# Registration of datasets preserved at a physical location

When data have a non-digital form, such as samples or physical models, or when digital data are only available on physical media like tapes or disks, you probably have them preserved at a physical location.

This QRC helps you with registering datasets (both digital or non-digital) in Pure, which you have preserved at a **physical** location, and are related to a research project and/or publication. Registering means that you enter metadata in Pure about the datasets, without uploading the data themselves.

In case datasets will be preserved **digitally**, please use Areda as location to upload and the QRC 'Adding metadata to datasets uploaded in Areda (UT data archive)'.

To start, click in your personal profile page in the Pure-backend on the arrow, next to the tab personal, this will bring up your options.
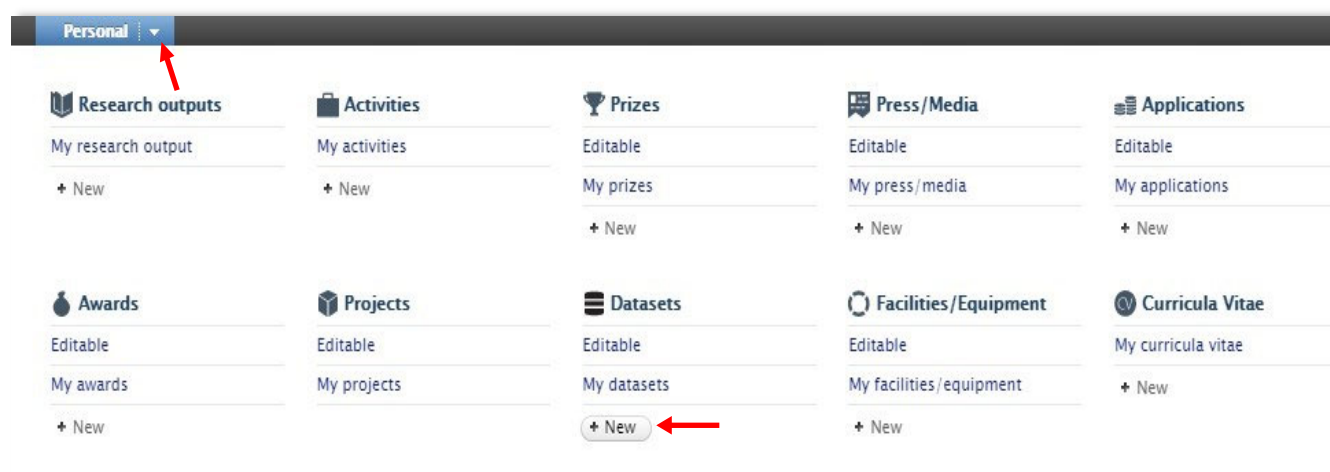


Point to datasets and click the 'New' button. The dataset template is shown.

Or, click the add new content button (upper right corner) from your personal profile page and select dataset from the submission menu.
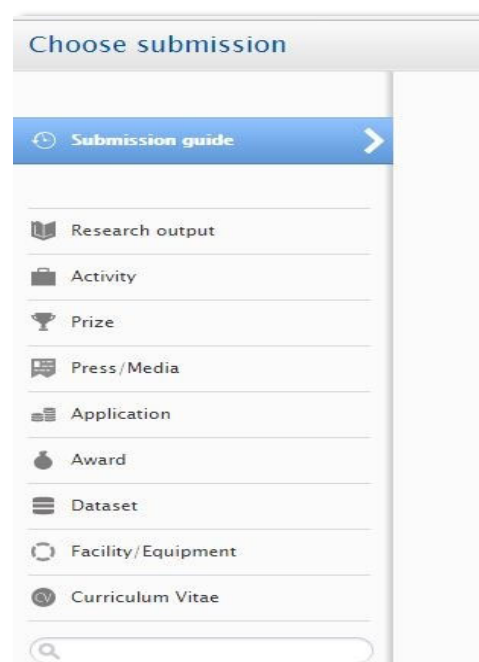
Add metadata from your dataset in the appropriate fields. Only a few are mandatory.

Please, check the additional information of the following fields.



## Publisher:
This field is not applicable in case of datasets archived at a physical location.

## DOI:
This field is not applicable in case of datasets archived at a physical location.

## Readme file:
Upload a copy of the README file containing the documentation of the dataset. Adding proper documentation about its content is important to [make your data FAIR](#).

## Physical data:
When data have a non-digital form, such as samples or physical models, or when digital data are only available on physical media like tapes or disks, you can add details about its character, location and accessibility.

## Links:
You can skip this field.

## Date made available:
In case you published the dataset, please fill in the date that it has been made available, for instance in a data repository. Do not include a possible embargo period.

## Access to the dataset:



Choose 'open' when you also publish the dataset openly accessible in a trusted data repository.

If data in Areda are encrypted, choose 'closed' or, in case of temporary non-disclosure, 'embargoed'. Involved third parties may demand an embargo period.

If data cannot be published and will only be archived in Areda, where it is only accessible to all group members (default), choose 'restricted'.

## Access contact details:



Use email address and other contact details having a long term of persistency.

## Legal/ethical:



If the archived dataset contains personal data, access should be restricted. There may be other reasons for restricted access as well. Please, indicate this in here.

## Relations to other content:



It is strongly advised to enter all known relations, this enables a better cohesion between Data, Projects, Publications and Activities.

## Visibility:



This sets the visibility of the *description* of a dataset. It is general policy that the description of datasets is publicly visible in the UT Research Information portal.

Only when it is explicitly demanded by third party(ies) this can be set to a more restricted access level.

## Help and Support

More detailed instructions on how to use Pure Research Information are available in the manual 'For Personal Users'. You can access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information (Hover over 'Help and Support', choose 'Manual', choose 'For Personal Users'.
Also FAQ's are listed here to help you make the best use of Pure Research Information