

# BOREALIS QUICK GUIDE

## Depositing Data in the Fanshawe Borealis Data Repository

Fanshawe College's research data is hosted in Borealis, a multidisciplinary, secure data repository supported by research institutions and academic libraries across Canada. Researchers who wish to deposit a dataset in Borealis should follow these steps:

### 1. CREATE AN ACCOUNT

Go to <https://borealisdata.ca/>.

Select "Login" (top of the page).

Locate Fanshawe College as Your Institution.

If Fanshawe is not displayed, use the "Institution Not Listed" option.

Use your Fanshawe credentials to "Sign Up".

### 2. CREATE A NEW DATASET

**Click +Add Data and choose New Dataset from the menu.**

Select a dataset Template based on the desired Creative Commons license. The default license is CC BY 4.0 Attribution. (Selecting a template clears all other metadata fields, so do this first.)

Fill in the Required Metadata fields marked with a \*.

Note: You can Save Dataset without uploading any files. After your dataset is saved, additional metadata fields become available.

You are encouraged to add rich metadata as this enhances the discoverability of your dataset. (bottom of the page, below Citation Metadata).

When you are ready to upload data go to Files (at the bottom of the page).

Drag and drop files from your Desktop, or **+Select Files to Add**, or Upload from Dropbox.

Note: The maximum file size allowed is 3Gb. If your files are too large, try putting them into a Zip file.

Describe the files: Title, Description, Tags. This helps other researchers understand your data and encourages re-use.

Important: Files can be Restricted or Embargoed so that you are the only one who will be able to open the file. A lock icon will appear beside the file. Other researchers can use the "Contact Owner" button and you can decide to share (or not share) a file.

Click the **Save Changes** button, which saves the dataset in Draft form.

Important: At this point, your dataset is not yet published and is not publicly visible.

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You can [Edit Data Set](#) as many times as you wish before publishing.

Edit the dataset using the **Files**, **Metadata**, and **Terms** (license and use permissions) tabs (bottom of the page).

## 3. PUBLISH DATASET

Fanshawe uses a **Semi-Mediated** deposit model, meaning that your dataset will be flagged for review by the Borealis administrator, This is primarily to ensure it adheres to the Fanshawe College Borealis Institutional Collection Deposit Guidelines and to provide guidance on enhancing the discoverability of your dataset.

Click [Submit for Review](#).

Once the dataset is **Published** by the Borealis administrator, a **Digital Object Identifier (DOI)** is automatically assigned. This is a permanent link to the dataset. Researchers will be able to find your data by using a search engine and/or discovery service like Lunarix.

Important: Changes you make to Files, Metadata, or Terms AFTER publishing your dataset will create a new Version.

Click **Publish** again to make the changes go live. The new version will supersede the old, but the previous version will be retained.

(If you wish to un-publish a dataset, use the Contact button.)

## 4. CITE DATASET

A data citation is generated based on the required metadata you entered. It is displayed in the blue box below the Dataset Title and Version #.

Copy and paste or select [Cite Dataset](#) to export the citation into EndNote, RIS, or Bibtex.

## Questions?

You are encouraged to explore additional Borealis support materials:

[Data Deposit Checklist](#)

[Fanshawe College Data Curation Guide](#)