



# **CURATION POLICY UNIVERSITY OF FERRARA ZENODO COMMUNITY – UNIFEZEN**

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## **Article 1 - Foreword**

1. The University of Ferrara acknowledges the high value of the dissemination and accessibility of research results for an equitable and inclusive science, the enhancement and preservation of cultural and scientific heritage and the development of technology transfer. The University of Ferrara created *University of Ferrara Zenodo Community* –

*UnifeZen*, a virtual space for the publication and storage of research data and other outputs deriving from the activities of the affiliated staff, in compliance with the University of Ferrara Open Science Policy and in order to facilitate the research staff.

2. *UnifeZen* is a specific shared area of the multidisciplinary repository Zenodo, established by the European Union and run by CERN that guarantees the backup of data and provides a digital object identifier (doi), so the dataset can be cited.
3. The storage of research data in the *UnifeZen Community* is one of the choices for data deposition offered to University of Ferrara researchers. Alternative options should be considered in parallel, such as: disciplinary specific data repositories depending on the type of research data deposited and the characteristics of the project; data repository recommended or expressly indicated by research funders.
4. Data to be deposited in the *UnifeZen Community* are firstly uploaded to Zenodo platform and, only later, after the checking specified in this Policy are admitted into the Community.
5. Depositing data in *UnifeZen Community*, University of Ferrara staff has the possibility to be supported by Open Science experts during the metadata and data input and make deposited material identifiable as a result of the research carried out at the University of Ferrara.

## **Article 2 - Why it is important to store data**

1. The storage and sharing of data provides many advantages, including but not limited to:
  - a) greater impact and long-term data preservation;
  - b) compliance with Funders, publishers and institutions obligations that may require data sharing;
  - c) increased transparency and data quality assurance (results can be replicated and compared with other studies);
  - d) greater chances to create opportunities for follow on research and collaboration;
  - e) re-use permits to analyse data in new ways and for future research and discovery;
  - f) rationalising resources by avoiding duplication of research.

## **Article 3 - Who can deposit and store data**

1. Data may be deposited in *UnifeZen Community* by all members of the research staff affiliated with the University of Ferrara, including research grant holders, PhD students with or without scholarship, postgraduate or post-doctorate scholarship holders, resident doctors, linguistic collaborators, specialised technicians or other member of the technical-administrative staff, who generated, alone or with one or more subjects, even if not affiliated with the University of Ferrara, a dataset.
2. Zenodo guarantees a minimum of 20 years of long-term storage of data, that is currently the lifetime of the host laboratory CERN.

#### **Article 4 - What to deposit (research output)**

1. Research data, including images, videos, laboratory results, originating from research conducted at the University of Ferrara, also in collaboration with other research institutions, could be deposited in *UnifeZen Community*. It is also possible to deposit other research-related materials (software, tools, models, codes, protocols, evaluation systems, reports) and other types of content (teaching materials, presentations, posters). Research articles and other publications cannot be submitted to the *UnifeZen Community*. Research articles and other publications are mandatory deposited in the Archivio Istituzionale della produzione scientifica dell'Ateneo (Institutional Archive of the University's scientific production). A link between the datasets in *UnifeZen Community* and the resulting publications in the institutional repository will be guaranteed.

#### **Article 5 - Formats and dimensions, metadata**

1. Data from any stage of the research lifecycle are accepted. It is suggested to use open and non-proprietary formats to facilitate accessibility according to the FAIR principles (Findable, Accessible, Interoperable, Re-usable), however proprietary file formats are also accepted, when no alternatives are available, or non-proprietary formatting makes the data file substantially less usable. The total file size limit per record for free storage is 50 GB, but larger files can be deposited for a fee, submitting a specific request to Zenodo that will grant it on a case-by-case basis. There are no limits on the number of files to be uploaded.

2. Each data file must be associated with sufficient metadata describing the elements in the dataset, preferably in a non-proprietary format (e.g. txt, tif), that can be exported in different standard formats. This documentation should adequately describe the stored dataset as a readme file. English should be used for the metadata entry.
3. There are three types of metadata to be filled out in the descriptive form associated with the uploaded file: structural, descriptive and administrative metadata. Structural metadata correspond to file and directory structure, description of collection and analysis methods, information on data formats. Descriptive metadata are context and data information, e.g. the name of the dataset, the research discipline, the persistent identifier, the time and place of dataset collection and publication, the authorship and the ownership, the description of the content (keywords, variables, etc.). The licence, the access rights and funding represent administrative metadata. The University of Ferrara strongly encourages to enter metadata as more updated/ complete as possible to improve the accessibility of the deposited files.

#### **Article 6 - Licence to the University of Ferrara**

1. Upon successful approval by the Community curators, data will be published in *UnifeZen*. By depositing in *UnifeZen Community*, the University of Ferrara is granted a non-exclusive, free and worldwide licence on metadata, that allows the curators to make a formal check and any possible necessary corrections and additions.
2. According to Zenodo Policy, metadata are always open-access under the CC0 licence, except email addresses.
3. For confidentiality or privacy reasons or to permit commercial exploitation, some data cannot be shared; therefore data files can be stored with closed, restricted, open or embargoed access. While depositing, the research manager chooses the most appropriate access, according to the principle coined in Horizon 2020 "As open as possible, closed if necessary".
4. Closed access files are protected by Zenodo against unauthorised access.
5. Files with restricted access can be shared with other users meeting specific requirements. These files, even not open access, can be shared between registered users on the basis of the provisions provided by those who deposited the original file.
6. For open access data, the most appropriate licence should be specified while depositing.

7. As indicated in the [Open Science Policy](#), the University of Ferrara suggests choosing a Creative Commons licence.
8. The material deposited in the *UnifeZen Community* can be modified, developed, published, commercially exploited by the copyright holder in other media and formats. It is not allowed to charge users for accessing files stored in the *UnifeZen Community*.

### **Article 7 - Curation**

1. Before being deposited in the *UnifeZen Community*, all datasets and other research outputs require validation by Community curators by a legitimacy check based on the presence of at least one author affiliated with the University of Ferrara.
2. Community curators also verify the metadata accuracy. This process ensures that data are in the appropriate format and supplied with adequate documentation facilitating identification and reuse according to FAIR principles.
3. The format of the data files and associated documentation are revised in a validation process without dealing with the contents.
4. The Community curators can, if necessary: modify and/or complete metadata; contact the submitter to request changes, additions or further information.
5. The Community curators can reject or withdraw, even after publication, a dataset if considered not appropriate: lack of at least one author affiliated with the University of Ferrara, copyright infringement, exposure of sensitive data, metadata and/or datasets that damage the image of the University or are contrary to the Code of Conduct for the Integrity of Research of the University of Ferrara.
6. Community curators can also reject datasets when the submitter does not provide the requested information/additions. The curators of the *UnifeZen Community* who decide not to admit or to withdraw a dataset, give communication, justifying the reason, to the submitter. The dataset remains available in Zenodo.
7. Datasets are not withdrawn because the submitter is moving to another institution. The submitter has the right to provide additional copies to other institutions under the non-exclusive deposit agreement.

### **Article 8 - Responsibility**

1. Submitting with a personal account, the affiliated staff is solely responsible for the quality and content of the uploaded material, including metadata not reviewed and/or corrected. By asking for publication in the *UnifeZen Community*, the submitter confirms that he holds necessary permissions and rights to share the material on the basis of the chosen licence. In particular, the submitter ensures that it does not contain third-party copyright material; it must not infringe any applicable law; it must not present unlawful, contrary to morality or public order or otherwise dubious content, in particular violent, racist or pornographic; it complies with the General Data Protection Regulation (GDPR) and the Code of Conduct for the Integrity of Research of the University of Ferrara; the upload does not constitute a breach of any other agreement, including any confidentiality or publication restriction provisions in sponsorship or collaboration
2. agreements. The uploaded material available for publication must in no way endanger the security of the systems, programs and data of Zenodo, of the University of Ferrara and of the end user nor constitute a source of danger for the service.

#### **Article 9 - Disclaimer**

1. The University of Ferrara has no responsibility for the correctness, completeness and/or quality of the uploaded information and content, nor necessarily embrace the attitude of the authors in the published materials.
2. The University of Ferrara is not responsible for damages deriving from under external influences (in particular the consequences of force majeure, hacker attacks, presence of computer viruses, etc.), it is also not liable for damages resulting from the content or online transmission or from the unlawful use by third parties of the uploaded materials.
3. The University of Ferrara assumes no responsibility for the readability and long-term use of data, documents and their content beyond the technically relevant practice. For what is not expressly provided for in this document, please refer to the Zenodo Policy at the following link: <https://about.zenodo.org/policies/>.

#### **Article 10 - Disputes and Jurisdiction**

1. The competent court for disputes that cannot be resolved in a friendly way is Ferrara court.

**Article 11 - Final provisions**

1. The Policy enters into force on the 15th day following its publication in the Register.