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# Collections Policy DARIS

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## 1. Introduction

Data selection and appraisal play an important role in the acquisition of data in any archival setting. The collections policy indicates the principles and criteria by which the archive develops its data collection in order to serve the designated community. The collections policy of DARIS is flexible and responds to future developments and shifting requirements that will influence the archive's data collections (technology, scientific standards, thematic focus, etc.).

DARIS is mandated by the State Secretariat for Education, Research and Innovation SERI to collect research data in the field of the social sciences, to preserve it, and make it accessible and usable for the long term. A priority of DARIS is to deliver high quality digital resources. There is in principle no thematic focus, as long as the following appraisal designations apply:

- How significant are the data for secondary analysis (scientifically, socially, historically or culturally)?
- Are the data reusable?
- Is the information unique or is it preserved elsewhere?
- Is the data non-replicable, in other words, would it be impossible to replicate the data or doing so would not be financially viable?
- Are the data related to other data in our holdings?
- Do the documentation of the data and the metadata satisfy our internal standards so that the data and the original context can be reproduced? ?
- Are the data in electronic form?

## 2. Our collection

**WHY** – DARIS acquires data for the following purposes:

- for secondary use and analysis by researchers;
- for replication and validation;
- to appeal to new constituencies;
- to support new research techniques;
- to serve teaching and learning;
- to preserve data that are in danger of being lost;
- to fill gaps in our holdings.

**WHAT** – the scope of our collection

We collect quantitative and qualitative data that:

- represent works of general interest for social science research (i.e. high-quality and exemplary studies with analytic potential).
- give evidence and greater understanding of Swiss society or parts of it (including international surveys);
- are produced by researchers in Switzerland or that have a link with Switzerland;
- consist of comparative or continuous research (panel data, longitudinal surveys, and time series that allow examination of trends);

- are produced with methodological excellence.

The data are usually represented by the following types:

- quantitative tabular data
- text
- audio data
- images
- video

Those data types are deposited at DARIS in several different file formats. We accept file formats that generally reflect different recommendations from CESSDA partners and internationally recognised institutions: We prefer file formats that have been widely adopted and are de facto standards in the research environment.

Category	Type of data	Preferred formats	Accepted formats
Quantitative	Quantitative tabular data	SPSS (*.sav) SPSS portable (*.por) MS Excel (*.xls, *.xlsx)	STATA (*.dta) SAS (*.sas, *.sas7bdat) Comma Separated Values (CSV) file (*.csv) OpenDocument Spreadsheet (*.ods)
	Text	Adobe Portable Document Format PDF/A, PDF (*.pdf) MS Word (*.doc, *.docx)	OpenDocument Text (*.odt) Rich Text Format (RTF) (*.rtf) Hypertext Mark-up Language (HTML) (*.html) eXtensible Mark-up Language (XML) according to an appropriate schema (*.xml)
Qualitative or Documentation	Plain text	Unicode, Non-Unicode and ASCII (*.txt)	
	Audio*	Waveform Audio Format (*.wav)	MPEG-1 Audio Layer 3 (*.mp3) Free Lossless Audio Codec (FLAC) Audio Interchange File Format (AIFF) (*.aif, *.aiff)
Qualitative	Pictures:	TIFF (*.tif, *.tiff)	Adobe Portable Document

	Raster (bitmap) images		Format (PDF/A, PDF) (*.pdf) JPEG (*.jpeg, *.jpg) JPEG 2000 (*.jp2, *.jpx) PNG (*.png) GIF (*.gif) BMP (*.bmp)
	Pictures: Vector images	Scalable Vector Graphics SVG (*.svg) Adobe Illustrator (*.ai)	Drawing Interchange File Format DXF (*.dxf) PostScript (*.eps)
	Video	MPEG-4 (*.mpg4)	Moving Picture Experts Group MPEG-2 (*.mpg2) Motion JPEG 2000 (*.mj2) QuickTime (*.mov) Lossless AVI (*.avi)

*DARIS – list of preferred and accepted file formats for deposit*

Compressed files are accepted as long as they can be uncompressed by using open and freely available software.

**WHO** – eligible depositors:

- Researchers affiliated with a Swiss research institution;
- Government departments;
- Offices of national and cantonal statistics;
- Public and commercial survey institutes and polling organisations;
- International research teams.

**HOW** – acquisition strategies:

The acquisition of our data happens through different means:

- Longstanding agreements with researchers and institutes;
- Soliciting data by searching our research inventory and other sources, and contacting those researchers;
- Unsolicited donations from researchers.

DARIS reserves the right to refuse to accept material under the following conditions:

- Data that do not match the criteria of our collections development policy and would be better dealt with at another institution;
- Insufficient or poor quality documentation, metadata or data file;
- Depositor and DARIS do not agree on confidentiality, access, and dissemination conditions;
- If data and materials are of a nature or volume that may make it difficult or impossible to process given the resources, staff, facilities, or capacities of DARIS.

DARIS within FORS is collaborating closely with national and international institutions that hold research data in order to guarantee best access to research output for users.