

SAMPLE DATA MANAGEMENT PLAN 1

IIT Libraries provide a robust data repository as part of IIT's Institutional Repository. The repository is housed on the D-Space platform; developed by MIT, DSpace is the most widely used institutional repository software in the world. The libraries also provide expertise in the application of metadata and management of digital collections in the form of a Metadata and Digitization Librarian. Likewise, IIT's Systems Librarian provides systems administration, support, and technical maintenance and backup for share.iit.

- 1. List the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.*
- 2. List 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), for example:*

Datasets

Datasets generated by this project will be deposited in share.iit in standard, non-proprietary file formats to facilitate both data sharing and long-term preservation. Such file formats include: _____. IIT Libraries will be responsible for reviewing all data submissions to ensure that they are in acceptable file formats. Datasets and documents in these formats will be reformatted in the future as older file formats become obsolete. Datasets in other formats may be deposited as supplemental files, especially in cases where proprietary file formats are supported by widely used data recording or collection tools or data analysis software. These unsupported formats will not be reformatted by IIT Libraries.

Metadata

Share.iit uses a fully qualified Dublin Core metadata schema to describe datasets. Each dataset deposited in share.iit will be accompanied by required metadata fields, such as investigator name(s), measurement method and instrumentation, measurement precision and accuracy estimates, etc. IIT Libraries will be responsible for reviewing all metadata for consistency and adherence to the repository's metadata standards.

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

All data created during the course of this project will be made freely available in share.iit, subject to the institutional policies for the disclosure of patents as described in the IIT faculty handbook, within 90 days after the completion of the project. Data relating to patentable devices will be subject to review by the office of technology transfer before being released to share.iit. Any and all data relating to human subjects research will be reviewed by the principal investigator to ensure confidentiality and privacy before being released to share.iit.

- 4. Policies and provisions for re-use, re-distribution, and the production of derivatives.*

All datasets created during the course of this project and deposited in share.iit will be licensed under the following Creative Commons license agreement:
(select a license from <http://creativecommons.org/licenses/>).

5. Plans for archiving data, samples, and other research products, and for preservation of access to them, for example:

One of the attributes of a trusted digital repository is organizational viability. The long-term preservation of digital objects in share.iit is the responsibility of the IIT Libraries. If, for any reason, the library should discontinue its support of share.iit, one of the following options will occur:

- ⤴ A different department or entity within IIT will assume responsibility for share.iit, or,
- ⤴ The contents will be returned to the depositor(s) in an agreed upon manner, or,
- ⤴ A partner digital archive program outside of IIT will be identified and asked to assume responsibility for the content.

At the time of transfer, the library will ensure that the transfer media and dissemination format will be relevant and compatible with current best practices and standards.

As the digital preservation community evolves in its understanding of digital repositories, Galvin Library will modify its succession plans so as to continue in its role as a trusted digital repository.