

Data Management Plan

The OhioLINK Digital Resources Commons (DRC) is a statewide digital repository that seeks to enhance the scholarly communication of our academic communities in a secure environment. The first digital items were added to the DRC in 2007 and collections have been building since that time.

These data management requirements are modeled on NSF Data Management guide (http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#dmp):

- 1) The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.
 - a. From the OhioLINK DRC webpage: "The Ohio Digital Resource Commons supports virtually all types and quantities of content including documents, such as articles, preprints, working papers, technical reports, conference papers, theses, dissertations, images and data sets. It also supports a virtually unlimited variety of digital file types and formats including audio, video, streaming video, multimedia presentations, animations, simulations, learning objects and Web pages. A large storage area network allows for virtually unlimited storage space."
 - i. The project will generate reports and documents from the workshops; software specification documentation; software code; and videotaped material. All of these should be in born digital formats. If there are current documents or items produced that are not in digital format, the Project Manager Gwen Evans or the Project Advisor John Millard can digitize them using scanning or photography equipment available at either Bowling Green State University or Miami University. If specialty requirements for digitization arise beyond these, the project can draw on the entire network of library digitization experts at OhioLINK, as well as relying on OH-TECH expertise. The DRC uses DSpace, freely available and accessible software, to preserve and provide access to the variety of formats that can be uploaded into the collection.
- 2) The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).
 - a. The DRC uses a widely adopted schema for metadata elements, Dublin Core. The Dublin Core standard is a simple yet customizable schema used internationally across many disciplines. Each collection can have customized metadata that is as simple or as complex as needed. Librarians and digitization specialists work with individuals and groups to establish a mutually agreeable schema. More information about Dublin Core can be found at <http://dublincore.org/>.

- 3) Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements

AND

- 4) Policies and provisions for re-use, re-distribution, and for the production of derivatives.
 - a. No confidential, private, or secure information is expected to be generated in the process of this project. Since the underlying premise of the project is to create a replicable process by which to create open source tools for open access collections, the actual products of the design and build workshops will be released under the appropriate Creative Commons or GPL licenses for the format of the data (documents, video, software). Work products will be deposited in the Digital Resource Commons to ensure enduring access under these licenses.

The DRC is structured so intellectual property rights can be assigned when items are submitted and allows for customization of rights statements. In addition, the DRC is designed to work with the Creative Commons and it is easy for submitters to grant a creative commons license. A creative commons license allows the author(s)/contributor(s) to maintain copyright privileges. The license allows others to use (copy, distribute, etc.) the work with the proper credit and attribution. More information about the Creative Commons license can be found at:

<http://creativecommons.org/choose/>.

- i. Lawful statements of rights may also be recorded in the metadata. From the DRC FAQ page: "In accepting content for the Ohio Digital Resource Commons, OhioLINK only obtains a non-exclusive right to make the content available for personal, research and educational purposes to the chosen user access level. Ownership of the content remains with the institution or contributor as determined locally. Choosing a copyright license is quick and simple, as authors can specify a Creative Commons license when contributing an item to the DRC."
- 5) Plans for archiving data, samples, and other research products, and for preservation of access to them.
 - a. The project will have skilled members of OhioLINK Digital Resource Commons (the DRMC liaisons) who can develop appropriate metadata fields, create high-quality scanned and photographed material, and assist with uploading and accessing the data and documents. The DRC is maintained by the Ohio Board of Regents as part of OhioLINK. It is built on the State of Ohio's Higher Education Shared Infrastructure in a private cloud provided by OARnet (The Ohio Academic Resource Network, see <http://www.oar.net/>). The Shared Infrastructure is backed up off-site at a level one data center. More information about the Shared Infrastructure can be had at <http://www.oar.net/services/>. Objects and metadata can be exported to other systems if needed.

6) Some examples of current collections:

- a. University of Cincinnati Digital Resource Commons
<http://drc.libraries.uc.edu/handle/2374.UC/6>
- b. Ohio Wesleyan University
<http://drc.owu.edu/handle/2374.OWES/1089>
- c. Miami University's Scholarly Commons
<http://sc.lib.muohio.edu/>
- d. Oberlin College Library Digital Resource Commons
<http://drc.oberlin.edu/>