LONDON’S GLOBAL UNIVERSITY

UCL Research Data Repository: User Guide

November 2023

Table of Contents

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. Undergraduate and Masters students are encouraged instead to ask their tutors if they could deposit their work in UCL Open Education Repository. Alternatively, please contact us for advice on lib-researchsupport@ucl.ac.uk.
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.

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[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 [...]."

Any publications such as papers, book chapters, conference proceedings or PhD theses must be uploaded to UCL Discovery via the Research Publications Service.

What is the storage allocation per user or group?

Individual users have an initial storage allocation of 50GB, but this can be increased if required. To request to increase your data allowance, see section 6 of this guide.

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

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

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-researchsupport@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 that 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. The RDR uses your usual UCL login if you are required to enter a username and password but you may be logged in automatically similarly to other UCL services.

3 Items

3.1 Creating a new item

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.

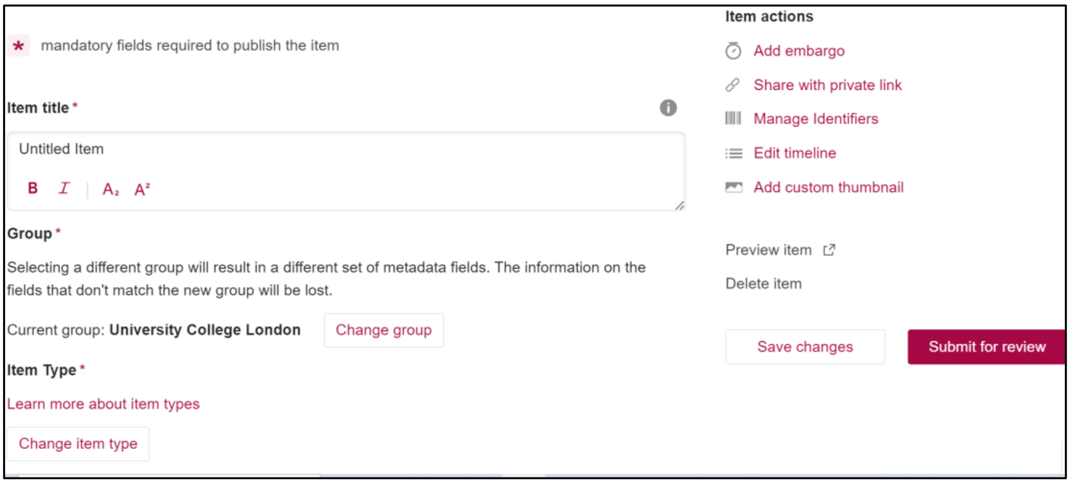
3.1.1 *Filling in the metadata capture form*

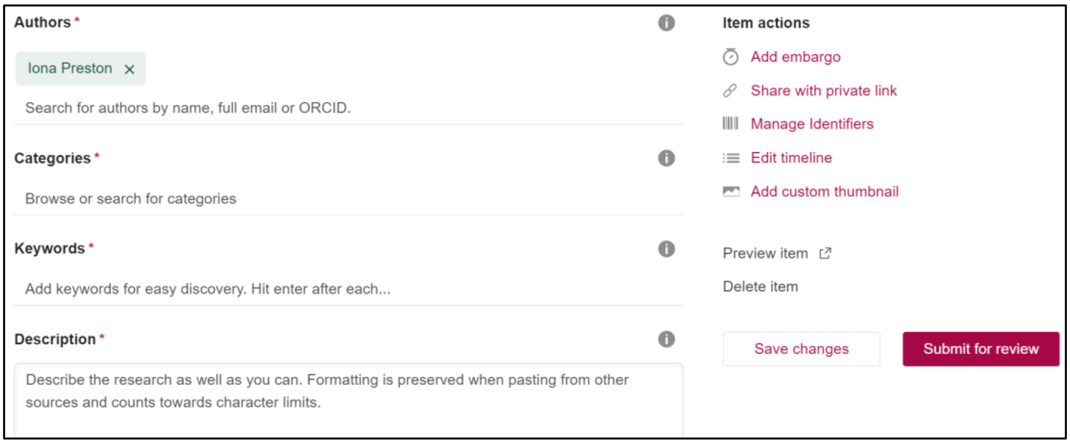
Any fields with a '*' are mandatory:

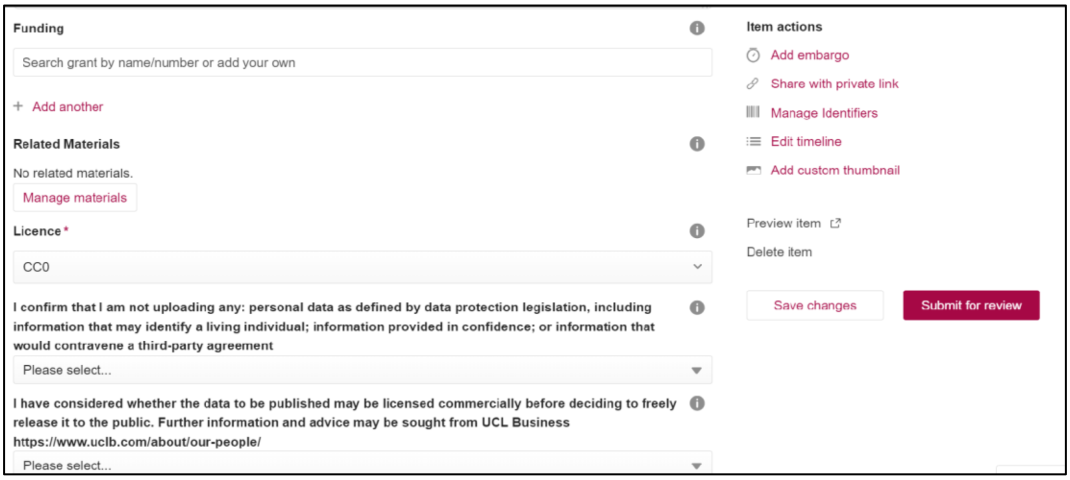
Field	Notes
*Item Title	This is the title of the dataset or other item, not the title of the associated publication or the file name(s).
* Item type	This is the type of file(s) being published. Options include: dataset, figure, poster, presentation, software, data management plan, workflows and model.
*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 ORCID number.
* Categories	Research domain and sub-categories; select as many as needed.
* Keywords	Words to describe the item (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 specific software to open, read or reuse the file(s).

Funding	Begin entering your grant number and your reference should appear. Click '+Add another' to add as many grant reference numbers as needed.
Related materials	This field allows you to add up to five associated materials, such as an associated paper, a website or related code. It requires you to enter an identifier, such as DOI, ISSN or URL and specify what type of identifier it is. DOI or another persistent identifier is recommended rather than URL if available. When entering the DOI, don't include the https prefix, i.e. 10.1109/5.771073. Including a title for the related material item is optional, but if you do so, it will display the title as a hyperlink to your item. You also need to specify the relationship of the related material to your data, e.g. cited by, requires. If you tick the ''Show in linkout area' box then it will add a box on the right-hand side of your published item containing the link, relation to the data and title if entered. Otherwise it will appear at the bottom of the item.
* License	This instructs others on what they can and can't do with your work. The dropdown list contains the commonly used licenses but if you cannot see the license you need, contact us at researchdatarepository@ucl.ac.uk. More information about the different Creative Commons licenses can be found on Figshare's website. Although we can change a license once the item has been published, in terms of copyright, we can only make a license more open; we can't make it more restrictive. 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. 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 or Data Protection for advice on handling identifiable and/or pseudonymised data

	Please note that this is not set as a mandatory field on the form, but if left uncompleted we will need to contact you before publishing to check you agree.
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. Please note that this is not set as a mandatory field on the form, but if left uncompleted we will need to contact you before publishing to check you agree.



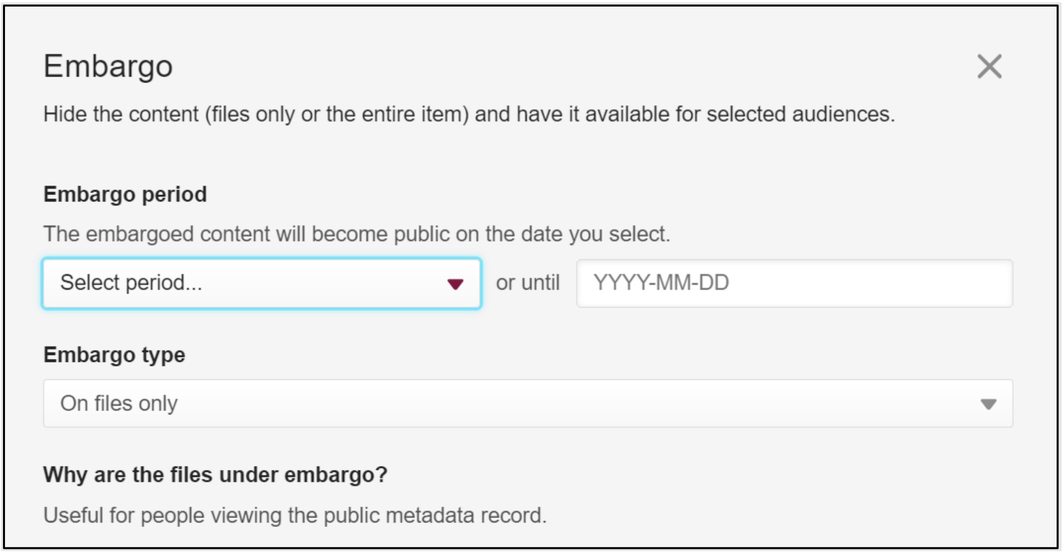




3.1.2 *Adding an embargo*

An embargo restricts access to either the entire item, or the uploaded files for a limited time. You can only add an embargo to an unpublished item.

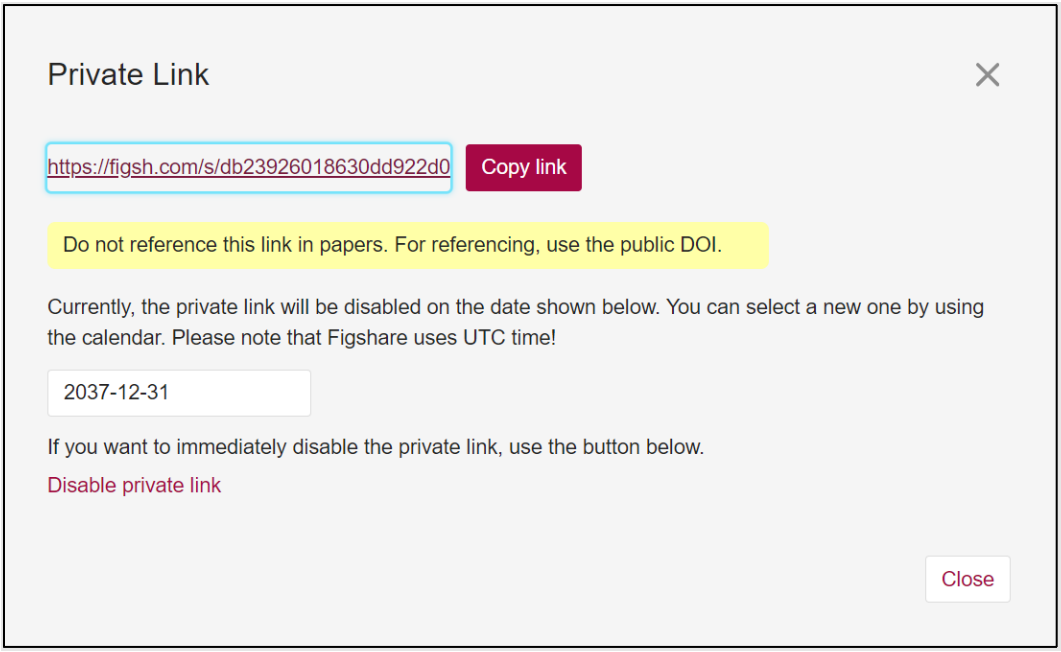
1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. Click ‘Add Embargo' on the 'Item actions' menu on the right-hand side of the metadata capture form.
3. Add the embargo period. This could be for a pre-determined period such as one month or six 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 item is published. Alternatively, select ‘On entire content’ – this will affect the metadata and attached file(s); once the item 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.
    b. Restrictions automatically lift once the embargo date has been reached.
5. Provide a reason why the item is restricted.



3.1.3 *Generating a private link to your item*

You can provide direct access to an item 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.

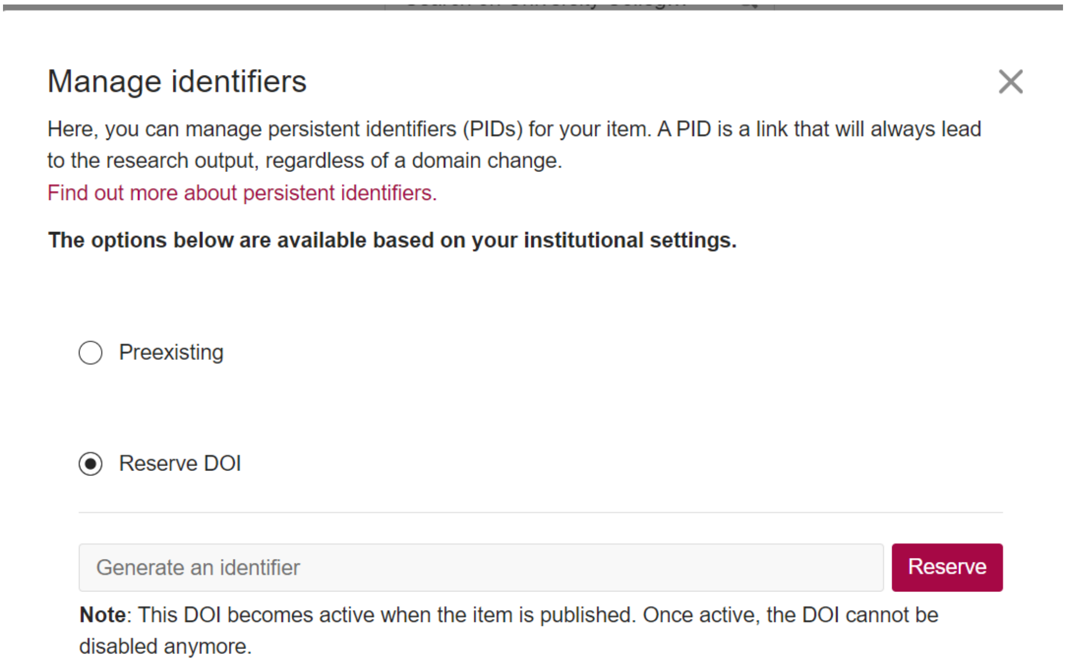
1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. On the 'Item actions' menu on the right-hand side of the metadata capture form, click the ‘Share with private link’. This link can now be copied and pasted.



3.1.4 *Reserving a DOI for your item*

UCL's RDR will assign a DOI (a unique, persistent identifier) to every published item. This link should be used in your papers as part of a data access statement and anywhere else you need a link to your item or to include in a full data citation. You can also reserve a DOI before the item is published so you can forward this to journal publishers, conference organisers etc. The DOI will only direct to the item once it has been published.

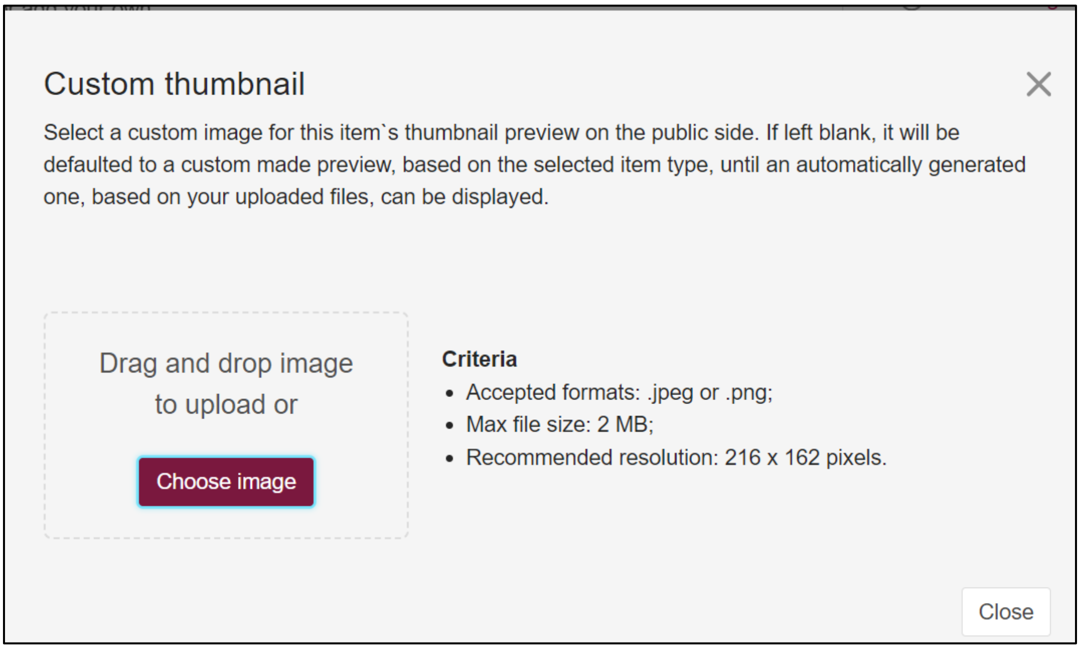
1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. On the 'Item actions' menu on the right-hand side of the metadata capture form, click on 'Manage identifiers'.
3. Leave the radio button for 'Reserve DOI' ticked and click the 'Reserve' button on the DOI form which will generate a DOI you can copy.



3.1.5 *Adding a custom thumbnail*

You can also add a custom thumbnail to your item. This is an image that will be displayed in search results or when browsing the repository and it's not included as part of the files in your item.

1. Log into your account and navigate to the metadata capture form. Complete the form as outlined in section 3.1.1.
2. On the 'Item actions' menu on the right-hand side of the metadata capture form, click 'Add custom thumbnail'.
3. Drag and drop or select 'Choose image' to browse your computer to find an image - it must be in jpeg or png format and under 2 MB. Recommended resolution is 216 x 162 pixels.



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[3] principles without making the data openly accessible. This allows you to create a record of your study in the institutional data catalogue but utilise external specialist infrastructures to preserve and curate your data.

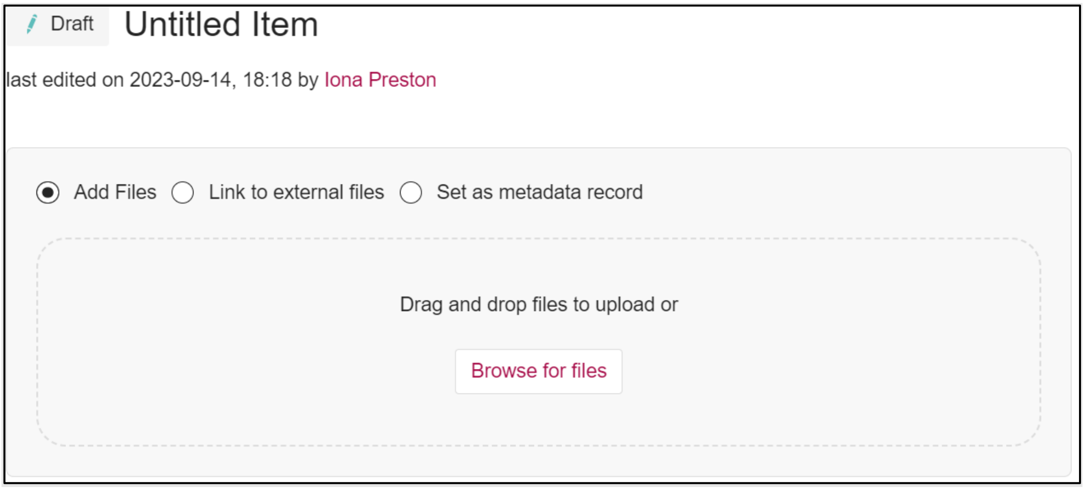
1. Log into your account and navigate to the metadata capture form.
2. At the top of the metadata capture form, click the 'Set as metadata record' option.
3. Provide a reason, e.g. the data is sensitive and cannot be shared openly.
4. Continue to complete the metadata capture form as outlined in 3.1.1.

3.3 Adding your files for publishing

There are four ways to upload data into the repository and attach them to an item:

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 for files' 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

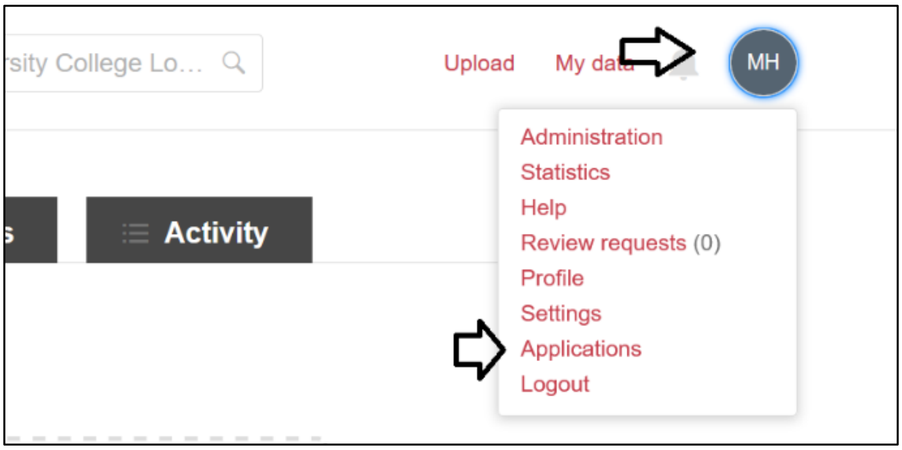
3.3.3 *FTP*

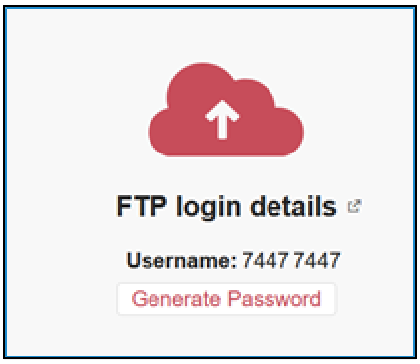
This tool should be used when you have an individual file greater than 5GB. Users have a storage limit of 50GB or 100GB for group projects.t If you need to upload more than this,

[3] 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

please get in touch with the Repository support team via researchdatarepository@ucl.ac.uk.

1. Before you use any software, you need to get a username and password to use with the FTP transfer. The username and password are 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 in 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.

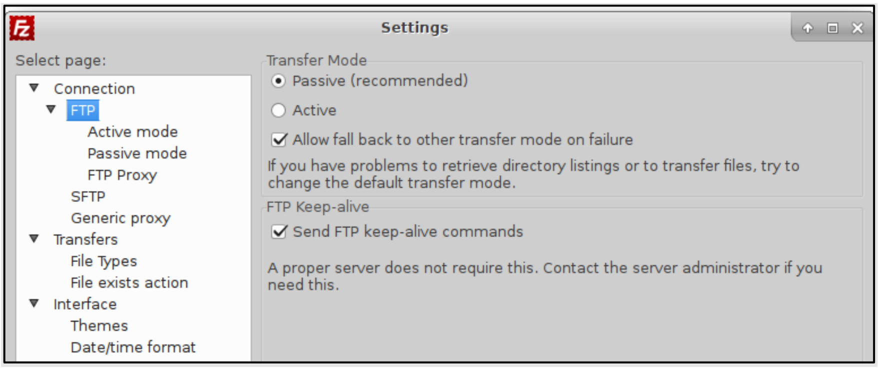


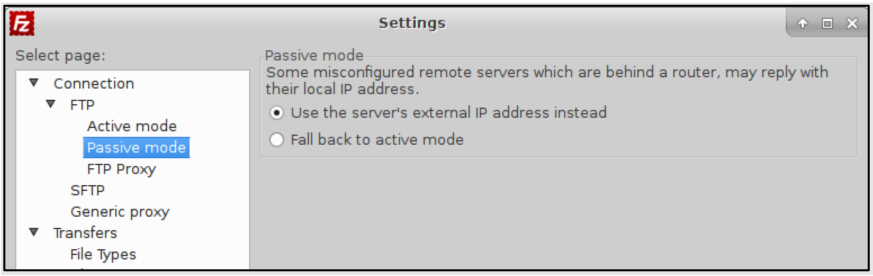


2. Download and install FileZilla. https://filezilla-project.org/download.php?type=client

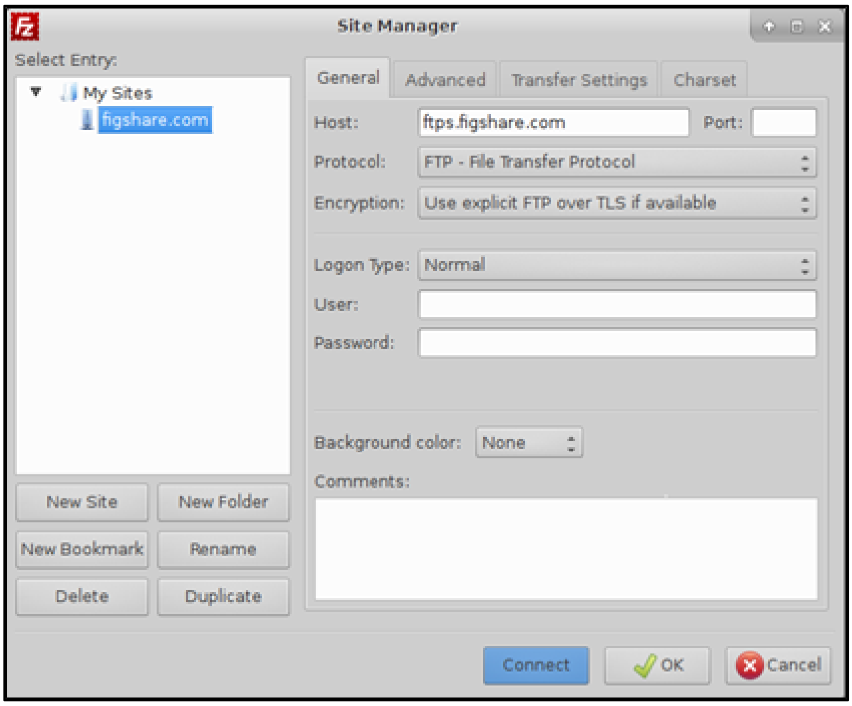
3. Open FileZilla, then click EDIT at the top, then SETTINGS.
   Make sure the settings match the following:
   - In connection/FTP select Transfer Mode: Passive (recommended)
   - In Connection/FTP/Passive mode select "Use the server's external IP address instead".

Press OK to save.



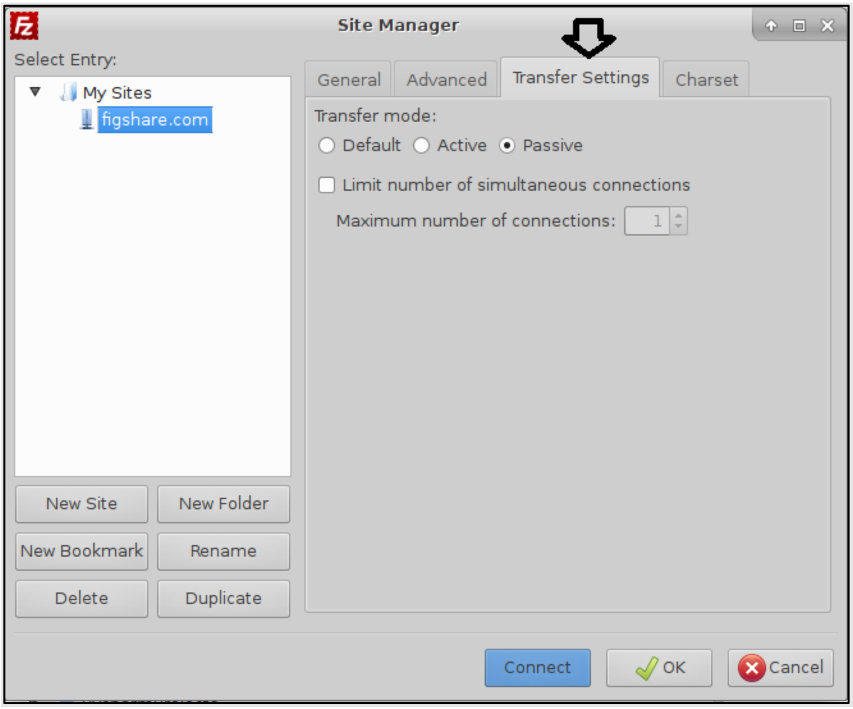


4. Now we need to create the connection.
   Click on FILE along the top, then SITE MANAGER.
   Click on NEW SITE then fill in the boxes on right with the following information:
   - Host: ftps.figshare.com
   - Protocol: FTP
   - Encryption: Use explicit FTP over TLS if available
   - Logon type: Normal.

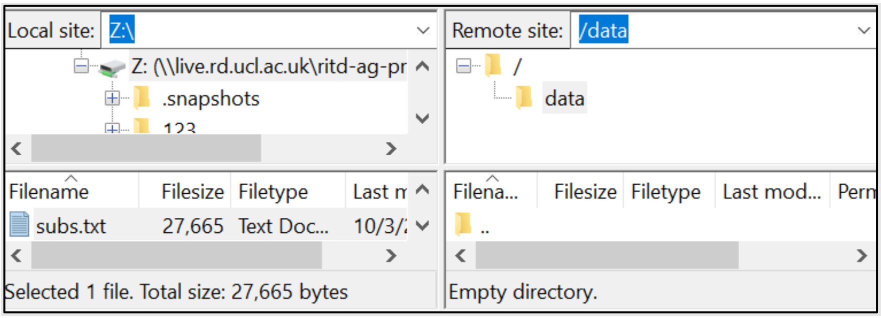


Username and password are the same as explained in Step 1.

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



- If you get any certificate prompts, just accept it.
- 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 will 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 do include a sub-folder inside the folder,Figshare will simply ignore it and its contents won't be uploaded into your RDR account.

After you have transferred your data, you can go 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.

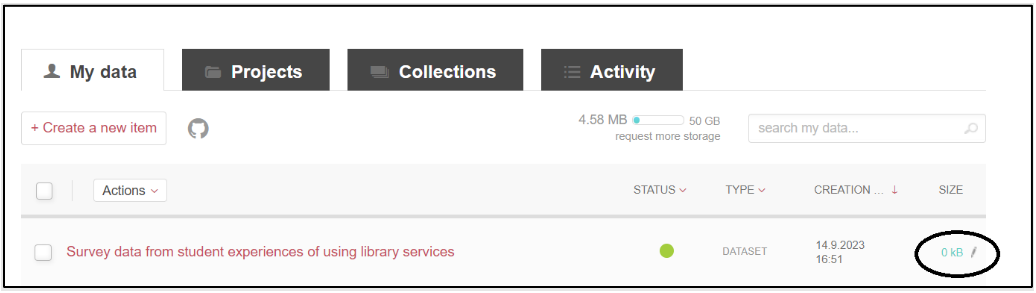
3.4 Publishing your item

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 changes at the bottom of the metadata capture form. Save changes regularly and always check your item 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 ‘Submit for review’ box on the right-hand side of the metadata capture form.
5. Click ‘Submit for review’ again on the dialog box that appears. You will receive an email notification once your item has been reviewed and published.

3.5 Editing a published item

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 item.
   Enter the new information (and attach any additional files) and verify any other information is correct e.g. the embargo details are correct.
5. Editing information in certain fields such as the title, or changing files, will create a new version of the item. You can see a full list of the fields that when edited trigger a new version on the Figshare help pages. The original version of the item will be visible in the public RDR item by clicking on the version number (e.g. Version 2) to show the dropdown list of previous versions. The version number is located below the title.
6. Note that the new version will have a slightly different DOI, including the suffix of .v2 for a second version (and continuing that numbering format for any further versions). The original version will now have the DOI suffix of .v1. The original DOI will always go to the most recent version of the item but you can get to earlier versions as outlined above.
7. If you want to work on this further before making it public then click ‘Save changes’ at the bottom of the screen..
8. If you’re ready to publish, click 'Submit for review' at the bottom of the form. Click 'Submit for review' again on the dialog box that appears. You will receive an email notification once your item has been reviewed and published.



3.6 Deleting an unpublished (draft) item

1. Log into your account and navigate to the ‘My data’ area.
2. Click to open the unpublished item you wish to remove. An unpublished item either has no symbol in the status column (draft) or a hollow circle (submitted to review but not yet published). A solid circle indicates a published item which can’t be deleted.

3. Open the web form and scroll down to just above the 'Save changes' and 'Submit for review' buttons.
4. Click the ‘Delete item’ button.
5. Confirm by clicking on ‘Yes, delete item’.

4 Projects

4.1 Types of projects

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

Projects are useful for collaboration; you can create new projects, access those you collaborate on and check out those you have view permissions for. Members of each project can create new items to upload files, add notes to the project and add comments to items. An activity stream keeps track of all actions on each users' account. Projects will always be private if none of the items within the project have been published, but once any items within the project have been published, there is the option to keep the project private or to make the project public.

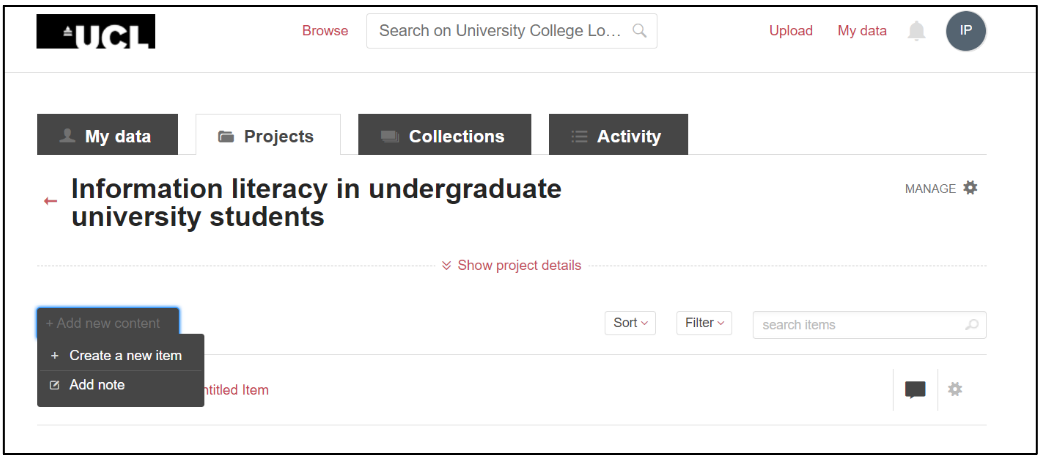
Individual Projects	**Group Projects**
Everyone uses their own storage quota and account storage.	Submitters' quota will not be used, storage allocation comes directly from the project.
People take their work with them if they leave the project.	All work is stored on institutional storage and remains 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 and navigate to My data.
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*

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

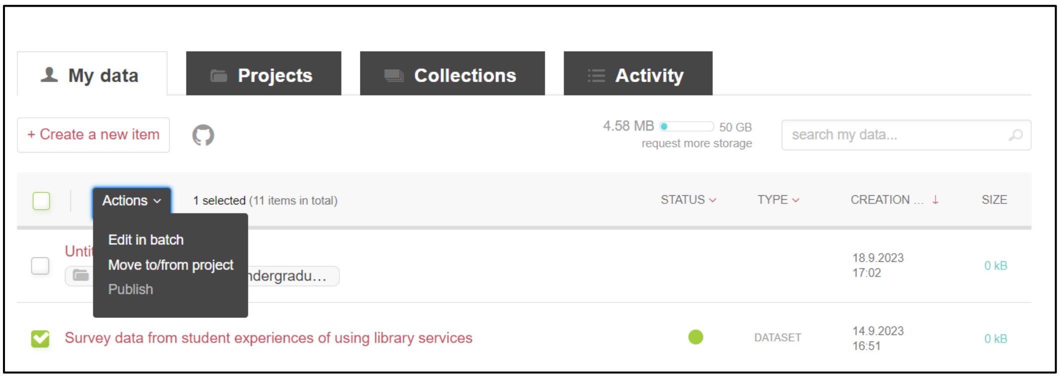


4.2.2 *Adding a new item to a project*

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

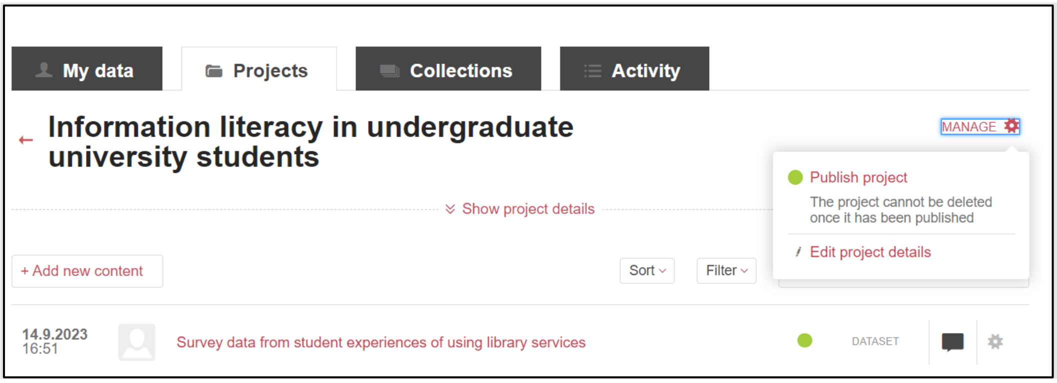
4.2.3 *Adding an existing item to a project*

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 at the top of your list of items.
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. Click on 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 details of a project*

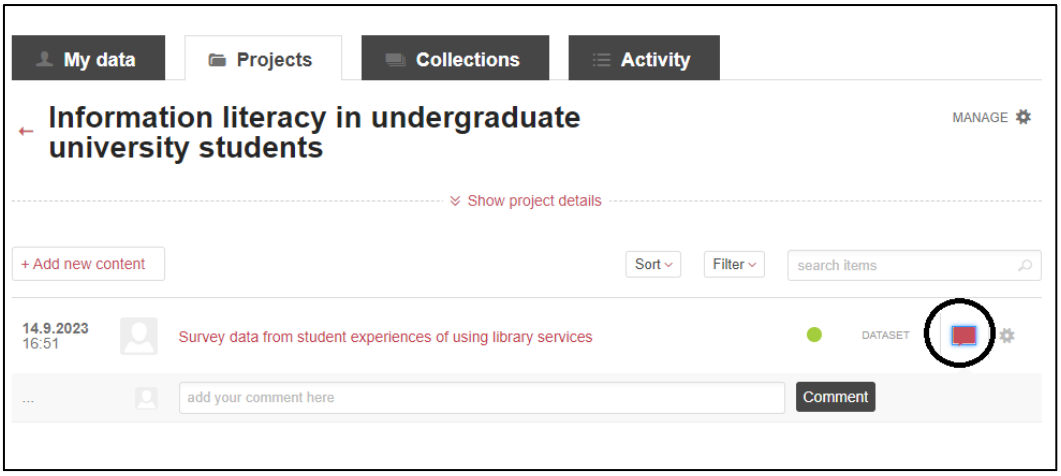
1. Log into the Repository, navigate to the project and click on the title.
2. Click on the 'Manage' cog next to the project title.
3. Open the link 'Edit project details'.
4. Edit the project details in the form on the screen (changing the project type is not possible).
5. Click on 'Save changes' at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

4.3.2 *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 edit certain fields or change the files, you will produce a new version of your item. See section 3.5 for more details or Figshare help pages.
5. Save the changes or publish them.

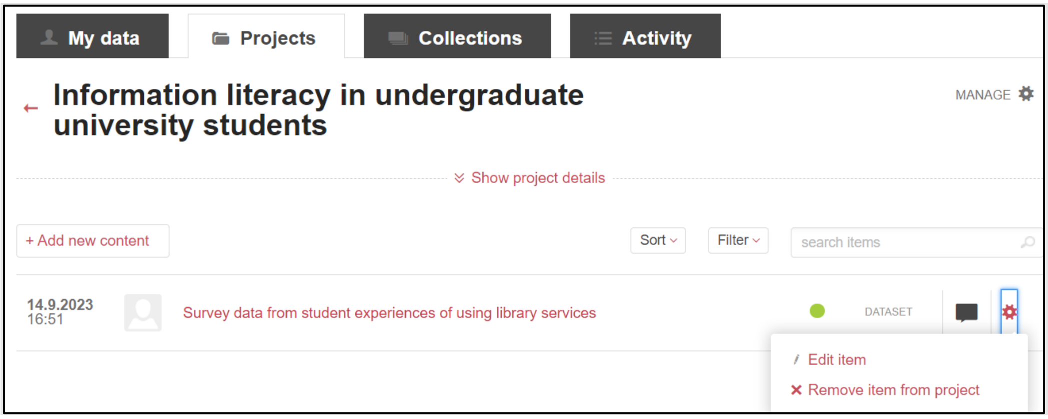
4.3.3 *Adding, removing or editing a comment on an item in a project*

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 can edit or remove your comment.



4.3.4 *Removing an item from a project*

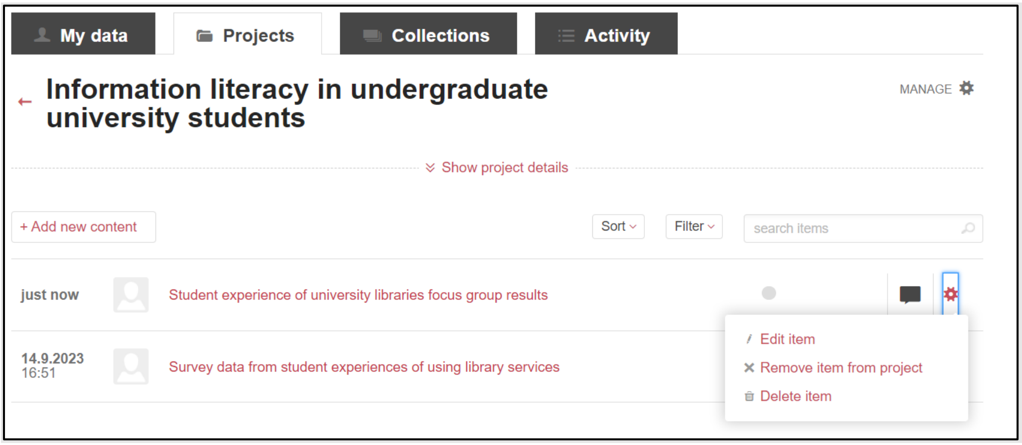
1. Log into the Repository and navigate to the 'Projects' and open a chosen project.
2. Click the cog next to a private or public item.
3. Click on the 'Remove item from project' link.
4. Click on 'Yes, move' to answer the question on the screen and the item will be moved out of the project and will only appear in the My Data area



4.3.5 *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. If your item is public, you can only remove it from the project (see 4.3.4 above).
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'.



4.3.6 *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.

Click on 'Submit'.

4.4 Deleting a project

1. **Private projects:** You can delete a project only if it is not public. If the project has any public items in it, you will also need to remove those items from the project before you will be able to delete it.
   - Under the 'Projects' tab select the unpublished project you want to delete.
   - Open the chosen project and click on the 'Manage' cog next to the project title.
   - Open the 'Delete project' link.
   - Select 'Yes, delete project' answering the confirming question.
2. **Published projects**: You need to contact the Repository team via email on: researchdatarepository@ucl.ac.uk

5 Collections

A collection is a group of published items 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

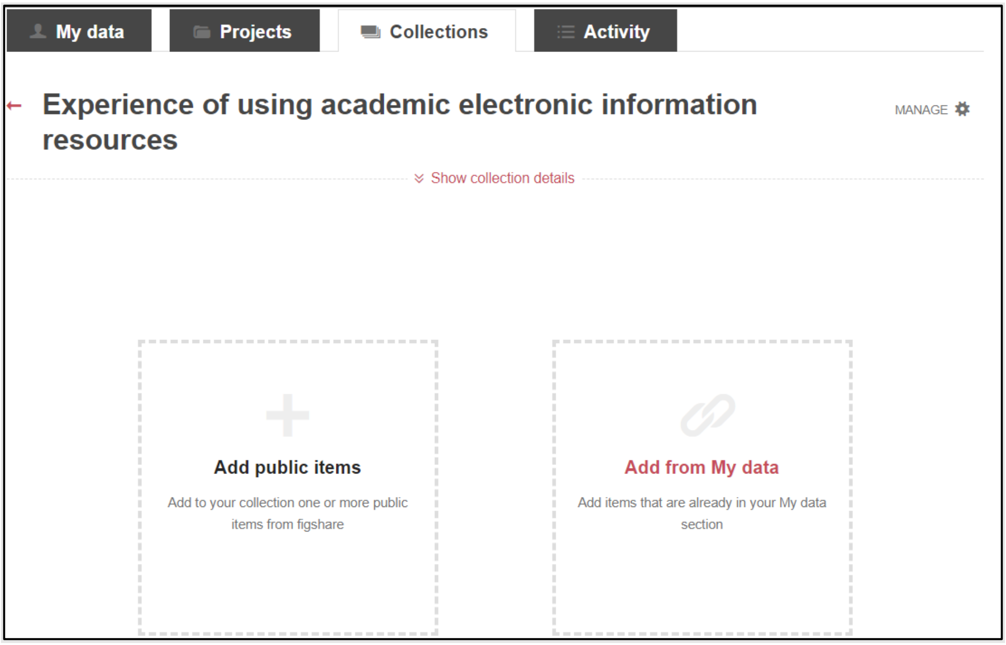
1. Log into the Repository and navigate to My data and the 'Collections' tab.
2. Click on '+ Create a new collection'.

3. In the online form complete all the mandatory sections with a green dot next to them and any additional fields you want to use.
4. The fields are similar to the metadata capture form for items, but instead of the Related materials there are three fields: Resource title, Resource DOI, and References.
5. Use Resource title and Resource DOI to add the details of your paper that uses the data if you wish to add it. If you complete the Resource title field, you must also complete the DOI field.
6. The References field can be used to add links to any other online content relevant to this item. This could be a website, related data, code, or another online publication.
7. Click on the 'DOI Reserve Digital Object Identifier' link to reserve the DOI for the collection.
8. Click 'Save changes' once you have completed the form.

5.2 How to add data to a collection

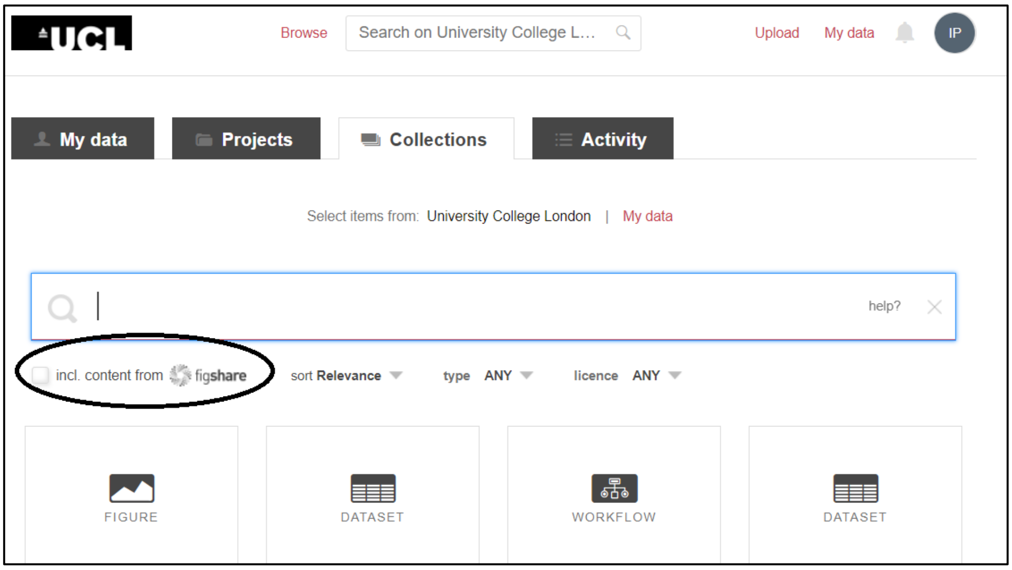
5.2.1 *Adding items from Figshare*

1. In the page for the collection you want to add items to, click on 'Add public items'.



2. Search for items you are interested in by typing keywords in the search box

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 the filter drop down menus below the search box for sort, type, or licence.
4. Click on the items you want to add.
   Click 'Add selected items' at the right-hand bottom corner.

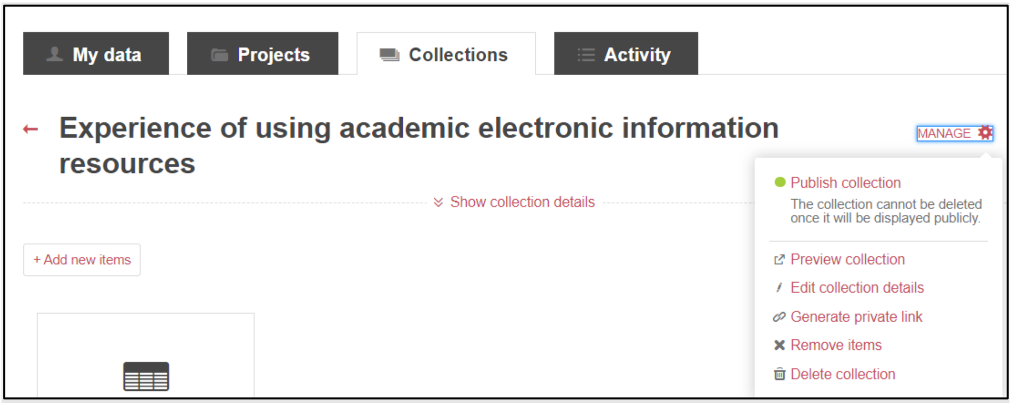
5.2.2 *Adding items from the 'My data' area*

1. In the page for the collection you want to add items to, click on 'Add from My data'.
2. Search for items you are interested in by typing keywords in the search box or browse to the item you need.
3. You can sort items by data created, date modified, size, or filter by status, e.g. public, before selecting them.
4. Click on the items you want to add.
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. You will only be able to do this if all items in the collection are public and you have completed all the mandatory metadata items on the collection details.

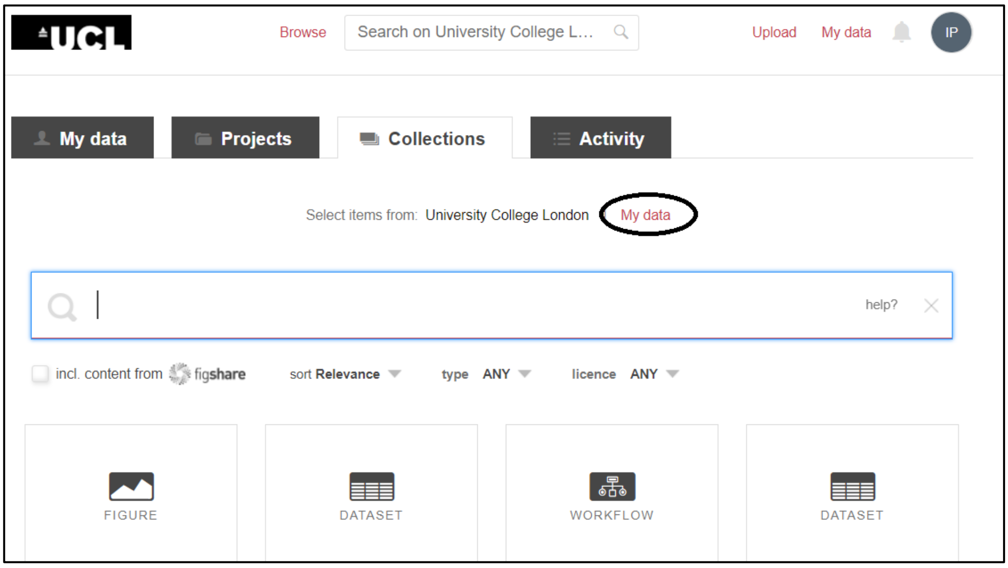
b. ‘No, save privately’ - your collection stays private.



5.4 How to edit a collection

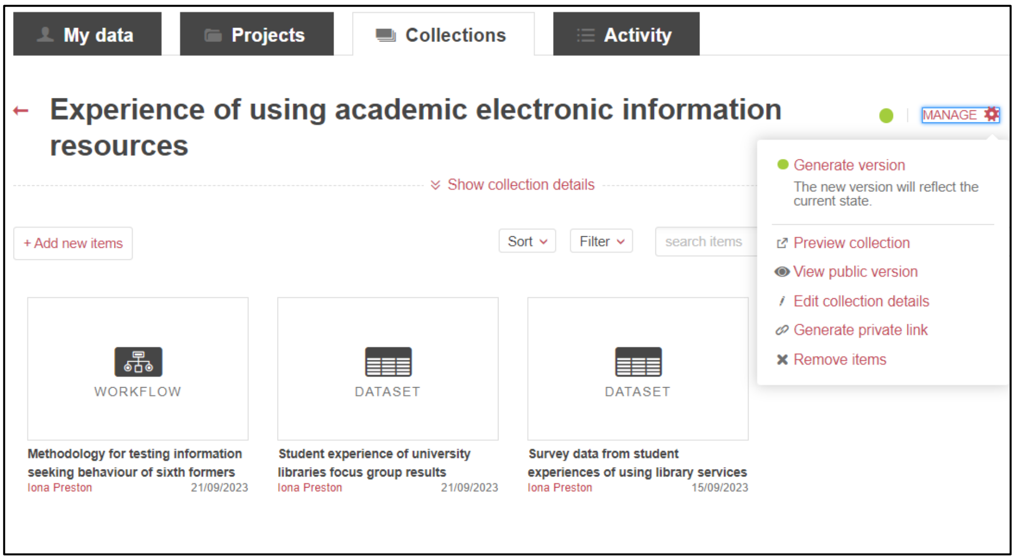
5.4.1 *Adding additional items to a collection*

1. Open the collection.
2. Click on the ‘Add new items’ button.
3. To add a public item, follow the instructions from point 2 onwards in 5.2.1 'Adding items from Figshare'.
4. To add an item from My data, click on the 'My data' link above the search box.



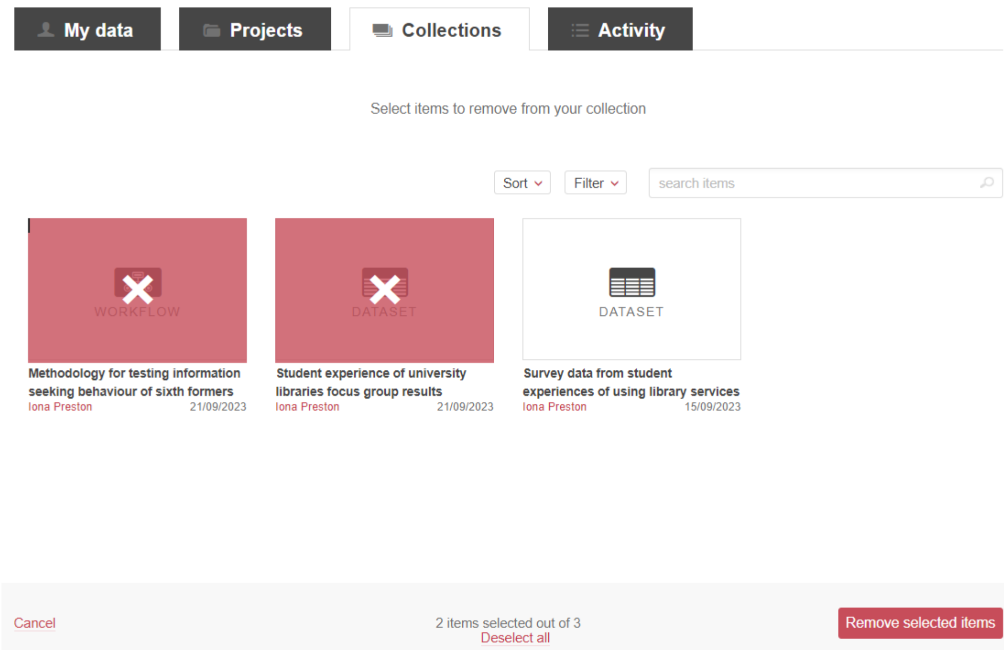
5. Select an item to be added to the collection.
6. Add the item to the collection by clicking on the button ‘Add selected item’.
7. Select the ‘Manage’ gear wheel on the right-hand side of the screen.

8. 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 and click on 'Edit collection details.'

3. Tick the ‘Generate new public version’ box and then click 'Save changes' to make your change visible in public. If you only click Save changes, the changes will only be visible in the Collection details in your My data area.

6. Requesting more storage space

1. If you need to request more storage space for your individual storage area, log in and go to the ’My data’ area.
2. Click on ‘Request more storage’, enter the amount of storage required and submit. Your request will go to review and you will be notified when approved via email.
3. To request more storage for your group project, go to the Projects tab in ‘My data’ and click on the project title.
4. Follow the same process to ‘Request more storage’ as above. It’s also recommended to include a reason for the additional storage requirements.

7. 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.