Hochschule RheinMain

Instructions for submissions to the RheinMain University of Applied Sciences repository

Content

What is the repository?

A repository is a place where data or other digital objects can be stored and also made available. The RheinMain University of Applied Sciences uses its own area of TUdatalib, the repository of the TU Darmstadt, as an institutional repository for the RheinMain University of Applied Sciences.

TUdatalib is based on the DSpace software (open source) and is hosted at the TU Darmstadt. In the "RheinMain University of Applied Sciences" area, you can permanently store research data that have been created in the course of research activities at RheinMain University of Applied Sciences (at least 10 years, possibly longer) and, if desired, publish the metadata and/or the data. All members of the RheinMain University of Applied Sciences can use the "RheinMain University of Applied Sciences" area of TUdatalib, which is maintained by the HLB Research Data Management Team (HLB-FDM Team). The team can be reached with questions at support-fdm-hlb@hs-rm.de

Login to the HSRM repository

You can access the institutional repository area of RheinMain University of Applied Sciences at https://hlbrm.fdm-repo.hs-rm.de.

If you would like to log in to the RheinMain University of Applied Sciences area of TUdatalib with your university account (HDS), you must proceed as follows:

- Click on **"Login"** in the top right-hand corner
- Then go to **"personal login ID"** in the next window
- In the next window, select **"RheinMain University of Applied Sciences"** and click on **"Okay"**
- You will then be redirected to the RheinMain University of Applied Sciences login window
- Please enter your university account (HDS) data there

With this procedure, you should be able to successfully log in to the RheinMain University of Applied Sciences area of TUdatalib. If you do not yet have an HDS account or have lost your access data, please contact the ITMZ of RheinMain University of Applied Sciences: service-itmz@hs-rm.de

Note: After you have clicked on **"Login"**, the header will change and a logo of the TU Darmstadt will be displayed, this should not confuse you - you are still in the right environment. The same applies after you have successfully logged in.

Submit data

In principle, you can archive or publish all types of data related to research. However, we recommend using open file formats, please also see the section **"Recommended file formats"**. Excluded at this time is all personal data, which is subject to data protection. If necessary, the data must be anonymized.

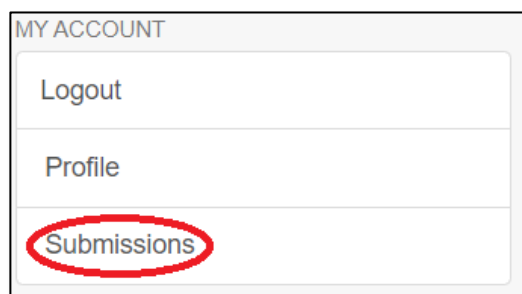## Submit data to an existing collection

Figure 1 Dataset

After logging in, you will be taken either to the home page or directly to the records section. If you are on the home page, click on **"Submissions"** on the left to enter the corresponding menu.

If you are in the submission menu directly after logging in, proceed as described below.

In the menu you can upload a new dataset to an existing collection, for this you only have to click on the link **"start a new submission"**.

Attention: During the submission the language (German / English) can no longer be changed.
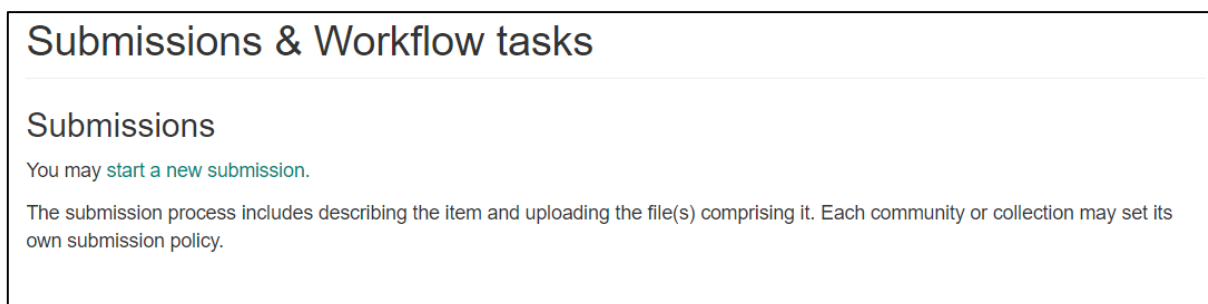

Figure 2 Start a new submission

The first step is to select the collection to which you want to submit data. Each subdivision has at least two collections that allow you to choose from two types of publication: once global publication (recommended) or university internal publication. In existing collections, unless an exception has been made with the people responsible for a collection, all members of RheinMain University should be allowed to publish datasets.
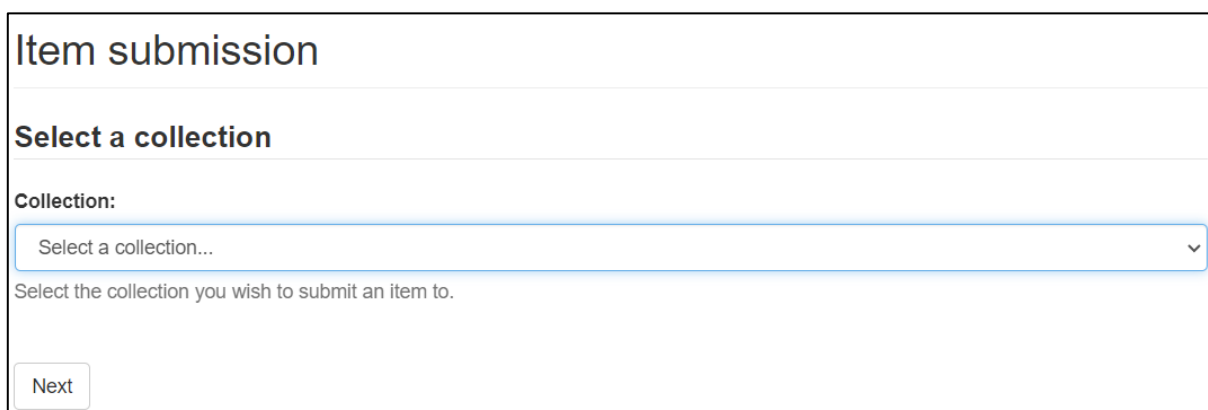

Figure 3 Select a collection

If you would like to have a collection created yourself in which special rules apply, you can read about this a little further down in these instructions. When you have made your selection

of the existing collection, confirm it by clicking **"Next"**. If the collection you want does not appear in the selection list, please contact support-fdm-hlb@hs-rm.de .

Data description

The green tabs on the following page (Figure 4) show you the progress of the process. You can interrupt the submission at any time and complete or discard it at a later time. To do so, select the **"Save / Cancel"** button at the bottom of the page.
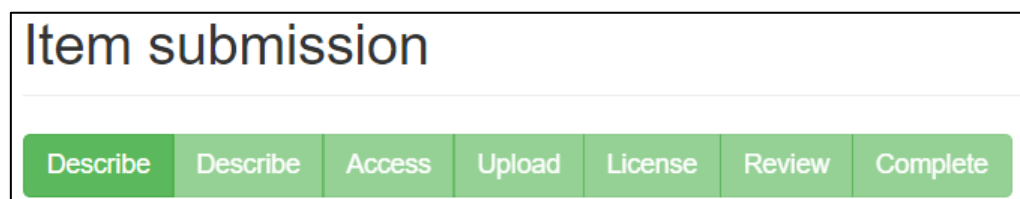

Figure 4 Progress display

The description of the data, i.e. the entry of metadata, serves to make your data more searchable and visible. Mandatory fields are marked with an asterisk (*). (Figure 5)

Figure 5 Describe Item I

First, enter the **title** of the data. Next, enter the **persons involved**. This is a so-called repeatable field, if you want to enter more than one person, press the **"Add"** button. (Figure 5)

Finally, you enter the **date** when the dataset was created, here you have to enter at least the year. If you have other linked resources, you can also enter them, this field is a repeatable field. On the next page there is more content to fill in, the **"Next"** button will take you to the next page.

Figure 6 Describe Item II

In this section (Figure 6), the first thing you do is select the **types**, to select multiple types you must hold down the "STRG" key. ("Control" or "crtl" on Mac) Then you can select the language of the central content of the dataset. Below that you have the possibility to assign **keywords**. Please note that you have to add each keyword individually, again using the **"Add"** button.

Figure 7 Describe Item III

In figure 7 you can see that you have to select the **DFG subject**, to select more than one DFG subject you have to hold down the "STRG" key. ("Control" or "crtl" on Mac) Finally, enter the **description** of the data set. It is important that the description may contain at least 50 characters and at most 5000 characters. Please note that all fields marked with an asterisk (*) are mandatory.

Figure 8 Describe Item IV

Then enter the description version and specify the department to which your record would best fit. It is also possible to specify several departments of RheinMain University of Applied Sciences. Below this you will find the buttons to save (and continue with the submission at a later time), to cancel the submission or to proceed to the next page (**"Next"**).

Set access permissions

By default, new records have the same access rights as the collection you selected earlier. If you want to assign additional access rights for your dataset, you can do so as shown in Figure 9.

Figure 9 Access permissions

If you want to restrict access to the uploaded items to one or more groups*, select them below and click **"Confirm Policy & add another".** Please assign a suitable name to your access rights, you do that in the **Policy Name** field.

*By default, the **groups** are:

- "Administrator" - all administrators
- "Anonymous" - this group includes everyone who accesses the repository
- "HSRM" - this group includes all members of the RheinMain University of Applied Sciences.

Note: Prerequisite for the assignment of a DOI is publicly accessible metadata!

You can also set multiple access permissions, to do that repeat the process described above. Below you will find the buttons to save (and continue with the submission at a later time), cancel the submission or go to the next page (**"Next"**).

File upload

On this page (Figure 10 Upload file) you can upload your data from your computer (or other device) to TUdatalib. You can do this by drag and drop, alternatively a classic **"Browse window"** opens when you click in the gray upload area.
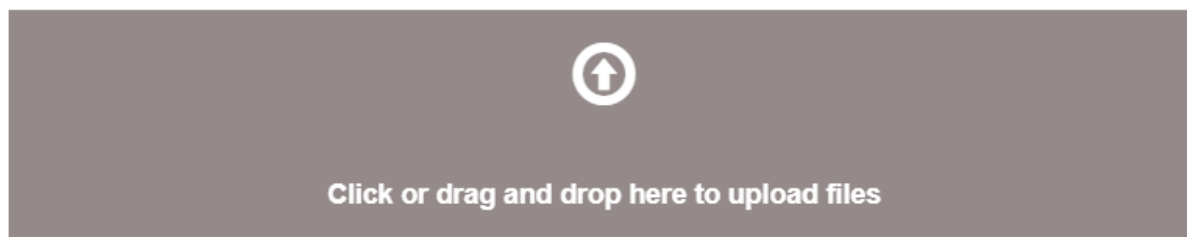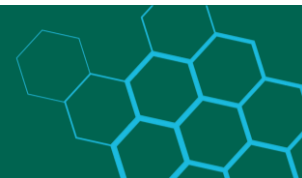
Figure 10 Upload file

Note: We recommend that you do not upload files larger than 4 GB. The technical limit is 5 GB. If your files are too large or too numerous to be uploaded, the TUdata team can arrange an alternative transfer path and subsequently perform a batch import for inclusion in TUdatalib. To do so, please contact us via support-fdm-hlb@hs-rm.de.

After uploading, you will see the list of your files (Figure 11). You can enter a description or delete the files.

Note: At least one file must be uploaded to proceed. Below you will find the buttons to save (and continue with the submission at a later time), cancel the submission or move to the next page (**"Next"**).

Figure 11 Uploaded Files

Recommended file formats

File type:	Recommended:	Suitable to only limited extent:	Not suitable for archiving
Text	• PDF/A (*.pdf , preferred 2b and 2u) • Plain Text (*.txt or Source code and so on. coded as ASCII, UTF-8 or UTF-16 using byte order mark (BOM) • XML (inclusive XSD/XSL/XHTML etc.; with included or accessible schema	• (*pdf) with embedded fonts • Plain Text (.txt, .asc, .c, .h, .cpp, .m, .py, .r usw.) (ISO 8859-1 coded) • Rich Text Format (*.rtf) • HTML and XML (without external content) • Word (*.docx) • Power Point (*.pptx) • LaTeX, TeX (The ASCII text is readable over long term; open-source software required for	• Word *doc • PowerPoint *.ppt

	and character encode explicitly specified)	formatting and the resulting PDF should be included.) • OpenDocument formats (*.odm, *.odt, *.odg, *.odc, *.odf)	
Spreadsheet or table	• Comma- or tab delimited text files (*.csv)	• Excel *.xlsx (container format) • OpenDocument spreadsheets (*.ods)	• Excel .xls, .xlsb **Conversion in: .xlsx**
Raw data and workspace		• Plain Text (ASCII-coded) • S-Plus (*.sdd) • Matlab (*.mat) • Network Common Data Format oder NetCDF (.nc, .cdf) • Hierarchical Data Format (HDF5) (*.h5, *.hdf5, *.he5)	• Matlab-Files *.mat (binary) **Conversion:** in HDF5-Format • R-Files *.RData **Conversion:** in HDF5-Format (with the package rhadf)
Raster image (bitmap)	• TIFF (*.tif, uncompressed, preferably TIFF6.0+) • Portable Network Graphics (*.png, uncompressed) • JPEG2000 (*.jp2, lossless compression) • Digital-Negative-Format (*.dng)	• TIFF (*.tif, compressed) • GIF (*.gif) • BMP (*.bmp) • JPEG/JFJF (*.jpg) • JPEG2000 (*.jp2, lossy compression)	
Vector graphics	• SVG without JavaScript binding (*.svg)		• Grafik InDesign (.indd), Illustrator (.ait) • Encapsulated Postscript (*.eps) • Photoshop (*.psd)
CAD	• AutoCAD Drawing (*.dwg) • Drawing Interchange Format, AutoCAD (*.dxf) • Extensible 3D, X3D (.x3d, .x3dv, .x3db)		
Audio	• WAV (*.wav) (uncompressed, pulse-code modulated)	• Advanced Audio Coding (*.mp4) • MP3 (*.mp3)	
Video	• FFV1 Codec (Version 3 or later) in Matroska Container (*.mkv)	• MPEG-2 (.mpg, .mpeg) • MP4, MPEG-4 Part14 (*.mp4) • Audio Video Interleave (*.avi) • Motion JPEG 2000 (.mj2, mjp2)	• Windows Media Video (*.wmv) • QuickTime Movie (*.mov)

Add a License

This page is used to assign a license (Figure 12). Next to each license you will find a link to a web page with explanations. This list as shown in Figure 12 is always updated, Figure 12 also shows only a small section of all possible licenses.

Name	URL
⦿ CC0 1.0 Public Domain Dedication	https://creativecommons.org/publicdomain/zero/1.0/
○ Creative Commons Attribution 4.0	https://creativecommons.org/licenses/by/4.0/
○ Creative Commons Attribution-NonCommercial 4.0	https://creativecommons.org/licenses/by-nc/4.0/
○ Open Data Commons Attribution License (ODC-By) v1.0	https://opendatacommons.org/licenses/by/1.0/
○ Open Data Commons Open Database License (ODbL) v1.0	https://opendatacommons.org/licenses/odbl/1.0/
○ Open Data Commons Public Domain Dedication and License (PDDL) v1.0	https://opendatacommons.org/licenses/pddl/1.0/

Figure 12 Extract from license list

Suggestion:

The "Creative Commons Attribution" (CC BY) and "Open Data Commons Attribution License" (ODC BY) licenses best guarantee the free reusability of the data provided in the view of the HLB Research Management Team and the TUdata Team.
Restrictions by means of a "share-alike component", on the other hand, can lead to incompatibilities with other licenses and possibly prevent collaborative work.
NoDerivatives or NonCommercial clauses can also severely restrict the possibilities for subsequent use - especially in a scientific context.
The selection "No license" should be avoided, as it leads to strong uncertainties in the subsequent use of the data. Further information on licenses is available, for example, at http://forschungslizenzen.de (German). A decision-making aid based on guiding questions is available at https://choosealicense.com. If you have any further questions, please feel free to contact support-fdm-hlb@hs-rm.de.

Note:

The selected license refers to the stored research data. The metadata recorded in TUdatalib to describe the data, on the other hand, can always be legally re-used without restriction (CC0 "No Rights Reserved"). Please note that it is the legal license that governs the legal subsequent use of your data. You control the actual technical access options to data and metadata independently of this in the **"Access permissions"** step.

Below you will find the buttons to save (and continue with the submission at a later time), cancel the submission or move to the next page ("Next").

Review Submission

Now you are almost finished, in the last step (Figure 13) you can review your record submission and correct the entries if necessary.

Figure 13 Check data set

In this example a mistake was made, the DFG subject was selected incorrectly because it does not match the DCSM subject. In this case, the button "**Correct one of these**" in the respective card would now have to be pressed to eliminate this error.

Finalize data submission

The submission can only be completed if you accept the user agreement (Figure 14). Then press the button "**Complete submission**" to have your data reviewed and, if necessary, published by the HLB Research Management Team.

Figure 14 Accept usage agreement

Have your own collections created?

If you would like to have a new collection created for your workgroup, please email us at support-fdm-hlb@hs-rm.de with the following information:

- Name applicant: in
- E-mail contact Applicant: in
- Uni-Account applicant: in
- Name of the collection
- Description of the collection
- To which department this collection should belong
- The names, of the persons authorized to read
- The names, of the submitting persons

The HLB Research Management Team will set up the collection as soon as possible. You will receive an email once the collection is set up.

Data set review by HLB research management team

The review of the respective data set is done manually and is carried out by a member of the HLB research management team. In doing so, compliance with the terms of use is checked.

Acceptance of the data set

If your dataset has been accepted by the HLB Research Management Team, your dataset will be published as you requested. The software (DSpace) for the institutional repository for the RheinMain University of Applied Sciences will automatically send you an e-mail informing you that your dataset has been published.

If you then notice that something is not as you wish, please inform us at support-fdm-hlb@hs-rm.de .

Rejection of the data set

If you receive a rejection for your dataset from the HLB Research Management Team, the reasons will always be given in detail, so that you can clear up these points and then resubmit the dataset for publication. Even after this submission, your corrected dataset will be reviewed again and, if necessary, your dataset will be published as you requested.

If you have any further questions or general questions about the procedure, please feel free to contact support-fdm-hlb@hs-rm.de .

State of the manual:
02.01.2024