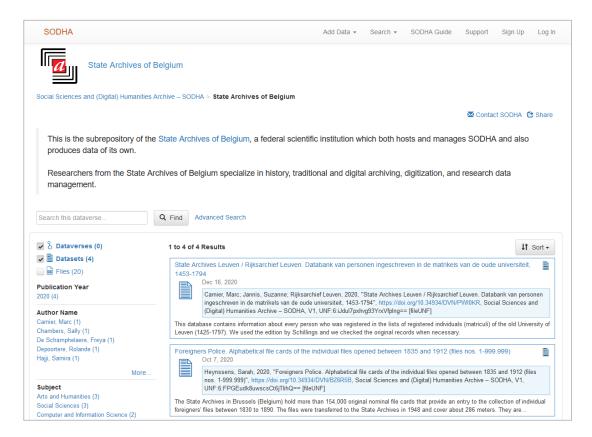# SODHA SUBREPOSITORY MANAGEMENT POLICY

This policy explains what SODHA subrepositories are and under what conditions they can be created for research centers.

1. Definition

Subrepositories are virtual directories that can be created on the SODHA platform upon request from **research centers**.

It is possible for depositors to **deposit their datasets** in specific subrepositories so that accessing the subrepository displays only a certain subset of datasets, e.g. all the datasets produced by a certain research unit:

Datasets deposited in subrepositories **still appear** in the list of published datasets on the homepage of the SODHA platform.

Subrepositories have two purposes.

1) Subrepositories help **highlight** and **valorize** the work and research outputs of a certain research center by regrouping all related publications in one specific directory.

With subrepositories, research centers can:
- **advertise** their subrepository (e.g. on their own website);
- use it as a **shared workspace**[1];
- **customize** the **interface** of their subrepository for **branding** purposes (e.g. by uploading their logo).

2) Subrepositories can be used to **address specific metadata needs**. If researchers frequently need to document a particular kind of information (such as domain-specific information, e.g. number of variables in social sciences) but there is no corresponding metadata element for it in SODHA, it can be made available for datasets deposited in a specific subrepository.

2. Target audience

SODHA being a data archive for social sciences and the digital humanities, subrepositories are reserved for collectives of researchers who undertake research in those disciplines.

To characterize the concepts of social sciences and digital humanities, SODHA refers to authoritative classifications such as BELSPO's project database FEDRA, ECOOM-Hasselt's Flemish Research Discipline Standard, and the report on digital humanities published by the Massachusetts Institute of Technology (MIT).

3. How to request the creation of a subrepository

Representatives of research centers should contact us to request the creation of a subrepository on the SODHA platform.

Requests for creation of a subrepository should include a short presentation of the research centers' activities as well as a description of the research center to be added to the subrepository webpage and a logo:

If researchers do not find metadata elements that are especially important for their research domain in the default SODHA metadata[2], they should explain to the SODHA administrators what their needs are.

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[1] Consult the SODHA Guide on how to let more than one user edit a dataset.
[2] The full list of dataset metadata available by default on the SODHA platform can be accessed either on the SODHA website by clicking the "Add + Edit Metadata" button on a dataset's webpage (see the SODHA Guide for more information) or in file form here.

The SODHA team will then provide feedback to the group of researchers and determine what elements exactly are needed and how they can best be formatted and added specifically to the dataset metadata for this collective's subrepository.

4.   Service level agreement

Subrepositories are created for the convenience of researcher collectives. They do not constitute a transfer of management rights, nor can they justify any exceptions to the terms of service, terms of use and policies of the SODHA repository.

SODHA agrees to create and update subrepositories for research centers to a reasonable extent.

5.   Version history of this document

Date	Version number	Changes made
04-10-2021	1.0	First version
01-12-2021	2.0	Specifying that a logo should be sent as well (section 3)

The present statement may be subject to revisions or amendments.