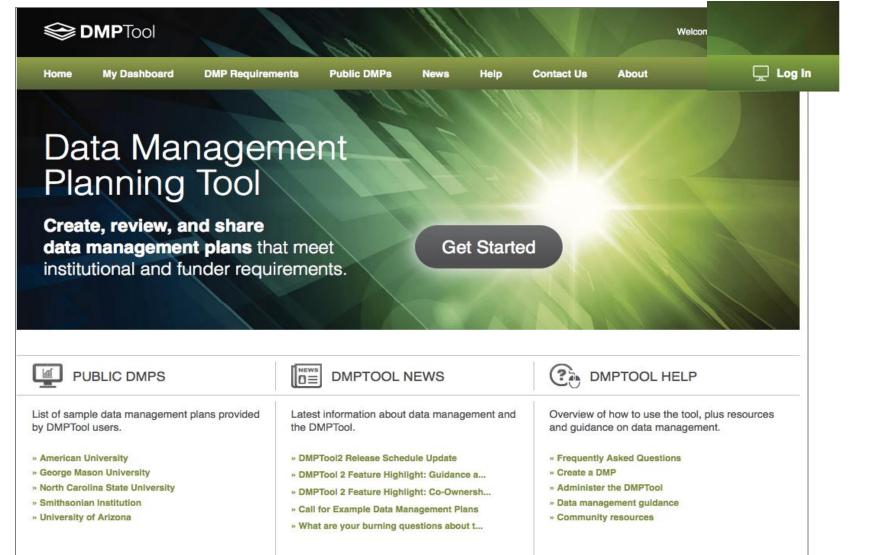
# Data Management Plans & The DMPTool Exercise

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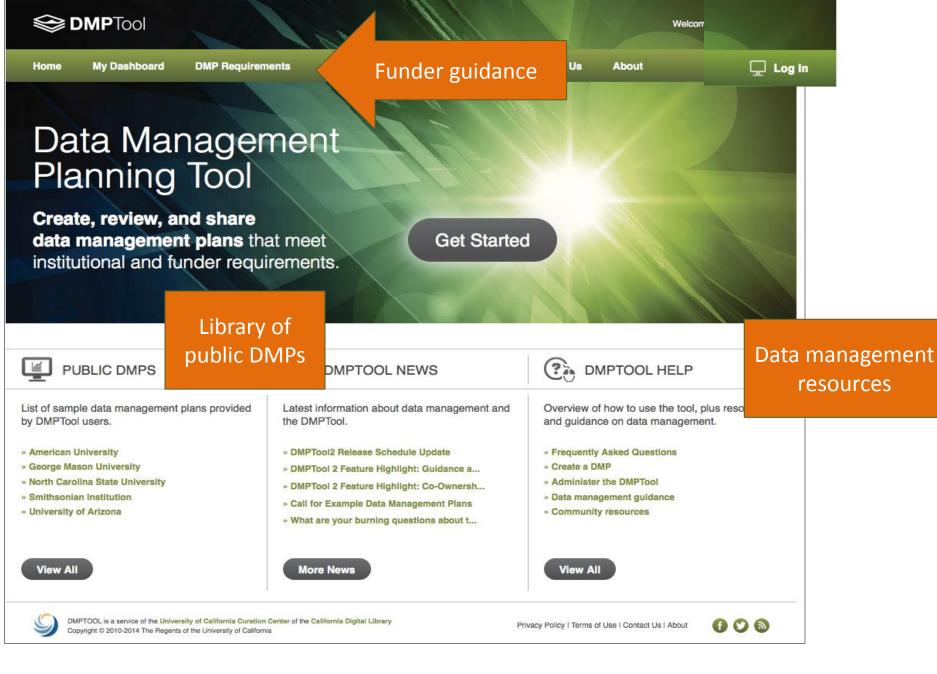
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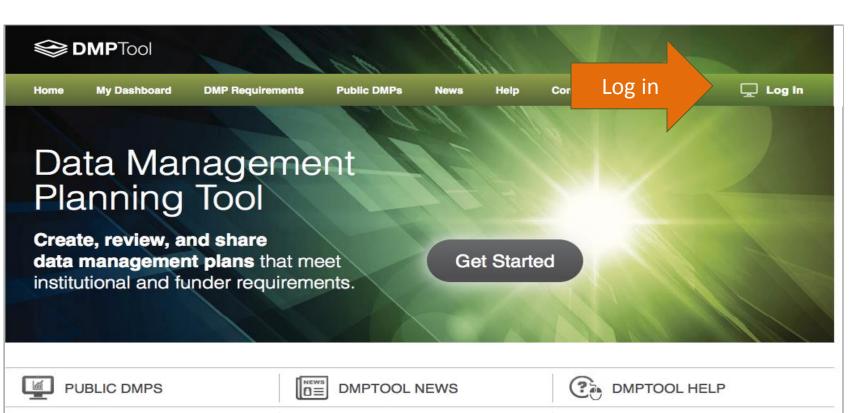
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List of sample data management plans provided by DMPTool users.

- » American University
- » George Mason University
- » North Carolina State University
- » Smithsonian Institution
- » University of Arizona

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Latest information about data management and the DMPTool.

- » DMPTool2 Release Schedule Update
- » DMPTool 2 Feature Highlight: Guidance a...
- » DMPTool 2 Feature Highlight: Co-Ownersh...
- » Call for Example Data Management Plans
- » What are your burning questions about t...

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Overview of how to use the tool, plus resources and guidance on data management.

- » Frequently Asked Questions
- » Create a DMP
- » Administer the DMPTool
- » Data management guidance
- » Community resources

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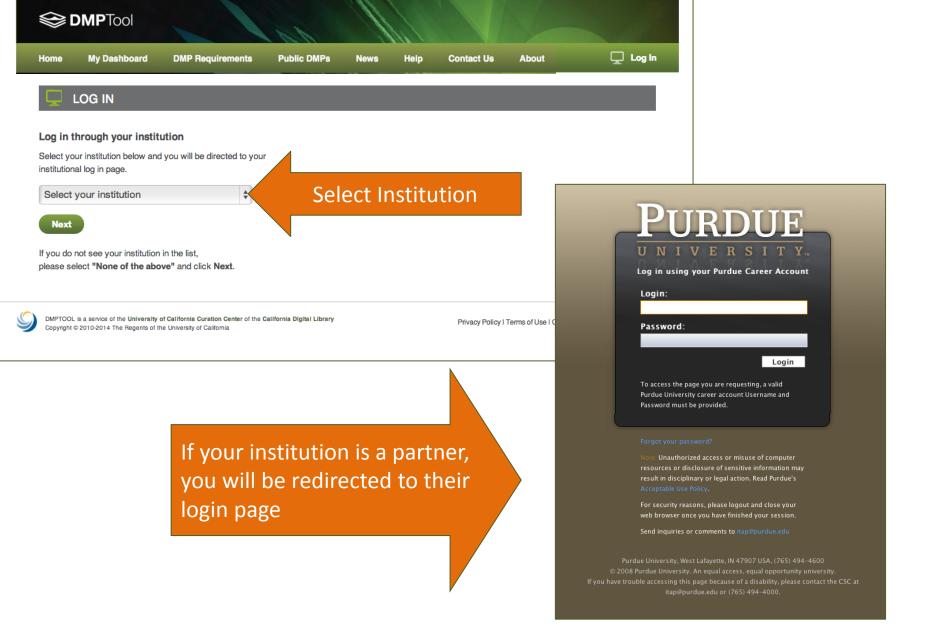
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#### Mason's Login Page

#### George Mason University Shibboleth Login

The web site described to the right has asked you to log in and you have chosen George Mason University as your home institution.

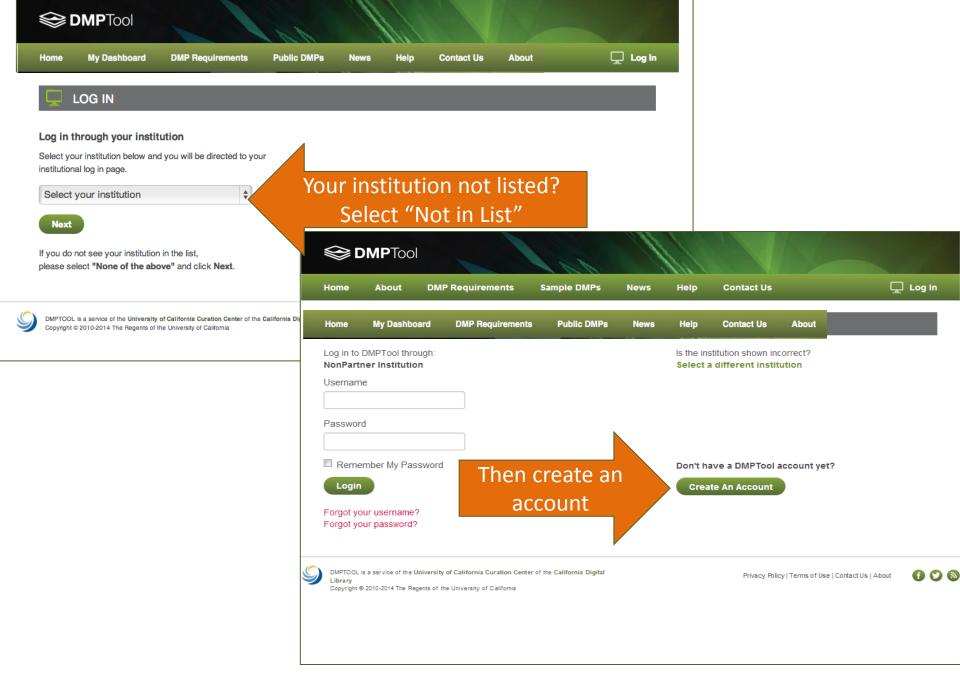
Username:

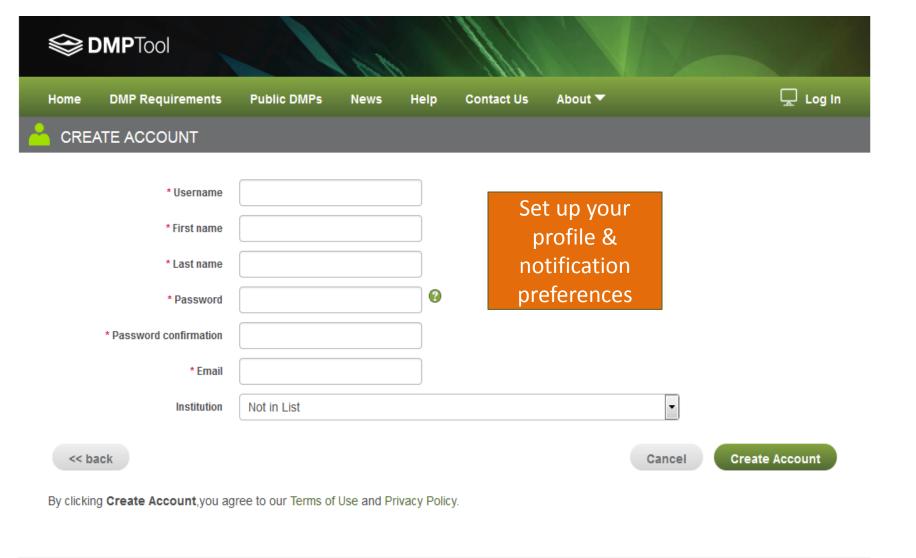
Password:

Continue

DMP Tool

Create, share, review, and publish Data Management Plans conforming to Institution and Funder requirements







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#### George Mason University

Data Management Help



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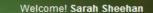
Overview of your DMPs



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#### SELECT DMP TEMPLATE

Select one of the funder DMP Templates listed to proceed to the next step. The type of template chosen can affect what information you will need to provide in the following steps.



Search





- Gordon and Betty Moore Foundation
- Gulf of Mexico Research Initiative
- Institute of Education Sciences (US Dept of Education)
- Institute of Museum and Library Services
- Joint Fire Science Program
- National institutes of Fleatil
- National Oceanic and Atmospheric Administration
- National Science Foundation
- NEH-ODH
- NEH-ODH: Office of Digital Humanities
- U.S. Geological Survey DMP Guidance

<< Back

Select Funder: Institute of Museum and Library Services



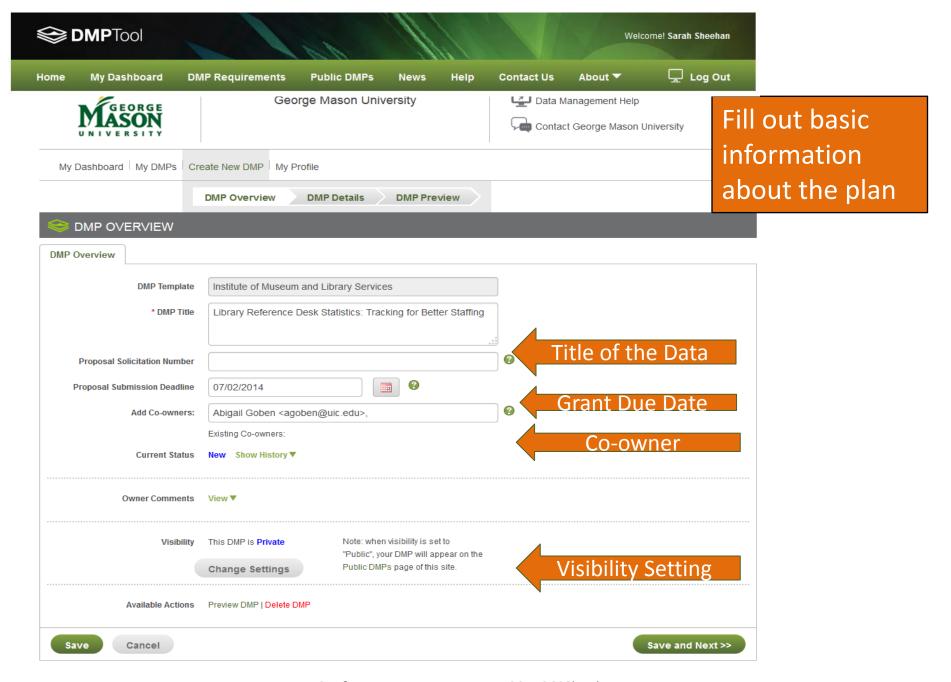


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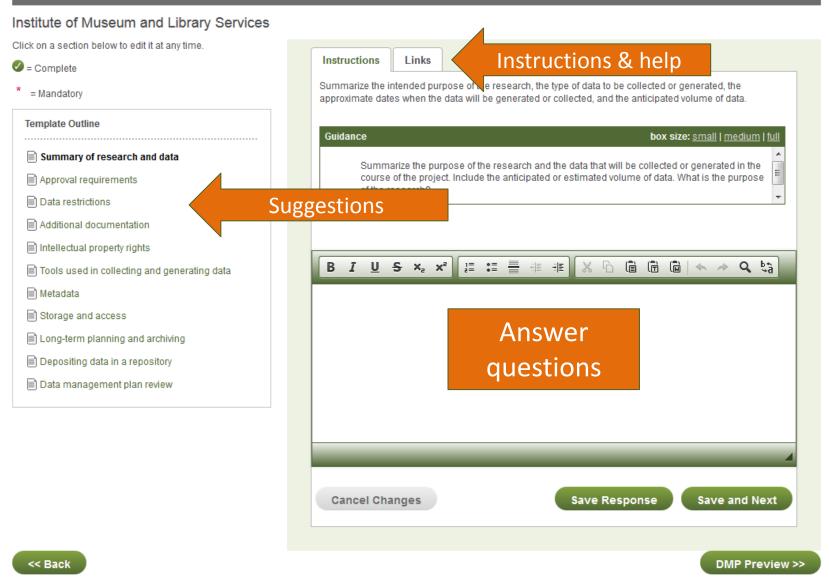
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## **Assignment**

You have been assigned to the Library Reference
Statistics Data Working Group. Your charge is to
collect all available reference statistics from1990 to
the present, whether in paper or digital form.
Collect and collate the data into a single,
comparable format. The data will be used to
identify appropriate staffing levels.

Using the Components of a DMP as a guide, create a Data Management Plan.

### **Assignment Instructions**

- Each person will select a group based on the Components outlined for a basic DMP
- Each group will attempt to answer the questions for their Component in the DMPTool
- MAKE IT UP You are not graded
- Select a recorder to login to the DMPTool
- Use the Template Outline in the DMPTool for additional assistance
- Each group will report out the highlights of their Component

#### **Components of a Basic DMP**

- 1. Types of Data
- 2. Data & Metadata Standards
- 3. Policies
- 4. Plans for Preservation
- 5. Budget

Source: Getting Started with Data Management & DMPTool, https://dmptool.org/promote

## **Group 1 Types of Data**

- What existing data do you have
- What types of data will be produces
- Estimate the volume of data
- How/When/Where will the data be captured/created
- How will the data be processed
- Quality control/Version control
- Security/Back-Ups
- Who will be responsible for the data

#### **Group 2 Data & Meta Data Standards**

- What metadata are needed to make the data meaningful
- How will you capture/create the metadata
- Why have you chosen that standard or approach

### **Group 3 Policies – 1**

- Does your institution have a data management policy?
- Are you under any obligation to share data?
- How, when, & where will you make the data available?
- What is the process for gaining access to the data?
- Who owns the copyright and/or intellectual property?

### Group 4 Policies – 2

- Will the software/programs enable sharing and long-term access
- Will you retain rights before opening data to wider use? How long?
- Are permission restrictions necessary?
- Privacy issues, i.e. embargo periods for political/commercial/patent reasons?
- How should your data be cited?

#### **Group 5 Preservation**

- What data will be preserved for the long term? For how long?
- Where will data be preserved?
- What data transformations need to occur before preservation?
- What metadata will be submitted alongside the datasets?
- Who will be responsible for preparing data for preservation?
- Who will be the main contact person for the archived data?

## **Group 6 Budget**

- Group 6 Budget
- Costs of data preparation & documentation
- Hardware, software
- Personnel
- Archive fees
- How costs will be paid