

DataCite Member Roles and Responsibilities

Accounts and permissions

Members have one or more login accounts that can have different roles and permissions, including:

- 1) Create and/or update repository records
- 2) Manage prefixes associated with repositories
- 3) Register and update DOIs for a particular repository, or all repositories.
- 4) Read reports about repository activities, including the number of DOIs registered per month and DOI link checker results

There is no one-to-one relationship between organizations and accounts or between repositories and accounts. Organizations can, for example, have one account to run all repositories or ten accounts to run one repository. Through these accounts, organizations are responsible for the management of all DOI activities for their repositories.

Member-only

The organization takes on the membership responsibilities that are dictated by DataCite's statutes:

- participate annually in the General Assembly
- approve DataCite's budget
- voting and/or standing for the DataCite Executive Board
- approve DataCite services fee structure

Direct Member

Direct Members take on the membership responsibilities (above) that are dictated by DataCite's statutes. In addition, Direct Members take on service related responsibilities, including:

- Understand DataCite's *DOI Infrastructure and Services - Terms and Conditions*
- Create repository accounts
- Assign prefixes
- Provide and update metadata
- Ensure preservation of underlying content
- Inform DataCite of new repositories

Consortium Member

There are two entities associated with a consortium: 1) a consortium lead, and 2) consortium organizations.

Consortium Lead

One organization within the consortium is designated the consortium lead and fulfills a range of responsibilities. The Organization should be in a position to catalyze data sharing and DOI adoption in the community.

General

The consortium lead has a firm understanding of DataCite's mission, vision, structure, and services and promotes that within the consortium.

Governance

The consortium lead represents all organizations within the consortium and takes on the membership responsibilities that are dictated by DataCite's statutes.

- participate annually in the General Assembly
- approve DataCite's budget
- voting and/or standing for the DataCite Executive Board
- approve DataCite services fee structure

The consortium lead should also be involved in establishing local governance of the consortium, including the consortium purpose, organization, and new member admission.

Growth

The consortium lead promotes the value of data sharing and DOIs within the community through promotion and marketing e.g. participating in regional or community events or coordinating activities or events.

Communication

The consortium lead facilitates 2-way communication between DataCite and the organizations participating in the consortium. They obtain, maintain, and share with DataCite the consortium member contact details both for technical and administrative contacts.

The lead ensures that interests, use cases, and feedback from consortium members are collected and shared with DataCite. The consortium lead provides feedback on DataCite's product roadmap via feedback channels and represents the consortium through membership in Steering Groups or Working Groups.

In addition, they keep the consortium informed and share information about DataCite services, the product roadmap, and other activities so that members are informed in a timely fashion when there are updates, changes or outages.

Financial Administration

The consortium lead provides administrative support for all organizations within the consortium including the management of annual billing, payment of membership and services fees to DataCite, and billing organizations within the consortium. The consortium lead is also responsible for informing DataCite of any changes to the consortium structure.

Support

The consortium lead will catalyze DOI adoption among the consortium members, making sure that they understand why and how to make use of DataCite's services. This includes:

- a. Act as the first line of contact for the consortium for both DataCite and the consortium organizations for administrative and technical issues
- b. Facilitate initial onboarding of new consortium with DataCite
- c. As new organizations join the consortium, take responsibility for onboarding
- d. Providing guidance to consortium organizations aligned with community standards and best practices
- e. Provide relevant resources to assist new and existing consortium members in the local language if appropriate

DOI Fabrica Administration

- Understand and share DataCite's *DOI Infrastructure and Services - Terms and Conditions*
- Work with DataCite to establish accounts for organizations both in test and production systems
- Take responsibility for the transfer of DOIs when an organization leaves the consortium.
- Monitor the consortium and keep track of new repositories being added

Consortium Organizations

Organizations participating in consortia do not take on member responsibilities, but do take on the same responsibilities as Direct Members when it comes to service-related responsibilities:

- Understand and share DataCite's *DOI Infrastructure and Services - Terms and Conditions*
- Create repository accounts
- Prefix assignment in the DOI Fabrica System Repositories
- Provide and update metadata
- Ensure preservation of underlying content
- Inform DataCite of new repositories

DataCite Responsibilities

DataCite will engage direct members and consortia and solicit their input -- incorporating their needs into the development roadmap and the strategic plan.

DataCite provides administrative and technical support to the consortium lead and consortium organizations. This includes:

- Administrative support to the consortium lead:
 - Management of the annual billing cycle
 - Support during the admission process of new consortium organizations
 - Onboarding webinar covering general, administrative, communication, infrastructure, and service related information
 - Coordination of participation in governing organs and groups
- Providing technical support to the consortium lead and consortium organizations:
 - Tier 2 and 3 technical support coordinated by the consortium lead
 - Offering technical onboarding to support best practice integrations
 - Technical forum for developers
 - Coordinate support networks e.g. repository platform communities to support technical integration efforts
- DataCite will ensure that descriptions of all services in the form of technical documentation and user guides are available and maintained, as well as community best practices, outreach materials, and FAQs
- Providing training and support via initial in-depth training, topic-specific webinars, blog posts, monthly community meetings (Open Hours), and workshops at community conferences.