitate data sharing for the purposes of data reuse and contributing to open science.

Definition of Data
Research data, unlike other types of information, is collected, observed, or created, for purposes of analysis to produce original research results. These data can include, but are not limited to such data types as numerical tables, geospatial data, code, documentation, images, and video.

Status of Data to be Deposited
Data deposited in ScholarsArchive@OSU will be in a static, "final" state, though there are no restrictions on uploading new or updated versions of a dataset. Data producers interested in periodic preservation of continuously updated (streaming) data should contact the Repository Administrator (scholarsarchive@oregonstate.edu) and/or Research Data Services (researchdataservices@oregonstate.edu) to discuss best practices for curating streaming data.

Minimum Deposit Requirements
In order to make deposited datasets usable by others, ScholarsArchive@OSU has a minimum set of requirements that all data deposits must meet.
1) Each data file must be presented with at least a minimal data dictionary that describes the data elements presented in the data file (see Appendix A for example). The data dictionary must be submitted in a non-proprietary format (e.g. .txt, .tif).
2) Data files must be presented, where possible, in a non-proprietary format (e.g. .txt, .tif). ScholarsArchvie@OSU will accept proprietary file formats where non-proprietary formats are not available or where non-proprietary formatting makes the data file substantially less usable. Proprietary formats may be submitted alongside non-proprietary formats to facilitate near-term reuse of data (see Appendix A for details)
3) Deposited datasets must be presented with sufficient documentation to describe the deposited dataset or data collection in the form of a readme file. Such documentation should, at the minimum, include a description of the files in the data collection and be presented as a text file.

Research Data Services can provide guidance and assistance for providing non-proprietary formats/formatting and the creation of data dictionaries and readme files.

Volume and Size Limitations

The upper limit on uploading individual files is 2GB. For files larger than 2GB, Research Data Services will work with the depositor to determine whether and how ScholarsArchive@OSU can accommodate these files.

Supplementary Data File Acquisition
Datasets published as supplementary materials to journal articles submitted to ScholarsArchive@OSU will be captured for ingest into ScholarsArchive@OSU if the dataset is:
- Published in a closed access or hybrid journal
- Published in a closed access repository
- Published on a personal or laboratory website

Datasets published as supplementary materials that are located in open access journals and open data repositories (disciplinary or general purpose) will be linked to from the article's record of the publication in ScholarsArchive@OSU.

Datasets submitted as supplementary files to other materials in ScholarsArchive@OSU will be evaluated on a case by case basis to determine whether they are appropriate for curation as datasets. Examples of materials that may be submitted with supplementary data files include dissertations, theses, and technical reports.

Data Preservation
OSU Libraries & Press is committed to maintaining and preserving access to the content in ScholarsArchive@OSU and ensuring that all of the files in the repository are retrievable. Our Minimum Deposit Requirements (specifically, our requirement for non-proprietary representations of datasets) are meant to facilitate the long-term preservation and accessibility of content in the repository.

Withdrawal, Replacement, and Access Restrictions
Refer to the ScholarsArchive@OSU Withdrawal, Replacement, and Access Restrictions policy for more information about these actions.