

Data Catalogue – How to find records of data

This guide outlines step-by-step how to find data in the University of Liverpool Data Catalogue.

What does the data catalogue provide?

The data catalogue provides two types of information:

1. Discovery and re-use information (aka metadata) to help you find relevant data sources.
2. Access to finalised research data themselves, if these have been uploaded.

You may find records that only have information *about* the data, alongside a link to those data held somewhere else; you may find records that have associated data that you can access immediately through the data catalogue; and you may find records that have associated data which can only be accessed by people meeting certain specific criteria.

What does the data catalogue not provide?

The data catalogue does not provide access to formal publications such as journal articles or books (see the [University Repository](#) for those kinds of research outputs). The data catalogue also does not provide access to “work-in-progress” data.

Searching the data catalogue

To begin, click the large “Find Data” button on the home page at <http://datacat.liverpool.ac.uk>:



This will drop you into the search screen. You can search via a range of options, such as Creators, titles of dataset, and collection descriptions. You can enter your search terms into just one of the search fields, or multiple ones at the same time (use the dropdown menu “Retrieved records must

fulfil:” to determine how the search will treat your terms). Additionally, at the top of the screen you can choose to browse for records by Year, Author or Division (i.e. by School of Institute).

Just leave the fields you don't want to search blank. You can also browse by [Year](#), [Author](#), or [Division](#). [Click here for a simple search.](#)

Search		Reset the form
Text Document Content:	all of <input type="text"/>	?
Creators:	all of <input type="text"/>	?
Title of dataset:	all of <input type="text"/>	?
Collection description:	all of <input type="text"/>	?
Date:	<input type="text"/>	?
Keywords:	all of <input type="text"/>	?
Divisions:	<ul style="list-style-type: none"> Faculty of Health and Life Sciences ...Clinical Research ...Institute of Aging and Chronic Disease ...Institute of Infection and Global Health ...Institute of Integrative Biology ...Institute of Learning and Teaching ...Institute of Psychology, Health and Society ...Institute of Translational Medicine ...Research and Knowledge Exchange ...Technology Directorate Faculty of Humanities and Social Sciences ...School of Histories, Languages and Cultures 	?
Retrieved records must fulfill:	all of these conditions <input type="text"/>	
Order the results:	by year (most recent first) <input type="text"/>	

To retrieve all the records linked to a particular School or Institute of the University, just select the appropriate name from the “Divisions” list.

If you require any further explanation of a particular search option, click the ? icon to the right of the option for help.

After clicking “Search” you will see a list of all the matching items:

- | | |
|----|---|
| 1. | Wolf, Martin (2015) Second test dataset . [Data Collection] |
| 2. | Wolf, Martin (2015) Test dataset . [Data Collection] |

Click on the name of the record you wish to see. You will then be presented with its full details (the screenshot below shows a test record).

Wolf, Martin (2015) *Second test dataset*. [Data Collection]

Collection description

This is another example of the creation of a metadata-only record for the purpose of testing record creation within the data catalogue

Keywords:	testing
Subjects:	Z Bibliography, Library Science, Information Resources > ZA Information resources > ZA4450 Databases
Divisions:	
Depositing User:	Martin Wolf
Date Deposited:	10 Apr 2015 08:02
Last Modified:	10 Apr 2015 13:50
DOI:	10.4124/rdm-dev.liv.ac.uk/88
URI:	http://rdm-dev.liv.ac.uk/id/eprint/88

[+ Additional details](#)

Available Files

No Files to display

If there are any available data files, they will be displayed in this section.

This is the DOI you can use when citing the data in your own work.

Further information is available by clicking the “Additional details” link.

Restricted data

Some of the datasets within the Data Catalogue can only be made available to certain categories of user, as set by the creators of the data. In cases such as this, the criteria you must meet in order to gain access to the data should be clearly outlined in the Additional details.

Please ensure that you meet these criteria before requesting access to these data. To do so, send an email to data@liverpool.ac.uk requesting access, providing a link to the Data Catalogue record and providing as much information as possible to prove your entitlement to access the data.