LONDON’S GLOBAL UNIVERSITY

UCL Research Data Repository: User Guide

August 2021

Contents

1 UCL RESEARCH DATA REPOSITORY 4

2 LOGGING IN 5

3 RECORDS 6

3.1 CREATING A NEW RECORD 6
3.1.1 FILLING IN THE METADATA CAPTURE FORM 6
3.1.2 ADDING AN EMBARGO 7
3.1.3 GENERATING A PRIVATE LINK TO YOUR RECORD 8
3.1.4 ASSIGNING A DOI TO YOUR RECORD 8
3.2 CREATING A METADATA-ONLY RECORD 8
3.3 ADDING YOUR FILES FOR PUBLISHING 8
3.3.1 DRAG AND DROP / BROWSE AND UPLOAD 9
3.3.2 MOVING DATA FROM THE RESEARCH DATA STORAGE SERVICE (RDSS) INTO THE RDR 9
3.3.3 FTP (FORMERLY KNOWN AS THE FIGSHARE DESKTOP UPLOADER TOOL) 9
3.3.4 API 13
3.4 PUBLISHING YOUR RECORD 13
3.5 EDITING A PUBLISHED RECORD 13
3.6 DELETING AN UNPUBLISHED (DRAFT) RECORD 13

4 PROJECTS 14

4.1 TYPES OF PROJECTS 14
4.2 CREATING AND PUBLISHING A PROJECT 14
4.2.1 ADDING A NOTE TO A PROJECT WHEN YOU HAVE JUST STARTED IT 14
4.2.2 ADDING A NEW ITEM TO A FRESHLY CREATED PROJECT 14
4.2.3 ADDING AN EXISTING ITEM TO A NEWLY CREATED PROJECT 14
4.2.4 PUBLISHING A PROJECT WITH AT LEAST ONE PUBLIC ITEM WITHIN IT 15
4.3 EDITING A PROJECT 15
4.3.1 EDITING A PROJECT DETAILS 15
4.3.2 ADDING A NOTE TO YOUR PROJECT 15
4.3.3 ADDING AN EXISTING ITEM TO AN EXISTING PROJECT 15
4.3.4 ADDING A NEW ITEM TO AN EXISTING PROJECT 15
4.3.5 EDITING AN ITEM IN A PROJECT 15
4.3.6 ADDING/REMOVING/EDITING A NOTE TO/FROM AN ITEM IN A PROJECT 15
4.3.7 REMOVING AN ITEM FROM A PROJECT 16
4.3.8 DELETING AN ITEM FROM A PROJECT 16
4.3.9 MOVING ITEMS BETWEEN PROJECTS 16
4.4 DELETING A PROJECT 16

5 COLLECTIONS 17

5.1 HOW TO CREATE A COLLECTION 17
5.2 HOW TO ADD DATA TO A COLLECTION 17
5.2.1 ADDING ITEMS FROM FIGSHARE 17

5.2.2 ADDING ITEMS FROM THE 'MY DATA' AREA 17
5.3 HOW TO PUBLISH A COLLECTION 17
5.4 HOW TO EDIT A COLLECTION 18
5.4.1 ADDING A NEW ITEM TO A PUBLISHED COLLECTION 18
5.4.2 REMOVING AN ITEM FROM A PUBLISHED COLLECTION 18
5.4.3 EDITING COLLECTION DETAILS 18

6 REMOVING OR BLOCKING PUBLISHED CONTENT - SERVING A TAKEDOWN NOTICE 19

1 UCL Research Data Repository

UCL staff and research students can archive and preserve their research outputs for the longer-term using the UCL Research Data Repository. There are many benefits to using the Repository:

- **Secure long term data preservation and curation**:10+ years
- **Storage:** access and data sharing worldwide
- **Compliance:** meets funders' requirements for FAIR data
- **Multiple formats**: supports almost all file types
- **Increased citations**: published research data has its own DOI
- **Discoverability**: aids discovery and leads to new partnerships
- **Defines reuse**: applies Creative Commons and other licences
- **Embargo**: research outputs can be embargoed where necessary
- **Team collaboration**: data can be added to defined project spaces.

For more information, please see below and read the UCL Repository FAQs.

Who can use the Repository?

UCL staff and UCL students enrolled for PhD[1], Mphil or MRes degrees can use the Repository. Students enrolled on undergraduate or taught postgraduate programmes are not permitted to deposit in the Repository.
PhD supervisors can also upload items into the Repository on behalf of their students and credit them accordingly.

Which data can be uploaded?

Currently, only data[2] which are fully anonymised i.e. not subject to data protection legislation, or in any other way sensitive can be uploaded. The different types of output which can be uploaded and published include: fully anonymised datasets, figures, posters, presentations, software, data management plans, workflows and models.
Users can also create metadata-only records to alert others to the existence of data potentially stored in an external 3rd party repository or archive.

Any publications such as papers, book chapters, conference proceedings, PhD theses must be uploaded to the Research Publications Service[3].

---

[1] PhD students will be granted a 6-month grace period after the deposit of their thesis into RPS in which they can send us their data for inclusion in the Research Data Repository. Responsibility for the data quality and metadata accuracy falls to the student who provides the data for upload. The RDM team assumes no responsibility for accuracy of the metadata provided by the student, or quality of the data and for this and other policies act merely in an advisory capacity. Responsibility for the data and any decisions related to it in the longer term will defer to the project supervisor, and their manager, in line with existing policies.

[2] According to the UCL Research Data Policy, data are "facts, observations or experiences on which an argument or theory is constructed or tested. Data may be numerical, descriptive, aural or visual. Data may be raw, abstracted or analysed, experimental or observational. Data include but are not limited to: laboratory notebooks; field notebooks; questionnaires; audiotapes; photographs; films; test responses [...]."

[3] https://www.ucl.ac.uk/library/research-support/open-access

What is the storage allocation per user or group?

Individual users have an initial storage allocation of 50GB but this can be increased as and when required. Projects have an initial allocation of 100GB.

Can I request a Digital Object Identifier (DOI) for my data?

Yes. You are can reserve a DOI link for your data when completing the metadata capture. Your link will become active once the record is published. Your DOI forms a part of the full data citation which can be found on the published record.

What is a private link?

This link provides direct access to your data regardless of their current state i.e. in draft or subject to an embargo. Users should only generate a private link when a journal publisher has requested access to the data for peer review purposes. You should not include a private link in your papers –you should use a DOI. Instructions for generating can be found in section 3.1.3.

Are there any costs associated with this service?

No. This service is free at the point of access by users.

My data are in the RDSS, can I move these into the Research Data Repository?

Yes. The instructions for how to achieve this can be found in section 3.3.4

My data are in the Data Safe Haven, can I move these into the Repository?

It depends on the nature of the data. The Research Data Repository only accepts fully anonymised data so you will need to anonymise your data before they can be archived. If your data cannot be sufficiently anonymised so that they may be shared openly, you are advised to use an external 3rd party repository such as the UK Data Archive who can safeguard the data. It is not best practice to store your data in the Data Safe Haven for the longer-term.

Contact us

- For technical support: researchdatarepository@ucl.ac.uk
- For administrative support including general information about managing research outputs and complying with funder requirements: lib-researchdata@ucl.ac.uk

2 Logging in

Before you get started, all authors are jointly responsible for ensuring that any data uploaded is compliant with RDR terms and conditions, data protection legislation and copyright law. Data subject to data protection legislation, or are in any other way sensitive cannot be uploaded.

1. Go to https://rdr.ucl.ac.uk/ and click 'Log in' in the top right-hand corner of the screen.
2. Enter your standard UCL login credentials.

3 Records

3.1 Creating a new record

1. Log into the RDR as outlined in section 2.
2. Click on the 'My data' tab and then 'Create a new item'
3. Fill in the metadata capture form

3.1.1 *Filling in the metadata capture form*

Any fields with a '*' are mandatory:

Field	Notes
*Title	This is the title of the record; this is not the title of the associated publication or the file name(s).
*Authors	This is the list of authors/creators etc. UCL colleagues will appear in green, non-UCL colleagues will appear in grey. Press the enter key after each author. You may be asked to enter the email address of non-UCL colleagues or their OCRCID number.
* Categories	Research domain and sub-categories; select as many as needed.
* Group	UCL Research department/group. If your department or group is not listed, please email researchdatarepository@ucl.ac.uk
* Item type	This is the type of file(s) being published. Options include: fully anonymised datasets, figures, posters, presentations, software, data management plans, workflows and models.
* Key words	Words to describe the record (press enter key after each word or phrase, if the words have been entered correctly they will appear in green)
*Description	One or two paragraphs describing the files being published. Typical topics to cover include: brief outline of research context, how the file(s) was created, why, brief methodology, size of file(s), format of file(s), use of any particular software to open/read/reuse the file(s).
Funding	Begin entering your grant number and your reference should appear. Click '+Add another grant' to add as many grant reference numbers as needed.
Resource	This is the title of any associated paper
Resource DOI	This is the DOI link to your paper. Please note that if you enter something into the resource title or resource DOI fields, the metadata capture form will then expect the other field to be complete – essentially, one field cannot be completed without the other.
References	A link to any other online content relevant to this record. This could be a website, related data, code, or another online publication.
* License	This instructs others on what they can and cannot do with your work. The dropdown list contains the commonly used

	licenses but if you cannot see the license you need, contact us using researchdatarepository@ucl.ac.uk. More information about the different Creative Commons licenses can be found here Remember, whilst we can change a license once the record has been published, in terms of copyright, we can only make a license more open; we cannot make it more restrictive. Essentially, we can only remove clauses, we cannot add them. If you are not sure which license to select, please contact the Copyright Support Officer: copyright@ucl.ac.uk
I confirm that I am not uploading any: personal data as defined by data protection legislation, including information that may identify a living individual; information provided in confidence; or information that would contravene a third-party agreement	This statement asks that you confirm you are not uploading anything which may be subject to data protection legislation. Remember, data that is sufficiently anonymised for you to use within UCL may not be sufficiently anonymised for you to share openly through the Repository. If any doubt, contact Information Governance[4] or Data Protection[5] for advice on handling identifiable and/or pseudonymised data
I have considered whether the data to be published may be licensed commercially before deciding to freely release it to the public. Further information and advice may be sought from UCL Business https://www.uclb.com/about/our-people/	This statement asks you to confirm that you have considered commercialising your work and you are happy to publish your work openly. Applying for protection over IP rights may be difficult once the item has been published openly and in the public domain subject to a usage license. For more information, contact UCL Business using: https://www.uclb.com/about/our-people/

3.1.2 *Adding an embargo*

An embargo restricts access to either the entire record, or the uploaded files for a limited time.

1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. Click ‘Apply Embargo’ at the bottom of the metadata capture form.
3. Using embargo period, set the length of time
    a. This could be for a pre-determined period of time such as one month or 6 months, or use the calendar to select a date.
4. Using embargo type, select the type of embargo
    a. There are two options: On files only –this will only affect the attached file(s); the metadata will be publicly available once the record is published. Alternatively, select ‘On entire content’ –this will affect the metadata and attached file(s); once the record is published, both the file(s) and metadata will be blocked from view in the catalogue until the embargo has lifted. Please note, you will need to provide a reason justifying the embargo - and the blocking of access based solely on a researcher’s reluctance to share is considered poor practice.

[4] slms.pid@ucl.ac.uk
[5] data-protection@ucl.ac.uk

   b. Restrictions automatically lift once the embargo date has been reached.
5. Provide a reason why the record is restricted.

3.1.3 *Generating a private link to your record*

You can provide direct access to a metadata record with attached file(s) that is either embargoed or still in draft format using a private link. You should only generate a private link for journal publishers wishing to provide peer reviewers with access to the data as part of the peer review process. You should not include the private link in your papers; you should only use DOIs in your papers.

1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. At the bottom of the metadata capture form, click the 'Generate private link'. This link can now be copied and pasted.

3.1.4 *Assigning a DOI to your record*

If you need a unique, persistent identifier, you can generate a DOI. This link should be used in your papers as part of a data access statement and anywhere else you may need a link to your record or include a full data citation. Your DOI will only become active once the record has been published. You can reserve a DOI so that you can forward this to journal publishers, conference organisers etc. until such time the record has been published.

1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. At the bottom of the metadata capture form, click on Digital Object Identifier.

3.2 Creating a metadata-only record

You can create a metadata only record for data that cannot be added due to its sensitivity, (or which is archived using an external, 3rd party service such as the UK Data Archive). By creating a record of the data in the Repository, the user can demonstrate a commitment to implementing the FAIR[6] principles without making the data openly accessible. (A brief guide to creating FAIR outputs at UCL is available online[7]). These records allow you to create a record of your study in the institutional data catalogue but utilise external specialist infrastructures to preserve and curate your data.

1. Log into your account and navigate to the metadata capture form.
2. At the top of the metadata capture form, tick the 'Metadata only record' box
3. Provide a reason - e.g. the data are sensitive and cannot be archived in and shared openly via UCL RDR.
4. Continue to complete the metadata capture form as outlined in 3.1.1.

3.3 Adding your files for publishing

There are four ways to upload data into the repository and attach them to a record:

[6] Wilkinson, M., Dumontier, M., Aalbersberg, I. *et al.* The FAIR Guiding Principles for scientific data management and stewardship. *Sci Data* **3,** 160018 (2016). https://doi.org/10.1038/sdata.2016.18
[7] McMahon, Christiana; Houghton, James; Wallis, Kirsty (2021): A brief introduction to creating and sharing FAIR data at UCL. University College London. Presentation. https://doi.org/10.5522/04/14612310.v1

3.3.1 *Drag and drop / browse and upload*

1. Log into your account and navigate to the metadata capture form.
2. Navigate to the file on your device, click and drag the item to the top of the metadata capture form. Alternatively, click ‘browse’ at the top of the metadata capture form. Select the file and upload.
3. Complete the metadata form as outlined in section 3.1.1.

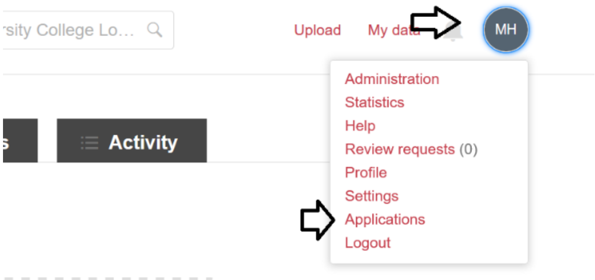
3.3.2 *Moving data from the Research Data Storage Service (RDSS) into the RDR*

Full instructions can be found here: https://www.ucl.ac.uk/isd/how-to/how-to-publish-to-research-data-repository-portal

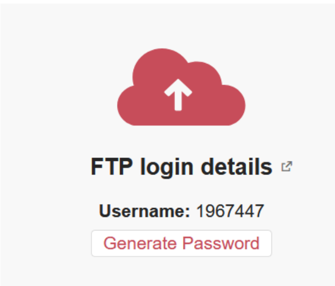
3.3.3 *FTP (formerly known as the FigShare desktop uploader tool)*

The tool should be used when you have an individual file greater than 5GB. Users have an upload limit of 20TB. If you need to upload more than this, please get in touch with the Repository support team via researchdatarepository@ucl.ac.uk.

1. Before we use any software, we need to get a username and password to use with the FTP transfer. The username and password is different to the one you normally use with the UCL Research Data Repository (RDR). It’s generated for you and you need to log on to find out what it is.
   Log on to the RDR interface https://rdr.ucl.ac.uk then click your initials at the top right then click APPLICATIONS.

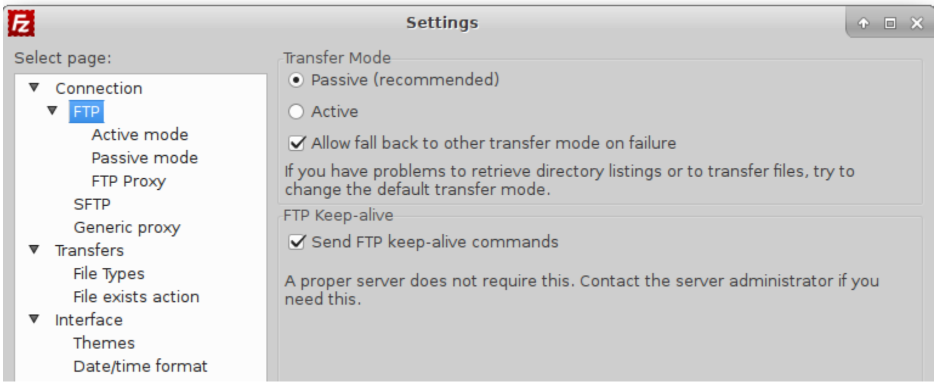
   You will then see your FTP login details. Click generate password to get your password. If you forget this in future, you can return here to generate a new one.

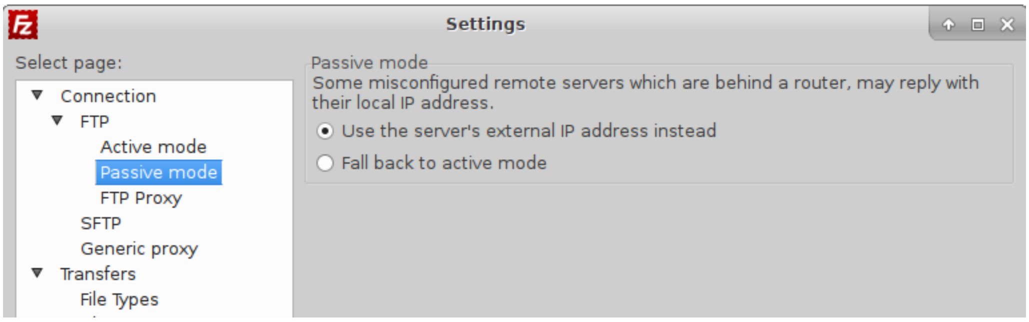
   

2. Download and install FileZilla
   https://filezilla-project.org/download.php?type=client

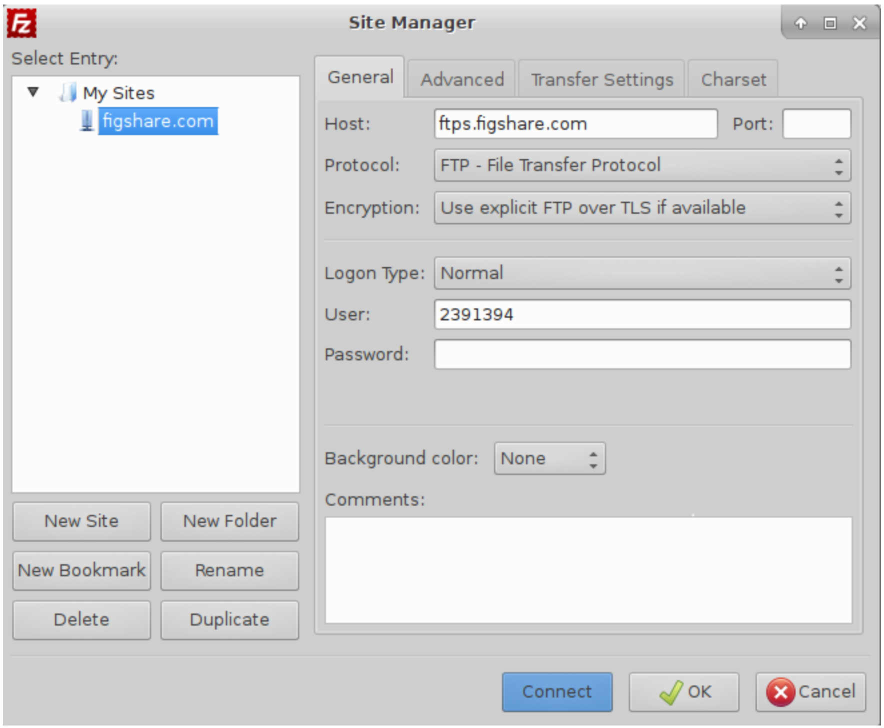
3. Open FileZilla, then click EDIT at the top, then SETTINGS.

Make sure the settings match the following
In connection/FTP select Transfer Mode: Passive (recommended)
In Connection/FTP/Passive mode select "Use the server's external IP address instead
Press OK to save.

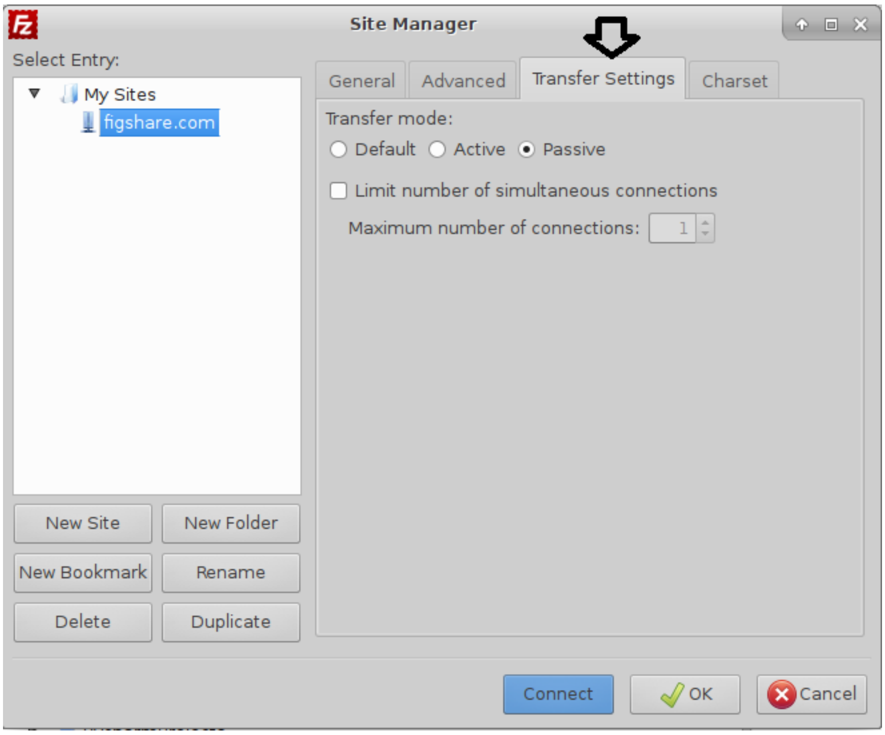




4. Now we need to create the connection.
   Click on FILE along the top, then SITE MANAGER.
   Click on NEW SITE then fill in the boxes on right with the following information.
   Host: ftps.figshare.com
   Protocol : FTP
   Encryption: Use explicit FTP over TLS if available
   Logon type; Normal
   Username and password is the same as explained in Step 1

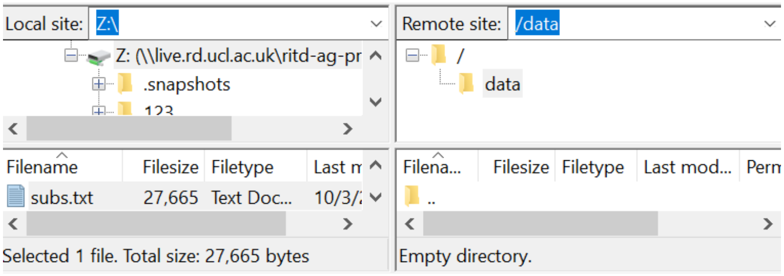


5. Click on the Transfer Settings tab and check
   Transfer mode : Passive
   Now click on CONNECT to save the settings and connect



6. If you get any certificate prompts, just accept it.

7. You should now be connected and see folder structures on the right of your screen. By default the repository will create a folder called “data” upon your first log in. The data folder is your home directory.



To upload your file(s) you need to create a folder first within the data directory. Each item needs its own folder. The folder name will become the item title. For example, if you have several files and you want to upload them into separate items — and get a DOI for each of them — you will need to make multiple folders. If you want to group the files together, create a single folder and upload them all inside.

You can't upload a file to an existing item, you need to create new item as mentioned above by creating a folder. Then just remove the existing item

Alternatively, if you have the file/files already organised in a single folder in your file system, just drag and drop the folder in the FTP root directory.

After you create the folder, navigate inside it and upload the file(s). The files will be processed immediately. After successfully processing the file(s), they are deleted from the folder and a log event is inserted into processed_files_log.txt, which is created on the fly. The log file is located in the item folder. Another log file is created debug_log.txt containing all actions for items/files.

There are some simple rules you need to follow when creating a folder:

The folder name has a maximum of 200 characters. After you finish uploading, you can modify the item title from My data in the RDR interface. After you rename the item title, you will still be able to upload files in the folder, even if it has a different name.

There are some characters that you cannot use, as they are not allowed by operating systems: \ / : * ? " < > | ' { }

You cannot upload a file called debug_log.txt or processed_files_log.txt.

The FTP solution allows you only to upload files. Deleting them is an action that must be performed from My data in the RDR interface.

What can be added to the folder?

After creating the item folder, you will be able to upload any number of files inside it.

If you have multiple files grouped in sub-folders, you would need to remove the folder structure first, as the RDR won't allow you to add folders in the item folder you've just created in the root directory.

If you add a sub-folder inside the folder, we will simply ignore it and its contents won't be uploaded into your RDR account.

After you have transferred your data, you can back to the RDR interface https://rdr.ucl.ac.uk so you can fill in the related information for your item as you normally would

3.3.4 *API*

Any users wishing to use the API should contact the Repository team using researchdatarepository@ucl.ac.uk for more information.

1.

3.4 Publishing your record

1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. If applicable, upload any files using a method described in section 3.3
3. Click on save at the bottom of the metadata capture form.
    a. Save changes regularly and always check your record carefully. We strongly advise you to save your data and return to it for one final check before submitting it for publication.
4. Tick the 'Publish' box at the bottom of the metadata capture form.
5. Click 'Yes, publish' to make the item public; you will receive an email notification once your item has been reviewed and approved.
    a. If you select 'No, save privately' the record will remain in your account and will not be sent for review and publishing.

3.5 Editing a published record

1. Log into your account and navigate to the 'My data' area.
2. Navigate to your record
3. Hover the mouse to the right of the file size on the right-hand side of the screen, a pencil symbol should appear
4. Click on the pencil, this should load the edit screen for the record
5. Enter the new information (and attach any additional files) and verify any other information is correct e.g. the embargo details are correct
6. Click 'Save changes' at the bottom of the screen. The changes are not yet public.
7. Tick the 'Publish changes (new version)' box[8].

3.6 Deleting an unpublished (draft) record

8. Log into your account and navigate to the 'My data' area.
1. Click to open the unpublished item you wish to remove
2. Open the web form and scroll down to the bottom
3. Click the 'Delete item' button
4. Confirm by clicking on 'Yes, delete'.

[8] Please note, any changes made to the uploaded items or any of the mandatory fields will generate a new version of the published record with an updated DOI, where DOI xxx.v1 becomes xxx.v2, etc. Users will be able to view both versions of the record to compare changes made.

4 Projects

4.1 Types of projects

There are two different types of projects: individual projects and group projects.

Individual Projects	**Group Projects**
Everyone uses their own quota and account storage.	Submitters' quota will not be used, storage allocation comes directly from the project.
People take their work with them if they leave the project.	All work is stored on institutional storage and remains within the project space if people leave.
Items are created using the metadata schema of the submitter.	Contributors must adopt the metadata schema of the project owner.
Items appear in the subgroup of the uploader.	Items appear in the subgroup of the project owner.

4.2 Creating and publishing a project

1. Log into the Repository
2. Click on the 'Projects' tab and click on 'Create a new project'
3. Complete the metadata fields (title, description, funding, type of project, project users and their roles)
4. Click the 'Save changes' button

4.2.1 *Adding a note to a project when you have just started it*

1. Log into the Repository and create a new project as outlined in section 4.2
2. After creating a project, click on 'Add a note'.
3. Type text in the note box.
4. Click on the box 'Add note' to save the note.

4.2.2 *Adding a new item to a freshly created project*

1. Log into the Repository and create a new project as outlined in section 4.2
2. Add a note to the project as outlined in section 4.2.1
3. Having created a project, click on 'Add a new item'.
4. Using the metadata capture form, create a record. Guidance on completing the metadata capture form can be found in section 3.1.1.
5. You can now either save or publish the new record.

4.2.3 *Adding an existing item to a newly created project*

1. Log into the Repository and navigate to the 'My data' tab.
2. Select the item you want to add to your project.
3. Open the 'Actions' drop down list.
4. Click on 'Move to/from project.
5. Select the project you wish to move your selected item to.
6. Click on the 'Submit' button.

4.2.4 *Publishing a project with at least one public item within it*

1. Log into the Repository and navigate to the ‘Projects’ tab.
2. Select the project you want to publish.
3. Click on the ‘Manage’ cog on the right hand side of the project title.
4. Choose ‘Publish project’.
5. Confirm your intent to publish by selecting ‘Yes, publish’.

4.3 **Editing a project**

4.3.1 *Editing a project details*

1. Log into the Repository and navigate to, and click on, the project.
2. Click on the ‘Manage’ cog next to the project title.
3. Open the link ‘Edit project details’.
4. Edit the project details in the form on the screen (changing the project type is not possible).
5. Click on ‘Save changes’ at the bottom of the screen.

4.3.2 *Adding a note to your project*

1. Open the project and click on ‘+ Add new content’.
2. In a drop down list choose ‘Add note’.
3. Type a text in a note box.
4. Click on the box ‘Add note’ to save the note.

4.3.3 *Adding an existing item to an existing project*

1. Log into the Repository and navigate to the ‘My data’ tab.
2. Select a published or unpublished item.
3. In ‘Actions’ at the top choose ‘Move to/from project’.
4. In the box choose the name of project you wish move the item to and click on ‘Submit’.
5. After opening your chosen project you can see the new item moved from ‘My data’ to your project.

4.3.4 *Adding a new item to an existing project*

1. Log into the Repository and navigate to the ‘Projects’ tab click on ‘+ Add new content’.
2. Choose ‘+ Create a new item’ in the drop-down list.
3. In an online form create a record for your dataset or a metadata-only record.
4. Save or publish the new record.

4.3.5 *Editing an item in a project*

1. Log into the Repository and navigate to the ‘Projects’ tab and open a chosen project.
2. Click the cog next to a private or public item.
3. From the drop-down list choose ‘Edit item’.
4. Edit item. If you change the data or the title, you will produce a new version of your item.
5. Save the changes or publish them.

4.3.6 *Adding/removing/editing a note to/from an item in a project*

1. In a chosen project click on the bubble icon in the right end of the item.
2. Type your note in a comment box.
3. To save the note click on the ‘Comment’ black box.
4. By hovering over the bottom right corner of the saved comment field you are able to edit or remove your comment.

4.3.7 *Removing an item from a project*

1. Log into the Repository and navigate to the ‘Projects’ and open a chosen project.
2. Click the cog next to a private or public item
3. Click on the ‘Remove item from project’ link.
4. Click on ‘Yes, move’ to answer the question on the screen and the item will be taken from the project to the ‘My data’ area.

4.3.8 *Deleting an item from a project*

1. Log into the Repository and navigate to the ‘Projects’ tab and open a chosen project.
2. Click the cog next to a private item.
3. Click on the ‘Delete item’ link.
4. Click on ‘Yes, delete’ to answer the question on the screen and the item will be deleted from the project and ‘My data’.

4.3.9 *Moving items between projects*

1. Log into the Repository and navigate to the ‘My data’ tab.
2. Select an item you need to transfer from one project to another.
3. Open the ‘Actions’ drop-down list and click on ‘Move to/from project’.
4. In a list of projects choose the one you want to move your item to.
5. Click on ‘Submit’.

4.4 Deleting a project

1. Private projects - you can delete a project only if it is not public.
    a. Under the ‘Projects’ tab select the unpublished project you want to delete.
    b. Open the chosen project and click on the ‘Manage’ cog next to the project title.
    c. Open the ‘Delete project’ link.
    d. Select ‘Yes, delete project’ answering the confirming question.
2. Published projects
    a. You need to contact the Repository team using: researchdatarepository@ucl.ac.uk

5 Collections

A collection is a group of published records that share a characteristic such as a common research theme. Users are free to build collections and assign a DOI to the entire collection (all individually published items can have their own DOI). Building a collection does not impact your storage allocation (unlike a project) and the collated items are not required to have the same authors/creators.

5.1 How to create a collection

1. Log into the Repository and navigate to the ‘Collections’ tab.
2. Click on ‘+ Create a new collection’.
3. In the online form complete at least the sections with a green dot next to them.
4. Click on the ‘**DOI** Reserve Digital Object Identifier’ link to create a collection.
5. Click ‘Save changes’ once you have completed the form.

5.2 How to add data to a collection

5.2.1 *Adding items from Figshare*

1. Click on ‘Add public items’.
2. Search for items you are interested in by:
    a. typing keywords in the search box
    b. ticking the box ‘incl. content from figshare’ will perform the search within figshare public outputs from individuals, institutions and publishers while not ticking the box will give you only all UCL datasets.
3. To refine the search results you can use commands: sort, type, licence – placed at the top of datasets icons.
4. Click on the appropriate boxes.
5. Click ‘Add selected items’ at the right-hand bottom corner.

5.2.2 *Adding items from the ‘My data’ area*

1. Click on the box ‘Add from My data’ or ‘My data’.
2. Search for items you are interested in by typing keywords in the search box.
3. You can sort or filter items before selecting them.
4. Click on the appropriate boxes.
5. Click on ‘Add selected items’ at the right-hand bottom corner.

5.3 How to publish a collection

1. Under the ‘Collections’ tab choose a collection you wish to publish by clicking on it.
2. Select the ‘Manage’ gear wheel on the right side of the screen.
3. Click on ‘Publish collection’. You will have two options:
    a. ’Yes, publish’ - your collection will be publicly available just after the review.
    b. ‘No, save privately’ - your collection stays private.

5.4 How to edit a collection

5.4.1 *Adding a new item to a published collection*

1. Open the collection.
2. Click on the ‘Add new items’ button.
3. Select the source for your item.
4. Select an item to be added to the collection.
5. Add the item to the collection by clicking on the button ‘Add selected item’.
6. Select the ‘Manage’ gear wheel on the right-hand side of the screen.
7. Choose ‘Generate version’ which will publish a new version of your collection with the added item.

5.4.2 *Removing an item from a published collection*

1. Identify an item to be removed.
2. Select the ‘Manage’ gear wheel on the right-hand side of the screen.
3. Click on ‘Remove items’ and choose the item/s to be removed.
4. Click on the red ‘Remove selected item’ button and the selected item will be removed.

5.4.3 *Editing collection details*

1. Open the collection.
2. Select the ‘Manage’ gear wheel on the right-hand side of the screen.
3. Select the ‘Manage’ gear wheel on the right-hand side of the screen.
4. Click ‘Save changes’ or ‘Generate new public version’ (which also save your changes) if you wish to make your change visible in public. In both cases the collection will be published.

6 Removing or blocking published content - Serving a takedown Notice

If you believe you have a legitimate reason to request the removal of an item in UCL Research Data Repository (relating, for instance, to issues with intellectual property, copyright, data protection or other legal issues), please send an email to researchdatarepository@ucl.ac.uk with the following details:

- bibliographic details of the material, including the full URL;
- the nature of your complaint and action required;
- if your complaint or request relates to copyright or related rights, confirmation that you are the rights holder or affected subject, or an authorised representative of the rights holder or affected subject;
- your contact details.

We will acknowledge receipt as soon as possible. Where the grounds for complaint appear to be reasonable, we will temporarily remove the material in question, pending further investigation. If the complaint is found to be legitimate, the material will be permanently removed from the repository.