

## 7. Data Management Plan

The Mobile Museum Initiative will generate three different types of data. First, the project will generate meeting records, proposals, and administrative records associated with the project. Second, the project will generate raw data associated with the proposed visitor studies. Third, the project will generate software code. Each of these materials will be organized, managed, shared, and stored in a different fashion, respecting common practices in each area.

The project will generate administrative records. Administrative Records include emails, correspondence, meeting notes, and other communications. These administrative records will become the basis for a published project white paper. The raw materials of those meetings will be printed and retained for a period of five years beyond the finish date of the proposal, in accordance with the Ohio Revised Code, Section 149.33. Eventually, those papers, along with the white paper will be archived at Cleveland State University, in a publicly accessible archive. The White Paper will be archived in the digital BePress installation of the library and immediately available upon publication.

Data collected during visitor studies will likely include ethnographic data, interviews, observations of user behavior, and data collected electronically via the proposed mobile application. Project raw data will be collated retained for a period of five years beyond the finish date of the proposal, in accordance with the Ohio Revised Code, Section 149.33. At the end of the project period, this raw data will be archived at Cleveland State University, in a publicly accessible archive.

Any material available in quantitative form will be included in this database via a printed version of the electronic database. Permission forms will be used in collecting interview and ethnographic data. No personal identifying information will be included but demographic information (age, income levels, education, etc.) will be collected. These permissions will be retained along with other data collected. All of this information, and an electronic version of all database files, will be retained by Professor Mark Tebeau for a period of five years. After that all these materials will be archived in accordance with the Ohio Revised Code, Section 149.33.

We will create an electronic database of quantitative materials, the format of which will be determined by the project team at the commencement of the project. We will make an archive version of the file will be available in widely used file format. This data will be publicly available upon request after it has been compiled into electronic format. Eventually, these materials and an resulting publications, along with the white paper will be archived at Cleveland State University, in a publicly accessible archive. The White Paper will be archived in the digital BePress installation of the library and immediately available upon publication.

This project will generate software code, associated with the proposed Curatescape Museums framework. Curatescape Museums will include code written in both json and html5 for deployment on the web and on mobile smartphones. This code is the intellectual property of Dr. Mark Tebeau. It will be published as smartphone applications that are hosted by the Center for Public History + Digital Humanities. The Curatescape software code may be shared with partner organizations under development partnerships. At present, however, there are no plans to make this code publicly available.

By contrast, those aspects of the Curatescape framework that operate within the open-source Omeka infrastructure will be made publicly available. All code elements of the project associated with the Omeka side of the framework, such as mobile themes and plug-ins, will be publicly available though GitHub (as Curatescape currently is.) These will be preserved on a hosted server that is backed up daily. After five years, these coding materials will be retained in electronic for, in accordance with the Ohio

Revised Code, Section 149.33. At the end of the project period, this code will be archived at Cleveland State University, in their original format, which will be publicly accessible by request.

Responsibility for data management during the project period rests with Dr. Mark Tebeau, the project director. At the end of the project period, Dr. Tebeau will pass the materials along to the Cleveland State University Library, which will make the appropriate archival arrangements. At that point, the materials will become the property of the Cleveland State University Library, which will provide appropriate citation information to users. Curatescape software code will remain in possession of intellectual property holder Dr. Mark Tebeau for an indeterminate period. All code associated with the open-source Omeka software will be made publicly available on the Internet through the Omeka ecosystem or GitHub. Electronic versions will also be passed along to the Cleveland State University Libraries.

The Cleveland State University Library archives materials in multiple places, depending on the particular collection. Print materials will be maintained by the library in long-term storage. Electronic materials and publications will be published within the University's BePress or ContentDM systems. Software code will be housed on servers, updated daily, and referenced through print and digital catalog. Direct downloading of materials may not be possible for electronic materials, such as software code. The rest of the material will be downloadable directly.

Finally, Ohio Historical Society will also retain a copy of the raw files associated with the project's visitor study research, which will become part of their administrative archive. Also, OHS will place a copy of white papers and other reports generated by the project into its print and digital archives.