SWISS U base

Policy

Language Repository of Switzerland (LaRS)

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1.   PREAMBLE

1.1   Scope

> This policy applies to all persons and/or organizations that use SWISSUbase within the context of the Language Repository Switzerland (hereinafter referred to as LaRS) to archive, publish, download and/or reuse data.

1.2   Policy review

> The policy is reviewed at least once a year and adjusted if necessary.
> The management of LaRS, in cooperation with its partners, is responsible for the implementation and revision of the policy.

1.3   Technical infrastructure

> LaRS obtains the technical infrastructure for archiving and publishing data and metadata from SWISSUbase.

1.4   Terminology

> CC (Creative Commons): Licensing system for sharing data. https://creativecommons.org/about/cclicenses
> CC0: Public Domain Dedication that allows the free reuse of metadata and data. https://creativecommons.org/publicdomain/zero/1.0/deed.en
> CLARIN CH: Swiss branch of the Common Language Resources and Technology Infrastructure (CLARIN). https://clarin-ch.ch
> CLARIN VLO: The central European catalog for linguistic datasets: https://vlo.clarin.eu
> Data depositors: Persons using LaRS to publish and archive data.
> DOI: The Digital Object Identifier is a persistent identifier that persistently addresses datasets.

> FAIR principles: Findable, Accessible, Interoperable, Reusable are principles of how data can be made available and understandable in a future-oriented manner. https://force11.org/info/the-fair-data-principles
> LaRS: Language Repository Switzerland with partners SWISSUbase, LiRI, University Library Zurich, Zurich Central Library and CLARIN CH.
> LiRI: Linguistic Research Infrastructure of the University of Zurich. https://www.liri.uzh.ch
> SWISSUbase: Technical infrastructure where data are published and archived. SWISSUbase's partners are the FORS Foundation, the University of Lausanne and the University of Zurich.

2. USE

2.1 Approved research disciplines

> Data depositors can publish data from all areas of linguistics.
> Data depositors can publish data from interdisciplinary research if there is a link to linguistics[1].

2.2 Approved data depositors

> Data depositors only use LaRS if the datasets were created at doctorate (PhD) level or above. In all other cases, LaRS should be contacted.
> Data depositors only use LaRS if the data were created with the participation of a university that belongs to the CLARIN CH consortium. In all other cases, LaRS should be contacted.
> Data depositors only use LaRS if the intellectual property rights as well as the exploitation rights pertaining to the data have been clarified.

3. RESPONSIBILITIES AND RIGHTS OF DATA DEPOSITORS

3.1 Intellectual property rights, copyright

> The intellectual property pertaining to the data is based on staff regulations, guidelines, contracts and laws to which researchers are subject in the context of their research activities.
> Data depositors grant third parties exploitation rights to their data on SWISSUbase by means of specific licenses (Creative Commons), or by means of a specific contract.
> The further use of the data by LaRS is generally based on the exploitation rights granted by the data depositors. However, data depositors also grant LaRS the right to carry out necessary tasks within the context of data curation, such as converting data to other formats, if this benefits long-term data preservation. Whenever possible, such activities are implemented in consultation with the data depositors.
> Data depositors grant LaRS the right to analyze data for the purpose of generating download statistics as well as calculating data volumes and other metric characteristics.

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[1] A general metadata schema for linguistic data is currently available. Additional, specific metadata for interdisciplinary research (e.g. EEG metadata for neurolinguistics) are currently not implemented.

> Data depositors grant LaRS the right to evaluate data for the purpose of additional metadata acquisition (e.g. using computer-assisted processes).

3.2   Publication and archiving of sensitive/personal data

> As a matter of principle, personal and/or sensitive data may not be published, especially if this could result in disadvantages of any kind for the persons and organizations concerned.
> Data depositors publish and archive data only if the corresponding data protection and ethical regulations are met.
> Data depositors may only publish personal data if there is a corresponding informed consent providing for such publication.

3.3   Data publication, data quality and data formats

> Data depositors use LaRS only for complete datasets that support a scientific publication, are subject to a publication requirement, or have a high reuse value for third parties. For all other cases, data depositors contact LaRS.
> Data Depositors comply with the FAIR principles:
>   – Data depositors are responsible for sufficient data quality as well as the consistency of the dataset.
>   – Data depositors determine which data formats are suitable in due time before the planned data publication. They make every effort to use data formats that are as open and reusable as possible.
>   – Data depositors provide sufficient documentation (README, manuals, codebooks, etc.) for data reuse.
> Data depositors may be contacted by LaRS if there are concerns about the long-term suitability of the datasets.

3.4   Deleting data

> Data depositors cannot delete archived and published data themselves.
> Data depositors generally have the right to have data deleted from LaRS. They can request the deletion of data by presenting a valid reason. To do so, they contact LaRS.
> Data will only be deleted after an individual case has been reviewed.
> LaRS reserves the right to keep metadata available and to direct the DOI of the record to a tombstone page indicating that the record has been deleted.

4.   RESPONSIBILITIES AND RIGHTS OF LARS

4.1   Publication deadlines

> LaRS curates the data after data depositors have added metadata and uploaded them to the platform.
> LaRS undertakes to publish the data as soon as possible.
> LaRS decides whether datasets are published and archived.

4.2   Data availability and data curation

> LaRS checks the metadata entered on SWISSUbase for formal correctness and subject-specific appropriateness.
> LaRS checks whether sufficient documentation material is available.

- LaRS performs random checks on the transmitted data (e.g. whether a media file is readable).
- LaRS grants itself the right to convert data for the purpose of long-term availability.
- LaRS stores the data for a period of at least 10 years. Subsequently, an expert committee[2] decides whether the data will remain published beyond this period. If possible, this is done in consultation with the data depositors. LaRS can delete the data after this period.
- Should LaRS terminate the cooperation with SWISSUbase, the data will remain available for further use on SWISSUbase.

4.3   Data and metadata publication

- In general, the options for data use are determined by the licenses chosen by the data depositors, or by the specific contracts.
- LaRS makes metadata that can be entered via the web interface available under a CC0 license (Public Domain Dedication).
- LaRS can make metadata available to third parties (e.g. CLARIN VLO) for discoverability and analysis via interfaces (e.g. OAI).

4.4   Disclaimer

- LaRS makes every effort to curate data, i.e. keep them technically readable and available, but disclaims any liability if, for certain reasons, data can no longer be reused. The data depositors are responsible for the content of the data.

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[2] The committee is expected to be composed of members of LaRS and other experts, e.g. from the CLARIN CH consortium.