

## eSango Terms of Use

### Description of Service

[eSango](#), is the research data repository, powered by Figshare, for the Cape Peninsula University of Technology (CPUT). It is solely meant to make accessible research data as per FAIR principles that is Findable, Accessible, Interoperable, and Reusable in support of Open Science. eSango forms part of [Figshare](#), a commercial software, with [Figshare terms and conditions](#), and which increase the accessibility of eSango items on a global platform.

### Definitions

**Repository:** eSango, the research data repository where CPUT collect, manage, store and publish CPUT research data.

**User:** Any individual or entity who view and/or download items in the Repository (eSango) as it is an open access platform. Users must abide by the licenses assigned to each item.

**Contributor/Depositor:** Are users affiliated with CPUT and who have CPUT login credentials, therefore staff members and registered postgraduate students who deposit research data in eSango for publication.

**Item:** A submission of items can contain files (datasets, documentation) and metadata or other information available in the Repository. Published items will have a Digital Object Identifier (DOI). An item can be made public, placed under embargo, given restricted access or provide metadata only.

### Conditions

- When a submission is made, the depositor confirms that the following policies are adhered to and that these Terms of Use do not exclude any terms or conditions in the following CPUT policies:
  - [Open Access Policy](#) (2013, reviewed and approved in 2021)
  - [Research Data Management Policy](#) (2013, reviewed and approved in 2021)
  - [Intellectual Property and Technology Innovations Policy](#) (2020, reviewed and approved in 2023)

- When a submission is made, the depositor confirms that the [CPUT Research Data Deposit Guidelines](#) have been consulted.

*For users:*

- Users must read the Terms of Use before using eSango and by using eSango, you are agreeing to these Terms of Use.
- Licences are selected by the depositor and users agree to abide by the licenses selected.
- Users must give proper attribution when using datasets in publications, presentations or other works by proper referencing and must add the full accessible DOI to the reference list. Click the “cite” button on the item landing page to view various citation styles.
- Users may not use the research data in any unethical manner.
- Users must avoid actions that could harm the Repository or its users/depositors.

*For depositors:*

- Depositors must read the Terms of Use before using eSango and by using eSango, you are agreeing to these Terms of Use.
- All depositors are required to complete a mandatory metadata form which includes title, author(s), categories, group, item type, keywords, description, licence and funding.
- Figshare and therefore, eSango, are continuously being developed to improve workflows and strengthen functionality with additionally updated metadata fields.
- Depositors must ensure that:
  - No dataset contains any confidential information.
  - No participant(s) are identifiable in the research data and must adhere to the provisions in the [Protection of Personal Information Act](#) (POPI Act, 4 of 2013).
  - Consult the CPUT Ethics Checklist that is part of the [CPUT Research Data Deposit Guidelines](#).
  - There is no offensive, defamatory, derogatory or any discrimination or the violation of rights of privacy within any submissions.
  - The research data do not contain any sensitive human data, and such data will be protected as per the agreement of the relevant ethics committee.
  - No fraudulent, misleading, false, breach of South African law or any disregard of good scientific conduct occur within any items submitted.
  - Datasets are submitted as per FAIR principles for reusability and therefore need to be in a reusable file format with clear documentation describing the data.
  - The research data submission adheres to funder requirements and add a relevant embargo or restricted access where it is required and in line with CPUT policies and/or funder agreements.
  - The submissions do not contain protected Intellectual Property (IP) research data intended for commercialisation purposes.
- All submissions will undergo a data submission review process and the eSango administrator will facilitate the review process. Items passing the review will be

published on eSango, items that did not pass the review will be returned to the depositor with comments to adjust for re-submission.

- CPUT may remove any published item without notice in cases where the above conditions were not adhered to.

#### *General:*

All published data in eSango will be preserved as part of the CPUT Preservation Plan in Arkivum, a commercial preservation solution, for long-term preservation purposes for at least 10 years.

## **Disclaimers and Limitation of Liability**

### *Disclaimers*

The Repository is provided "as is" without any warranties of any kind and as much as every effort is made to ensure a high quality of the research data, CPUT is not liable for possible errors that might occur.

### *Limitations of Liability*

CPUT is not liable for any damages arising from the use of the Repository or research data.

## **Changes to Terms of Use**

CPUT may update these Terms of Use at any time, therefore users and depositors should regularly review these.

## **Contact Information**

For questions or concerns about these Terms of Use, contact us at:

[CPUT Libraries](#), Scholarly Communication and Digitization Services.