

drUM Help

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Introduction

drUM is the UM data repository. It is powered by a licenced software solution called Figshare. drUM is managed by the UM Library and its aim is to collect, archive, organise, and disseminate research data produced by UM researchers.

Data in drUM is organised around Groups and sub-Groups that correspond to Faculties, Institutes, Centres, Schools, and UM administrative entities. Within each Group, there can be an unlimited number of sub-Groups. Data can be uploaded at each hierarchical level within drUM.

Searching

drUM supports two search facilities, that are **browsing** and **searching**.

Browsing allows you to go through a list of items based on a specific criterion:

- **Browse All** - allows you to go through all data items in drUM. Results can be sorted and arranged in ascending or descending order by the number of citations, Altmetric Attention Score, Posted date, and First online date.
- **Browse Categories** - allows you to view all categories and sub-categories in drUM and go through data items in a specific category/sub-category.
- **Browse Groups** - allows you to view data items within all populated groups and sub-groups.

[Browse](#)



Searching utilises keywords that can be inserted into a search box at the top of the page.

If you wish to conduct your search only within a specific **Category/Sub-Category** or **Group/Sub-Group**, you can use the browsing option to navigate to that **Category/Sub-Category** or **Group/Sub-Group** and use the search button.

SEARCH 

Once you run your search, you will be able to narrow down the list of results using filters displayed on the left-hand side of the drUM interface.

Content Type

 item (60) project (1) 

Licence

 CC BY (49) CC-0 (11)

Group (1/8 selected)

 Centre for Environmental Education ... (61) University of Malta (84) Faculty of Arts (5) Centre for Biomedical Cybernetics (2) Centre for Traditional Chinese Medicine (1)

show more

Category

 Archaeology (35)

You can make use of the following filters:

- Content Type
- Date
- Licence
- Group
- Category

Search tips:

What can be searched in the general keyword search?

The word(s) you enter in the search box will be searched against the title, author, subject abstract, series, sponsor, and identifier fields of each item's record.

What cannot be searched in the general keyword search? - Stop Words

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These include:

"a", "and", "are", "as", "at", "be", "but", "by",

"for", "if", "in", "into", "is", "it", "no", "not", "of",

"on", "or", "such", "the", "to", "was"

Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root, e.g.

market*

will retrieve markets, marketing, marketed, marketplace...

Stemming

The search engine automatically expands words with common endings to include plurals, past tenses, etc.

Phrase Searching

When searching for multiple words as a phrase, put quotation marks (") around the phrase.

"organisational change"

Exact Word Match

Put a plus (+) sign before a word if it **MUST** appear in the search result. For example, in the following search the word "training" is optional, but the word "dog" must be in the result.

+dog training

Eliminate Items with Unwanted Words

Put a minus (-) sign before a word if you do not want it to appear in the search results. Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For example, in the search

training-cat or training NOT cat

you will get items containing the word "training", but not those items containing the word "cat".

Boolean Searching

The following Boolean operators can be used to combine terms. It is important that the Boolean operators AND, OR and NOT are CAPITALISED!

AND is used to limit searches to find items containing all words or phrases combined with this operator, e.g.

cats AND dogs

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR is used to widen searches to find items containing any of the words or phrases surrounding this operator, e.g.

cats OR dogs

will retrieve all items that contain EITHER the words "cats" or "dogs," or both.

NOT is used to exclude items containing the word following this operator, e.g.

training NOT cat

will retrieve all items that contain the word "training" and EXCLUDE those items containing the word "cat".

Parentheses can be used in the query box to group search terms into sets, and operators can then be applied to the whole set, e.g. (cats OR dogs) AND (training OR discipline)

drUM structure

Groups

Data in drUM is organised around Groups that correspond to Faculties, Institutes, Centres, Schools, and UM administrative entities.

Within each Group, there can be an unlimited number of sub-Groups. The data can be uploaded at each hierarchical level of the drUM structure. This organisation system gives drUM the flexibility to accommodate specific needs required by the various F/I/C/S UM administrative entities.

Categories

In order to make data items more retrievable, drUM employs a subject-term taxonomy called 'Categories'. Based on Australian and New Zealand Standard Research Classification (ANZSRC) for Fields of Research (FoR), Categories offer a hierarchical structure of all major fields and sub-fields of study, from Agricultural and Biological Sciences to Psychology. A specific Category/Sub-Category is selected by the researcher during the depositing process.

Sign into drUM

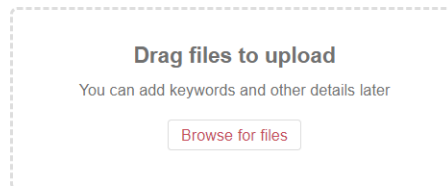
When you access an area of drUM that requires authorisation, the system will require you to sign in. The UM Single Sign-On enables staff and students to access drUM by signing in using their UM IT Account username and password. You have to sign in to the system if you wish to:

- Deposit your research data on drUM
- View and manage your drUM account
- Follow a specific group and receive email updates when new items are added

My data

If you are authorised to deposit research data on drUM, the 'My data' section of your account will show you:

- **My data** - a list of all data items that you deposited (whether or not they have already been accepted or are currently under review by the repository administrators) as well as in-progress drafts. You can also initiate a deposit from this section.



+ Create a new item

0 kB 100 MB
request more storage

search my data...

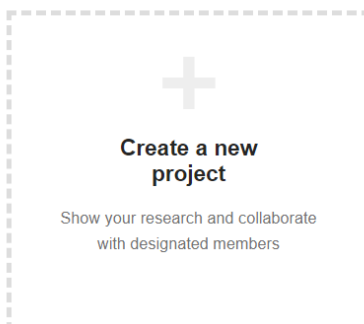
<input type="checkbox"/>	Actions	STATUS	TYPE	CREATION ...	SIZE
<input type="checkbox"/>	Untitled Item			6.7.2023 11:15	0 kB

Showing 1 item

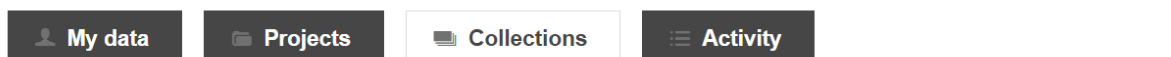
- **Projects** - a list of all projects you collaborate on (whether or not they have been created by you or other users). You can also create a new project from this section.



Projects you collaborate on



- **Collections** - a list of all collections, including a default 'Favorites' collection, where you can add items from both drUM and any other data repository that uses Figshare software. You can also create your own collection from this section.



+ Create a new collection

Favorites (3)

updated a few seconds ago

Showing 1 collection

- **Activity** - an overview of all requests and notifications pertaining to your research data as well as account settings.

Depositing on drUM

drUM allows authorised users to deposit their research data. The depositing process includes filling out information about the item on a metadata form and uploading the data file(s). Please refer to [Submission Policy](#) for more information.

Who can deposit?


Researchers	- Principal investigators, academics, data collectors and analysers
Support staff	- On behalf of the researchers, provided all necessary information is made available by the researchers - Their own data (to be within the appropriate Group)
Students	- Only graduate and post-graduate students involved in data analysis, upon providing a signed approval from their supervisor

Depositing methods

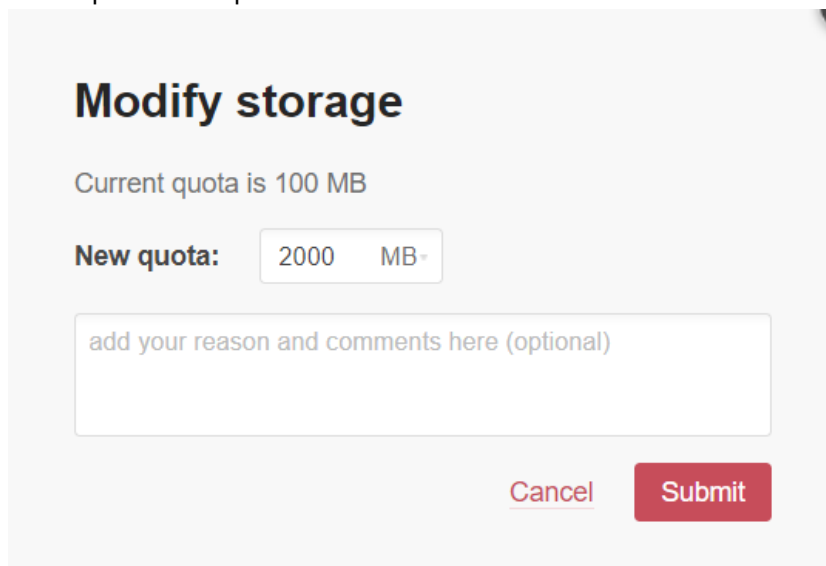
Data in drUM can only be deposited by the researcher via self-deposit.

Depositing process

In the 'My data' section of your drUM account, select '**Create a new item**'.

[+ Create a new item](#)0 kB  100 MB
request more storage

By default, you are allocated a storage quota of 1GB for your data. If you require more space, you can request additional storage by selecting '**Request more storage**' and filling in the '**New quota**' field. Select '**Submit**' to complete the request.



Modify storage

Current quota is 100 MB

New quota: MB

[Cancel](#)

You will be notified once your request is approved.

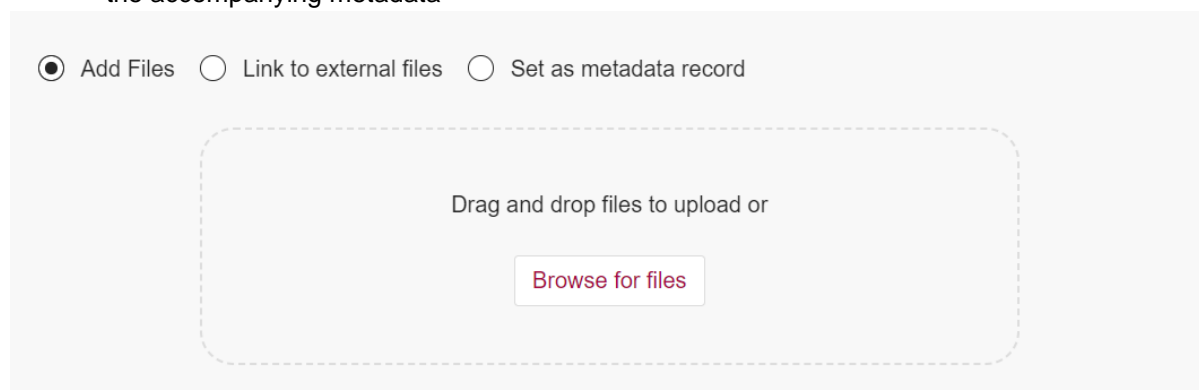
Choosing Sub-Group

From the drop-down menu, select the Sub-Group that corresponds with your Faculty.

Note: If the Sub-Group into which you wish to deposit your data is not available, and you are a member of staff at the UM, you are kindly requested to contact the Library's Open Science Department. The Department will create the requested Sub-Group and you will be able to proceed with the depositing process.

After you select the appropriate Sub-Group, you can choose one of the following options that will determine the nature of your submission:

- **Add Files** - upload the data from your device. The files will be deposited in drUM together with the accompanying metadata



Add Files Link to external files Set as metadata record

Drag and drop files to upload or

- **Link to external files** - if you have already deposited your data in a different platform, i.e. another data repository, add a link to the field below. In this case, only the metadata record will be saved in drUM.

Add Files Link to external files Set as metadata record

Link to external files

Add the address where your resource can be found. Note that Figshare is not responsible for maintaining the link or for its validity.

Add your link here...



- **Set as metadata record** - only a metadata record will be saved in drUM

Add Files Link to external files Set as metadata record

Reason for metadata (optional)

Why is your item a metadata only record?

Supported file formats

drUM accepts any file format for upload. The repository also aims to visualise data within the browser. This means that specific files can be viewed directly within the browser, presenting a preview of the data contained in the different files. Some examples include Microsoft Excel and Powerpoint, image files, video files, 3dviewer, .txt files, Jupyter, etc.

A list of supported file formats for in-browser viewing can be found [here](#).

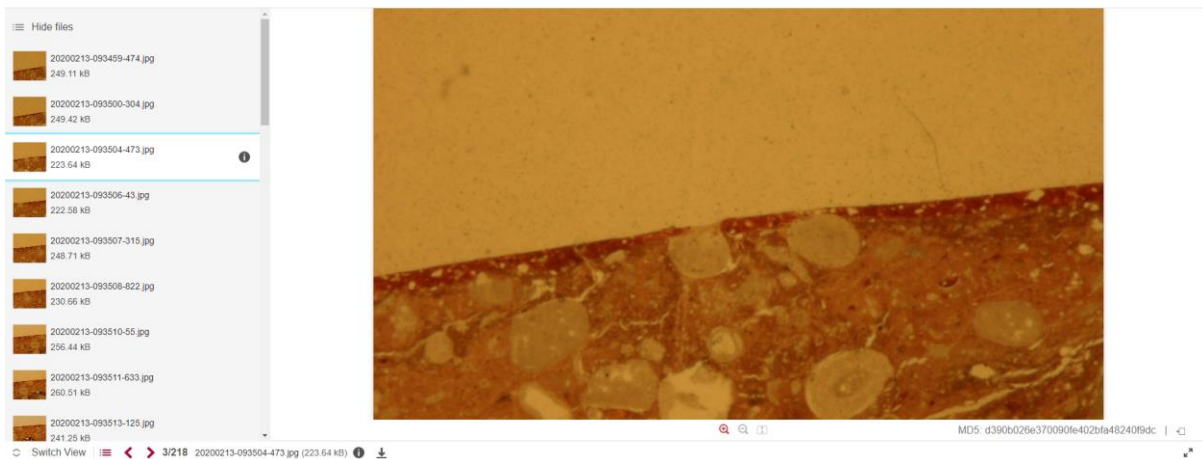
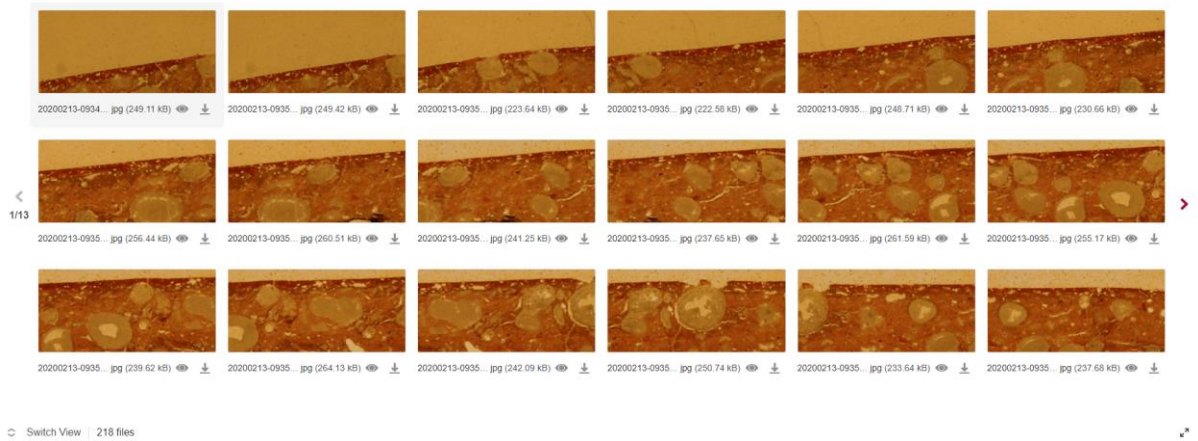
More detailed information and examples can be found [here](#).

The following are recommendations on how to upload various datasets:

- **Uploading a simple dataset** - for a simple dataset that consists of one file or of multiple files that are of the same format (for example multiple excel, image files or media files), one record can be created and all files uploaded directly (no need to compress and upload the compressed file). This will allow the built-in Figshare viewer to preview the files in the browser and the user can browse through the files.

This will also allow drUM to play any media files without the need to download.

Some examples for this can be found below:



Ogum's Story

[Cite](#)
[Download all \(231.52 MB\)](#)
[Share](#)
[Embed](#)
[+ Collect](#)
[...](#)
[/ Edit as administrator](#)

Media posted on 2023-05-22, 15:05 authored by Mika Lillit Lior

Dance storytelling film directed by Candombé elder and public intellectual Nancy da Silva e Souza (Dona Cic), choreographed and danced by Mika Lillit Lior. In collaboration with filmmaker Angel Robin Fox. Filmed in Salvador da Bahia, 2018, and Toronto, 2019.

HISTORY

- 2023-05-22 - First online date, Posted date

USAGE METRICS

7 views, 0 downloads, 0 citations

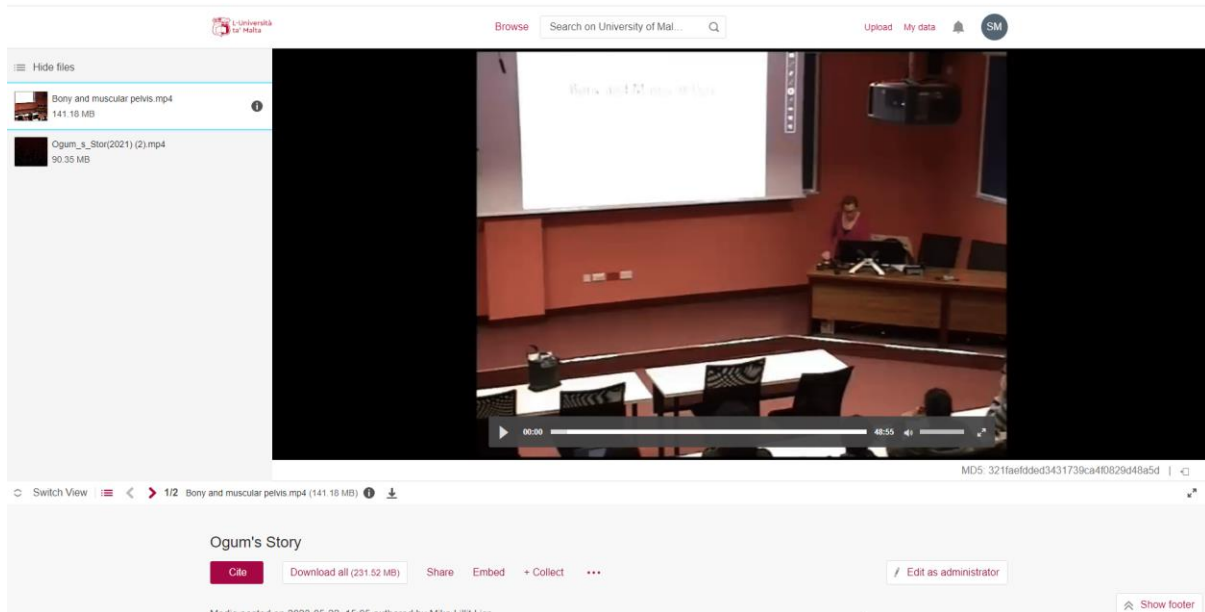
CATEGORIES

- Language, communication and culture

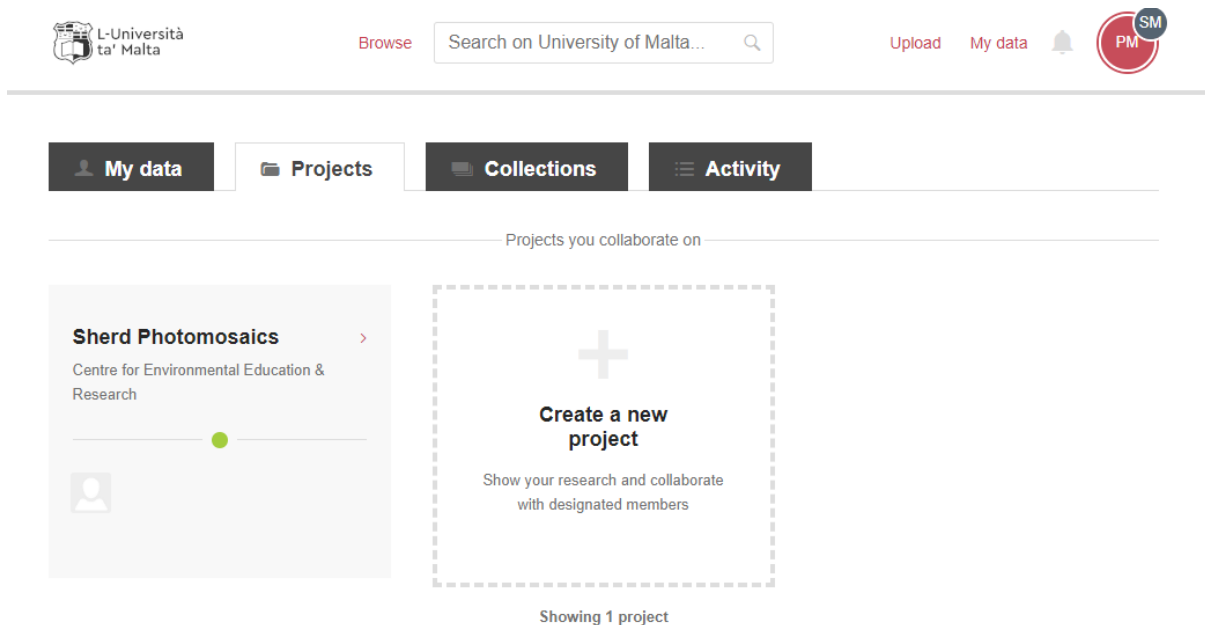
KEYWORDS

Dance – Religious aspects

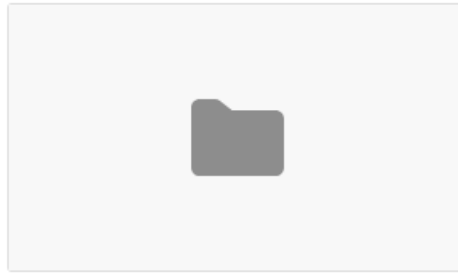
Show footer



- **Uploading multiple datasets as part of a single project** - some projects might involve collecting a wide range of data across multiple phases. In this case, it is not always viable to upload all the files into one record. Instead the Projects interface can be used.




This can be used as a way of grouping multiple datasets under one Project to improve the organisation of your data. This allows all the data collected as part of an individual project to be grouped together within a Faculty's collection.





PROJECT:
Sherd Photomosaics
 Posted on 2023-05-29
 Pavol Macejovsky

This also allows you to give a description and details about the project and list all the datasets collected for the project in an organised manner.



[Browse](#)

[Upload](#)
[My data](#)



📁 Sherd Photomosaics

+ Follow

Published on 2023-05-29 - 17:11 by [Pavol Macejovsky](#)

These are microscale photos taken to produce photomosaics; the folder names refer to pot sherds.

If these were to go live, I'd need to rename the files (in batches) using our data management plan.

CITE ITEMS FROM THIS PROJECT DataCite

[cite all items](#)

PROJECT NAME
sherd Photomosaics

SHARE

facebook

twitter

linkedin

email

USAGE METRICS [🔗](#)

22
views

MEMBERS (1)

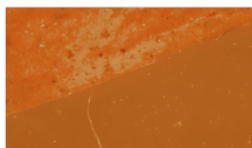
PM

[Pavol Macejovsky](#)

search content on this project... 🔍

need help? + Follow this search

60 results found sort by: Date added ▼



ZF7020X40
Media posted on 2023-06-01 in University of Malta
Michael Pavarotti



ZF7018X40
Media posted on 2023-06-01 in University of Malta
Jack Woodstock



ZF7012X40
Media posted on 2023-06-02 in University of Malta
Matthew Agius



ZE7024X40
Media posted on 2023-06-02 in University of Malta
Ruth Schimtd

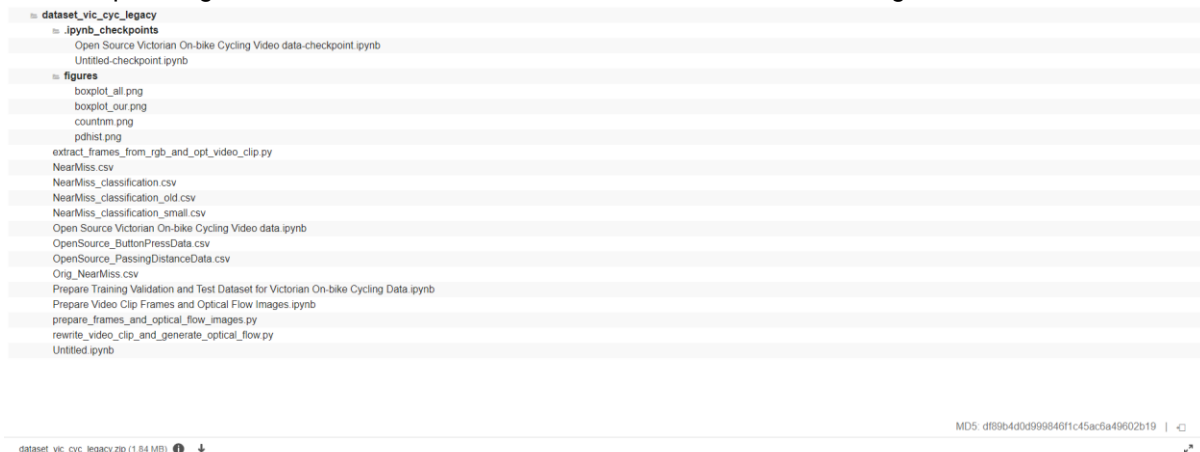
The Projects interface also allows you to collaborate with other academics, collect and organise your data before publishing. Once the data is published using the Projects interface, it cannot be retracted.

More information about the Projects interface can be found [here](#).

- **Uploading datasets which cannot be recognised by the Figshare built-in viewer** - in some cases, file formats will not be recognised by the built-in viewer. In these cases a preview of the file cannot be displayed and the file will have to be downloaded.

In cases where the dataset consists only of one file, this can be uploaded directly.

In cases where multiple files are present, it is recommended that the files are zipped before uploading as this will allow the built-in viewer to list the files in an organised manner.



Metadata

The information you fill into the metadata form will enable users to retrieve your data using search engines. The richer the metadata, the more “findable” your item will be. Mandatory fields are marked with an asterisk *.

The metadata form consists of the following fields:

- Item title *
- Item type *
- Authors *
- Categories *
- Keywords *
- Description *
- Funding
- Related Materials
- Licence *
- Project name

Item title (mandatory)

Enter the name of the data item.

Item title *


B *I* | A_2 A^2

Item type (mandatory)

Click on the 'Change item type' button and select **only** from the following options displayed in the pop-up window:

- **Figure** - Figures are generally photos, graphs and static images that would be represented in traditional PDF publications.
- **Media** - Media is any form of research output that is recorded and played. This is most commonly video, but can be audio or 3D representations.
- **Dataset** - Datasets usually provide raw data for analysis. This raw data often comes in spreadsheet form, but can be any collection of data, on which analysis can be performed.
- **Presentation** - Academic presentations can be uploaded in their original slide format. Presentations are usually represented as slide decks. Videos of presentations can be uploaded as media.
- **Software** - Code as a research output can either be uploaded directly from your computer or through the code management system GitHub. Versioning of code repositories is supported.
- **Online resource** - Any type of resource available online.

Item Type *

[Learn more about item types](#)

Change item type

Authors (mandatory)

Enter the name(s) of the primary person(s) or organisation(s) responsible for the item as well as those who have made significant intellectual contributions to the item but on a secondary basis. You can select the co-authors from the list or add them manually in the field. The item will be automatically linked to their Figshare account upon approval.

Note: As a depositor, your name will be added automatically.

Authors *



Martin Lochman ×

Search for authors by name, full email or ORCID.

Categories (mandatory)

Select the Category/Sub-Category with which the item best correlates. You can browse the Categories/Sub-Categories, or search for a particular Category/Sub-Category by typing in the field.

Categories *



Browse or search for categories

Keywords (mandatory)

Enter the topic of the item that best describes its subject or content. By hitting enter after each Keyword, You can add as many keywords as you want by clicking Enter after each term.

If the Library of Congress Subject Headings are not included with your keywords, the Open Science Department will include two in order to create consistency within the subject vocabulary. The Library of Congress Subject Headings is a controlled vocabulary of terms that form a dictionary of descriptions of particular types of content or subject matter. These are maintained by Standards' Bodies in order to standardise the way that similar materials are categorised in databases. This facilitates searching by increasing the likelihood that the relevant materials will be retrieved by the user's search.

Keywords *



Add keywords for easy discovery. Hit enter after each...

Description (mandatory)

Enter a **clear detailed description** of the item. Make sure you include methodology, techniques used and, if relevant, information about approval for data collection to confirm adherence to legal or ethical requirements.

Description *



Describe the data as well as you can. Formatting is preserved when pasting from other sources and counts towards character limits.

H2 H3 H4 P B I U S | | | A₂ A² | I | | ↶ ↷

Funding

Enter the name of the entity responsible for funding of the research project, including any other relevant data. You can search by grant number, name or funder body, or add your own.

Funding



Search grant by name/number or add your own

+ Add another

Related Materials

Click on the 'Manage materials' button to add identifiers or links to any content or external sources that are relevant to your research data.

Related Materials



No related materials.

Manage materials

Licence (mandatory)

Select the appropriate licence from the drop-down menu. A full breakdown of the available licences can be found at the end of this guide.

Licence * i

CC BY v

Project name

Enter the name of the project with which the item is associated.

Project name i

Project name

Item actions

Once the metadata form is completed, you can proceed to the following options:

Item actions

 [Add embargo and restricted access](#)

 [Share with private link](#)

 [Reserve DOI](#)

 [Edit timeline](#)

 [Add custom thumbnail](#)

- **Add embargo and restricted access** - This will determine who has access to the content (files only or the entire item). You can specify the embargo period by selecting one of the pre-defined periods from the drop-down menu; otherwise you can manually enter a date for the end of the embargo period. Permanent embargo can also be used.
- **Share with private link** - This will generate a unique URL leading to your item. The link is not permanent, however, you can set it to be disabled on a particular date.
- **Reserve DOI** - This will assign a unique, permanent DOI (Digital Object Identifier) to your item that will become active once the item is published.
- **Edit timeline** - This will allow you to make changes to the publication timeline (or history) that appears on the public record of your item. These dates will be displayed in chronological order.
- **Add custom thumbnail** - This will allow you to select a custom thumbnail preview for your item that will be publicly visible.

The Add embargo and restricted access menu offers various options:

Embargo and restricted access ✕

Hide the content (files only or the entire item) and have it available for selected audiences. [Find out more about embargo and restricted access](#)

Embargo period
The embargoed content will become public on the date you select.

Select period... ▼ or until YYYY-MM-DD

Embargo type
On files only ▼

Who can access the embargoed content?
 Nobody Custom
Nobody will have access to the embargoed content publicly until the embargo period expires.

Why are the files under embargo?
Useful for people viewing the public metadata record.

Embargo title
File(s) under embargo

Embargo reason (optional)
Please provide the reason why the files are under embargo...

- **Embargo period** - a specific period of embargo can be specified for the item using the drop down menu or a specific date can be entered in the adjacent field. Permanent embargo can also be selected.
- **Embargo type** - this is used to specify whether only the files or both the files and metadata should be embargoed
- **Who can access the embargoed content?** - this specifies that nobody will have access to the embargoed content, except the depositor.
- **Why are the files under embargo?** - the depositor can specify why the files are being embargoed, both for users and for the drUM administration team.

You can preview the item by selecting 'Preview item' or permanently remove it by selecting 'Delete item'.

Note: The Delete option is available only before the item is submitted for review.

Preview item 

Delete item

Finish the depositing process by selecting '**Submit for review**'. A drUM administrator will receive a notification and will either approve or reject your submission.

Further assistance

For additional support in using drUM, please contact the [Open Science Department](#) or refer to the official Figshare [help site](#).

Glossary of Licences

CC BY 4.0

Under this licence, the users are free to share (copy and redistribute) and adapt (remix, transform, and build upon) your data, even for commercial purposes, as long as they give you the appropriate credit, provide a link to the licence, and indicate if any changes were made to your original data. CC BY 4.0 is the latest version of the CC BY licence that includes a slight change to attribution requirements, a 30-day window to correct licence violations and is easier to understand and apply.

More information about this licence can be found [here](#).

CC-0

Under this licence, the users are free to copy, modify, distribute, and otherwise reuse your data, even for commercial purposes, without your permission and without the necessity to attribute you as the author. By selecting this licence, you are essentially waiving all your rights to your data worldwide under copyright law.

More information about this licence can be found [here](#).

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GPL

Under this licence, the users are free to use, share, and modify your data as long as they include a full copyright notice, warranty disclaimer, intact GPL notices, and a copy of the GPL in all versions/copies of the data. Additionally, if they make any changes to your data, they have to include an explanation of all such changes. This licence is exclusively applicable to software.

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GPL-2.0

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Additionally, if they make any changes to your data, they have to include an explanation of all such changes. This licence is exclusively applicable to software. GPL-2.0 is a stricter version of the original GPL licence, featuring additional requirements pertaining to modification of the original data.

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GPL-3.0

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