University of Sussex

Research Data Repository (SURE) Policy

Introduction

1. This document provides the principles under which the Sussex Research Data Repository (SURE) is operated and outlines the requirements of use for researchers.

2. SURE is a permanent record and online archive of research data outputs for the University of Sussex. It provides access to metadata and, where deposited, the publicly available copy of datasets.

3. The University maintains a separate record and archive for its published research outputs, Sussex Research Online (SRO).

Principles

4. SURE is the sole location for the institutional record of research data. It includes metadata about each dataset, together with the dataset itself or a link to where the dataset is published.

5. All researchers are required to ensure the deposit of metadata for all research data underlying published research outputs (in line with the University's Research Data Management Policy).

Metadata

6. Anyone may access metadata and datasets free of charge.

7. The metadata may be harvested or re-used in any medium without prior permission. It has a CC-0 licence.

8. All published datasets will be assigned a DOI to maximise visibility, discoverability and to enable future citation.

Submission of content

9. SURE is a repository primarily for the publication and preservation of Research data produced by researchers at Sussex during the course of their research.

10. Datasets may include but is not limited to:
    a. Completed questionnaires
    b. Recorded audio interviews and transcripts
    c. Multimedia and audio-visual materials
    d. Images
    e. Microscope images
    f. Tables of statistics
    g. Documents and Spreadsheets
    h. Code
    i. Software
    j. Databases

11. Researchers should ensure that data is in non-proprietary and open source formats where possible.

12. Where proprietary file formats are submitted, these will be made available for download to be used offline. Researchers must state the software needed to view the data in the metadata record.

13. Researchers must ensure that items comply with relevant legislation, such as third-party copyright and data protection.

14. Researchers have sole responsible for ensuring the validity and authenticity of the content of submissions.

15. Library staff will check all datasets submitted for publication for eligibility, validate and enhance metadata, and where appropriate, make efforts to ensure copyright and compliance with relevant legislation.

16. The dataset deposited in SURE should be the complete and final copy of the data, or a time stamped copy of a continuing dataset. Where necessary an updated version of a dataset may be deposited. Each version will have a separate DOI and remain linked to previous versions.

17. The dataset deposited in SURE should as far as possible constitute the full dataset pertaining to a piece of research, and not limited to data that directly underpins published results.

18. By submitting data to the SURE data repository, researchers confirm that they have permission from any copyright owner(s) to deposit the data.

19. Datasets may not normally be removed from the repository unless for reasons outlined in the separate Take-down policy.

Access to content

20. The University will ensure the continued readability and accessibility of datasets deposited in SURE.

21. Published datasets will be made available using as open a licence as possible.

22. Access to datasets will be restricted where required to comply with publisher's embargos or contract terms.

Preservation of content

23. SURE is a permanent register and repository and the University is committed to ensuring that its research data is preserved indefinitely, through regular backups and migration to new file formats.

Review and Management

24. The policy is reviewed annually and is managed by the Library in consultation with Research and Knowledge Exchange Committee. This policy was approved in October 2017.