Notebook ownership

The following ownership configurations are recommended:

# Research group leaders (including Lab Heads or Principal Investigators)

The Lab Head or Principal Investigator (or their designated representative) should own any notebooks used by their teams, for example:

1. Ownership of one shared notebook with other members of the lab team or research group being allocated own folders within the notebook, with shared access to folders as needed.

Access can be provided and user permissions set by the notebook’s owner or one of its administrators. See the LabArchives Knowledgebase for [step-by-step instructions on adding a new user](https://www.labarchives.com/labarchives-knowledge-base/6-04-user-management/).

OR

1. Each member of the lab team or research group has their own notebook, with all notebooks being owned by the Lab Head or PI.

As for option (a), access can be provided and user permissions set by the notebook’s owner or one of its administrators. Alternatively, each researcher can create their own notebook then transfer ownership to the Lab Head or PI. See the LabArchives Knowledgebase for [step-by-step instructions on transferring ownership of a notebook](https://www.labarchives.com/labarchives-knowledge-base/6-08-transferring-ownership-of-a-notebook/).

*Note: Collaborators who are not La Trobe researchers can be invited to use a notebook by its owner or one of its administrators.*

# Individual researchers

Ownership of own notebook(s). Depending on the researcher’s preference, a separate notebook might be used for each research project, or one notebook for all research data.

# Individual HDR and Honours students and their supervisors

Either the student or (one of) their supervisor(s) may own the notebook, as agreed between them.

## Support

For assistance with notebook ownership, contact the Director, Research Infrastructure or the Library's Research Team, or [ask for help from LabArchives directly](https://www.labarchives.com/support/#supportcontact).