
Guided walk through ReShare

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Summary

- What is ReShare and how does it work?
- How to prepare for archiving data
 - Documentation
 - Comprehensive metadata
 - Access categories



What is ReShare?

- UK Data Service's online data repository, where researchers can archive, publish and share research data: <http://reshare.ukdataservice.ac.uk>
- It allows depositors to create data collections themselves
 - upload data and documentation files;
- Once completed by depositors, collections go into a review area, where we check for disclosure risk, copyright breaches, validity of file formats and level of documentation;
- All numerical data files and at least a 10% random sample of textual data files are reviewed.



How to prepare for archiving data

- Think ahead
- Bundle similar files
 - e.g. into data/documentation/metadata)
 - By type of data: transcripts/audio/video or quant/qual
- File naming
- Familiarise yourself with:
 - Collections in our catalogue [Discover](#)
 - Review procedures:
<http://reshare.ukdataservice.ac.uk/reshare-review-procedures/>
 - FAQs:
<https://www.ukdataservice.ac.uk/help/faq/reshare>





My data

Manage records

Profile

Review

Admin

Edit page phrases

Edit collection: My new dataset

Terms and conditions → Grant details → People → **Data collection** → Upload → Deposit

★ Data collection title

?

My new dataset

+ Alternative title

★ Data description (abstract)

?

★ Keywords

?



Documentation

- Study-level documentation (Methodology, Findings)
- Data-level documentation (labels, interviewees information)
- Metadata (file names, bundles)

Qualitative:

- Interview schedule (for structured and semi-structured interviews)
- Data list
- ReadMe file
- Consent form(s)
- Information Sheet(s)

Quantitative:

- Variable labels (data file)
- Codebook, including how derived variables are created;
- Questionnaire (blank) for survey data
- Scripts for secondary data;
- ReadMe file
- Consent form
- Information sheet



Comprehensive metadata

- Descriptive abstract
- Grant summary \neq data collection abstract
- Data collection method: include sample descriptions, sampling procedure
- Keywords
- Specify links between data files if any (e.g personal identifiers across qual and quant data files)



Access categories

Archiving data in a repository does not mean this would be openly accessible. To protect data that cannot be anonymised without reducing its reuse potential, access restrictions are used.

Open access – can be accessed by any user, no registration needed

Safeguarded- accessible only to registered users

Permission only – accessible with permission from depositor

Embargo – closed temporarily (up to 12 months to allow publication)

Note: Access restrictions can only be applied to data files. Documentation files and metadata is always freely available.

Access categories, choosing the right one

Choosing the appropriate access category to fit a particular data file or collection is always a case by case process, however the following are considered:

- Identifiable information in the data – quality and procedures of anonymization;
- Consent statements
- Linkage possible? (to other published data/information which might contribute to identifying participants)

The appropriate access category is chosen during the review process, in collaboration with the depositor.

Questions?



<https://pbs.twimg.com/media/B7ZUntnCUAEQAgR.jpg>

Practice in ReShare

- Options:
 - Create a 'real' collection*
<http://reshare.ukdataservice.ac.uk>
 - Use our simulator
<http://reshare-training.ukdataservice.ac.uk>

*(Registration first)



Getting started:

How it usually works:

1. Register >> Login >> Select 'Create new data collection' and follow the steps;

Simulator

1. Login using 'user01', 'user2' etc. as both username and password.
2. Proceed to "Create a new data collection"
3. Complete all sections of the deposit using the handout provided.

