Create a Collection record in LSHTM Data Compass

Purpose

This document outlines the process for creating a Collection record and associating it with Dataset records in LSHTM Data Compass (https://datacompass.lshtm.ac.uk/).

What is a Collection record?

A Collection is a type of metadata record used to group related items—data, code, collection tools, or other resources—within the LSHTM Data Compass. This virtual group can subsequently be cited using a single Digital Object Identifier (DOI).

Items within a Collection typically share a common theme. For example, they might be research outputs associated with a specific study, teaching module, or research publication.

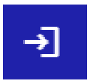
Collections can include any item in the Data Compass, regardless of who created and published it. Additionally, a single Dataset can be linked to several Collections at the same time.

Previously, Collections were known as Project records. The name was updated to align with DataCite terminology.

A list of Collections in Data Compass can be found at http://datacompass.lshtm.ac.uk/view/types/collection/.

Sign in to the repository

To sign-in to the data repository, click the “Login” button, located on the sidebar or the top-right corner of the screen.



A login screen should be displayed, where you are promoted to enter your LSHTM username and password. This uses the same authentication system as other LSHTM services. Your username may begin with ‘lsh’, ‘eph, ‘itd’, ‘php’ or similar – it is not your email address.

If you have successfully logged into the repository, a home icon should appear on the top right of the screen and a “Workarea” option will appear in the navigation menu.

Once you have successfully logged in to the repository, you will be taken to a ‘workarea’ page that lists metadata records that you have created and/or own.

Understanding the Work Area

The Workarea is your personal homepage in the repository. Here, you can view any Collection or Dataset records you've previously edited, as well as create new ones.

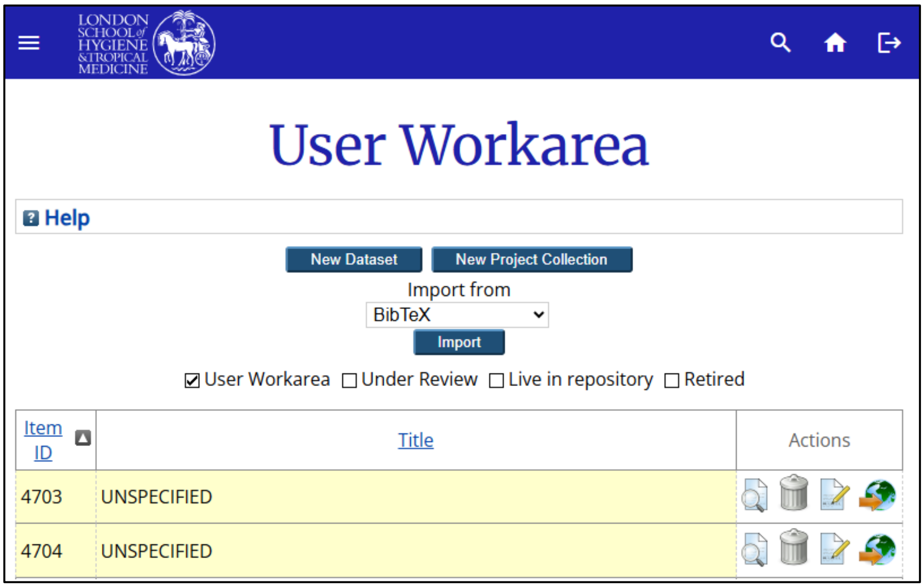


Figure 1: User Work Area screen

By default, the Workarea lists only draft items that you can edit. You can also view submitted item by selecting the appropriate checkboxes:

1. User Workarea: Draft items that are in your work area for editing.

2. Under Review: Items submitted for review that have yet to be published in the repository. These items cannot be edited, but you can recall them to your work area to make updates.

3. Live in Repository: Approved items that are available in the repository. These items cannot be edited while they are live, but it is possible to create a new version of the record.

4. Retired: Items that have been withdrawn from the repository.

Labels and colour coding are used to differentiate between the different item types

The Actions section indicates actions you may perform upon an item in the repository:


The View button displays a preview of how the item will appear in the public repository.


The Delete button removes an item from your work area. Deleted items cannot be recovered. This is only displayed for items editable in your work area; it will not appear for items under review or public.


The edit button will take you to the editing page for an existing record.


Submit item for review.

Create a Collection record

To Create a new Collection record, click the “New Collection” button at the top of the screen.

The Collection workflow consists of three pages:

1. Collection description: Provide core information about the collection – its title, description, authors, and other details, and link it to Datasets that have previously been published.

2. File upload: This allows you to add files to accompany the Collection. File upload is optional.

3. Licence: Review and accept the licence agreement for submission to the repository.

You can navigate between steps using the page name or the “Next” button. Use: “Save and return” to save progress and go back to the Workarea; or “Cancel” to exit without saving.

Note: Required fields are marked with an asterisk (*).

1. Collection description

The first page collects information on the Collection. This may represent a research study, teaching module, research publication, or other group.

Select associated datasets

The first task is to identify and select one or more Dataset records to link to your Collection. Dataset records may be located using two methods:

1. Search: The search menu can be used to look-up a dataset title. Only a partial title is needed.

2. Browse: The ‘My Deposits’ tab lists Dataset records that are ‘owned’ by your user account – those that you have created or have been assigned to you by an administrator.

Once the Dataset record has been located, link it to the Collection by clicking the checkbox next to the title.

Please note: Only Dataset records published in the repository will be listed. Datasets in your work area or under review will not be shown.

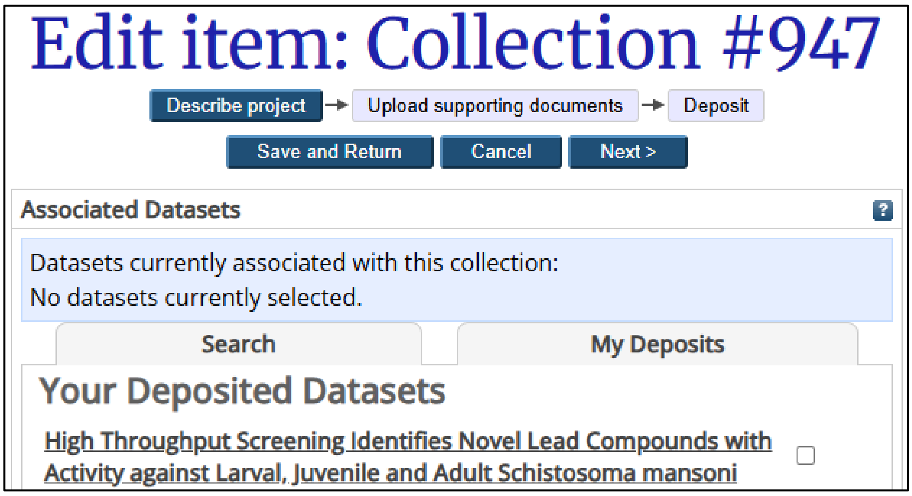


Figure 2: Associated Dataset menu

Describe your Collection

The second task is to complete the text boxes displayed on the web form.

Name	Description	Status
Title	The name of the collection. This should emphasize the distinct characteristics of the collection and differ from other outputs, such as the paper or study title.	Mandatory
Description	A short description of the collection. This may represent a research project, teaching module, or other group.	Mandatory
Date	The date that the record was created or published.	Mandatory
Geographical area covered	The broad region where data collection took place.	Optional
Start and completion date	The start and end date of the work. E.g. a study funding period or time assigned to a work package.	Optional
Funder information	If the work was funded, provide relevant details such as the title, funder name, and grant number.	Optional
LSHTM Research Online look-up	May be used to link the Collection to relevant papers held in LSHTM Research Online. Type the paper title to autocomplete.	Optional
Related resources	Web accessible resources associated with the Collection. E.g. project website, journal publication, alternative host.	Optional
Creator(s)	The family name, forename, email and ORCID (if exists) of LSHTM & non-LSHTM people associated with the Collection	Mandatory
Associated Role(s)	Family name, forename, email and ORCID (if exists) of LSHTM & non-LSHTM researchers who had an indirect role in the research. See role types below.	Optional
Project contact	The name of an LSHTM researcher who acts as custodian and primary contact for the collection.	Mandatory
Participating institution(s)	One or more organisations that have contributed to the item. E.g. an employer, funder, hosting institution.	Mandatory
Geographic region	The geographic region(s) in which data was collected. E.g. region name, geographical coordinates.	Optional
LSHTM Faculty / department	A multi-select list used to indicate the LSHTM faculty/unit and department/group in which each creator and contributor are based.	Optional
Research Centre	One or more LSHTM Research Centre's associated with the item.	Optional
Research Group	Other research groups that are not indicated in the Research Centre list.	Optional
Language(s) of written material	A multi-choice field used to specify one or more languages in which content is written.	
Additional Information	Additional information on the resource that is not provided elsewhere, e.g. data availability statement.	Optional
Publisher	The name of the organization and/or platform that has made the item available.	Mandatory
Identification number	The unique ID for this item, e.g. a DOI. This is a system-defined field that should be left blank.	Optional

Table 1: Dataset record workflow – first page

2. File upload

The second page is used to upload and describe files associated with the data record. If you are creating a metadata only record, this page can be bypassed by pressing the NEXT button.

Files can be uploaded using one of three methods:

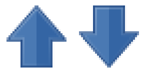
- Choose file: One or more files can be selected on the depositor's computer.
- Dropper tool: One or more files can be dropped onto the web page to upload them.
- From URL: Imports a file from a public source, such as an external repository.

After upload, please open the files to verify they have been added correctly.

Files added to the record can be edited using one of four options.

A simple file format Converter

Displays the file MIME type and checksum.



Alters the order in which files are listed on the record page

Delete file

File Description

Name	Description	Status	Examples
File description	A brief description of the file's content. This may repeat details found elsewhere.	Mandatory	Dataset containing variables on 128 participants, covering X, Y and Z.
File purpose	The controlled list specifies the purpose of each file. Files without an assigned type will not appear on the record page.	Mandatory	Data Management Plan Funding application Project report Research protocol Project resource
Visibility	This controlled list specifies the access level for the file. See below	Mandatory	
Embargo date	An optional file embargo can be set, which specifies a date when a file will be made open access.	Optional	
Embargo reason	Explain the reason an embargo is needed.	Optional	
Licence	Licence conditions that specify how the file may be used.	Mandatory	CCBY - recommended for open data Data Sharing Agreement – a custom licence for restricted data
Content type	The controlled list specifies the content of the file. See below for controlled list.	Mandatory	
Retention period	The time period the file should be retained.	Mandatory	Indefinite

Table 2: File-level metadata

3. Licence agreement

The final page contains a licence agreement that depositors must agree to as part of submission. Once the licence agreement has been read, press 'Submit Item for review' button to notify the repository administrator that it is ready for review.