



COLLECTION MANAGEMENT POLICY SUPPORT PROCEDURE: DIGITAL OBJECT IDENTIFIER (DOI) PROCEDURE

Document Type	Procedure
Document owner	Gareth Knight (Research Data Manager)
Approved by	LAS Management Team
Approval date	April 2018
Review date	April 2020
Version	2.0
Amendments	First version of document applied specifically to DOIs allocated for Data Compass. This was broadened to cover DOIs assigned by other systems. To comply with new LSHTM documentation rules, the DOI Policy has been changed to a Procedure.
Related Policies & Procedures	See References section

1. PURPOSE

This procedure sets out processes for registration of Digital Object Identifiers (DOIs) at the London School of Hygiene & Tropical Medicine. It is a support document of the Library & Archives Service Collection Management Policy and underpins aspects of the Research Data Management Policy and Open Access Publishing Policy.

2. BACKGROUND

Digital Object Identifier (DOI) is a Persistent Identifier standard (ISO 26324:2012¹) maintained by the International DOI Foundation for the purpose of enabling resources to be located and cited across changing technology over time. It is implemented by a federation of registration agencies², including CrossRef, DataCite and mEDRA, which oversee its application for specific resource types.

The London School of Hygiene & Tropical Medicine maintains a contract with the British Library (BL), the UK representative of DataCite (<https://www.datacite.org/>), that permits it to register Digital Object Identifiers (DOIs) for its resources. This contract is administered by the Library & Archives Service (LAS).

3. COMMITMENTS

LSHTM commits to perform the following activities to fulfil DataCite requirements for DOI registration:

- LSHTM will submit DataCite metadata describing each resource to the DataCite Metadata Store (<https://mds.datacite.org/>) at the time of DOI registration.
- DOIs registered by LSHTM will resolve to a publicly accessible landing page for at least 10 years after they have been registered. This landing page will contain the DOI and core metadata, as a minimum.
- Metadata submitted to the DataCite MetaData Store will be licensed under the terms of Creative Commons Zero (CC0)³.

¹ http://www.iso.org/iso/catalogue_detail?csnumber=43506

² http://www.doi.org/registration_agencies.html

³ <http://creativecommons.org/about/cc0>

- Steps will be taken to ensure metadata submitted to the DataCite MetaData Store remains up-to-date and consistent with that held on LSHTM systems (see 4), where feasible. This excludes metadata that contains characters not supported by the DataCite MDS, such as diacritic marks and Cyrillic script.
- DOIs allocated to resources intended for use in research will not be re-allocated. A new DOI will normally be assigned in cases where a later version of a dataset or other resource is published. Limited exemptions to this rule may be permitted, e.g. for policy documents. Contact researchdatamanagement@lshtm.ac.uk for guidance.

4. LSHTM SYSTEMS

The following LSHTM systems are currently setup to register DOIs:

- *LSHTM Research Online* (<http://researchonline.lshtm.ac.uk/>) - a repository of research publications produced by LSHTM researchers. DOIs are allocated to theses, reports and other documents. Contact researchonline@lshtm.ac.uk for advice.
- *LSHTM Data Compass* (<http://datacompass.lshtm.ac.uk/>) - a repository of reusable research outputs produced by LSHTM researchers. DOIs are allocated to research data, software code, search strategies, data management plans and research instruments. Contact researchdatamanagement@lshtm.ac.uk for advice.

Other LSHTM systems may be added to LSHTM's DataCite subscription on a case-by-case basis. Contact library@lshtm.ac.uk to discuss needs.

5. ELIGIBILITY

A DOI can be registered for resources that fulfil all of the following criteria:

- LSHTM has ownership of the resource or necessary permissions to make it available.
- The resource is held on a system operated by LSHTM or which it has contracted others to maintain on its behalf;
- The resource can be made available for a minimum of 10 years following registration of the DOI;
- Metadata necessary to cite the resource and understand its content (title, creator, publisher, publication year, description):
 - Has been created and/or provided;
 - Can be made public to researchers outside LSHTM
 - Can be licensed under a Creative Commons Zero (CC0)⁴ 'no rights reserved' licence that enables it to be indexed in other systems
- The DOI will resolve to a publicly available web page that contains information on the resource

These requirements are necessary to enable DOI registration through the DataCite Metadata Store (<https://mds.datacite.org/>).

A DOI registration request will be denied in the following circumstances:

- LSHTM does not own or have the right to distribute the resource, or there are unresolved legal, ethical or contractual issues at the time of registration.

⁴ <http://creativecommons.org/about/cc0>

- b. The resource is held on a 3rd party system for which LSHTM is not responsible (e.g. one maintained by a collaborating institution);
- c. The resource is considered to have short-term value (under 10 years). For instance, a teaching resource used in a specific teaching module;
- d. A DOI has already been registered by a third party for the specific instance of the resource;
- e. Metadata necessary to cite the resource and understand its content has not been provided, cannot be made public (e.g. due to confidentiality issues related to publication), and/or cannot be made available under CC0 a licence.
- f. The resource is available on request. However, the creator refuses to provide a copy to the system administrator or transfer it to an LSHTM-hosted secure server.

6. UPDATING METADATA

Metadata necessary to cite a resource and understand its content should be fixed following DOI registration. Limited edits are allowed in cases where errors have been made or additional information is necessary. Contact the system administrator (see 4) for guidance.

7. CONTACTS

Questions related to the Digital Object Identifier (DOI) Procedures and its implementation should be directed to the Research Data Manager based within the Library & Archives Service (researchdatamanagement@lshtm.ac.uk).

8. REFERENCES

- LSHTM Library & Archives Service Collection Management Policy
https://www.lshtm.ac.uk/sites/default/files/Collection_Management_Policy.pdf
- LSHTM Open Access Publishing Policy
<https://www.lshtm.ac.uk/sites/default/files/Open-Access-Publishing-Policy.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>