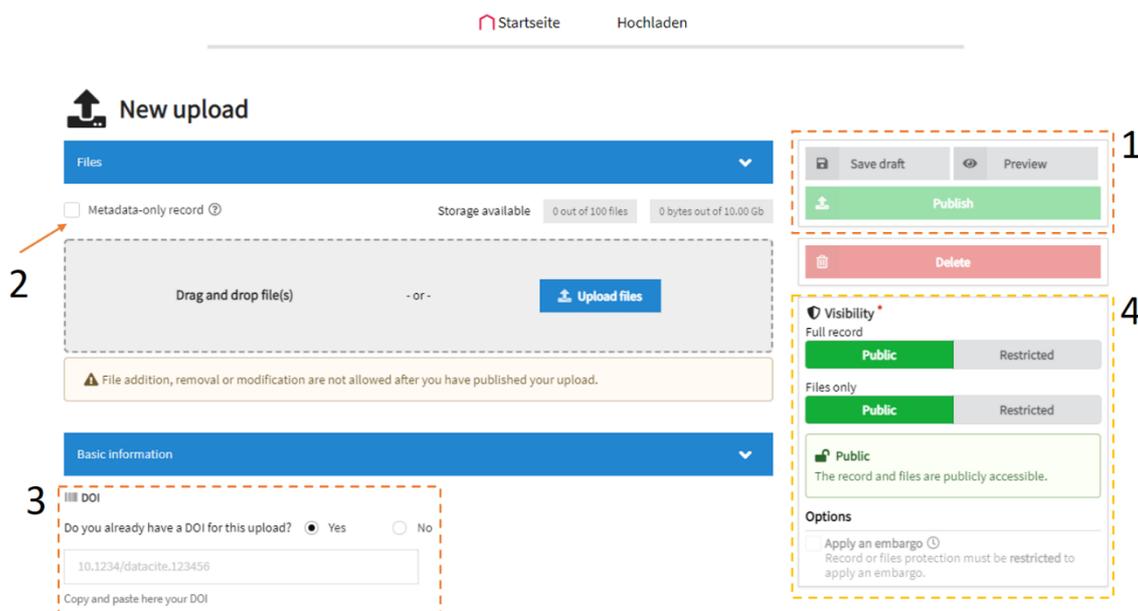# TU Graz Repository Guide (invenioRDM)

The TU Graz Repository can be reached at the following address: https://repository.tugraz.at/
You can search the repository for publicly accessible entries directly from the home page without having to log in. If you want to upload files, you have to log in with your TU GRAZ Online user data under "Log In". Then navigate to the "Upload" section and click on "New upload".
Let's check the important parts:

1: Regardless of whether you are uploading new files or editing an entry, the changes you make will only be applied after you click "Save draft". In order for the upload to be visible at all, or for the changes to be accessible to other users, you must select "Publish" after saving the changes. You can use the "Preview" button to check how your entry will look after it has been published in the repository.

2: It is also possible to create an entry that only contains metadata, i.e. without uploading data files, and assign them a DOI.

3: If you have already stored data elsewhere and it is deposited with a **DOI**, you can still make an entry in the TU Graz Repository and enter the existing DOI. Otherwise, you can reserve a DOI and attach it to a publication even before the data is published. Alternatively, you will be assigned a DOI at the time the data is published in the repository.

4: The options under "Protection" allow you to decide whether an entry is fully (i.e. data and metadata) visible publicly (**Full record** and **Files only** are set to **"Public"**), if the metadata can be retrieved, but not the data (**Full record** set to **"Public"**, but **Files only** is set to "**Restricted**"); or if the entire entry is not visible (**Full record** set to **"Restricted"**). If you you assign restrictions, you can specify people who can see and use the entries (this

feature will be added in a future release). In addition, you can also impose a time-limited embargo that makes your entry publicly available on the cut-off date.

5: If you have published your entry in the repository, you can still edit it. Please note that you can only change the metadata, not the uploaded files.

6: To add other files to your entry, you must create a new version. All metadata is taken over directly and you can also directly take over the files of the previous entry, as well as upload new data.

7: You can also share your entry with others, especially if it has been restricted by you. There are several options to choose from:

- *Can view:* Anyone with this link is able to **read the published versions** of the entry, regardless of whether it is "open" or "restricted".
- *Can preview:* Anyone with this link is able to **read the published and unpublished** versions of the entry.
- *Can edit:* Anyone with an account and this link **can edit all versions** of the entry.

A few words about the data you want to upload: Please upload only data or metadata that have been previously curated (by you or someone you trust). Long-term storage of data/metadata in public repositories should be used for data that deserves to be stored i.e. data that can enable researchers (those who obtained the data in the first place or others) to reuse them in the future. *Examples of data documentation are: laboratory notebooks, questionnaires, codebooks, project reports, etc.*

- **Files**

  Here you can upload one or more files. If you are working with a large number of individual files, it is recommended to create a .zip folder (or similar) and then upload the entire file. Please note that if you want to make one part of the data publicly available and the other part restricted, you should separate the data and upload it in separate entries of the repository.

- **Basic Information**

  The first four fields (Resource type, Title, Publication date and Creators) are mandatory. While "Description" is not required, we encourage you to provide a description of the (meta)data as accurate as possible. In the particular case of the licence under which your data will be made available, please note that by default the Austrian copyright law (very restrictive!) will be assigned. If you prefer a different licence that better matches your requests, please select it from the drop-down menu.

- **Recommended Information**

  To ensure traceability of the changes and contributions made to an entry, we recommend you to be here as accurate as possible. Please remember that in order to receive a **DOI**, a

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DOI-authorized institution is required. TU Graz is set as default, but you can also choose another institution.

- **Related Works**

  In the last section you can reference relevant works, but also provide links to multiple entries if your upload contains both public and restricted entries in the repository (see point 4 in the list above). By using identifiers, you can directly reference the data. This can also be used to link the metadata that describes your data to the data file.