

# Illinois Data Bank Accession Policy

## Purpose of this Policy

This document explains what the Illinois Data Bank can accept for publication.

## Criteria for Depositing

Datasets deposited into the Illinois Data Bank must either be generated through the course of a research project or deposited with an expectation that public availability will allow the Dataset to be used for research purposes. Research data is defined through the federal Office of Management and Budget 2 CFR Part 215 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (OMB Circular A-110) (<https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/circulars/a110/2cfr215-0.pdf>) as:

*"(i) Research data is defined as the recorded factual material commonly accepted in the (scientific) community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of (scientific) papers, plans for future research, peer reviews, or communications with colleagues. This 'recorded' material excludes physical objects (e.g., laboratory samples). Research data also do not include:*

*(A) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and*

*(B) Personnel and medical information and similar information the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study."*

In nearly all circumstances, only Datasets, consisting of Data Files together with the associated Descriptive Metadata and any associated Metadata Files, are deposited into the Illinois Data Bank. However, there may be rare circumstances where approval is given by the Director of the Research Data Service to deposit a Dataset consisting of just Metadata File(s) and associated Descriptive Metadata.

Datasets deposited in the Illinois Data Bank must meet the following criteria:

- While Datasets need not be exclusively created at the University of Illinois at Urbana-Champaign, at least one researcher from the University of Illinois at Urbana-Champaign campus with an active NetID must have made, conceived, reduced to practice, authored or otherwise made a substantive intellectual contribution to the creation of the Dataset.
- Datasets must be deposited for open, public access, which means that anyone may download and reuse all or part of a Dataset in accordance with the license indicated by the Depositor. Depositors may define a Publication Delay Period (also known as an Embargo Period) with a maximum Publication Delay Period of 12 months, except on rare occasions where the Director of the Research Data Service can consider a longer Publication Delay Period based upon extenuating circumstances, such as for the purpose of seeking patent protection.

- Datasets must only contain unrestricted content with **NO** private, confidential, or other legally protected information.
- The Depositor must have or be able to furnish on demand the rights or permissions to share any part of a Dataset obtained from a third party. It is the responsibility of the Depositor to have the necessary rights or permissions to share any content not generated by the Depositor.
- The maximum total size of deposited Datasets cannot exceed 2 TB per University of Illinois at Urbana-Champaign faculty member or Principal Investigator in a given 12-month period unless the Director of the Research Data Service has approved special arrangements.
- Data Files must be deposited with Descriptive Metadata to facilitate discovery of the Datasets. Depositors are strongly encouraged to deposit Metadata Files along with Data Files and Descriptive Metadata that meet minimum standards as outlined in the [Illinois Data Bank Help section: Dataset Documentation](#) to facilitate interpretation and reuse of the Data Files.
- A Long-Term Contact Person, similar to a “corresponding author,” who is knowledgeable about the Dataset and assumes responsibility for its validity must be identified in a Dataset’s Descriptive Metadata before publication of the Dataset.
- The Dataset must be in a final state that is not subject to revisions or updates.

### Quality Control

The Illinois Data Bank does not attempt to judge the scholarly quality of the Dataset. The Research Data Service staff trust the judgment and research expertise of those who created and deposited it. Thus a determination of the research quality is at the discretion of, and also the responsibility of, the Long-Term Contact Person, as named in the Descriptive Metadata.

Research Data Service staff may review Datasets for alignment with criteria for depositing and/or to extend the Descriptive Metadata as needed to facilitate greater accuracy and discoverability. For more information on the curatorial review process please see the [Illinois Data Bank Curation Review Process](#) document.

### Discovery and Access

Each Dataset published in the Illinois Data Bank is given a Digital Object Identifier (DOI) that is registered in a global registry of resources with DataCite (<https://www.datacite.org/>). Likewise, Illinois Data Bank webpages and Descriptive Metadata records are intended to be optimized for search engine visibility. This enables discovery via web searches (e.g., Google) and Descriptive Metadata aggregating services. For more information, see the [Illinois Data Bank Access and Use Policy](#).

Depositors have the option of defining a Publication Delay Period for all or part of a Dataset for a maximum of 12 months, except on rare occasions where the Director of the Research Data Service may consider a longer Publication Delay Period based upon extenuating circumstances, such as for the purpose of seeking patent protection. There are currently two options for delaying publication:

- 1) “File Only Delay”, which delays publication of Data Files and/or Metadata Files only
- 2) “Full Dataset Delay”, which delays publication of Data Files and/or Metadata Files and Descriptive Metadata

For more information about the data publication delay options, see the [Illinois Data Bank Help section: Delaying publication in the Illinois Data Bank](#).

## Copyright, Intellectual Property, and Digital Rights

The Illinois Data Bank relies on the directives regarding copyright found in Article III of the General Rules Concerning University Organization and Procedures (<http://www.bot.uillinois.edu/general-rules>) and the campus Illinois Copyright Policy (<http://copyright.illinois.edu/>). The management of digital rights associated with the Illinois Data Bank will be developed in ways that are consistent with University policy and legal requirements.

## Illinois Data Bank Commitment to Published Datasets

The Illinois Data Bank commits to preserving published Datasets in accordance with the [Illinois Data Bank Preservation Policy](#). The Illinois Data Bank also currently commits to providing public access through maintenance of persistent Illinois Data Bank webpages, Descriptive Metadata records, and identifiers, and to providing access metrics, which may include page-views, downloads, and citations. The Illinois Data Bank currently commits to this level of preservation, access, and reporting for a period of **at least five years** from the date of publication via the Illinois Data Bank. The Illinois Data Bank will endeavor to retain the published Datasets beyond the initial commitment, but reserves the right to assess the long-term viability of Datasets through a review process to determine whether to maintain the Dataset beyond the initial five-year commitment. The potential outcomes of the review process are outlined in the [Preservation Review, Revision, Retention, Deaccession, and Withdrawal Procedure](#).

To learn how to increase the likelihood that published Datasets will be preserved beyond the initial five-year commitment, please see the [Illinois Data Bank Preservation Review Guidelines](#).

## Acknowledgements

Illinois Digital Environment for Access to Learning and Scholarship (IDEALS). *IDEALS Collection Policy*. <http://hdl.handle.net/2142/7>

Data Repository for the U of M (DRUM). *DRUM Policies and Terms of Use, Data Collection Policy*. <https://conservancy.umn.edu/pages/drum/policies/>

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[Contact Research Data Service staff](#) with questions or to request an addition or revision to this policy.

Policy Document History and Version Control Table			
Version	Action	Approved By	Action Date
1.0	Policy issued.	Heidi Imker, Director, Research Data Service	2016-05-03
1.1	Policy reviewed. Minor changes made: -Minor wording adjustments. -Versioning table added.	Heidi Imker, Director, Research Data Service	2016-10-05

1.2	Policy reviewed. Minor change made: -Updated hyperlink.	Heidi Imker, Research Data Service	2017-03-02
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