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Recherche Data Gouv



Depositing a dataset

To access the resource: <https://recherche.data.gouv.fr/en/page/tutorial-depositing-a-dataset>

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Deposit in 6 steps

1. Creating a dataset

- Select your deposit space. There are three ways to identify your institution's repository:
 - Option 1: view the full list of institutional repositories
 - Option 2: via the carousel
 - Option 3: using the toolbar

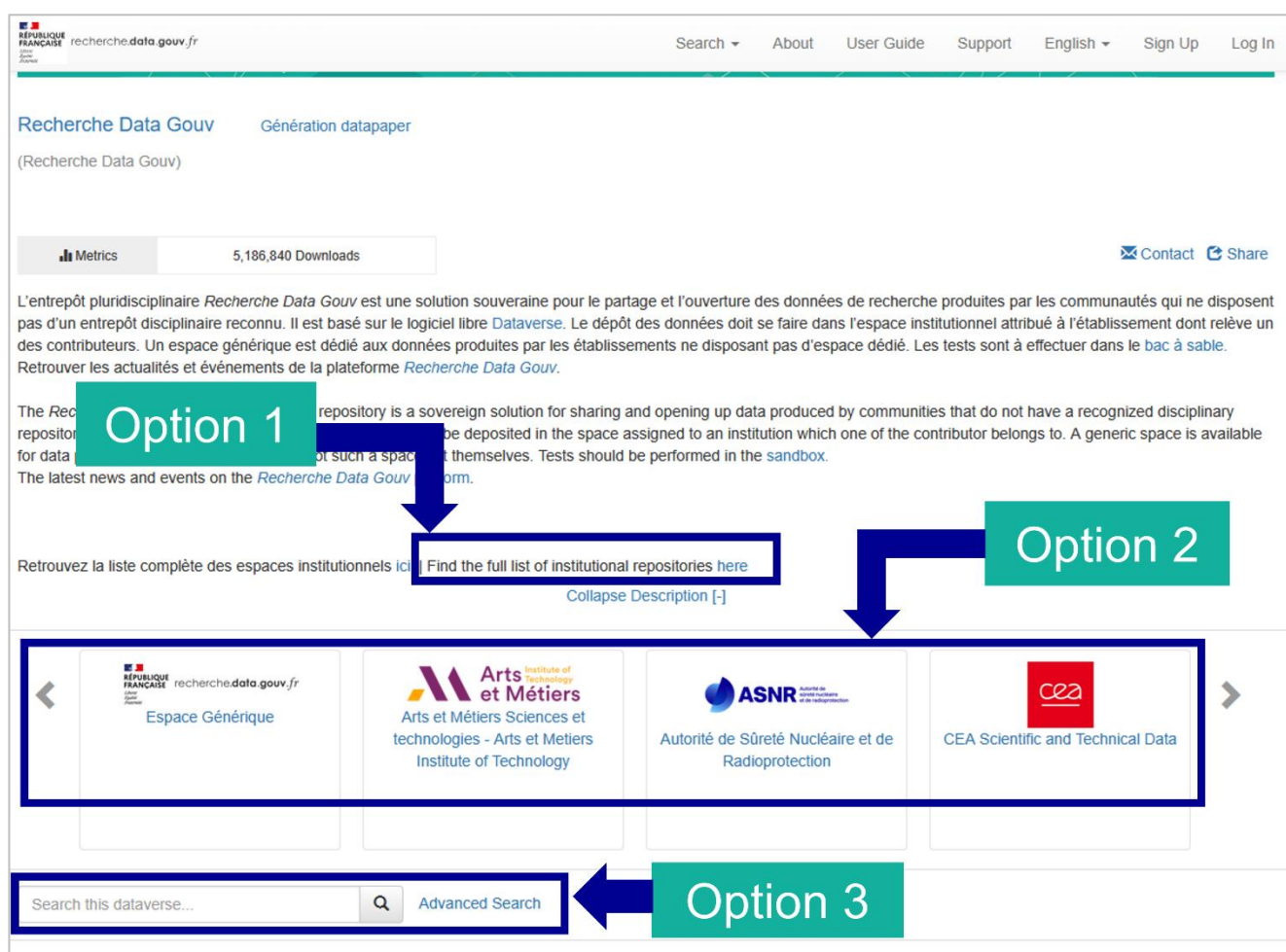


Figure 1- 3 options for selecting the deposit space

If there is no institutional space, select the generic space.

- Click on “+Add Data”, then on “New Dataset”.
Please note: if the “+Add Data” button does not appear, please contact the repository administrator via the “Contact” button.

If the collection offers it, you can choose a dataset template that will automatically pre-filled several metadata fields.

2. Entering the first batch of metadata

- Specify metadata language
- Please enter at least the mandatory metadata (marked with a red asterisk) AND the recommended metadata available when creating the dataset.
- Metadata can be completed later if necessary.
- Don't forget to save!

Please note: The dataset has the status of a **draft version** that has not yet been published.

A **DOI is reserved** and will be active upon publication of the dataset.

3. Adding the file(s)

One or more files can be associated with a dataset.

Please note! If the files are stored in a different repository, the link to them will be provided in a specific metadata field: "Link to data".

To ADD one or more files, 2 options:

- Option 1: In the "Files" tab (A), click the "+ Upload Files" button (B).

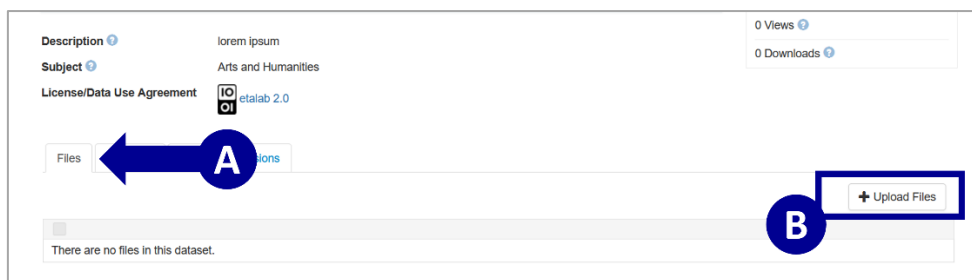


Figure 2 – ADD one or more files, option 1

- Option 2: In the box at the top right, click on "Edit Dataset"(A) and then select "Files (Upload)"(B) from the menu that appears.

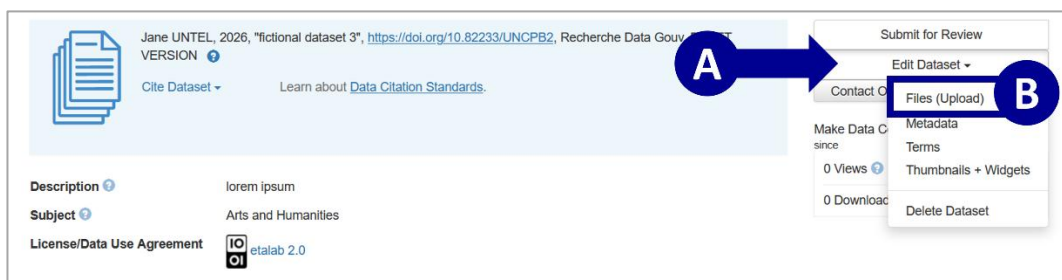


Figure 3 - ADD one or more files, option 2

To SELECT one or more files, 2 options:

- Option 1: Click on “+Select files to add” button

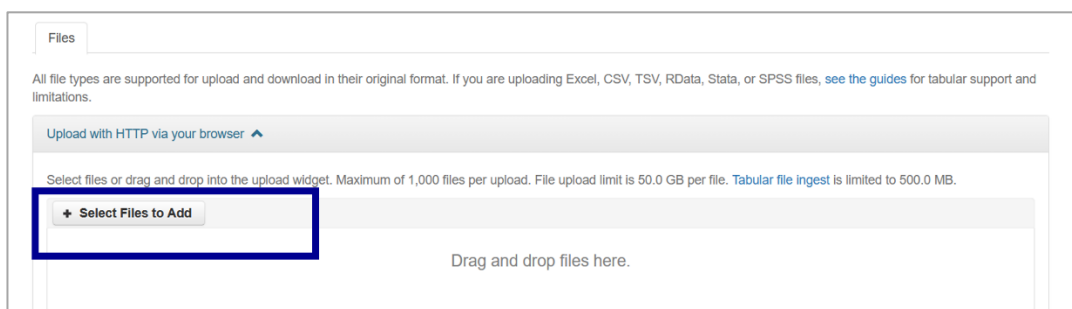


Figure 4 – SELECT one or more files, option 1

- Option 2: Drag and drop the file(s)

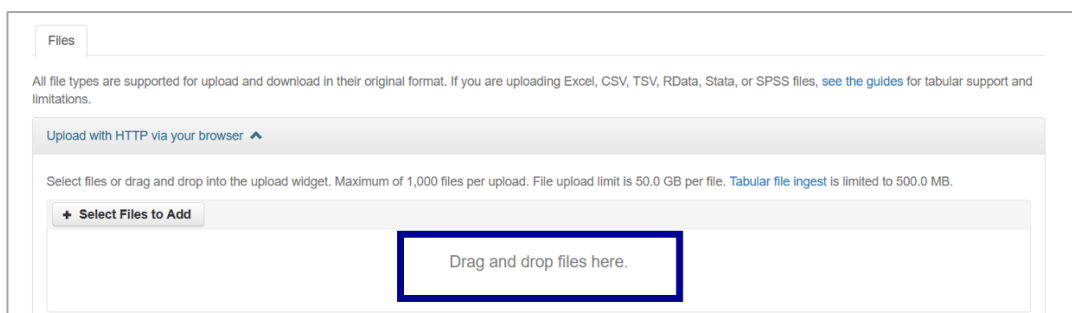


Figure 5 – SELECT one or more files, option 2

All file formats are accepted; however, **open formats** or those **commonly used** by a disciplinary community are strongly recommended.

You can rename the file and add a description.

Don't forget to save!

When the message “Success! – One or more files have been updated” appears: the file(s) have been successfully added.

For each file, you can add metadata, restrict access and indicate an embargo. You can also replace or delete a file: click on the icon showing three vertically aligned dots. A menu will open, offering several options:

- Metadata
- Restrict
- Replace
- Embargo
- Delete.

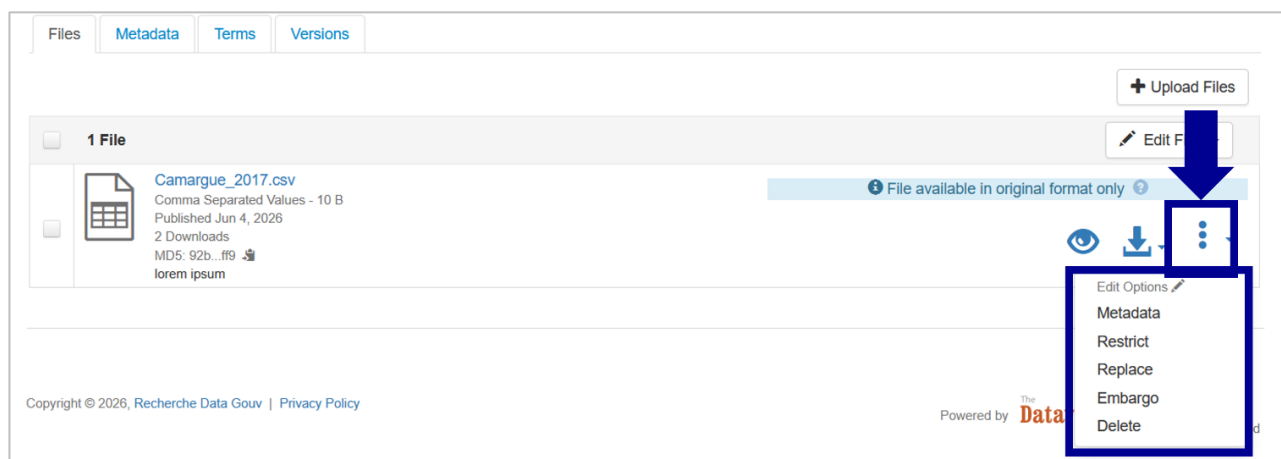


Figure 6 – A menu allowing you to restrict access to a file, replace it, set an embargo on it, and delete it.

Please note: Once a file has been published, it is no longer possible to add or change an embargo on that file.

The “Files” tab displays the list of files added to your dataset.

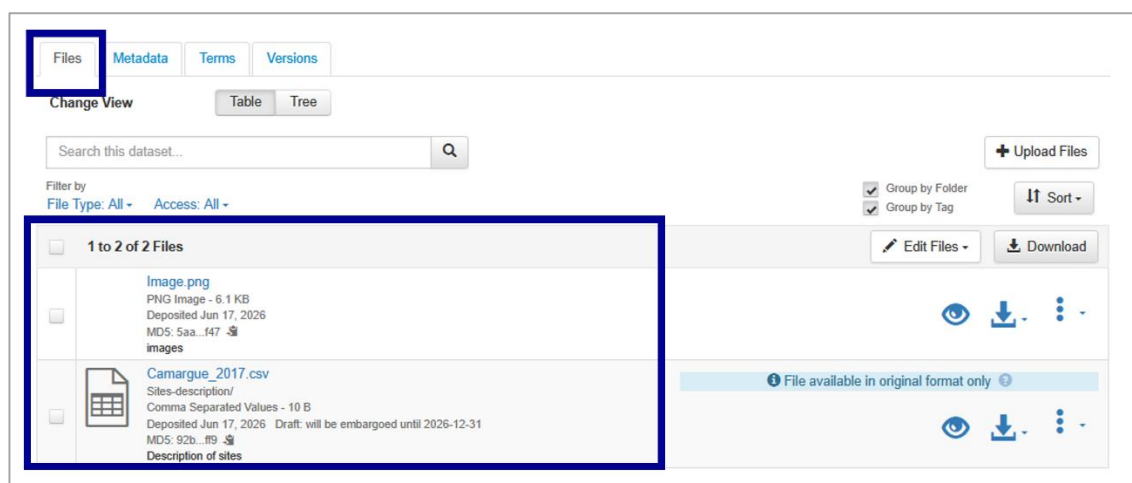


Figure 7 – List of files added to dataset

4. Completing the metadata

Completing the metadata is highly recommended.

There are two options for completing/modifying the metadata:

- Option 1: Click on “Edit Dataset” (A) and select “Metadata” (B) from the menu that appears.

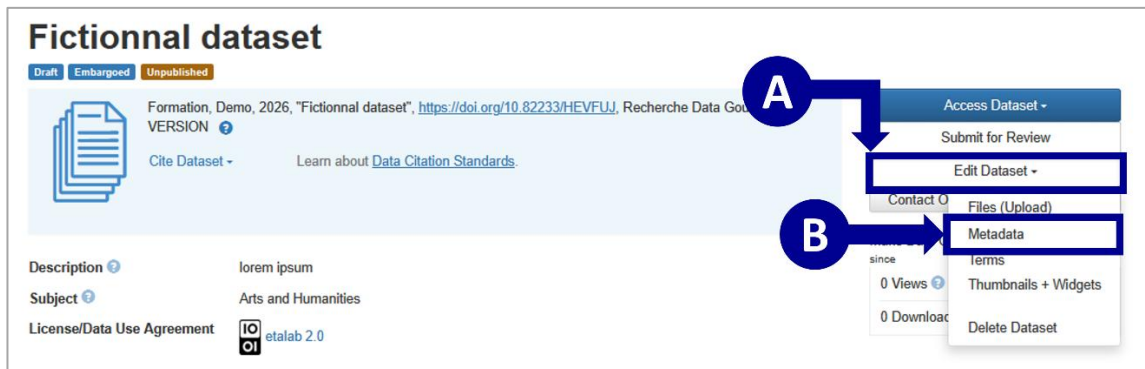


Figure 8 – First option for completing/modifying the metadata

- Option 2: Click on the “Metadata” tab (A), then on the “Add + Edit Metadata” button (B).

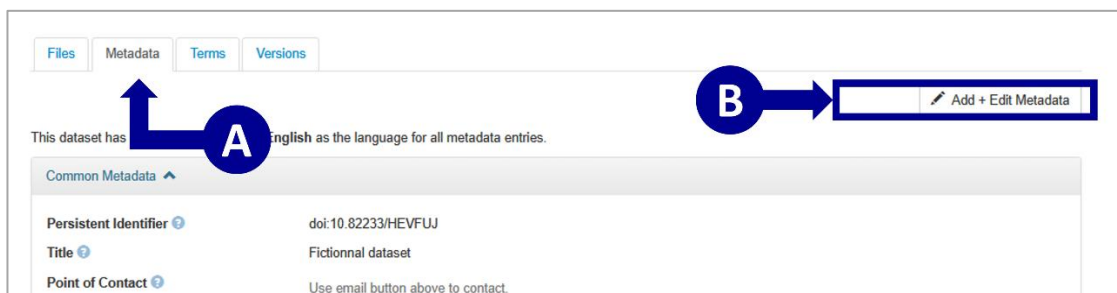


Figure 9 - Second option for completing/modifying the metadata

The available fields are divided into 8 blocks:

- The “Common Metadata” block (title, author...) (A).
- 7 additional blocks of discipline-specific metadata (B).

Metadata

Please enter metadata in the English language, or change the metadata language choice in the parent dataverse before proceeding.

*Asterisks indicate required fields

Common Metadata ▼

Geospatial Metadata ▼

Social Science and Humanities Metadata ▼

Life Sciences Metadata ▼

Journal Metadata ▼

Semantic resource ▼

Astronomy and Astrophysics Metadata ▼

Computational Workflow Metadata ▼

Save Changes Cancel

Figure 10 – Metadata: the available fields are divided into 8 blocks

Please note:

Guides for entering general and files metadata are available on the Recherche Data Gouv website: <https://recherche.data.gouv.fr/en/online-help>

5. Indicate the terms of use

The terms of use apply to all the dataset's files.

They allow to specify:

- the licence assigned to the dataset,
- the conditions for access to restricted files,
- the existence of a guestbook.

The terms and conditions of use are available on the dataset's display page:

- via this menu “Edit Dataset”, then “Terms”
- or via the “Terms” and “Edit Terms Requirements” tab.

5.1. Licences

The licence assigned by default to a dataset in the repository is **Etalab 2.0**.

To assign a different licence, click on “Edit Dataset” and then select “Terms”:

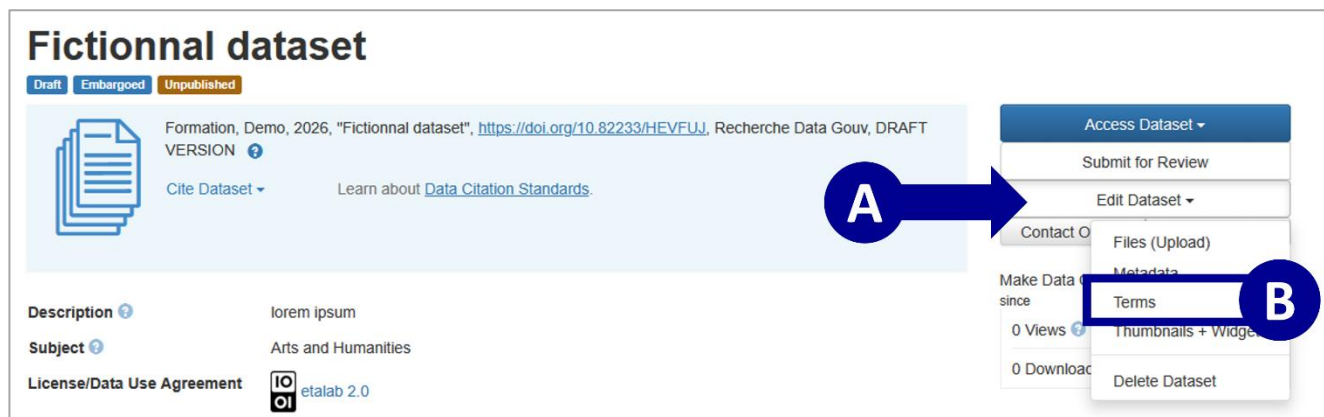


Figure 11 - To assign a different licence

Next, select “Custom Dataset Terms” from the drop-down menu and enter the chosen licence in the “Terms of Use” metadata field.

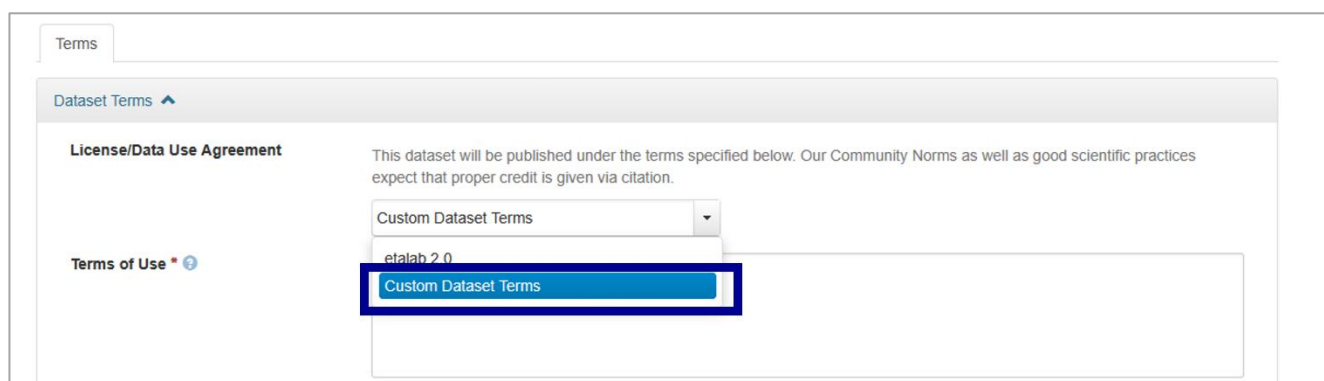


Figure 12 – Custom Dataset Terms

5.2. Conditions for restricted access files

Once you have selected the licence, there are various fields where you can specify the access conditions for files with access restrictions (see step 6).

5.3. The guestbook

It is possible to apply a guestbook to a dataset if the deposit space offers this feature. A guestbook serves to collect information from users who display, browse or download a file from a dataset.

To enable a guestbook:

- click on “Edit Dataset”
- click on “Terms”
- Scroll down to the “guestbook” tab
- Then check the box next to the desired guestbook.

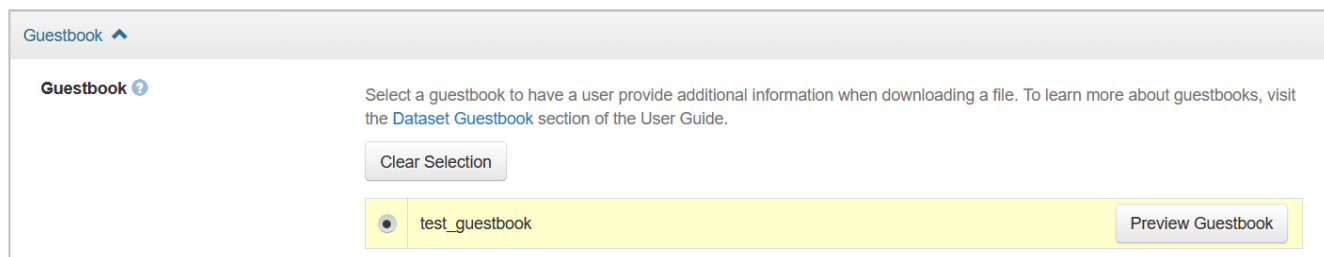


Figure 13 - Apply a guestbook to a dataset

A deposit space may not have a guestbook.

Note: Only the collection administrator can create a guestbook and view the data collected in it.

6. Managing the rights associated to datasets and files

As long as the dataset remains **unpublished**, only the **authorised persons** can access it namely by default the depositor, the administrator and curator(s) of the parent collection. **Additional authorisations** can be granted at the dataset level to assign roles to users or groups.

6.1. Managing the rights associated to datasets

Click on “Edit Dataset” in the top right-hand corner, select “Permissions” from the menu that appears, then click on “Dataset”.

Next, click on the “Assign roles to users/groups” button:

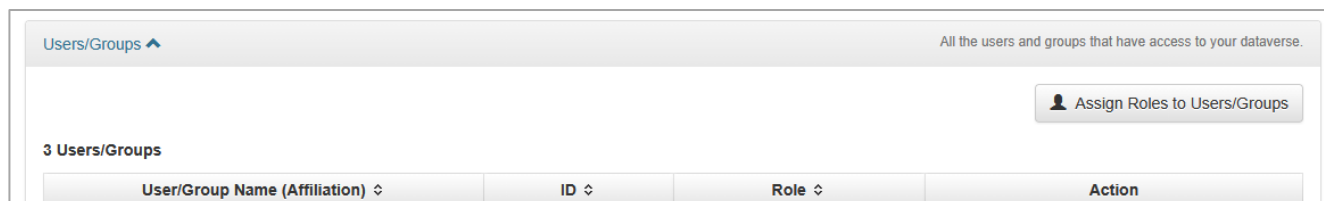


Figure 14 - “Assign roles to users/groups” button

Enter the name of the user (for Data Gouv Research account holders only) or the group and specify their role.

Figure 15 - Assign roles to users/groups

When you click on a role, a description showing the permissions associated with the selected role appears on the right-hand side of the screen.

Permissions associated to the role	Administrator	Curator	Limited Curator	Contributor	Member	File Downloader
Download File	+	+	+	+	+	+
View Unpublished Dataset	+	+	+	+	+	
Edit Dataset	+	+	+	+		
Delete Dataset Draft	+	+	+	+		
Publish Dataset	+	+	+			
Manage Dataset Permissions	+	+	+			

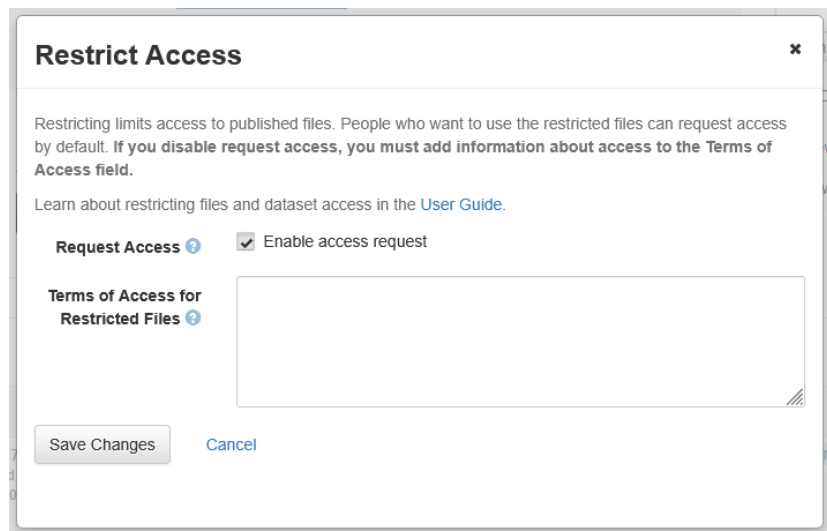
6.2. Managing the rights associated to files

For each file you can edit and restrict access:

- Option 1: Click on the “Edit Files” button and select “Restrict”.
- Option 2: You can also click on the three vertical dots icon to the right of each file. A menu will open: click on “Restrict”.

In the case of restricted file(s), you can authorize access on request. Just check “Enable access request”.

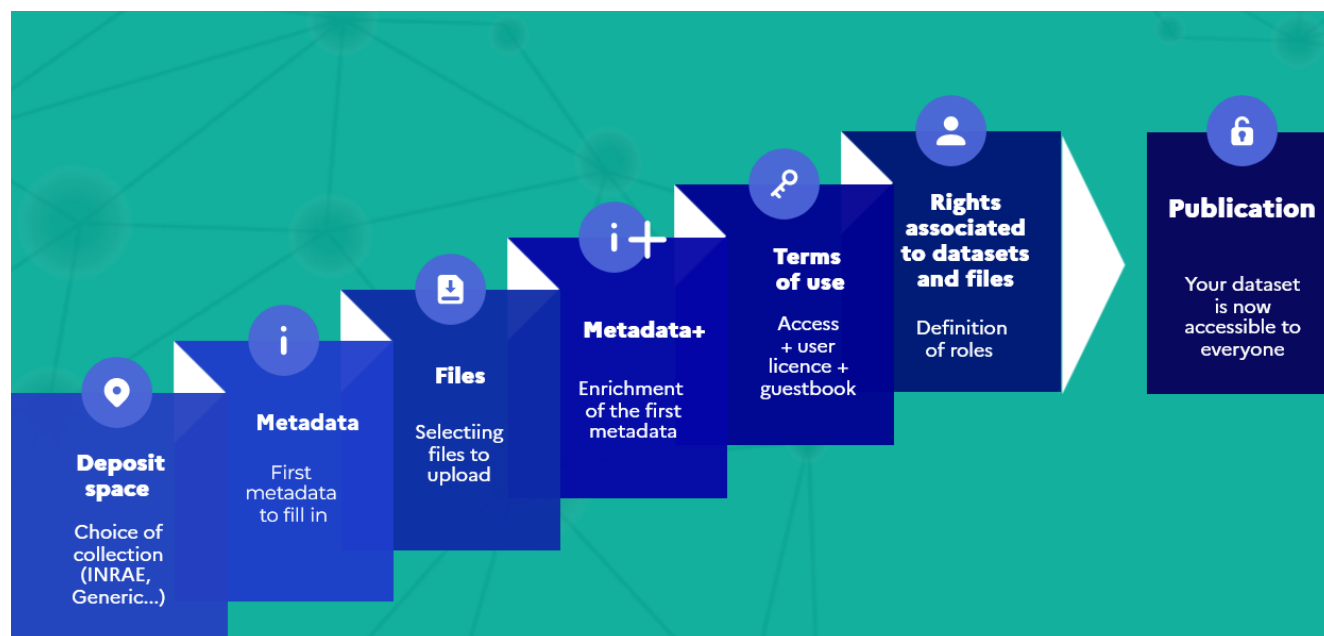
Requests will be sent by email to the curator or to you directly if you are the curator of the dataset.



The screenshot shows a 'Restrict Access' dialog box with a close button (X) in the top right corner. The main text explains that restricting access limits access to published files and that users can request access by default. It states: 'Restricting limits access to published files. People who want to use the restricted files can request access by default. If you disable request access, you must add information about access to the Terms of Access field.' Below this, it says: 'Learn about restricting files and dataset access in the [User Guide](#).' There are two sections: 'Request Access' with a blue question mark icon and a checked checkbox labeled 'Enable access request', and 'Terms of Access for Restricted Files' with a blue question mark icon and a large empty text area. At the bottom, there are two buttons: 'Save Changes' and 'Cancel'.

Figure 16 - “Enable access request”.

Summary



Webography

Recherche Data Gouv repository guides. Depositing a dataset. Updated at:

2025/08/13. <https://recherche.data.gouv.fr/en/category/9/guide/depositing-a-dataset>