

## **Data Management Plan—Lane Community College NEH Digital Humanities Start-Up Grant**

### **Expected Data**

This project will produce a specific series of products, outlined below, and will establish collaborative mechanisms for the digital humanities community to collectively connect and curate. Products, outcomes, and data will include:

<b>COMMUNITY OF PRACTICE</b>	A) Membership will be open to all faculty, administrators and independent scholars interested in digital humanities in a community college context. Members are invited to contribute through forums and pages.
<b>WEBSITES</b>	A) Wiki B) Blog
<b>DIGITAL FILES</b>	B) Curriculum C) Video
<b>FORMS, SURVEYS &amp; REPORTS</b>	A) Survey Data: Survey questions and results from approximately 100 colleges will be collected, analyzed and distributed. B) White Paper :

### **Data Format and Metadata Standards**

By nature of the project, all data will be openly documented, shared and distributed via the Internet. All data will be maintained in a format that is easily accessible to all interested parties including content creators, administration, faculty, students, industry partners and grant evaluators. Files generated will be accessible, editable, adaptable and portable in order to maximize digital shelf-life. Standard document formats will be used: MSOFFICE, PDF, JPEG, MP3 (audio), MP4 (video), HTML, FLA (flash), XML, .CSV. A series of web publishing and online community systems will also be leveraged, including WordPress, YouTube, and Zotero. The project will follow standard XHTML and HTML guidelines as set by the W3C's Interaction Domain ([www.w3.org](http://www.w3.org)) along with industry 'best practices' for <meta> tags and searchability via Google, yahoo, msn or other web spiders.

### **Policies for access and sharing and provisions for appropriate protection/privacy**

Website is open access; contributors will share their work via Creative Commons license. (CC BY-NC-SA).

### **Policies and provisions for re-use, re-distribution**

As stated above, we anticipate the majority of the DH@theCC project-generated materials to be identified as "open-source" (commonly referred to as Attribution-ShareAlike or CC BY-SA) however, data made available via private means (private websites, marked confidential, private or read-only, email) is provided to the user AS IS for their information and personal and business use only and may not be used, copied, reproduced, distributed, transmitted, broadcast, displayed, sold, licensed, or otherwise exploited for any other purposes whatsoever without the prior written consent of the respective owners of such data.

### **Plans for archiving and preservation of access**

During the project, all distributed materials will be stored digitally in at least two separate locations as well as in hard copy (if possible). Daily backups and off-site backups of all server based data will be implemented and continued through the end of life of the project. Both digital and hard copy materials will be organized in a manner yet to be determined. Lane Community College Archives is the official repository of records for Lane Community College. The Archives identifies, collects, and preserves

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materials and ensures that college records with historical or enduring value are available for research and reference.

The project anticipates retaining the data in perpetuity but the lifespan of the generated materials is unknown. It is expected that a percentage of the data generated will be 'junk' or digital trash needing removal before the end of the project to minimize costs and maintain access and data availability. While we cannot anticipate what changes could occur to technological standards or practices, we are reasonably confident that we will be able to update data formats as the need arises. If there is data that is deemed 'invaluable' during the project evaluation period, a digital archive of that data will be created and offered to partners and or educational institutions for storage and or continued distribution.

Any issues relating to data management that are not directly addressed the foregoing sections will be handled in accordance with NEH policies and procedures along with any other applicable content area policies and all state and federal statutes governing intellectual property matters.