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Article 1

Opening provisions

- (1) The present instruction of the Director of the Centre of Polymer Systems of the University Institute of Tomas Bata University in Zlín ('CPS') defines the rules for the use for storing and publishing scientific datasets of the Zenodo Repository at CPS.

Article 2

Using the Repository

- (1) The Zenodo Repository is available on the website address: <https://zenodo.org/> (the 'Repository'). The Repository is used to store and publish the scientific data that often accompany scientific publications. Entering data into the Repository facilitates compliance with the FAIR principle as the data management plan is applied.
- (2) For the CPS, a person referred to as the Data Steward will be designated. The Data Steward shall coordinate and approve the records in the Repository as well as point out deficiencies in the records, if any. At the same time, the Data Steward shall monitor the current development of relevant legislation in the field of scientific data management.
- (3) An Implementer will be designated within each line of research to enter and manage scientific data in the Repository.
- (4) The Implementer shall be responsible for storing and publishing scientific data in the Repository within the line of research.

Article 3

- (1) The Implementer shall make the registration in the Repository as per instructions available at <https://knihovna.utb.cz/veda-a-vyzkum/nastroje/zenodo/zenodo-registrace/>.

- (2) The Implementer shall create an entry as per the instructions available at <https://knihovna.utb.cz/en/research-and-development/tools/zenodo/>. The entry must contain the following items:
- a. Type and name
 - b. Publication's date
 - c. Created by
 - d. Description
 - e. Source of funding (multiple sources may be indicated)
 - f. License
 - g. Keywords describing the data
 - h. Relationship/link, if any
- (3) All entries must be uploaded to the Tomas Bata University in Zlín (TBU) community.
- (4) To be published, the Repository entry must be approved by the Data Steward. The entry must be complete for approval.

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