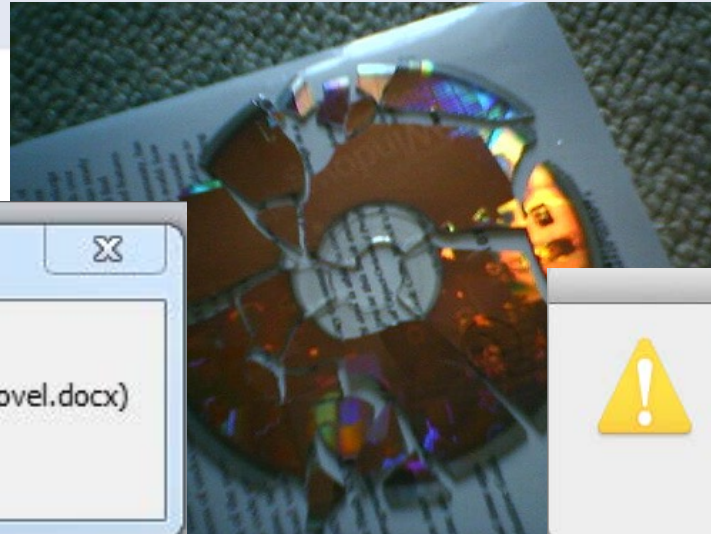


Why Should You Care about Managing Your Research?



Microsoft Word



This file could not be found.
(C:\Users\...\GreatAmericanNovel.docx)

OK

Help



The disk you inserted was not readable by
this computer.

Initialize...

Ignore

Eject

Sherry Lake and Bill Corey
Data Management Consulting Group
Research Data Services

Purdom Lindblad
Head of Graduate Programs
Scholars' Lab

Roadmap



- Goals of the Workshop
- Why are you here?
- What's your research materials?
- Review & Discuss data management case study
- What is Data Management and why should you care?

<https://www.facebook.com/charlottesvillevirginia> Photo Instagrammer ihugtrees05

Workshop Goals



Personal Collection: Sherry Lake

- Identify potential data management problems
- Learn what is meant by “Data Management”
- Why do you need to know about Data Management
- Generate interest to come to Part 2 next week (and bring friends)

Introductions

In groups

1. Introduce yourself
2. Talk about what research materials you have
3. What do you want to get out of this workshop?

Report back on 2 & 3

Case Study Discussion

- Watch “Recovering Eyebeam’s Archive” video. <http://vimeo.com/53849333>
- Generate list of types of materials that you work w/ and the risks associated with them (Individual)
- Groups – generate best practices for protecting those materials and/or the content
- Report back

How Research is Done



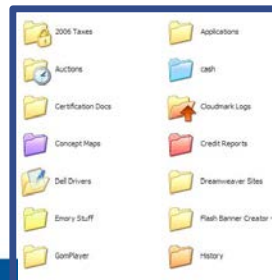
From Flickr by diylibrarian



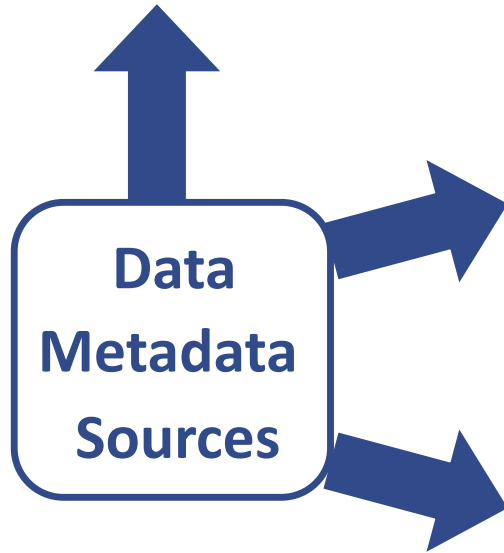
blog.order2disorder.com



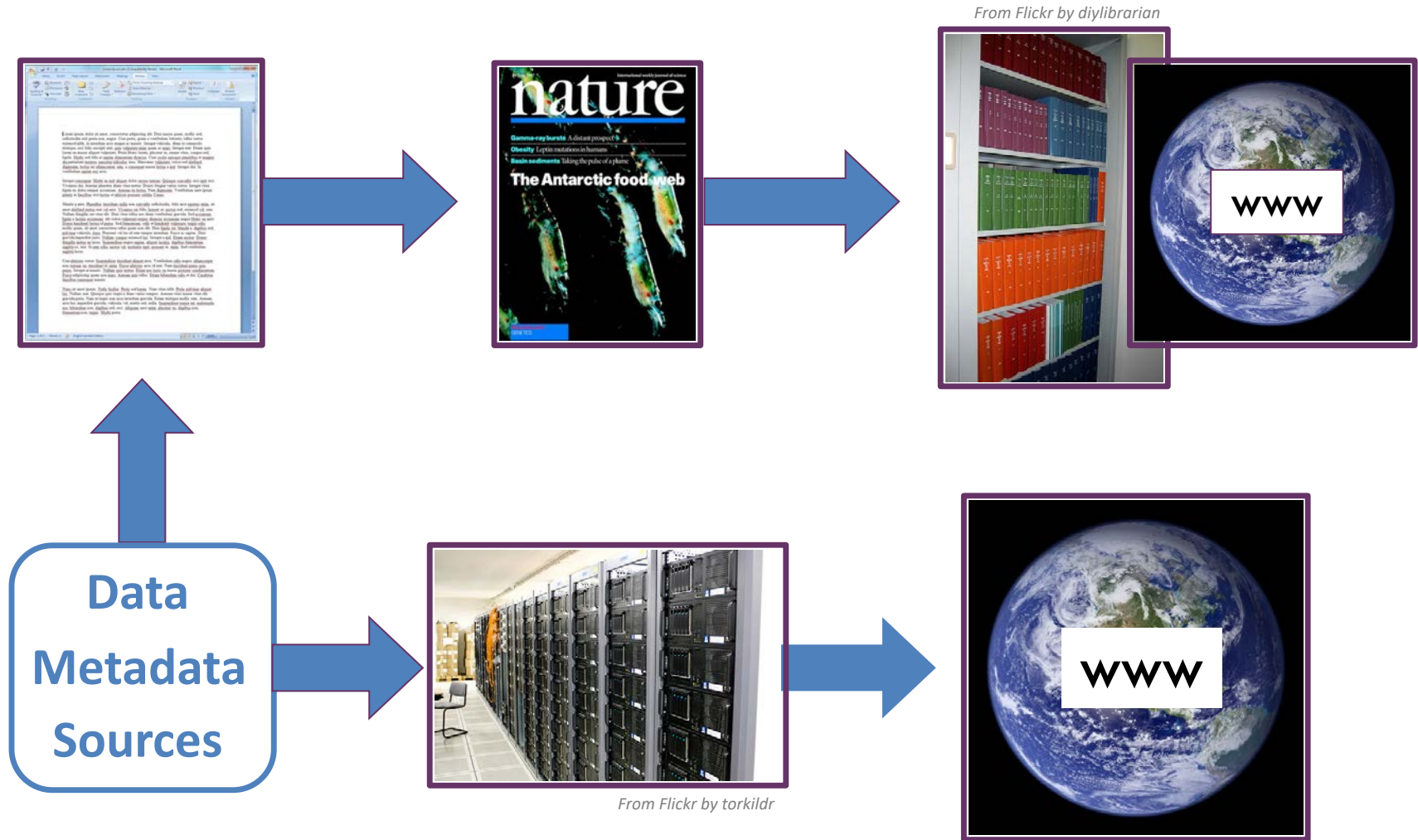
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From Flickr by csessums



How Research Should be Done



Who Cares about Data Sharing?



From Flickr by Redden-McAllister



From Flickr by AJC1



www.rba.gov.au

What do we mean by ...

Managing your research...

- Ensuring **physical integrity** of files and helping to preserve them
- Ensuring **safety of content** (data protection, ethics, morality, etc.)
- **Describing the data** (via metadata) and recording its history (**provenance**)
- Providing or enabling **appropriate access** at the right time, or restricting access, as appropriate
- **Transferring custody** at some point, and possibly destroying

(Good) Data Management...

...helps research to be:

Replicated and verified

Preserved for future use

Linked with other research products

Shared and reused

...helps researchers:

Meet funding requirements

Increase visibility of research

Save time and effort (avoid data loss)

Deal with an ever-increasing amount of data



The Foundation



From Flickr by Michael Tinkler

Who's Requiring Data Management?

Require a Data Management Plan (DMP)	Require Sharing of Results – per a Data Policy
<ul style="list-style-type: none">• National Endowment of Humanities – Office of Digital Humanities (NEH)• National Endowment for the Arts (NEA)• National Science Foundation• Institute of Museum and Library Services (IMLS)• National Institutes of Health• National Oceanographic and Atmospheric Research (NOAA)	<ul style="list-style-type: none">• Andrew W. Mellon• NASA• NEH – Preservation & Access• IES – Institute of Education Sciences• Wellcome Trust

This list is not inclusive.

Parts of a Data Management Plan

- I. **Roles & Responsibilities:** responsibilities regarding the management of your data will be delegated; including time allocations, project management of technical aspects, training requirements, and contributions of non-project staff--individuals should be named where possible.
- II. **Expected Data:** The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.
- III. **Period of Data Retention:** Explain the policies that may restrict the distribution of your data, and describe how you will make sure that access to data is made available in a timely manner.
- IV. **Data Formats and dissemination:** Explain of the format of your data and how that format will allow for fast and easy access to the data
- V. **Data Storage & Preservation of Access:** Describe your long-term strategy for storing, archiving and preserving the data from the research described in the proposal.

National Endowment for the Humanities Office of Digital Humanities

- Data Management Plan requirements aligned with NSF.
- Data Management Plan requirements and guidance based on the NSF-SBE: Social, Behavioral, and Economic Sciences Directorate.



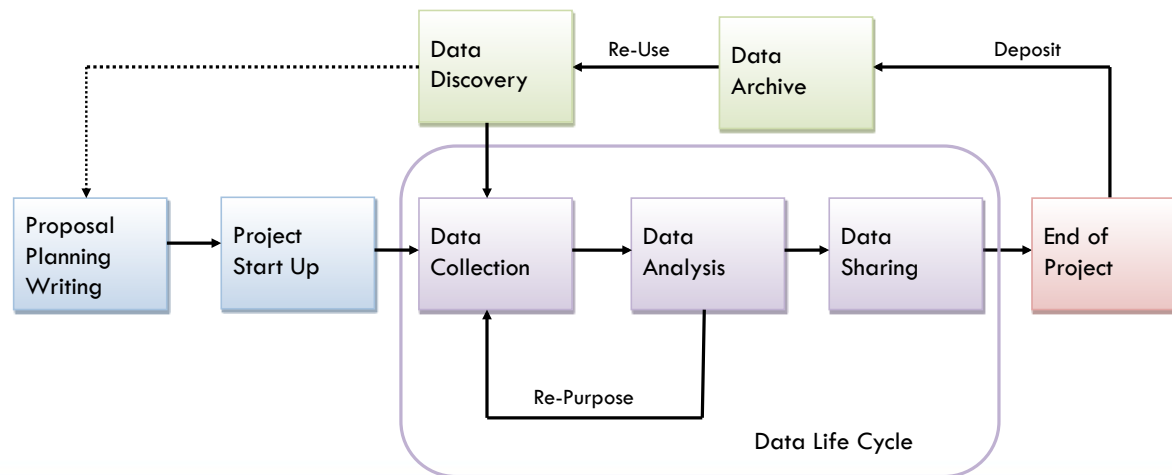
Digital Curation Guide

A community resource guide to data curation in the digital humanities

ABOUT Description, project history, sponsors, staff, and technical notes	EDITORS Meet our contributing editors	FAQ: DATA CURATION Common questions about data curation and its application in research	GLOSSARY Definitions of technical terms used in the Guide
INTRO	POLICY PRACTICE LAW	COLLECTIONS	
DIGITAL CLASSICS	<data representation>	STANDARDS	
Research Practices: Classics and "Digital Classics"	Data Representation	Standards	

Managing Data in the Data Life Cycle

- Choosing file formats
- File organization & naming conventions
- Version control
- Access control & security
- Backup & storage
- File format conversions
- Document all data details
- Sharing and preservation



Questions?

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<http://scholarslab.org>

Case Study Lessons

Kara Van Malssen, an expert who stepped up to help rescue the Eyebeam archives, and her colleagues performed triage, created a recovery plan, and lead the volunteer team that stabilized the collection. In April 2013 she published a case study on the recovery of the media: **Recovering the Collection, Establishing the Archive**

<http://www.avpreserve.com/wp-content/uploads/2013/05/RecoveringTheEyebeamCollection.pdf>

4 Preparedness Takeways

- **Storage:** avoid storing media in basements, near windows, directly under a roof, in direct sunlight, in leak-prone areas. Cool & dry is best.
- **Intellectual Control:** maintain an item-level inventory. Printed and digital copies.
- **Deaccessioning:** keep what you need. “Getting rid of items can be a challenge. Spending time after a disaster, cleaning things that don’t need to be, is an even bigger one”
- **Labeling:** multi-part media such as video, audio and data tape should have labels on all parts.