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# **The Emily Strange Collection at the Oxford Public Library**

*A Data management plan created using the DMPTool*

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# The Emily Strange Collection at the Oxford Public Library

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## Roles and responsibilities

Library staff, specifically special collections staff, will be responsible for implementing the data management plan. The head of special collections will be responsible for management and monitoring of the data and will be in charge of ensuring adherence to the data management plan.

Over time, the head of special collections with the input of library management will have responsibility for decisions about the data once the original personnel are no longer available. Responsibility for the data will be transferred to the current head of special collections whenever there is a change in that position.

## Expected data

The Strange Family collection consists of 2000 pieces of genealogy history based on Emily Strange. These pieces include photographs, diaries, newspapers, books and audio media. Within this collection, we will be using metadata standards when we digitize selective pieces of this collection. We will prioritize each piece that we will be digitizing and maintain proper metadata standards so that while researching, the collection can be viewed. This data is considered raw because it has not been digitized in any way or changed from its original format. The data we will be managing will be an assortment of the collection pieces. Approximately 500 to 1000 pieces will be digitized and will consist of each area of the collection. The entire collection will be made available for viewing and researching; however, it will not be able to be copied, or used by outside entities. Internal and external formats will be used for this collection. We will use the internal formats to store information into the system and we will use external formats to store information into the files. We will use scanners and digital software to read the required data. The data we are using is generated by Dublin Core and can be set to generate XML or HTML. We are using adobe software to allow for easy viewing and controlling the data. The data will be maintained every year to allow for updates and quality control. There will be a finding aid archived online that includes information on the entire collection. All data will be managed but in different ways. The data being made digital will be managed using metadata software; whereas, the non-digitized items will be managed by the staff. The metadata standards we will be using will be EAD. EAD stands for Encoded Archival Description. EAD works well with XML and MARC standards. EAD is also ideal for usage when dealing with Archival material. The metadata will be generated both manually and automatically.

## Period of data retention

### Operational Data

- Who will be responsible for the data in the near-term following project completion?

Special collections staff, under the supervision of the head of special collections and library management will be responsible for the data in the near-term following project completion. The head of special collection has final approval over data retention.

### Archival Data

Who will be responsible for the data for long-term archiving?

Special collections staff, under the supervision of the head of special collections and library management will be responsible for the data for long-term archiving. The head of special collection has final approval over data retention.

- What is the lifecycle and retention policy for the archived data?

Data that is directly related to the digital library project will be retained on a permanent basis and data formats will be routinely upgraded to ensure access in perpetuity.

- How long will each type of data be kept? And why?

Data pertaining to the digital library's digitized items will be designated as permanently retained. Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. Correspondence and memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. Those pertaining to routine matters and having no significant, lasting consequences should be discarded within two years. Those pertaining to non-routine matters or having lasting significant consequences should be retained permanently.

## **Data formats and dissemination**

All the data within this collection will be made available to each person wanting to research or inquire about the collection. Each patron is considered an important stakeholder whether they are a paying one or not. Since each stakeholder determines the success of the collection, it is important for us to keep the collection open and accessible. The entire collection has no data privacy issues; however, we still want to ensure the safety and integrity of the collection. There are no human subjects involved in this collection that are still alive. This collection is based on past events that affected Emily Strange and her life in the early 20<sup>th</sup> century. We will enforce the privacy requirements by being careful how we digitizing the data. All of the data will be copyrighted for the safety of the collection. We want to keep the collection intake as well ensure that Emily Strange will always receive the credit. The Strange Family library will hold all right to this collection and it's copyright. The legal constraints on this collection allow us to restrict certain information, and deny releasing or performing other actions in reference to this collection. There will be a specific citation given to this collection in both MLA and APA styling format. Pictures, scans and any other form of copying will only be allowed for approved studies.

## **Data storage and preservation of access**

Storage and Backup during the Project

- Who is responsible for stored data and backups?

Special collections staff under the supervision of head of collections and library management will be responsible for dictating and implementing preservation actions for the collection.

- What digital and analog data will be stored?

All digital and analog data created from this project will be stored in perpetuity for further use.

- Where will data be stored and backed up?

The data from this project will be stored with the institutional repository at the main library. In addition to storage, the repository will ensure that data is migrated to new formats to ensure that the community has long-term access to the data. Data will be backed up on a daily basis.

#### Data Capacity and Volume

- Volumes of data and rates of creation and ingestion?

The volume of data expected to be generated by this project is small (a small family collection of digitized documents, photos, and ephemera) and would therefore be comfortably accommodated within library storage. The rate of creation will be constant, over a period of time, while special collections staff works to create the data. Once created, the rate of ingestion will of course depend upon the amount of public interest in the collection.

#### Security

- Are there any data with specific security issues?

All data produced during this research is not confidential or private, so it will be freely available to the public under the terms of the Open Database License.

- How will security be enforced in the system

The data will be processed and managed in a secure non-networked environment using virtual desktop technology to ensure its security.

#### Operation Storage Post-Project Completion

How will data be stored after the project has been completed?The data files from this study will be managed, processed, and stored in a secure environment (e.g., lockable computer systems with passwords, firewall system in place, power surge protection, virus/malicious intruder protection) and by controlling access to digital files with encryption and/or password protection. De-identified files will be deposited with repository whose security policy has been written according to best practices.

- What policies and agreements will be used to manage data after the project has been completed?

Library policy will dictate management of data after the project has been completed.

#### Long Term Archiving and Preservation

- What data will be archived and where?

All essential data produced by the project will be stored on-site in a secure environment. Data will be stored in a standardized format decided by library management.

- Who will manage and administer the archive?

Special collections staff under the supervision of the head of special collections will be responsible for management and administration of the archive.

- What metadata will be required?

Special collections will create substantive, well-structured metadata in compliance with library standards to facilitate preservation and flexibility. Several types of metadata will be produced: project-level metadata, digital citation with digital object identifier (DOI), variable level documentation, technical documentation, and related publications.

#### Roles and Responsibilities

- Who makes decisions regarding the overall and day-to-day data management?

The head of special collections will be mainly responsible for overall and day to day management with the assistance of library staff.

Who and what is responsible for preserving the data?

Special collections staff, under the supervision of library management, will be responsible for conducting data preservation using the latest technology provided by the library.