

## Research Data Catalogue Policy

The catalogue provides an online, public, searchable register of research data produced at the Open University, including “live data” which is in the active stage of research and “archived data” retained and stored securely for future reference and re-use. This benefits both the researcher and the University by:

- Enabling researchers to comply with funder policies and expectations for Research Data Management
- Providing a means to link research publications to their underlying data
- Increasing the visibility of OU research
- Facilitating faster responses to Freedom of Information requests
- Allowing the University to monitor the creation of research data in order to provide support to researchers at key points during the research data lifecycle

The Research Data Catalogue takes the form of metadata records integrated into the OU's digital repository, Open Research Online (ORO). These may be manually entered by researchers, or may be harvested from Open Research Data Online (ORDO), the OU's research data repository.

### Research data Metadata harvested from ORDO

Metadata of research datasets uploaded to ORDO will be harvested from ORDO and copied into ORO records, so that the University staff pages may contain a record of all research outputs, whether published papers, or supporting research data.

### Research data Metadata created in ORO

Researchers are responsible for creating metadata records of research data under the following circumstances:

1. Where research data are held in non-digital form. In these cases the record must include the location of the data and the means by which they may be accessed.
2. Where the research data has been uploaded to an external repository/archive. In these cases the metadata must include use of a permanent web address or DOI (digital object identifier). Contact [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk) for guidance on using DOIs.

### Expectations

1. Researchers are responsible for creating metadata records on project completion.

The initial record will be created by the researcher and quality controlled by Library Services before being made public on ORO. Any further updates to the record can be made by contacting [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk)

2. All research data recorded in the catalogue will be freely open for access, unless legal, ethical or contractual restrictions make it impossible to do so. Where access to the data is restricted the published metadata must give the reason and summarise the condition which must be satisfied for access to be granted.

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Research Support Librarian  
11<sup>th</sup> July 2017

3. All research data recorded in the catalogue must be stored and managed responsibly in a manner which facilitates sharing and re-use. For guidance on good practice in research data management, consult the [Research Data Management website](#)

**Scope:** Research data is defined as the evidence base on which academic researchers build their analytic or other work (HEFCE 2008). Such data may be in any form.

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