Manual for adding a dataset in Pure

Below is a manual of how the various fields should be filled in order to successfully enter the metadata of a dataset in Pure. The amount of fields which are compulsory (you can recognize them by a red asterisk*) is fairly limited. However, we would like to point out that the more meta data is provided on the dataset, the better it meets the University's expectations of its researches providing FAIR (Findable, Accessible, Interoperable and Reusable) data. For more information see the University of Groningen Research Data Policy.
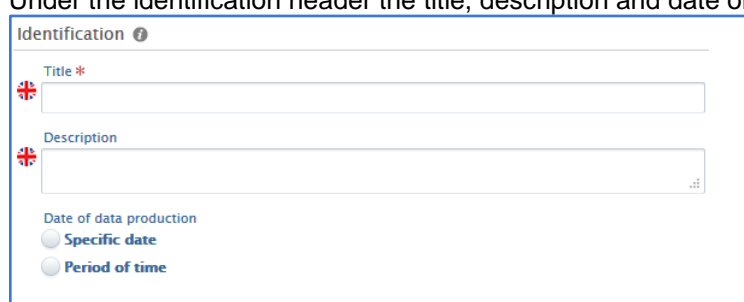You should be able to fill out the data in about 15 minutes.

How to start
After logging into Pure you can select adding a dataset in the menu on the left, alternatively you can choose for "Add new" and select Datasets in the menu on the left of the pop-up screen. Set out below are the various fields in the form with a description of how they should be filled.

Identification
Under the identification header the title, description and date of data production can be added.

Title
The dataset can have it's own title, alternatively the title of a publication can be used.

Description
A short description of the dataset can be provided here.

Date of data production
This can be either a specific date or can refer to a period of time.

People
Under "People" you can add people, their role and affiliated organizational units which are connected to the dataset. This includes yourself if you are the creator. Note: the preselection for the field "Role" is "Creator". Please check whether this is correct for every individual person.

Dataset managed by
Here you can add the organisational unit which manages the dataset itself. When filling this please fill out the research unit of the Principal Investigator (PI) involved.

Data availability
Under this header you can indicate what the availability of the dataset is. The available options are "Publisher", "DOI", "Electronic data", "Physical data", "Links" and "Data made available".

Publisher
The default publisher prefilled here is "University of Groningen". Please do not change this unless you are certain of the research organisation responsible for the publication of the dataset.
Important note: Do not enter the publisher of a publication for which the dataset has been used.

DOI
Please only fill out this field if the dataset has a DOI of its own.
Important note: Do not fill out the DOI of a publication the dataset has been used for.

Electronic data
Pure offers the possibility to upload electronic data here. We kindly ask you not to use this functionality. Data up to 2 Gb can be uploaded in DataverseNL. Please contact the Research Data Office, researchdata@rug.nl, for more information.

Physical data
If the data concerned is in fact physical you can fill out it's information: a title/description, storage location, access description, media and type.

Links
You can provide the link (URL) to the data here.

Date made available
This field should contain the date on which the data has been made available. The year is compulsory when entering the dataset, the exact date (month, day) is not.

Access to the dataset
Access options
The options provided are "Not set", "Open", "Embargoed", "Restricted" and "Closed". It may very well be that the repository where the data is stored has a more specific way of dealing with the data but we request you to still choose the option which describes it best.

Access contact details
Contact person
As you can see in the description under the field "The generic contact email researchdata@rug.nl will appear when this record is displayed online."

Temporal coverage
Temporal coverage refers to the period the data in the dataset describes.

Geo location

Under the header geo location the location data can be entered.

Geographical coverage

This is a free entry field where you can enter which location this data refers to, for example "*The Netherlands*" or "*Europe*".

Also either a Geospatial Point or Polygon can be entered.

Geospatial point

Here you can enter an exact geospatial point, for example "57.013543,9.98934".

Geospatial Polygon

If you choose to enter a Geospatial Polygon you can enter various points in a free entry field.

Keywords

Here you can freely enter keywords which best describe the dataset to make it easier to find. Each time a keyword is entered a new field will become available to add another one.

Relations to other content

Here you can enter relations to other content which has been added in Pure: Publications, Activities, Press / Media, Projects, Equipment, Datasets and Prizes.

Visibility

Under the header "visibility" you can fill out the desired visibility of the metadata of the data set which you have entered. It is important to note that this does not equal the visibility of the dataset itself.

There are four options offered here:

- Public - No restriction
- Campus - Restricted to specific IP range
- Backend - Restricted to Pure users
- Confidential - Restricted to associated users and editors

When using "Public" this meta data will also become available on the research page of www.rug.nl.

Saving

Don't forget to save the meta data of your Data Set upon completion by clicking the blue "Save" button at the bottom of the pop-up screen.