



# Create a metadata item in figshare

## Introduction

Metadata-only items are for data/information which fulfil at least one of the following conditions:

- It is not practicable to digitise the data for publishing, (e.g., because there are physical samples).
- Data are of a sensitive nature (e.g., patient records).
- Data are not to be given an open-access licence (e.g., code for a project which is to be commercialised).

Reasons as to why you will not be publishing this data publicly must be given.

## Procedure

1. Using the **Create item** pane, select *Set as metadata record*
2. Fill out the *Reason for metadata* section with why data is not provided (e.g. data are of a sensitive nature, physical specimen, etc.). You can also include contact details: e.g. "For more information, please contact [Name] [email]."

Add Files  Link to external files  Set as metadata record

Reason for metadata (optional)

Physical specimens collected onsite at Brachina Gorge, South Australia. For more information, please contact Ann Researcher ann.researcher@adelaide.edu.au

3. Complete the metadata fields to create your item.
4. Save your changes and click on *Publish* to make your item publicly available. The published record will list the reason the data is not publicly available.

File(s) not publicly available

Reason: Physical specimens collected onsite at Brachina Gorge, South Australia. For more information, please contact Ann Researcher ann.researcher@adelaide.edu.au

Example 5

Physical Object posted on 2023-07-28, 14:26 authored by [Ann Researcher](#)

USAGE METRICS

1 views 0 downloads 0 citations

MINERALOGY AND CRYSTALLOGRAPHY

KEYWORDS

Minerals Flinders Ranges Brachina Gorge

LICENCE

CC BY

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For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>