Texas Data Repository Information Sheet

For Researchers

The **Texas Data Repository** (http://data.tdl.org) is a platform for publishing and archiving datasets and other data products created by faculty, staff, and students at Texas higher education institutions. The repository is built in an open-source application called Dataverse, developed and used by Harvard University.

The repository is hosted by the Texas Digital Library, a consortium of academic libraries in Texas with a proven history of providing shared technology services that support secure, reliable access to digital collections of research and scholarship (http://www.tdl.org/). For a list of TDL participating institutions, please visit: https://tdl.org/members/

Reasons to deposit your data

1. **Comply with funding requirements.** The Texas Data Repository can help you comply with funder mandates (including federal agency mandates) for data archiving and sharing, and gives you resources for developing data management plans and grant applications.
2. **Ensure reliable, managed access for your data.** The Texas Data Repository gives you a convenient and reliable place to collect and share your data. And by depositing data there, you benefit from the Texas Digital Library's focus on long-term access and preservation of your content.
3. **Increase your scholarly impact.** By publishing your data in the Texas Data Repository, you give your data a DOI (or "digital object identifier"), making it easy for others to cite the data set reliably. Your work will also be indexed in search engines, making it more likely to be found. Finally, you can track the number of times users access it, and if you want, you can also ask them to register in a "guest book" when they download your data.
4. **Collaborate with research teams with flexible options for data access.** Some situations may necessitate restricting access to data, at least for a period of time. The Texas Data Repository allows you to share your data with a select group of colleagues, version your data, and publish it when you're ready. In rare cases, you may need to de-accession data, which the repository also enables.
5. **Have access to local support through your institution's academic library.** Along with robust technical support from the Texas Digital Library, you can rely on trained library liaisons at your home institution to assist with multiple phases of the research cycle, including data management planning, preparation for data publishing, and long-term data curation.

What you should deposit

The short and sweet version:
- You can deposit data in **any file type** and from **any research discipline.**
- You can **edit the license** that governs re-use of the data.
- You can upload individual file sizes of up to 2GB and datasets (comprising multiple files) no larger than 10GB.
- You **cannot** deposit data that contains **confidential or sensitive information**.

The longer version:

- Researchers can deposit a wide variety of data and related electronic materials to the Texas Data Repository, including spreadsheets, sensor and instrument data, surveys, GIS data, and imagery, along with associated material such as codebooks or data dictionaries. Any individual file uploaded to the repository must be under 2GB.
- The Texas Data Repository encourages data deposit from all disciplines and can accept any type of data file, though it is advisable to provide data in non-proprietary formats in order to ensure broader use for researchers with access to different analytic software.
- By default, published data is assigned a [Creative Commons Zero (CC0) license](), which releases them to the public domain, so that others may freely access and build upon the work. Researchers can alter this license and create custom terms of use for their data if appropriate.
- The Texas Data Repository does NOT accept content that contains confidential or sensitive information, and requires that contributors remove, replace, or redact such information from datasets prior to upload. Confidential and sensitive information includes any identifiable information that would enable re-identification of human subjects (such as social security numbers; credit card numbers; medical record numbers; health plan numbers; biometric identifiers, etc. (See http://data.tdl.org/terms-of-use/ for more detail.)

Get started...

1. **Log in** to http://data.tdl.org using your institutional username and password.
2. Go to "**My Data**" to find your institution's dataverse collection.
3. Optionally, **create a new "dataverse"** for collecting all your datasets in a single location.
4. **Add a dataset**, which can include multiple files such as raw data files and supplementary materials.
5. To help others discover and understand the data, **provide some information** (aka "metadata") about what you've uploaded in the forms provided.
6. **Hit publish!** Or, if you would like to restrict access to the data, you can share only with a select few.

Get help....

- ...from the Texas Digital Library Helpdesk.
  - Email support@tdl.org or go to https://tdl.org/support/helpdesk/.
  - The TDL hosts and manages the Texas Data Repository platform and can help with any questions or technical difficulties you encounter.
- ...from your institution's library experts.
  - Visit http://data.tdl.org/help/ to identify the local research data expert at your campus library.

- ○ Your local institution's library sponsors and supports the Texas Data Repository. Experts there can provide support in the form of consultation and active curation of your data.
- ● ...from the Texas Data Repository User Guides
  - ○ Visit http://data.tdl.org/documentation/ for more documentation about the Texas Data Repository.