

## Curation Policy for the Zenodo Community at Deggendorf Institute of Technology

### 1. Preamble

The purpose of this Curation Policy is to define the principles and guidelines for the inclusion of research data in the Zenodo Community of the Deggendorf Institute of Technology (DIT).

Use of the DIT Zenodo Community is subject to Zenodo's general conditions, including the [General policies](#), the [Terms of Use](#), the [Privacy policy](#) and the [Cookie policy](#).

In addition, all members of the university engaged in research are bound by and responsible for complying with the Statutes for safeguarding good scientific practice and dealing with scientific misconduct, which set out the standards of good research conduct. The relevant regulations can be found at <https://www.th-deg.de/en/dit/university-law>.

### 2. Scope

This Curation Policy applies to all content submitted to the DIT Zenodo Community.

Use of the DIT Zenodo Community is entirely optional and voluntary. If subject-specific research data repositories are better suited to hosting particular data or metadata, for example because they use discipline-specific metadata schemas, those repositories are recommended instead. Suitable disciplinary research data repositories can be found in directories such as [Re<sup>3</sup>Data](#), [FAIRsharing](#) or [RIsources](#).

### 3. Criteria for Submissions

To be eligible for inclusion in the DIT Zenodo Community, submissions must meet the following criteria:

- *Affiliation*: At least one person who submits the data, has contributed to its creation, or is part of the underlying research or publication project must be a DIT member.
- *Copyright Compliance*: Submitters must hold the authority to access and manage the data and therefore possess the right to submit it. In addition, submissions must comply with the applicable copyright regulations.
- *Direct Open Data Compliance*: Unless there are legal reasons to the contrary, submissions should be made immediately visible (visibility: "Public") and provided with a licence conforming to the open definition (see [Conformant Licenses](#) or, for software, [Open Source Initiative Licenses](#)).
- *How to justify and limit "Restricted Access"*: If, contrary to the clause above, a submission cannot be made immediately visible, this must be explained under

“Description” (e.g. due to an ongoing patent or publication process). If embargo periods are already known, the option “Apply an embargo” should be selected and the embargo duration specified. In this case, the reason may be provided under “Embargo reason” instead of “Description”.

- *FAIR*: Published research data should be [FAIR](#). For further details, see section 5.

#### 4. Accepted Content Types

The DIT Zenodo community accepts a broad range of research-related content, including:

- Datasets
- Multimedia files (images, videos, audio files)
- Software and Code
- Supplementary materials related to research
- Grey literature and non-peer-reviewed material in the context of research and teaching (e.g. presentation slides)

Full texts and secondary publications of peer-reviewed works such as postprints, journal articles, or book chapters may also be submitted. However, it is generally more appropriate to publish these via [OPUS THD](#), the institutional repository, since the OPUS DIT team at the library can provide advice on permitted versions, embargo periods, and self-archiving policies. In addition, OPUS DIT offers genuine long-term archiving in cooperation with the German National Library, and the texts published there are indexed in subject databases and academic search engines such as Google Scholar and the Bielefeld Academic Search Engine.

Alternatively, in the case of full texts, disciplinary repositories may be used — for example, the [Social Science Open Access Repository \(SSOAR\)](#) for the social sciences or [PubMed Central \(PMC\)](#) for the life sciences. Further open access subject repositories can be found via the directories [OpenDOAR](#) or [ROAR](#).

#### 5. FAIR Recommendations for Data and Metadata

The acronym FAIR stands for **F**indable, **A**ccessible, **I**nteroperable, and **R**eusable. By publishing data in Zenodo in accordance with the Open Definition, the first two aspects are ensured.

With regard to Interoperable and Reusable, data and metadata should use recognised, preferably open, standards and file formats so that they can be opened, edited, and linked or combined with other datasets using open-source software. For the Reusable aspect, comprehensive description and documentation of the data are also required.

The [GO FAIR Initiative](#) has developed a detailed [Framework](#) for implementing these FAIR principles. The library's curation team will provide feedback and recommendations where data are clearly not FAIR-compliant.

Certain funding bodies, such as the European Commission, require project data to be processed in accordance with the FAIR principles: [How to make your data FAIR](#)). In such cases, a more detailed review and preparation by the researchers themselves is recommended to ensure compliance with funding requirements. Unless a specific tool is prescribed directly by the funding body, here are some FAIR Checker Tools:

- [FAIR Check](#) for all types of research data
- [FAIR-Checker](#) for web resources
- [FAIR Evaluation Services](#) for online digital resources
- [F-UJI | Automated FAIR Data Assessment Tool](#) for online digital resources

## 6. Review and Approval

All submissions are subject to a review process to ensure that they comply with the criteria set out in this Curation Policy. The library's curation team reserves the right to reject content or request revisions if submissions do not meet the requirements of the Curation Policy or are deemed unsuitable for inclusion.

## 7. Amendments to the Curation Policy

This Curation Policy is reviewed on a regular basis and may be updated to reflect changes in technology, legal requirements, or best practices in the field of digital repositories and research communities.

## 8. Kontaktinformationen

For enquiries, questions, or support relating to this Curation Policy and the DIT Zenodo Community, please contact [bib-open-access@th-deg.de](mailto:bib-open-access@th-deg.de)

For questions regarding research data management, please contact [forschungsdaten@th-deg.de](mailto:forschungsdaten@th-deg.de)