

Picturing Urban Renewal

Data Management Plan

Roles and Responsibilities. PI David Hochfelder will have overall responsibility for implementing and managing the data management plan, in consultation with digital librarians Mark Wolfe and Greg Wiedeman of the University at Albany Libraries' M.E. Grenander Department of Special Collections and Archives.

Expected Data. We anticipate generating images, GIS, descriptive metadata, and a website.

- Digitized photographs.
- Data pertaining to Historical GIS. This includes geographical coordinates for maps, property parcels, and photographs; shapefiles; and map layers created for data visualization purposes.
- Metadata. This includes information about photographs, oral history interviews, and other assets collected for this project.
- Interactive website. This consists of the map layers and metadata presented to the public through an online web application

Data Capture. The interactive website will be crawled and preserved as Web Archives using both the Internet Archive's Archive-It service and Webrecorder under the supervision of the M.E. Grenander Department of Special Collections and Archives. The captured site will be disseminated through the UAlbany's Archive-It page as well at the Internet Archive's public Wayback Machine, ensuring long-term public access. Master files for the Web Archives captures will be preserved as ISO-compliant WARC files. We will store all data at multiple redundant sites, including a University at Albany server that is backed up daily, Dropbox cloud storage, and a public Github repository. Finally, for long term preservation all metadata and GIS data created during the project as well as the master WARC files will be deposited with the M.E. Grenander Department of Special Collections and Archives. Digitized photographs will be given back to the originating repositories with identifier links in accordance with professional archival standards.

Metadata. In all cases, we will conform to Dublin Core or New York State Archives standards. At a minimum, metadata for each photograph will include a unique identifier, title, subject, description, source, format, scanner capture settings, creator, date photographed, date digitized, street and address location, geographic coordinates, and rights-holder. Metadata will be linked to digital photographs via the unique identifier, and to GIS data through geographic coordinates. In addition, New York State Archives photographs scanned by project photographer Mike Wren will have additional technical metadata as requested by Archives staff, including data pertinent to the scanning process.

Legal Policy. We have obtained non-exclusive, irrevocable, worldwide, and royalty-free permission for all photographs and other materials used in this project, including the right to publish them in print and online. Photographs and other material held at the New York State Archives are already in the public domain. Organizations and individuals who have contributed photographs and other assets to this project will retain their copyright and other intellectual property rights. The Picturing Urban Renewal website will employ a Creative Commons "Attribution—ShareAlike" license, similar to that used by Wikipedia.

Period of Data Retention. The M.E. Grenander Department of Special Collections and Archives is committed to ensuring long term access to the GIS Data, metadata, and Web Archives captures generated for this project.

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Access, Sharing, and Reuse. All data generated from this project will be made available for download from a public Github repository or by contacting the project director. Long term access will be ensured by the M.E. Grenander Department of Special Collections and Archives, using web servers managed by the University's Tier III data center. No additional permissions will be required to download or reuse data. However, organizations and individuals who have provided photographs or other assets still retain their full intellectual property rights over these materials.