APPENDIX 1
Criteria for assigning DOIs to datasets not held in ORA-Data

1. University of Oxford data DOIs will only be assigned to datasets held in data repositories\textsuperscript{11} that are owned, managed and maintained by a unit of the University (such as an academic department or similar). See ‘Digital preservation’ below.

2. For the Bodleian Libraries to assign a DOI to a dataset not held in ORA-Data, assurance must be given that the data repository and treatment of the dataset complies with the University’s DataCite obligations (as described in University of Oxford policy for assigning DOIs to datasets above and sections 4, 5 and 6 below). A named individual (in this document called the ‘Data Repository Manager’) must be responsible for ensuring these obligations are met for the data repository being used.

3. The Data Repository Manager must be able to confirm that they hold the rights and authority to maintain and provide reasonable access to the dataset and its metadata.

4. Digital preservation
The data repository must have a clear and public indication of intention to preserve the dataset or to provide access to it over the long-term, which may be a full data management plan or a clear mission statement. The Bodleian Libraries must be provided with:

- evidence of intention of longevity and persistence of the data repository
- assurance of the security of the data held in the repository (to ensure that data held in the repository are not tampered with)
- evidence of a robust exit strategy for the data repository
- assurance of the persistence of the URLs assigned to datasets in the repository
- procedures for alerting the Bodleian if the local URL of the dataset changes
- details of a Data Steward who takes responsibility for queries about the dataset post-deposit and being informed if the Data Steward changes.

5. Metadata
A metadata record for the dataset must be deposited in ORA-Data that complies at the very least with the DataCite minimum metadata.\textsuperscript{12}

- The DOI will be assigned to this record
- The record should provide a link for access to the dataset; or details of its location; or who to contact to enquire about the dataset; or details of any embargo.
- The record for the data in ORA-Data will be fully open to anyone with Internet access
- Metadata describing the dataset will be deposited in the DataCite Metadata Store by the Bodleian Libraries.
- Metadata describing the dataset and will be made available under CC0 licence in the DataCite Metadata Store
- DataCite mandatory metadata fields describing the dataset must not be modified. If changes need to be made, the Bodleian Libraries must be notified in advance in order to obtain permission from the BL for the data repository to make such changes.

6. Stable dataset
6. No changes must be made to the dataset once the DOI has been assigned. If changes are unavoidable, this may take the form of a new version of the original. This new version will require a new DOI and access to the original dataset must be maintained.

\textsuperscript{11} A research data repository offers a service to record, store, access and share digital data in the long-term in a trustworthy environment.
\textsuperscript{12} Comprising: Data creator; Title; Date of publication; Data publisher [University of Oxford]; ID [This will be the DOI]. See http://schema.datacite.org/