



LSHTM DATA COMPASS: COLLECTION DEVELOPMENT PROCEDURE

Document Type	Procedure
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Amendments	Collection scope has been broadened to cover several reusable research outputs, in addition to research data; document has been rebranded as a procedure to comply with current LSHTM document guidelines and linked to the RDM Policy.
Related Policies & Procedures	See References section

1. SCOPE (i.e. who does this affect)

This procedure applies to researchers wishing to submit digital objects to the School's research data repository, LSHTM Data Compass. It outlines the resource types that may be submitted and the appraisal criteria to be applied prior to acceptance.

2. BACKGROUND

The London School of Hygiene & Tropical Medicine (LSHTM) considers digital objects produced during the research process, such as data, code, and research instruments, to be valuable assets that form the basis for rigorous scientific enquiry and serve as evidence of research conduct.

To protect the intellectual investment made into the creation of digital objects and ensure they can be used for new and innovative research in public health, LSHTM encourages researchers to store these files in a managed environment and make them available via appropriate access methods.

The LSHTM Library & Archives Service maintains a research data repository, LSHTM Data Compass (<http://datacompass.lshtm.ac.uk>), for use by researchers who wish to make research data and other digital objects available for access and ensure they are curated and preserved over time.

3. RESOURCE TYPES ACCEPTED

LSHTM Data Compass may be used to store and share digital objects produced to fulfil a research or administrative function of the School. This includes, but is not limited to:

- Quantitative data such as databases and spreadsheets
- Qualitative data such as interview transcripts and images
- Code such as executable software, source code, and processing scripts
- Research instruments such as questionnaires and interview guides
- Search strategies

Digital objects are often submitted by researchers in order to ensure their research outputs are made available to interested parties or fulfil research funding or journal publication conditions.

The LSHTM Library & Archives Service may approach specific researchers to encourage submission of digital objects in cases where there is a recognised benefit in ensuring it is managed more effectively or made easier to discover.

Digital objects produced to report on research findings, such as articles, book chapters, conference proceedings, theses, videos, etc. should be deposited with LSHTM Research Online¹. Paper-based research data and physical artefacts should be offered to the LSHTM Archives & Records Management Service². Digital objects offered that falls outside these categories will be considered on a case-by-case basis.

4. APPRAISAL CRITERIA

Digital objects offered to the LSHTM Library & Archives Service for curation in LSHTM Data Compass will be appraised to ensure they fits within its collection remit and the required level of curation, preservation and availability can be provided.

Digital objects will typically be accepted on condition that they are:

- a. produced as part of a research activity that involves one or more LSHTM researchers
- b. owned or licensed to LSHTM in a manner that enables it to be curated, preserved, and distributed in its entirety. Third party content contained within the resource that LSHTM does not have permission to handle should be removed.
- c. held in a machine readable form that can be accessed and used for research purposes.
- d. redacted to exclude information classed as Internal, Confidential or Highly Confidential, as defined in the LSHTM Data Classification and Handling Policy.
- e. complete and free from corruption at the bit-level.
- f. encoded in a file format accessible using software tools available to repository staff, so that content checks can be performed.
- g. supplemented by documentation sufficient to understand the content and establish the ethical & legal permissions that have been obtained.

The LSHTM Library & Archives Service reserves the right to reject a digital object when it is considered infeasible or inappropriate to curate, preserve, or distribute it. For instance, in cases where the resource:

- does not meet one or more of the above criteria.
- legal and/or ethical permissions are considered vague or incompatible with the chosen distribution method, as defined in the LSHTM Confidentiality and Anonymisation of Research Data (LSHTM-SOP-036).
- contains errors that cast doubt upon the validity of the research findings
- is plagiarised or contains copyright violations.
- is considered too costly to manage, e.g. due to storage requirements exceeding current space allocation, preservation costs exceeding budget allocation.
- would be better suited to being held in an alternative service, such as a domain or content-specific repository.

¹ <http://researchonline.lshtm.ac.uk/>

² <https://www.lshtm.ac.uk/research/library-archives-service/archives>

- is made available through an alternative service that has committed to providing long-term curation and distribution. A previous/updated version of the resource may be accepted, however.

In the above or other circumstances, the LSHTM Research Data Manager will work with the data provider to resolve the issue or make other arrangements for curation, preservation and distribution.

5. CONTACTS

Questions related to the LSHTM Data Compass Collection Procedure and its implementation should be directed to the Research Data Manager based within the Library & Archives Service (researchdatamanagement@lshtm.ac.uk).

6. DEFINITIONS

- *Data provider*: One or more people who wish to submit, or have submitted, a digital object for curation, preservation, and distribution through LSHTM Data Compass.
- *Digital object*: A unit of digital content that consists of one or more files, including research data, metadata and other files (https://definedterm.com/digital_object/127687).
- *Digital repository*: A system designed to store, manage and potentially make available digital objects.
- *Licence*: A document that grants an organisation the rights to manage a digital object.
- *Researcher*: Any person conducting research or involved in the creation, collection, or generation of Research Data or other digital objects, for or on behalf of LSHTM. This may include, but not be limited to employed staff, research students, and honorary staff.
- *Research data repository*: A type of digital repository that primarily handles research data.

7. REFERENCES

- LSHTM Information Management and Security Policy. Supporting policy 9: Data Classification and Handling Policy
<https://www.lshtm.ac.uk/sites/default/files/2017-06/LSHTM-data-classification-handling-June2017.pdf>
- LSHTM Research Data Management Policy
<https://doi.org/10.17037/PUBS.00612422>
- RDM Policy support document - Data Access Procedures
<https://doi.org/10.17037/PUBS.00612422>
- LSHTM Confidentiality and Anonymisation of Research Data (LSHTM-SOP-036)
[https://lshtm.sharepoint.com/Research/Research-Governance/Pages/standard-operating-procedures-\(sops\).aspx](https://lshtm.sharepoint.com/Research/Research-Governance/Pages/standard-operating-procedures-(sops).aspx)