

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 “Search” button on the home page at <http://datacat.liverpool.ac.uk>:

University home > DataCat: The Research Data Catalogue

Welcome to DataCat: The Research Data Catalogue

A secure online environment for University of Liverpool Researchers to deposit, share and promote data and information.

Deposit
Log in to deposit your files or create a metadata record

Search
Search for data

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 fulfill:” 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"/>	?
Description:	all of <input type="text"/>	?
Date:	<input type="text"/>	?
Geography:	all of <input type="text"/>	?
Keywords:	all of <input type="text"/>	?
Divisions:	<div style="border: 1px solid #ccc; padding: 5px;"> Faculty of Health and Life Sciences Clinical Directorate Education Directorate Faculty Management Office Institute of Infection, Veterinary and Ecological Sciences Clinical Infection, Microbiology and Immunology Equine Clinical Science Evolution, Ecology and Behaviour Infection Biology and Microbiomes Institute of Infection, Veterinary and Ecological Sciences Livestock & One Health School of Veterinary Science </div>	?
Retrieved records must fulfill:	all of these conditions <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).

[University home](#) > DataCat: Test

Second test dataset

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

Data Catalogue DOI: [10.4124/rdm-dev.liv.ac.uk/88](https://doi.org/10.4124/rdm-dev.liv.ac.uk/88)

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

Description

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

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

Keywords:	testing
Subjects:	
Divisions:	
Depositing User:	Martin Wolf
Date Deposited:	10 Apr 2015 08:02
Last Modified:	10 Apr 2015 13:50
URI:	http://rdm-dev.liv.ac.uk/id/eprint/88

Available Files
No Files to display

Metadta Export

Dublin Core ▼

Export

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 rdm@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.