

Service Agreement Notes with examples

These notes with examples are intended to assist you to fill out the EIDC Service Agreement which needs to be completed and signed before a DOI can be issued. Supplementary data, data files and discovery metadata has also to be supplied. Contact the HMTF data manager in the first instance who will liaise with the EIDC contact, Claire Wood.

| | |
|---------------------------|-----------------|
| Deposit reference: | EIDCHELP--18319 |
|---------------------------|-----------------|

The EIDC will complete this field

| | | |
|----------------------|-----------------|----------------------------------|
| Depositor: | Name | Hannah Griffiths |
| | Contact details | Hannah.Griffiths@liverpool.ac.uk |
| For the EIDC: | Name | Claire Wood |
| | Contact details | clamw@ceh.ac.uk |

Document history

This refers to the Service document only. If this is the first time you are filling out the service agreement, put "1" in the version section and "1st draft" in the comment section

Example

| Version | Date | Comment |
|---------|-----------|-----------------------|
| 1.0 | 28/6/2017 | 1 st draft |
| | | |
| | | |

ONE: Data identification and citation

Please note: It is important that these details are correct.
Once the resource is published and a DOI has been issued, they cannot be changed.

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| Title of data resource | |
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This brief, simple title describes the datasets (rather than the project producing it). This is the title by which the dataset will be known. The title should be concise but as informative as possible, providing potential users with an indication of its content and (where appropriate) its temporal and spatial coverage. This name will be **permanently assigned to the data - when ingestion is complete, this cannot be changed.**

| | |
|---|---|
| Data category <i>(applies only to NERC funded data)</i> | Environmental data / Information product <i>(delete as applicable)</i> |
|---|---|

Options are either Environmental data or Information product. Select which is most appropriate based on the notes below

“Data product” suggests ‘added-value’ (e.g. a modelled map); Environmental data is raw data.

NERC defines environmental data as individual items or records (both digital and analogue) usually obtained by measurement, observation or modelling of the natural world and the impact of humans upon it, including all necessary calibration and quality control. This includes data generated through complex systems, such as information retrieval algorithms, data assimilation techniques and the application of numerical models. However, it does not include the models themselves.

A few examples of what we mean by environmental data are

- Model output from running a numerical climate model
- Time series logged by environmental instrumentation
- Conductivity-Temperature-Depth casts from oceanographic cruises
- Groundwater chemistry and stable isotope measurements
- Butterfly abundance observations

Information Products are created by adding a level of intellectual input that refines or adds value to data through interpretation and/or combination with other data. They result from analysis or repackaging of data in such a way that has provided significant added value (intellectual or commercial), e.g. tidal predictions or Land Cover maps are not covered by the data policy.

Authors

| Author(s) <i>(add more lines as necessary)</i> | | | |
|--|-------------|---------------|----------|
| Name | Affiliation | Email address | ORCID id |
| | | | |

Authors should be in order of preference. However, they may not necessarily be the same authors as on a paper – they are the people who are responsible for collecting the data only. Therefore, if someone analysed the data afterwards (e.g. perhaps a statistician), for results in the paper, they might not have had anything to do with collecting the raw data being deposited. Conversely, the idea is that data managers, field data collectors etc. should get credit in the authorship for the data citation (but may not always be in the list of authors for a paper).

The thing to remember is that the data is a stand-alone item by itself, and might possibly be used in other contexts to that of the paper it was originally collected for.

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| Discovery metadata identifier | |
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This information will be completed by EIDC

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| Related data holdings | |
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Related data holdings are usually from long-term projects, where data might perhaps have been collected from the same site or project (e.g. Countryside Survey <https://catalogue.ceh.ac.uk/documents/28eb9005-7154-4207-b086-e3bdcd61de4a> - related records on bottom right). Probably not relevant to HMTF.

TWO: Policies and legislation

| | | |
|---|-------------------|---|
| | | ✓ |
| Data Protection Act 1998 <i>(Data and content level metadata should not contain identifiable names and addresses. This does not apply to discovery metadata contact information.)</i> | | ✓ |
| NERC Data Policy | | ✓ |
| INSPIRE | Annex: III | ✓ |
| | Theme: EMF | |
| Other <i>(please specify):</i> | | |

The above information will be completed by EIDC in discussion with the depositor.

THREE: The data

In this section you should detail the data file or files you are going to deposit.

| | |
|---|--|
| Name(s) of file(s) being provided <i>The filenames should not include any spaces or special characters.</i> | AntMonitoringData.csv NonAntInvertebrateData.csv PercentageBaitRemovedData.csv |
|---|--|

Filenames should be simple and can contain alphanumeric characters, underscores [_] and hyphens [-]. The filename should **not** contain spaces or other characters (e.g. *, &, %, "). They must exactly match the names of the files being deposited

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| Format of file(s) | Comma separated values |
|--------------------------|------------------------|

For information about acceptable file formats accepted by EIDC see 'File_format_guidelines'

| | |
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| Uncompressed size of file(s) | AntMonitoringData.csv - 344KB; NonAntInvertebrateData.csv - 17KB; PercentageBaitRemovedData.csv - 25KB |
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You should also indicate the total, uncompressed size of the data here. For example, if you are planning on depositing 10 csv files which are each 2Mb, the total size you should enter is 20Mb.

| | |
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| Agreed transfer method for data and supporting documents <i>(delete as applicable)</i> | Email to eidc@ceh.ac.uk Other (please specify and ensure an email is sent to eidc@ceh.ac.uk to notify EIDC that the data has been sent) |
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| Minimum retention period | Data that has been given a DOI will be kept indefinitely. Otherwise the minimum period for which the EIDC guarantees to curate data is 10 years, after which it will be periodically reviewed and possibly discarded. Please note here any exceptions to this e.g. where data must be kept for longer |
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FOUR: Supporting documentation

Please provide the title and file extension of document(s) you will provide to aid with interpretation of the data (see <http://eidc.ceh.ac.uk/support/supportingDocumentation>).

| Document(s) <i>(delete/add more lines if necessary)</i> | | |
|--|---|--|
| | File name <i>should not include spaces or any non-standard characters (e.g. *@^£\$)</i> | Content included |
| 1 | AntMonitoringData.rtf | <i>delete as applicable</i> <ul style="list-style-type: none">• Experimental design/Sampling regime• Collection methods• Fieldwork and laboratory instrumentation• Calibration steps and values• Analytical methods• Nature and Units of recorded values• Quality control• Details of data structure Any other information useful to the interpretation of the data |
| 2 | NonAntInvertebrateData.rtf | <i>delete as applicable</i> <ul style="list-style-type: none">• Experimental design/Sampling regime• Collection methods• Analytical methods• Details of data structure |
| 3 | PercentageBaitRemovedData.rtf | <i>delete as applicable</i> <ul style="list-style-type: none">• Experimental design/Sampling regime• Collection methods• Analytical methods• Details of data structure |

FIVE: Availability and access

Unless otherwise agreed, data and associated metadata will be published and made publicly accessible within a reasonable period after the resource has been received by the EIDC.

Depositors may request that access to the data be restricted for an agreed period (embargoed). A key reason for such an embargo period is to protect the research process by allowing researchers a reasonable amount of time to publish their findings. NERC considers that, in most cases, a reasonable embargo period is a maximum of two years *from the end of data collection*.

If the EIDC receives a request for access to data during the embargo period, it is treated as a request under the Environmental Information regulations (EIR) and follows the designated NERC procedure for such requests.

| | |
|--|--|
| Availability of data resource <i>(delete as applicable)</i> | Make available ASAP Make available, following agreed embargo period, on |
| Availability of supporting documentation <i>(delete as applicable)</i> | Make available ASAP Make available, following agreed embargo period, on |
| Web Map Service <i>(delete as applicable)</i> | Required / Not required |
| Details of online access to dataset | |
| Other services required | |

SIX: Licensing, and IPR

The EIDC recommends that the depositor seeks guidance from their own institution and/or funding agency as to the appropriate licence. NERC funded projects will have an “Open Government Licence”

| | |
|---|--|
| End user license <i>(delete as applicable)</i> | Open Government Licence (<i>without</i> copyright NERC CEH) |
| Additional use constraints <i>Document here any specific text required in the metadata 'Use constraints' section (e.g. acknowledgements).</i> | © University of Liverpool |

SEVEN: Miscellaneous

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| Publicity material | Depositor will provide an image to accompany the dataset so that it may be used to advertise dataset availability on social media: Yes / No <i>(delete as applicable)</i> |
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| Other useful information | |
|---------------------------------|--|