The art of depositing social science data: maximising quality and ensuring good governance

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Collections Development and Producer Relations Team

RDMF15 London
29 April 2015
Covering today:

- The role of today’s Repository Manager
- About incentivising
- The role of Collections Development Policies/ Data Policies
- Appraisal procedures and templates
- Licensing and access pathways
- Data review processes and check lists
- Helping depositors and providing resources
A Depositor Service’s life is...
Who needs incentivising to share data well?

- Organisational data owners and producers
- Researchers
- Publishers of data
- One’s own organisation
Operationalising ‘incentivising’ (tactics)

• **Evangelise** – it really is the best thing since…. You need this in your life
• **Demonstrate** – Look at this …you’ll want one too!
• **Persuasion/cajole** – it’ll make you look good
• **Encouragement** – go on, be an early adopter!
• **Coerce** – you should be …everyone else is. You’ll look bad if you don’t…
• **Beg** – Please, it will help us enormously
What is the UK Data Service?

- a comprehensive resource funded by the Economic and Social Research Council (ESRC)
- a single point of access to a wide range of secondary social science data
- support, training and guidance throughout the data life cycle
- listen to our recorded webinars at
  
  http://ukdataservice.ac.uk/news-and-events/videos.aspx
Links with other data archives worldwide

- Qualitative data
- Data archives
- Open data
- Secure datalabs
- Question banks

Data access policy
What does the UK Data Service do?

- put together a collection of the most valuable data and enhance these over time
- preserve data in the long term for future research purposes
- make the data and documentation available for reuse
- provide data management advice for data creators
- provide support for users of the service
- information about how data are used
- easy access through website
Adapted OAIS Functional Model (ISO 14721)

Figure 1. The OAIS Functional Model.
UK Data Archive - digital data preservation

- operate in-house curation and preservation services
- offer self-upload data facility through ReShare
- certified to ISO27001 for Information Security
- Data Seal of Approval (DSA) accredited
- undertake long-term data curation and preservation
- deeply involved in international preservation planning and accreditation activities

www.data-archive.ac.uk/curate
Making data available is trending now

✓ Open access and transparency agendas
✓ Huge progress in opening up government data (gov.data)
✓ Lack of trust in published academic findings – demands for evidence for claims and verification
✓ Value for money from public funds
Journal / Publisher Data Policies

- Science journals have data policies relating to data sharing
  - “PLOS ONE will not consider a study if the conclusions depend solely on the analysis of proprietary data” … “the paper must include an analysis of public data that validates the conclusions so others can reproduce the analysis.”
  - BioMed Central open data statement
  - APSA political science journals DA-RT Statement

- Data underpinning publication accessible
  - upon request from author
  - as supplement with publication
  - in public or mandated repository (Elsevier uses PANGAEA)

- Citation via unique persistent identifiers (DOIs)
- JORD project: survey of journal policies
Progress in the social sciences (UK)

- Good on funder data policy
- Good on data centres
- Improving on institutional repositories
- Poor on journal policy. Exceptions:
  - Economic journals - verification
  - Psychology journals - fraud cases
  - Political science - transparency
Defining one’s scope of collections

- Anticipate capacity – space and humans
- Too much – drowning; Too little – limited browsability
- Draft a Collections Development Policy – an evolving document
- Draft an Appraisal and Selection Policy
- Set up a Data Appraisal Group and with defined TOR
- Is your repository FAIR?
Does your repository enable FAIR data principles?

- Findable
- Accessible
- Interoperable
- Re-usable
- Persistent identification of collections
UK Data Service acquisition

• We proactively acquire data for use in research and teaching

• Data are deposited by:
  • National statistical institutes (contractual)
  • UK government departments
  • Intergovernmental organisations
  • Research institutes
  • Research companies
  • Individual researchers including ESRC Data Policy

• Criteria for selection are set out in our Collections Development Policy
Collections Development work

Trawling

Line-caught
Sourcing new data - examples

• Gap analysis of government departments survey products

• Response to user requests

• Chasing data from ‘classic’ social science studies

• New and novel forms of data ..aka ‘big data’

• Beware spontaneous gifts…
I just want to empty my office…….
“Value” – some data usage over time

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Assessment for new deposits

• Our Data Appraisal Group assesses data according to our Collections Development Policy

• Decision will usually be one of the following:
  
  - accept the data into our main collection
  - deposit in ReShare repository
  - deposit in an institutional repository
  - use an alternative place of deposit
## Data Appraisal Grid

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<th>No</th>
<th>Comment</th>
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<td>UKDS: Teaching and learning use</td>
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<td>UKDS: Replication and validation of research</td>
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<td><strong>Data relevant to the UK Data Forum Data Strategy?</strong></td>
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<tr>
<td>Enhanced longitudinal data on people and families</td>
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<td></td>
<td></td>
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<tr>
<td>Addressing multidisciplinary challenges (e.g. biosocial data)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Data about organisations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer databases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social media as research data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross-sectional data on people and families</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accepting into the main collection

Complete a data deposit form
- used to populate a data catalogue record

Submit data files
- via the University of Essex ZendTo Service
- on CD, DVD or memory stick

If data files contain sensitive information
- ensure data are encrypted and sent securely

Provide a licence agreement
- where required if not under a concordat
About licensing arrangements

- a Licence Agreement, Concordat or other similar arrangement:
  - specifies the rights and responsibilities of both parties
  - authorises us to preserve and to distribute the data collection under the terms and conditions selected by the depositor

- data owner retains ownership of the data collection

- the signatory to the licence should be the data owner or authorised by the owner(s)
Access conditions

Depositor selects, with guidance, the access category most appropriate for the data

**Open**
- available for download/online access under open licence without any registration

**Safeguarded**
- available for download/online access to logged-in users who have registered and agreed to an End User Licence

**Controlled**
- available for remote or safe room access registered users whose research proposal has been approved by an access committee and who have received specialist training

Depositor selects, with guidance, the access category most appropriate for the data.
Safeguarded data – conditions of access

- Most common license choice
- Register with us using UK Federation
- Agree to an End User Licence (EUL)
  - Appropriate data usage
  - Full citation of data
  - informing us of re-use
- Select data using ‘Download/Order’ button
- Specify a project for which the data are to be used
- Download data to local machine in choice of formats
Open data collections

94 open collections (out of 6553)

Government data - Open Government Licence (OGL)
• Census and survey teaching datasets

Survey data – Creative Commons CC4 BY, some NC
• Academic surveys, some qualitative data, historical data

Global indicators – bespoke open data license
• .STAT - World Bank Millennium Development goals
Common issues with mainstream archiving

• Choice of licensing and access pathway
• Many organisations are overly risk averse
• Choose restrictive access
• Work underway to draw up bench marks for objective and transparent disclosure review
Keeping records and data handling

• We record the details and status of all potential and actual acquisitions in a database

• We preserve copies of forms, licences and correspondence

• We follow data handling procedures to ensure data are kept safe

• We can send depositors a usage report on request
Long-term storage

• Secure data transfer, including encryption
• Audit of all activities for work undertaken within designated secure areas under ISO27001 Information Security standard.
• Data assessed for disclosure risk. Subsequent processing workflows dictated by security implications of handling data
• Multiple copies/backups (outlined in Preservation Policy) implemented for data collections for which the centres have long-term digital preservation responsibility
  • Six copies
  • Integrity ensured through the crosschecking of checksums
  • error logs are monitored to ensure AIPs are not corrupted during transfers and operational statistics are maintained
  • Periodic media refreshment, replication, repackaging every 3 to 5 years
  • Errors detected using S.M.A.R.T. (Self-Monitoring, Analysis and Reporting Technology) monitoring systems
Just tell me how to.....
Short brochure for survey products

• Worked closely with data owners and producers

• Existing information too complex

• What is really expected!

• Transferrable information

• Not a bible
CLOSER - incentives for data managers

- Cohort and Longitudinal Studies Enhancement Resources – central harmonised discovery portal
- Jane Elliot key incentive to getting studies on board & ££
- Central organisation did data enhancement work

- Data managers
  - happy to be part of peer group
  - rewarding to go back and look at data (showcase)
  - liked a shared controlled vocabulary
  - received Colectica training and local installation
  - variable to questionnaire mappings useful
  - liked visibility of their study in the CLOSER platform
Published outputs – online access

Welsh Development Trust
Supporting Welsh business growth


Variable ahlstat: Health over last 12 months - Wave 1

LITERAL QUESTION
Please think back over the last 12 months about how your health has been. Compared to people of your own age, would you say that your health has on the whole been excellent, good, fair, poor or very poor?

<table>
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<th>Categories</th>
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<th>%</th>
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<td>Don't know</td>
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<td>0.1%</td>
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<td>2</td>
<td>Excellent</td>
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<tr>
<td>3</td>
<td>Good</td>
<td>4473</td>
<td>45.1%</td>
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<td>5</td>
<td>Poor</td>
<td>601</td>
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<td>-10</td>
<td>Respondent absent this wave</td>
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<td>-9</td>
<td>Missing or wild</td>
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<td>-8</td>
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<td>-2</td>
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SUMMARY STATISTICS
Valid cases 9911
Missing cases 1
This variable is numeric
Published outputs – question bank
Survey Metadata Reusability and Exchange: A Call to Action for Questionnaire Documentation

Produced by the “Survey Metadata: Barriers and Opportunities” Meeting
June 26, 2014, London

Issued 31 October, 2014

This collaborative statement calls upon the survey design, production and archiving communities to take leadership in facilitating survey metadata exchange through adoption of shared metadata standards for questionnaire and data description.

Background

Statement of Shared Principles for Survey Metadata Reusability and Exchange

Currently there are some obstacles in creating good structured documentation for data that complies with international gold standards for enabling use and longer-term re-use.

The journey from questionnaire design using commercial software to Computer Assisted Interviewing (CAI) delivery in the field, and to delivery of data to owners and archives is currently inefficient and error-prone. The metadata journey from owner to producer back to owner and to archive continues to use
Handling academics and their data
Researchers and their long-tail data

- 20 years of ESRC Data Policy to draw upon
- Operating a self-deposit repository
- Jisc Managing Research Data Programme local pilots and activities
- Review of data and incentives
ESRC research data policy

*Research data should be openly available to the maximum extent possible through long-term preservation and high quality data management.* (ESRC Research Data Policy, 2010)

- ESRC grant applicants planning to create data during their research include a [data management plan](#).
- ESRC award holders share research data within three months of the end of their grant.

*Researchers who collect the data initially should be aware that ESRC expects that others will also use it, so consent should be obtained on this basis and the original researcher must take into account the long-term use and preservation of data.* (ESRC Framework for Research Ethics, 2012)
For ESRC award holders

• Upload data to our ReShare data repository, following guidance…

• We harvest project information from ESRC Gateway to Research

• DataCite DOI assigned

• Our Discover service harvests information from ReShare to create a searchable catalogue record
Easy to publish and upload data

Edit collection: Data Collection #851515

To deposit a data collection, you must accept the ReShare Terms and Conditions:

- I confirm that I am the owner of the copyright and associated intellectual property rights in the whole Data Collection or am otherwise lawfully entitled to grant this licence on behalf of each and every owner;
- I grant a non-exclusive, royalty-free licence to the UK Data Archive (a department of the University of Essex and not a separate legal entity) of Wivenhoe Park, Colchester, CO4 3SQ (the “University”) to hold, make copies of, and disseminate copies of the Data collection, in accordance with the access conditions I will specify when uploading data files. Open data accessible to users without registration, or safeguarded data accessible to users registered with the data services provided by the UK Data Archive.

I agree to the ReShare data deposit terms and conditions

Save for later  Cancel  Next >
Idea of volume in ReShare

- **648** data collections published so far in ReShare
- **500** were migrated from Fedora Store
- **148** new collections published since April 2014
- **130** collections pending
  - **50** in review
  - **80** in the pipeline – being deposited or being sent back after review for actioning
Self-upload guidance

• Lots of it…guides, webinars, hand-holding
• Review criteria are explicit
• Still many questions
• Still some recurring issues to deal with
Advice services to data creators/depositors

- General web based guidance and FAQ - not read by all..
- Training and capacity building

ReShare help guidance

1. Prepare research data for ReShare
2. Deposit data in ReShare
   - Register and log in
   - Terms and conditions
   - Grant information
   - Responsible people
   - Data collection descriptions
   - Upload files
   - Deposit collection
3. Further guidance
Not forgetting good early RDM practices

- Capture information and documentation/metadata during the data collection process that will allow understanding of your data.
- Check, validate and clean your data during research.
- Ensure you are organising, naming and versioning data files meaningfully.
- If data contain personal or confidential information, gain participant consent to share data and create an anonymised version, where possible.
Explicit guidance on data review

ReShare Data Review

Documentation

The UK Data Service reviews each data collection submitted to the ReShare repository for disclosure risk, copyright breaches, validity of file formats and level of documentation before publishing the collection. The quality or scientific validity of research data is not evaluated.

All numerical data files and at least a 10% random sample of textual data files are reviewed.

Non-English language data files are checked if a staff member of the UK Data Service is familiar with the language.

Any concerns, changes needing to be made to data files, or requests for additional documentation are communicated to the data depositor for actioning.

Data review comments and actions taken are noted in the data collection metadata record, as provenance information for the data collection.

Review procedures

1. Generic project-level checks:
Data review – checks we do in-house

- Generic project-level
- Generic file-level
- Quantitative data files
- Qualitative data files
  - on random 10% sample of data items (interview transcripts, audio recordings)
- Documentation files
- Related resources
Data review and common issues

✔ Overall, a positive experience for most depositors
✔ Mostly good quality data and documentation

A few recurring issues:

✖ Poor file names
✖ Poor - or complete lack of – documentation
✖ Limited descriptive metadata for the catalogue record
  ✖ e.g. for description/ methods often a copy/paste of available text, rather than written for the data collection.
✖ No reason for excluding files, for which fieldwork took place
✖ Poorly documented methods
Remedies

- Relay issues back to depositor

- Accept nothing unless it comes with a clear ReadMe file that explains what the collection is about

- Sign off to ESRC when we've got all documentation that we want

- Add alerts within the system and common issues to guidance

- Incentives coming through ‘star’ quality rating
The value of the ‘ReadMe’

Good practice for each **data collection**

- For each filename a short description of what data it includes
- Any relationships between the data files
- For tabular data definitions of column headings and row labels, data codes (including missing data) and measurement units
- For textual data a data list of all interviews, focus groups, etc.
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**Access and Administration**

**Data sourcing, processing and preparation:**
Information from various sources, including the International Bureau of Fiscal Documentation

**Copyright holders:**

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**Contact:**

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**Notes on access:**
None

**Publisher:**
Economic and Social Research Council

**Last modified:**
28 Apr 2014 22:42

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**AVAILABLE FILES**

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<tr>
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An exercise in reductionism
Critical summary depositing advice

- Group data files in zip bundles (max 2gb) according to their content or file format
- For large collections, keep a folder structure for files in zip
- Check our recommended file formats before uploading files
- Check our recommended transcription format for qualitative textual data
- Give files meaningful names that reflect the file content, avoiding spaces and special characters
- Check that data files contain no disclosive information (basic 5 point advice on anonymisation)
- Create a ReadMe file (txt format) for your data collection (4 point content advice)
- Prepare essential documentation to upload with data
Handling queries on deposit/data sharing

- A fair bit of hand-holding for depositors prior to upload
- Full-time repository administrator - junior research level with MA in social science
- 1 in 10 questions relayed up to more senior staff
  - Ethics and disclosure review
  - Some formats and technical issues
- Query tracking system in place to manage/log responses
  - Can see past queries and responses
  - SLA? UKDS has automated response plus answer within 3 working days, or longer if more complex
  - Easy to add common issues to your FAQ
Research Data Registry and Discovery

- JISC pilot project to provide a coherent point of access to descriptions of UK research datasets

- Research Data Australia model, testing Australian National Data Service (ANDS) and other software

- Common metadata work - pushed/pulled via OAI-PMH or API

- Important for collection visibility….shoddy metadata looks bad

- Phase 2: outreach to (more) repositories coming soon!
Journals

- Training in how to prepare and submit supporting data and **sufficient metadata**
- Guidance on peer review of data
- ReShare is a repository for **Nature group** of Journals. Peer review of data being undertaken by Nature (in addition to ReShare standards)
- Data repositories typically do not review quality of research methods, but data products
Knowledge for repository managers

• Know legal, ethical and other obligations towards research participants, funders and institutions

• Know own institution’s policies and services: storage and backup strategy, research integrity framework, IPR policy, institutional data repository

• Understand roles and responsibilities of relevant parties with respect to data management planning lifecycle
Skills needed?

- Opening and understanding the content of files, data handling and QA, disclosure review, some disciplinary data skills, metadata landscape knowledge
- Diplomacy, record keeping, ‘good telephone manner’ etc.
- Love research data
Capacity to run depositor services

- How much capacity do you need?
- How much capacity do you have?

**UK Data Service**
- 3.5 full-time staff on RDM and ESRC (Producer Relations)
- 3.5 staff on other pre-ingest (Collections Development)
- Plus the 60 others in the UK Data Service…

- Be realistic - choose deposit activities that are manageable and delegate what you can
UK Data service resources

- UKDS webpages and video on preparing data
- UKDS webpages on operating the ESRC Data Policy
- UKDS webpages, book and video on RDM issues

- Depositing Shareable Survey Data brochure
- UKDS ReShare guide/checking guidelines

- UKDS Collections Development Policy
- UKDS Selection and Appraisal Criteria
- UKDS Data Purchase Guidelines

- Call to action: Use of DDI metadata in survey production process
Keep connected with us

• Subscribe to UK Data Service list: www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKDATASERVICE

• Follow UK Data Service on Twitter: @UKDataService

• Facebook

• Google groups

• Youtube: www.youtube.com/user/UKDATASERVICE
Contact

Collections Development and Producer Relations team
UK Data Service
University of Essex
ukdataservice.ac.uk/help/get-in-touch.aspx