

Data Management Plan

Expected Data, Formats and Dissemination

All data is intended to be open to anyone registered on the website. The format and dissemination of specific data types is shown in the table below.

Type of Data	Data Formats	Dissemination
Documentation on website of 100 Heritage Sites. Documentation consists of: Name and description of site Type History of site Geographic location Current condition Potential threats to site Digital images Digital images for 3D modeling 3D models derived from above images Architectural Characteristics Diagrams and Historical Records Cultural Narratives	Image files in JPEG or PNG format. Geospatial data for point and polygon geometry in standards compliant formats (JSON, WKT, KML). 3D Model files in standards compliant formats (U3D, OBJ) Audio and video files (MP3, MPEG)	Website will enable downloads under the Creatives Commons Attribution-NonCommercial-ShareAlike 3.0 Unported (CC BY-NC-SA 3.0) license. Any registered user can download data. Documentation is available after review and publication of recorded data by project team soon after recording by volunteers.
Documentation Statistics	Statistics of number of users, locations of users, number of accesses, number of entities recorded, will be available as online reports	Users with appropriate permissions will be able to view online reports. Summarized statistics will presented in the White Paper and Final Report
Website software and configurations	Website configuration is based on Drupal open source software, specific add-on modules, project specific configurations and modules. Drupal is based on PHP, CSS, and MySQL.	Project specific Drupal configuration and database will upload to gitHub at the end of the grant period. gitHub is publicly accessible.
Digital Collections (selected and curated images and text)	CONTENTdm software is the system platform. All the metadata will be Dublin Core based to insure interoperability among different systems.	Digital Collections are accessible by the public at the USF website. Collection records are also contributed to WorldCat, a global catalog of library collections.
Workshop Handouts and Workshop Survey Results	PDF format	Public project website.
White Paper	PDF format	Public project and departmental websites.
Final Report to NEH	PDF format	Public project and departmental websites.

Note:

The geographic location data is in the form of point or polygon geometries, and its attributes of associated entities in the documentation for a heritage site is not available in the Geospatial One-Stop (GOS) Portal⁸. The geospatial data on the project website will be compliant with the ISO 19107 standard as specified in Geographic Information Framework Data Content Standard, Part 0: Base document (FGDC-STD-014.0-2008) of the Federal Geographic Data Committee (FGDC). ISO 19017 is also consistent with the proposed Cultural Resource Geospatial Data Content Standard of FDGC.

Preservation of Access

Heritage site documentation is recorded, stored and disseminated on the project website. The website will be maintained within the University of San Francisco Information Technology infrastructure. The base code and database for the website will be freely available and stored on gitHub.

Data Storage and Retention

All recorded data will be permanently retained after the completion of the grant period. The project website and all recorded data will persist at University of San Francisco after the startup period.

Gleeson Library Digital Collections utilizes OCLC's CONTENTdm hosting services, with daily backups of hosted data, 24/7 monitoring of all system and automated website site availability checks (Further details about OCLC's data policy could be found at <http://www.oclc.org/policies/security.en.html>). In addition, Gleeson Library keeps two copies of every digital master file on separate external disk drives and validates the files every semester to identify and replace failed disk. The Gleeson Library Digital Collections is committed to preserve all its digital collections for posterity.

⁸ <http://geo.data.gov/geoportal/catalog/main/home.page>