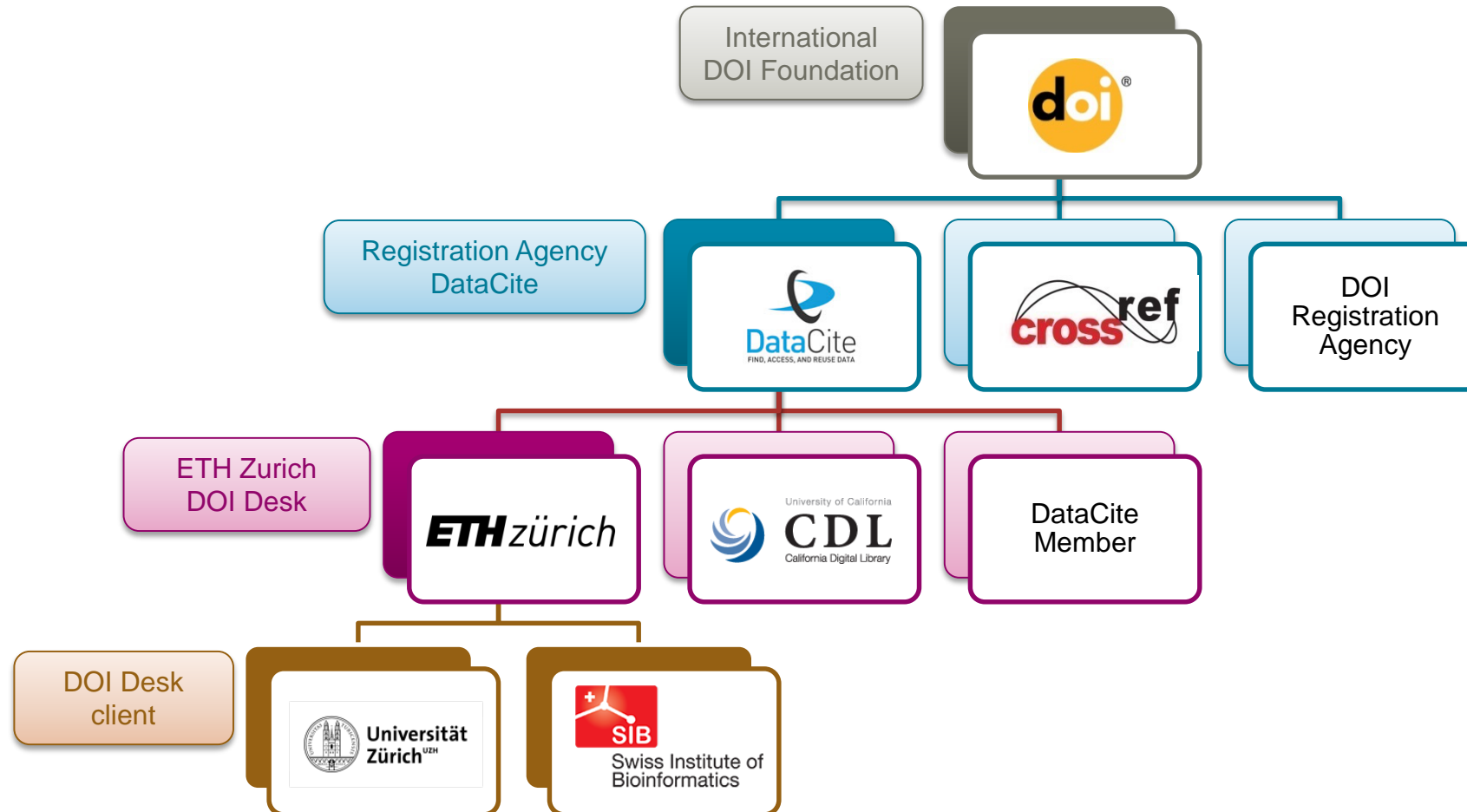




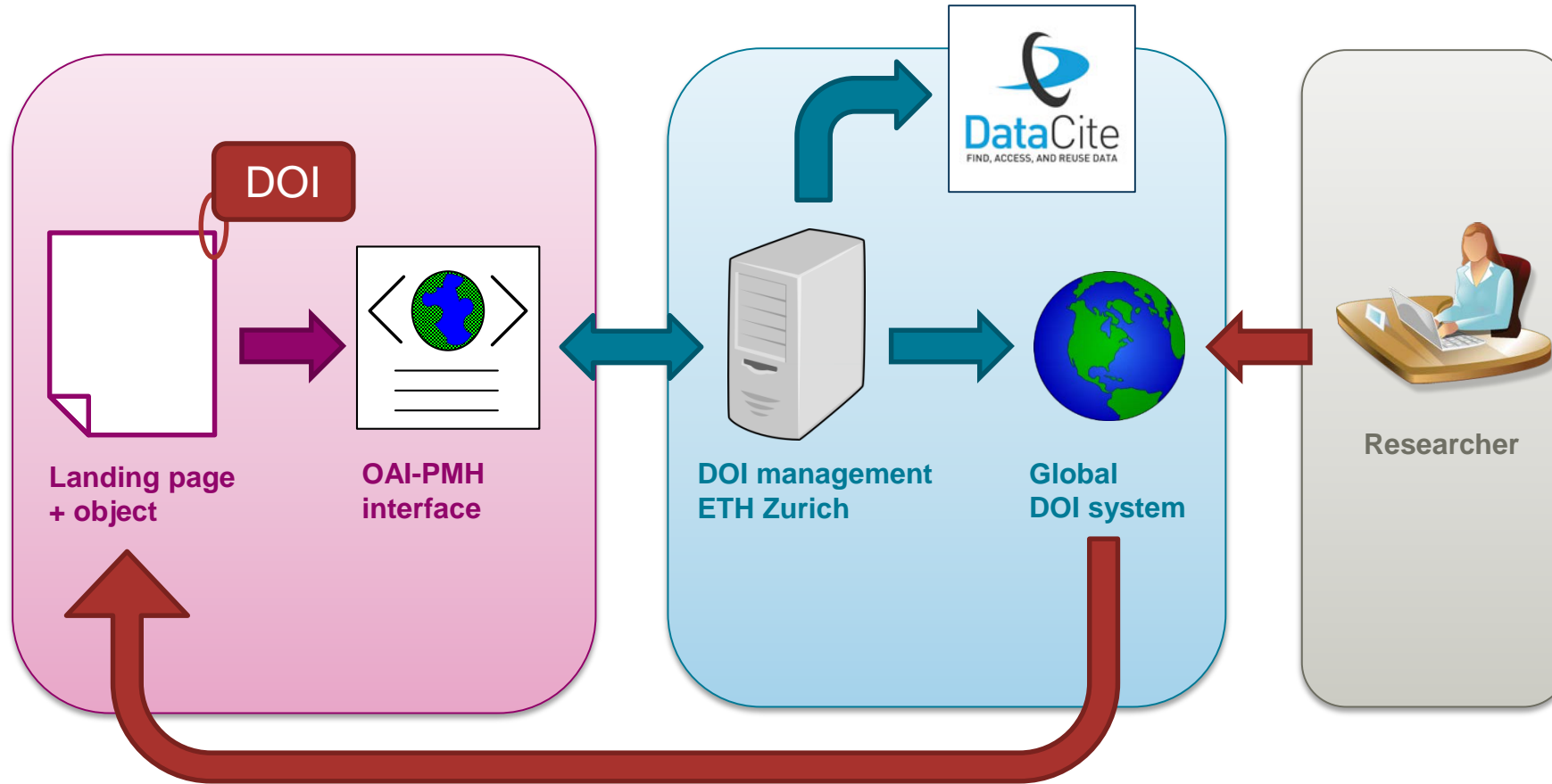
The ETH Zurich DOI Desk

A step-by-step guide to DOI registration

DOI system



DOI workflow I: automatic registration



DOI workflow I: automatic registration

1. Your publication service generates a **DOI name** for every new object according to specified rules.
2. You publish the necessary metadata on the object, incl. the DOI name, as an XML in Dublin Core Simple format on an **OAI server** or via **ATOM Feed**.
3. Once a day, the DOI Desk **harvests** your new or updated data.
4. A few minutes later, the data is in the **global DOI system** and your DOIs can be resolved.
5. The DOI Desk forwards the metadata on every DOI object to **DataCite**. This increases the visibility and discoverability of your objects.
6. Your administrator can observe and manage the process via a **web interface**.

```

- <record>
- <header>
  <identifier>oai:www.e-rara.ch/demusmu:147133</identifier>
  <timestamp>2010-03-11T09:01:22Z</timestamp>
  <setSpec>demusmu</setSpec>
</header>
- <metadata>
- <oai_dc:dc xsi:schemaLocation="http://purl.org/dc/elements/1.1/ http://www.openarchives.org/OAI/2.0/oai_dc.xsd">
  <dc:title>Sterne : Grundzüge der Astronomie der Fixsterne</dc:title>
  <dc:creator>Secchi, Angelo</dc:creator>
  <dc:subject>114057342-4 Stern</dc:subject>
  <dc:description>von Angelo Secchi</dc:description>
  <dc:publisher>Brockhaus</dc:publisher>
  <dc:date>1878</dc:date>
  <dc:type>text</dc:type>
  <dc:format>VI, 413 S., VIII z.T. gef. Bl</dc:format>
  <dc:format>Ill., graph. Darst., Kt</dc:format>
  <dc:identifier>48845043</dc:identifier>
  <dc:identifier>doi:10.3931/dmm-40</dc:identifier>
  <dc:identifier>http://www.e-rara.ch/demusmu/doi/10.3931/dmm-40</dc:identifier>
  <dc:language/>
</oai_dc:dc>
</metadata>
</record>

```

Figure: Example of an XML in Dublin Core Simple format.

DOI workflow II: manual registration

Clients who only wish to register a few DOIs per year have the option of registering via our web interface.

DOI Management (ETH Zurich)

Dashboard | DOIs | DOI Pools | Users | Reporting | Errors | Imports | Orders | Archive

Create DOI

DOI*:
URL*:
Created:
Modified:
Owner*:

MetaData

Titles*: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>	Descriptions: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/>
Creators*: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>	Types: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>
<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/>
Publishers*: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>	Formats: <input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Up"/> <input type="button" value="Down"/>

Manual registration procedure

- Log in at www.library.ethz.ch/en/doi-desk
- Create DOI
 - ✓ DOI name
 - ✓ URL address
- Enter metadata
 - ✓ Creator
 - ✓ Title
 - ✓ Publisher
 - ✓ Date
 - ✓ Type
 - ✓ Other
- Save DOI

Requirements for clients

- **Commitment to data persistence:** Clients are expected to maintain the objects that have been assigned DOIs and maintain the URLs associated with their DOIs.
- **Mandatory metadata:** Mandatory metadata is required in order to assign a DOI, and that metadata must be freely available.
- **Landing pages:** It is best practice to ensure all DOIs refer to a landing page that meets landing page requirements.
- **DOI syntax:** Clients must ensure the suffix they create for each DOI name is unique within their prefix.
- **Granularity and versioning:** Clients should decide the granularity of the data to which they are assigning DOI names and an appropriate method for versioning data.

DOI syntax

- Every DOI name is a unique series of alphanumerical characters and consists of two parts: the prefix and the suffix – separated by a forward slash.

10.1748/57334.dhfi.3849

- You are allocated the **prefix** by the ETH Zurich DOI Desk.
- You can establish the rules for the **suffix** yourself. If available, we recommend using an internal ID from your database or a sequential number. This guarantees the uniqueness of the suffix.

Allowed characters

Please only use the following characters in the suffix of your DOIs:

A – Z

a – z

0 – 9

: (colon)

. (dot)

- (dash)

_ (underscore)

/ (slash)

+ (plus)

Metadata for DOI registration

Mandatory fields

- ✓ Identifier (=DOI and Landing Page URL)
- ✓ Creator
- ✓ Title
- ✓ Publisher
- ✓ Date
- ✓ Type

Recommended fields

- ✓ Subject
- ✓ Contributor
- ✓ Description

Optional fields

- ✓ Language
- ✓ Format
- ✓ Rights

- The DOI Desk harvests the descriptive metadata on the DOI objects from its clients in the format **Dublin Core Simple**. Dublin Core is also the entry format for manual registration.
- The DOI Desk then automatically converts the data into the [DataCite Metadata Schema](#) and forwards it to [DataCite Search](#).
- As part of this metadata pool, the data can be used freely by third parties for integration in scientific search engines or the development of other services.

More information

DOI Registration Manual

<https://documentation.library.ethz.ch/x/EgBm>

Contact

The ETH Zurich DOI Desk is a service provided by ETH Library with technical support from ETH Zurich's IT Services.

We gladly offer you advice and support in introducing DOIs for your publication service.

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