



Implementation of the Data Seal of Approval

The Data Seal of Approval board hereby confirms that the Trusted Digital repository Tübingen CLARIN-D Repository complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.

The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on May 19, 2015.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

Assessment Information

Guidelines Version: 2014-2017 | July 19, 2013
Guidelines Information Booklet: [DSA-booklet_2014-2017.pdf](#)
All Guidelines Documentation: [Documentation](#)

Repository: Tübingen CLARIN-D Repository
Seal Acquiry Date: May. 19, 2015

For the latest version of the awarded DSA for this repository please visit our website: <http://assessment.datasealofapproval.org/seals/>

Previously Acquired Seals: Seal date: April 16, 2013
Guidelines version: 2010 | June 1, 2010

This repository is owned by:

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Assessment

0. Repository Context

Applicant Entry

Self-assessment statement:

The Tübingen CLARIN-D Repository (<http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository.html>) is part of CLARIN-D (Common Language Resources and Technology Infrastructure Deutschland) - a web and centres-based research infrastructure for the social sciences and humanities. The aim of CLARIN-D and its service centres is to provide linguistic data, tools and services in an integrated, interoperable and scalable infrastructure for the social sciences and humanities. The research infrastructure is rolled out in close collaboration with expert scholars in the humanities and social sciences, to ensure that it meets the needs of users in a systematic and easily accessible way. CLARIN-D is funded by the German Federal Ministry for Education and Research.

CLARIN-D is building on the achievements of the preparatory phase of the European [CLARIN](#) initiative as well as CLARIN-D's Germany-specific predecessor project [D-SPIN](#). These previous projects have developed research standards to be met by the CLARIN services centres, technical standards and solutions for key functions, a set of requirements which participants have to provide, as well as plans for the sustainable provision of tools and data and their long-term archiving.

Among the resources currently available in this repository, researchers can find widely used treebanks of German (e.g. TüBa-D/Z), the German wordnet (GermaNet), the first manually annotated digital treebank (Index Thomisticus), as well as descriptions of tools used by the WebLicht execution engine for natural language processing.

Within CLARIN-D this resource centre is a certified centre of type B. CLARIN distinguishes a number of different centre types that have different impact for the language resources and tools infrastructure. Type B centres offer services that include the access to the resources stored by them and tools deployed at the centre via specified and CLARIN compliant interfaces in a stable and persistent way.

Within CLARIN-D the following requirements hold for centres of type B (<https://www.clarin.eu/node/3542>) and are fulfilled by this resource centre:

- Centres need to offer useful services to the CLARIN community and to agree with the basic CLARIN principles (own architecture choice, explicit statement about quality of service, usage of persistent identifiers, adherence to agreed formats, protocols and APIs).
- Centres need to adhere to the security guidelines, i.e. the servers need to have accepted certificates.
- Centres need to join the national identity federation where available and join the CLARIN service provider federation to support single identity and single sign-on operation based on SAML2.0 and trust declarations. In case all resources at a centre are open, setting up a Service Provider is optional.
- Centres need to have a proper and clearly specified repository system and participate in a quality assessment procedure as proposed by the Data Seal of Approval or MOIMS-RAC approaches.
- Centres need to offer component based metadata (CMDI) that make use of elements from accepted registries such as ISOcat in accordance with the CLARIN agreements, i.e. metadata needs to be harvestable via OAI PMH.
- Centres need to associate PIDs records according to the CLARIN agreements with their objects and add them to the metadata record.
- Each centre needs to make clear statements about their policy of offering data and services and their treatment of IPR (intellectual property rights) issues.
- Each centre needs to make explicit statements to the CLARIN boards about its technological and funding support state and its perspectives in these respects.
- Centres need to employ activities to relate their role in CLARIN to the research community in order to guarantee a research based status of the infrastructure and allow researchers to embed their services in their daily research work.

- Centres that are offering infrastructure type of services need to specify their services for CLARIN and the terms of giving service.
- Centres are advised to participate in the Federated Content Search with their collections by providing an SRU/CQL Endpoint. This content search is especially suitable for textual transcriptions and resources.

A short overview of all requirements for centres of type B is also given in the form of a checklist (<https://www.clarin.eu/content/checklist-clarin-b-centres>).

List of outsource partners:

1) Gesellschaft für Wissenschaftliche Datenverarbeitung mbH Göttingen (GWDG)

The repository makes use of a common CLARIN PID service (<https://www.clarin.eu/files/pid-CLARIN-ShortGuide.pdf>) based on the Handle System (<http://www.handle.net/>) and in cooperation with the European Persistent Identifier Consortium (EPIC). The usage of PIDs is mandatory for resources in CLARIN thus all resources added to the repository may be referenced using PIDs.

CLARIN-D has a contractual relationship with GWDG concerning the provision of PID-services via EPIC API v2. The document that lists the services which were stipulated can be found at http://de.clarin.eu/mwiki/images/0/0b/GWDG_PID.pdf.

This outsource partner offers relevant functionality for guideline 10: „The data repository enables the users to utilize the research data and refer to them.“

Reviewer Entry

Accept or send back to applicant for modification:

Accept

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Comments:

1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The process of depositing data into the repository at the CLARIN-D centre in Tübingen supports the depositors to be compliant to the legal and ethical requirements of the archive. This is achieved both organizationally and technically. On the organizational side, the depositors and the archive have to enter a contractual relationship with the depositor's agreement, which explicitly asks the depositor to verify ethical and legal obligations as well as privacy issues with regards to the data. On a technical level, the repository requires a full set of CMDI metadata (including annotation schemas, submitting project, data formats, etc.) from the depositor before data can be archived. Only data that is in compliance with CLARIN guidelines (<http://www.clarin.eu/recommendations>) or that is created in peer-reviewed (with respect to scientific and scholarly quality) scientific projects will be considered for depositing.

The depositor agreement is governed by German law, hence the authoritative version is available in German at (<http://www.sfs.uni-tuebingen.de/en/ascl/clarin-center/repository/agreements-and-guidelines.html>). This agreement must be signed prior to depositing data. An informative version in the English translation is also available on that page. For legal reasons, these agreements are templates only to be adjusted on a case-by-case basis.

Data sharing and reuse is promoted by providing access to the data (either public, academic, or in the case of data requiring a license agreement, on an individual basis). CMDI metadata is publicly available and can be searched via software components within CLARIN, such as the CLARIN Virtual Language Observatory (VLO; <http://www.clarin.eu/vlo/>), which enables users to browse through all CLARIN metadata. Most CMDI profiles used by the CLARIN centre in Tübingen allows to refer to publications using the data in the repository.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

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2. The data producer provides the data in formats recommended by the data repository.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Depositors are encouraged to use formats listed in the CLARIN standard recommendations (<http://www.clarin.eu/content/standards-and-formats>). Use of these formats will ensure that the data is interoperable within the CLARIN infrastructure. If possible, data stored in other formats will be converted to an acceptable format. Data may be restricted to archiving only, in which case it is only accessible based on restrictions imposed by the owner or by the data format. Other data in accessible formats will be made available also by content-based analysis tools such as the Federated Content Search (<http://weblicht.sfs.uni-tuebingen.de/Aggregator/>). It can also be used as the input for automatic analysis tool chains (<http://weblicht.sfs.uni-tuebingen.de/weblichtwiki/>). The list of accepted data formats used for deeper analysis may be extended.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

3. The data producer provides the data together with the metadata requested by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

CMDI metadata (<http://www.clarin.eu/cmdl>) is uploaded or created during the archiving process. This step is required in the uploading process, since data without metadata is technically not accepted in the system. The front-end of the archiving system includes software to assist the depositor in creating valid CMDI metadata using components and profiles stored in the Component Registry (<http://catalog.clarin.eu/ds/ComponentRegistry/>).

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

4. The data repository has an explicit mission in the area of digital archiving and promulgates it.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The mission of the Tübingen CLARIN-D Repository (<http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository.html>) is to ensure the availability and long-term preservation of resources in the field of Humanities and Social Sciences, to preserve the knowledge gained in research, to aid the transfer of knowledge into new contexts, and to integrate new methods and resources into university curricula.

This mission is supported by the infrastructure of the University of Tübingen and by the integration of the repository into the national and international CLARIN infrastructures.

As part of the CLARIN infrastructure, the repository is included in all promotional activities carried out at the national level of CLARIN-D as well as the European level of CLARIN.

The CLARIN-D center in Tübingen supports data from the Humanities and Social Sciences with a clear emphasis on language related material. This covers data especially from Linguistics, Psycholinguistics, Corpus Linguistics, Syntax, Semantics, Lexicography, etc.

Reviewer Entry

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Accept

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5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Neither the CLARIN-D resource center nor the repository run by it, are legal entities on their own. This also holds for the General and Computational Linguistics Department ("Seminar für Sprachwissenschaft", Sfs) where they are located. All are part of the University of Tübingen which is a legal entity - specifically, like all public German universities, "eine Körperschaft des öffentlichen Rechts", an institution governed under public law.

The repository is not a legal entity. Depositors must sign an agreement stating that IPR (Intellectual Property Rights) and privacy issues were respected during the data creation, and that they own all necessary rights required to deposit the data. In particular, data must be anonymized when applicable. Data depositors are responsible for compliance with all relevant national or international legal regulations. The depositor can choose to make the data publicly available, restrict access to academics via AAI (Authentication and Authorization Infrastructure), or to restrict access to individual users.

A model depositor's agreement is available at
(<http://www.sfs.uni-tuebingen.de/en/ascl/clarin-center/repository/agreements-and-guidelines.html>).

In case a violation of conditions is observed, steps will be taken to ensure that the data is not distributed until the issue can be resolved.

Reviewer Entry

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Accept

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6. The data repository applies documented processes and procedures for managing data storage.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The repository's preservation policy includes local and distributed backups, testing of reinstalling the repository from backup, and integrity tests of stored data. The repository and backups are located in dedicated computing centers with strict access control, and administrator access to the repository is limited to a small group of trained experts.

The Information, Communication, and Media Center (IKM) of the University of Tübingen is the central information center of the university. It is formed through cooperation between the university library (UB) and the university computing center (ZDV), and reports directly to the rectorate of the University of Tübingen. The computing center of the university provides all central IT-services, including data storage. Storage service is provided in cooperation with the Universities of Stuttgart and Hohenheim under the umbrella of a statewide concept for data. The repository makes use of this central infrastructure for backup and operating services.

Additionally, the repository uses the B2SAFE (<http://www.eudat.eu/b2safe>) service provided by the European Data Infrastructure project EUDAT (<http://eudat.eu/>) to replicate the data in a data center located in Garching, Germany, which is approximately 250 km away. This insures that disaster recovery will be possible even in a scenario where recovery is not possible from the local infrastructure. B2SAFE currently uses iRODS, a data management middleware, to enable implementation of data management policies. A B2SAFE backup is performed automatically on a weekly basis. Tests of recovery from backups have been performed during the evaluation of the system and have also been conducted during the implementation phase.

In order to maintain the integrity of archived data, checksums based on the MD5 algorithm are being calculated and the stored objects are assessed regularly. In addition, checksums are automatically computed each time a data stream is downloaded. Deviations are visible to the archive managers for taking immediate action.

Reviewer Entry

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Accept

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Comments:

7. The data repository has a plan for long-term preservation of its digital assets.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

CLARIN recommendations (<http://www.clarin.eu/recommendations>) for data formats and data encoding are selected with regard to their long-term usability. Data providers are encouraged to use recommended file formats and encodings. These formats are based on XML and similar standards, which reduces the risk of obsolescence, and minimizes the effort needed to upgrade data formats in the future.

The technical infrastructure is also selected for long-term maintenance and compliance to best practice. The machinery is ported to updated hardware as part of the maintenance cycle, the repository backend was selected by taking into account community uptake and maintenance as well as low technical requirements for extracting the resources from the system without additional and proprietary software. Long-term access is ensured by the hardware, open protocols, and organizational embedding in sustainable departmental structures of the university.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

8. Archiving takes place according to explicit work flows across the data life cycle.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The repository implements explicitly defined workflows described on our website for depositing (<http://www.sfs.uni-tuebingen.de/en/ascl/clarin-center/repository/depositing.html>) and accessing (<http://www.sfs.uni-tuebingen.de/en/ascl/clarin-center/repository/access.html>) data. The depositing workflow consists of packaging the resource, creating metadata, and a quality check of data and metadata including PID (Persistent Identifier) assignment. The access workflow includes options for restricting data access. Risk management is included in the workflow, which is implemented by the repository tool.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The data provider retains all intellectual property rights to their data. The depositor must grant distribution rights to the repository and choose an access model (public, academic, individual). Access models are provided by the repository and distribution rights are specified in the data provision contract at <http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository/agreements-and-guidelines.html>.

Enforcing licenses by data users in the case of misuse is conducted by the property rights owner.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

10. The data repository enables the users to discover and use the data and refer to them in a persistent way.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Data in the repository has persistent identifiers attached to them in order to allow for citing and persistently referring to the data. At the CLARIN centre in Tübingen the handle system via the European Persistent Identifier Consortium (EPIC) is being utilized.

Harvesting of metadata is possible via OAI-PMH. Search facilities are currently not provided by the repository itself. Instead CLARIN operates OAI-PMH harvesters that collect CMDI-metadata from all repositories run by CLARIN centers. The collected metadata is used in the back-end of web applications such as the VLO (<http://www.clarin.eu/vlo/>), which provide a central starting point when searching for resources in the CLARIN infrastructure. For some resources “deep search” is supported by the means of the CLARIN Federated Content Search (<http://weblicht.sfs.uni-tuebingen.de/Aggregator/>) interface.

The repository itself does not offer a persistent identifier service on its own but makes use of a common CLARIN PID service (<https://www.clarin.eu/files/pid-CLARIN-ShortGuide.pdf>) based on the handle system (<http://www.handle.net/>), in cooperation with the European Persistent Identifier Consortium (EPIC). The PID service is provided by the DWDG, as described in section 0. The usage of PIDs is mandatory for resources in CLARIN, thus all resources added to the repository may be referenced using PIDs. The PIDs are defined according to ISO 24619:2011.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

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11. The data repository ensures the integrity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The integrity and quality of digital objects are ensured by two processes: A manual at the time of ingest and an automatic one for constant monitoring of integrity.

Upon ingest an initial quality check and assessment of the provided data and metadata is being performed by the archive manager. This involves checking the consistency and validity of the metadata and the check of the data provided. Software tools support the archive manager in this process. The metadata is parsed for syntactic correctness and manually evaluated for completeness and soundness. The object data is tested for syntactic correctness if possible.

The integrity of the data is ensured by the version control in the Fedora-Commons backend. Metadata is a data stream within the digital object, and as such is version-controlled like object data. The system performs integrity checks of the individual data streams based on MD5 checksums. Problems and changes of files are reported to the archive manager for immediate action and restoring from backup if necessary.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

12. The data repository ensures the authenticity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Data archived in the repository is stored permanently after a quality assurance check by the data managers. The repository stores data but does not process or alter it in any way. Alterations of primary data is not allowed, but new versions of the data may be made available. New versions are assigned a version number and are stored in a separate data stream, which has an associated checksum which is automatically computed by the repository. In the rare case where a datastream needs to be updated, the previous versions are automatically maintained by a version control system built into the repository back end. Deleting a data stream is not possible using the common user interface. Metadata may be updated if need arises by the data depositor or the archive manager (e.g. to update contact information, addresses, or to add descriptions in other languages, etc). Changes to the repository may be made only by a limited number of authorized and trained data managers, ensuring the safety of both data and repository.

The primary data and the metadata are packaged together in one digital object, making sure that the digital object as such is autonomous.

The technical infrastructure and processes described here were implemented before the DSA was awarded for the first time. In the meantime the processes have been tested and evaluated and have been determined to be fully functional for the needs of our repository.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

With the use of the Fedora-Commons system and the defined workflow supported by the repository's interface, the repository aims to be as conformant to OAIS as possible. Provisions for the main functional entities described in OAIS are summarized as follows:

Ingest: Archive managers upload data into the system and assign a PID to the digital object. During the ingest process, CMDI metadata (ISO-CD 24622-1) appropriate for the type of resource must be created.

Archival Storage: The Fedora Commons system is used for permanently storing the data. Backups of the system are created and disaster recovery services are in place. The Fedora Commons built-in version control system is used.

Data management: The standard Fedora Commons tools, in combination with a custom administration application are used for data management. Metadata is distributed via the OAI-PMH protocol, supporting selective harvesting as well. Both the OAI-PMH supplied metadata and the Fedora Commons tools are used to report on the status of the data.

Administration: Using a local Authentication, Authorization and Access Infrastructure in Fedora Commons, data managers conduct administrative tasks. The hardware is securely stored in locations with highly restricted access.

Preservation Planning: A technology audit is used to evaluate the state of technology, long time efficiency and test migration procedures when new platforms become available. The migration tests are conducted routinely to different hardware even if the productive environment is not migrating. The cooperation with partner projects supports the preservation activities. The open format used by Fedora Commons guarantees the long-term accessibility of the data.

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Access: The digital objects are available for reading access via their PID for authorized users, based on the AAI infrastructure of the CLARIN Service Provider Federation and a local user management. The PIDs are available in the metadata, which can be harvested via OAI-PMH (e.g. by the VLO).

The technical infrastructure and processes described here were implemented before the DSA was awarded for the first time. In the meantime the processes have been tested and evaluated and have been determined to be fully functional for the needs of our repository.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

14. The data consumer complies with access regulations set by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

For all deposited data, data depositors need to specify an appropriate licence. Some resources have restricted access, which is also enforced by the repository system (public, academic, individuals). Independent of this access option, when downloading data from the repositories, data users are required to accept the responsibility to adhere to the licence of this resource. This is presented to and needs to be accepted by data consumers before access to data is possible. Please see the repository agreements and guidelines (<http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository/agreements-and-guidelines.html>) for more information.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Data providers need to make sure that IPR and personality rights are respected in their deposited data. They must also provide an appropriate end user license agreement at the time of deposit (see <http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository/agreements-and-guidelines.html>). Access to restricted resources (limited to academic use) is protected via Shibboleth and is only available to persons that are able to login through IDPs operated at institutions taking part in the DFN-AAI or similar AAI federations that are part of CLARIN.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

16. The data consumer respects the applicable licences of the data repository regarding the use of the data.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The system does not allow the integration of data into the repository without the specification of access criteria and without providing an appropriate licence. These license conditions are displayed to users and must be accepted when obtaining access to the data. Please see the repository agreements and guidelines (<http://www.sfs.uni-tuebingen.de/ascl/clarin-center/repository/agreements-and-guidelines.html>) for more information.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments: