



POLICY

DNR: STYR 2016/1057

DATE: 19 January 2017

REVISION: 2

Experimental Data Policy

1. Policy purpose

This policy applies to Experimental Data collected at MAX IV. For the avoidance of doubt, it does not apply to diagnostic data needed by MAX IV Staff.

2. To whom does this policy apply?

This policy applies to all Users and User Institutions.

Experimental Data from Proprietary Research may be regulated in a separate agreement which will prevail over this policy.

3. Who is responsible for this policy?

The directors of MAX IV have overall responsibility for this policy. The directors have delegated practical management of the policy to the manager for Controls & IT. Any queries or suggestions relating to this policy should be sent to policies@maxiv.lu.se.

4. Policy

4.1. General principles

- 4.1.1. Violation of this policy may lead to denial of access to Experimental Data and/or denial of future beamtime requests at MAX IV.
- 4.1.2. Users and User Institutions must not attempt to access, exploit or distribute Experimental Data unless they are entitled to do so under the terms of this policy.
- 4.1.3. All Experimental Data will be processed in accordance with Swedish data protection legislation. Information about the processing of personal data in MAX IV's digital user systems can be found here: duo.maxiv.lu.se/duo/disclaimer.php.
- 4.1.4. MAX IV claims no ownership to Experimental Data. This does not apply to Experimental Data originating from experiments carried out solely by MAX IV Staff.
- 4.1.5. Users and User Institutions are encouraged to apply an Open Access policy to Results.
- 4.1.6. MAX IV does not guarantee that data is not unintentionally lost or accessed, nor that it will be available at all times



4.2. Curation of Experimental Data

- 4.2.1. All Raw Data will be curated in well-defined formats, for which the means of reading the data will be made available by MAX IV.
- 4.2.2. Metadata automatically captured by instruments will be curated either within the Raw Data files, within an associated On-line Catalogue, or within both.
- 4.2.3. Experimental Data will be read-only while stored at MAX IV.
- 4.2.4. Each data set in the On-line Catalogue will have a persistent identifier (PID). Anybody publishing Results must quote the PID of the data set (and related publications if available and appropriate).

4.3. Access to Experimental Data

- 4.3.1. Experimental Data will be stored in the MAX IV database for a maximum time of three months. MAX IV reserves the right to restrict the storage time, for high data rate instruments. Such restriction of storage time will be decided by MAX IV after consultation with the respective user communities and will be communicated to Users and User Institution in advance of each experiment.
- 4.3.2. Experimental Data will be made available to the User and/or User Institution. MAX IV assumes no responsibility for long-term storage of Experimental Data.
- 4.3.3. Experimental Data will be available via a searchable On-line Catalogue. The On-line Catalogue will enable the linking of Experimental Data to Experimental Proposals via the Experimental Proposal ID. Access to Experimental Proposals and Experimental Data will only be provided to the Experimental Team and MAX IV Staff who needs access, unless otherwise authorised by the PI.
- 4.3.4. The Experimental Team is responsible for ensuring that the Experimental Data collection uses the correct Experimental Proposal ID. Failing to do so may result in data loss, inability for the Experimental Team to access the data via the On-line Catalogue or unwarranted dissemination of data.
- 4.3.5. User acknowledges that MAX IV Staff (such as instrument scientists and computing group members) has access to any MAX IV-curated Experimental Data for MAX IV related purposes.

4.4. Good practice

- 4.4.1. The Experimental Team is encouraged to ensure that their Metadata is as complete as possible, as this will enhance the possibilities to search for, retrieve and interpret Experimental Data.
- 4.4.2. MAX IV will provide its best effort to capture Metadata items not automatically captured by an instrument in order to facilitate the recording of the fullest possible description of the Raw Data.

5. Feedback

Any feedback, suggestions for improvements and/or complaints regarding the MAX IV Experimental Data handling should be addressed to MAX IV Controls & IT (issues@maxiv.lu.se).



6. Amendments to this Policy

This policy may at any time be revised by MAX IV.

7. Related resources

- Swedish Research Council's guidelines for Open Access:
www.vr.se/inenglish/aboutus/activities/analysisevaluationandfollowup/nationalguidelinesforopenaccesstoresearchinformation.4.18f425dd146e9437d292db46.html
- Swedish Information Security legislation
www.informationssakerhet.se/forfattningar/
- LU Open Access Policy
www.staff.lu.se/sites/staff.lu.se/files/policy-on-open-access-publication-at-lund-university.pdf

8. Definitions

For the purpose of this policy, the following definitions shall apply:

Analysed Data: Raw Data and Metadata that has been manually or automatically evaluated.

Experimental Data: Raw Data, Analysed Data and associated Metadata originating from experiments at MAX IV Facilities

Experimental Proposal: electronic document comprising the description of the proposed research and all associated beamtime requests.

Experimental Team: individuals, which may include the PI, who carry out an experiment physically on site at the MAX IV Facility.

Facilities: all research facilities made available by and at MAX IV, which may include equipment, services, information and other material, with or without MAX IV scientist collaboration, for purposes of performing experiments at MAX IV.

MAX IV: the Swedish national synchrotron light laboratory as set out in regulation SFS 1994:946 (*Förordning (1994:946) om den nationella forskningsanläggningen i elektron-acceleratorlaboratoriet (MAX IV-laboratoriet) i Lund*), being a part of Lund University.

MAX IV Staff: individuals working at MAX IV under a contract of employment or consultancy with Lund University.

Metadata: information pertaining to Raw Data, including (but not limited to) the context of the experiment, the participants of the Experimental Team, experimental conditions and other logistical information.

On-line Catalogue: a database of Metadata containing links to Raw Data files. The On-line Catalogue can be accessed by a variety of methods, including (but not limited to) web-based browsers to registered Users.

Open Access: free, unrestricted, on-line access to peer reviewed research papers, journal articles or conference papers that have been submitted and accepted for publication.

Persistent Identifier, PID: a long-lasting reference to a digital resource. Typically it has two components: a unique identifier; and a service that locates the resource over time even when its location changes.

Principal Investigator, PI: the PI identified on the Experiment Proposal. For experiments outside of the Experimental Proposal system, the PI is the person initiating or performing the experiment.

Proprietary Research: research done through purchased (commercial) access to MAX IV.



Raw Data: data collected from experiments performed on MAX IV instruments.

Results: any inventions, designs, information, know-how, specifications, formulae, Experimental Data, processes, methods, techniques and other technology arising out of peer reviewed research.

Users: all individuals making use of the Facilities including scientists, engineers and students from academia, research councils and charitable institutions, researchers from commercial and non-commercial organisations and MAX IV Staff.

User Institutions: all institutions, universities, companies and other organisations, regardless of legal form, making use of the Facilities.