

# HOW TO UPLOAD DATA FACT SHEETS TO BIBLIO?

## INTRODUCTION

Uploading a data fact sheet is a straightforward process. You should keep in mind though that adding additional files to Biblio records is preferably done at the same time as submitting the new publication to Biblio and not later. At this moment, it is not possible to add documents manually to an entry already published in Biblio. If you should encounter the situation that you want to add documents (like a data fact sheet) to an already existing record in Biblio, send these files to the Biblio team (see <https://biblio.ugent.be/contact>). If you do so, do not forget to mention to which record the files have to be added.

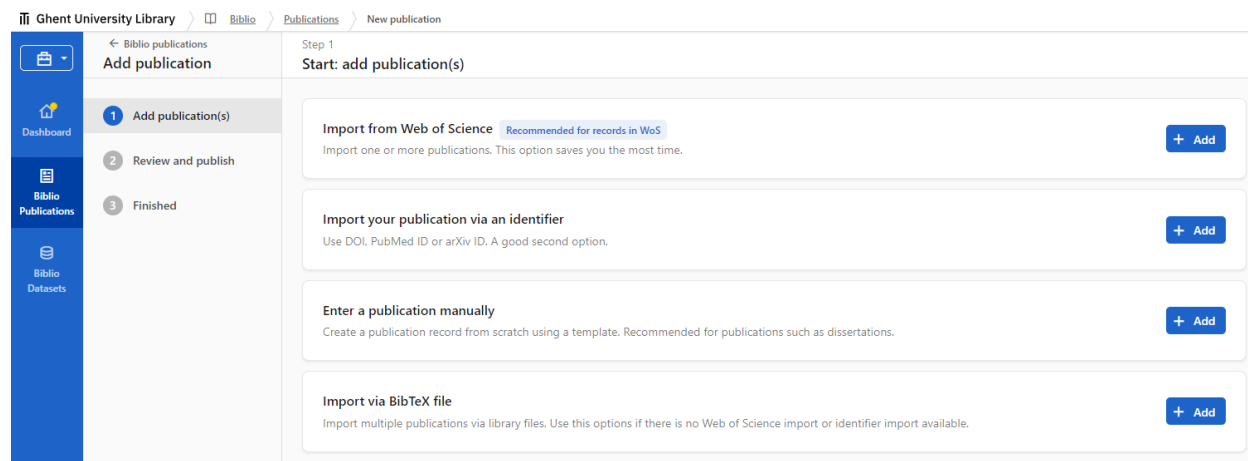
These are the steps you should take to add a data fact sheet to your Biblio record:

## STEP 1 – ADD PUBLICATION

Follow the [step-by-step guide](#) to register publications in [Biblio](#).

## STEP 2 – CHOOSE TYPE

Choose to add a publication manually.



The screenshot shows the 'Add publication' interface in the Biblio system. The breadcrumb trail at the top reads: Ghent University Library > Biblio > Publications > New publication. The main heading is 'Add publication' with a sub-heading 'Step 1 Start: add publication(s)'. On the left, a vertical navigation menu includes 'Dashboard', 'Biblio Publications', and 'Biblio Datasets'. The main content area lists four options, each with a '+ Add' button:

- Import from Web of Science** (Recommended for records in WoS): Import one or more publications. This option saves you the most time.
- Import your publication via an identifier**: Use DOI, PubMed ID or arXiv ID. A good second option.
- Enter a publication manually**: Create a publication record from scratch using a template. Recommended for publications such as dissertations.
- Import via BibTeX file**: Import multiple publications via library files. Use this options if there is no Web of Science import or identifier import available.

Select the publication type “Dissertation”.

The screenshot shows the 'Add publication' form in the Ghent University Library system. The form is titled 'Enter a publication manually' and is in 'Step 1'. The left sidebar shows the navigation menu with 'Biblio Publications' selected. The main content area is titled 'Choose publication type' and is divided into two sections: 'As author' and 'As editor'. Under 'As author', there are four options: 'Journal article', 'Book', 'Dissertation', and 'Miscellaneous'. Under 'As editor', there are two options: 'Book' and 'Issue'. Each option has a '+ Add' button next to it. The 'Dissertation' option is highlighted in the original image.

### STEP 3 – ENTER DETAILS

Complete the publication details as described in the [step-by-step guide](#) to register publications in [Biblio](#).

### STEP 4 – UPLOAD FILES

Go to the tab Full text & Files to upload the main file (e.g. pdf of your dissertation) and supplementary files (e.g the data fact sheets).

The screenshot shows the 'Complete Description' form in the Ghent University Library system. The form is titled 'Complete Description' and is in 'Step 2'. The left sidebar shows the navigation menu with 'Biblio Publications' selected. The main content area is titled 'Complete Description' and has a 'Complete Description' button in the top right corner. The form is divided into several tabs: 'Description', 'Full text & Files', 'People & Affiliations', 'Datasets', and 'Biblio Messages'. The 'Full text & Files' tab is selected. The form shows a message: 'Full texts are stored and made available in line with UGent's scholarly publishing policy. Other documents are handled according to the access levels and licences you indicate.' Below this message is a section titled 'Full text documents' with a dashed box for uploading files. The box contains the text 'Drag and drop or Upload file' and 'Maximum file size: 2 GB'. Below the box is the text 'Which document format or version should I use?' and 'No files'.

Once you have uploaded all the data fact sheet file, select the document type “Data fact sheet”.

Data fact sheets should be set to “open access”. Once you have done this, save your edits and finally publish your record to Biblio.

## Document details for file [REDACTED]

### Document type

Document type

Data fact sheet




### Who can access this document?

Access level 



Public access - Open access

 Recommended if legally possible

Your file will be immediately available to anyone. Select "Local access – UGent only" if you are unsure.



UGent access - Local access

Your file will be available to users within the UGent network only. Minimum expected by UGent policy.




Embargoed access

Use to switch access levels after a specified embargo period. UGent selects this by default to open up the author accepted manuscript (AAM) of journal articles published since 2023.



Private access - Closed access

Only the authors and Biblio staff can access your file. Others will see metadata only. Use by exception.

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