Plan Overview

A Data Management Plan created using DMP Tool

Title: Albertsons Library Survey 2019

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Template: Albertsons Library Data

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Copyright information:

Albertsons Library Survey 2019

Data Description

Describe the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. For each expected category of data you should include a descriptive name, data type (observational, experimental, derived or compiled, simulation, etc.), and data format. Other useful information to report includes expected number and size of data files, names and descriptions of tools and/or software used to gather, create, and analyze data with expected file formats. A [data description worksheet](#) is available to help you capture information about your data.

Does the proposed data collection or research activity require approval by the Boise State Institutional Review Board (IRB)? If so, has the proposed research activity already been approved? If not, what is your plan for securing approval?

Will you collect any sensitive data, such as personally identifiable information (PII), confidential information (e.g. patron data, FERPA, HR information, HIPAA, etc.), culturally sensitive, or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g. data anonymization, data suppression PII, synthetic data).

Data from the Albertsons Library Survey is collected via three Qualtrics questionnaires, one each for graduate students, undergraduate students, and faculty participants. Results will be of two types:

1. Responses to closed-ended questions (e.g. yes/no, satisfactions rankings)
2. Responses to open-ended questions

Both types of responses will be analyzed using Excel and the results will be saved as CSV files.

Additionally, reports are generated for a variety of functions such as for posting on the Library website, for sharing with Library Leadership Team, and for specific needs of Library administration. These are saved as text files with embedded charts as well as in a PDF format for distribution.

Because of the need for situationally determined custom reports, the number of files is in flux, but at a minimum includes:

- Three spreadsheets containing survey responses, ranging in size from 80k-250k
- Two reports, saved as both text and PDF files, ranging in size from 500k-1500k

Each year that the survey is conducted, the protocol is submitted to the Boise State University Social & Behavioral Review Board (SR-IRB). The 2019 Library Survey has been approved, protocol number 826-SB19-214. All documents that are shared contain notices concerning privacy and usage restrictions.

The Library Survey does contain personally identifiable information (PII), which is removed upon downloading the data from Qualtrics. In addition, survey comments are reviewed, with any PII redacted before the results are shared. At times, custom reports may use demographic data to filter responses. In this case, the set of participants must be larger than five or the report will not be shared.

Documentation and Data

If you will collect additional documentation such as informed consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained. Informed consent documents should include a brief statement about the possibility of data sharing and how confidentiality will be protected in that situation.

What documentation (e.g. data documentation, codebooks) or project management files will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? Will you permanently associate and manage the documentation with the dataset(s) and if so, please describe the process you will use? Will you be using a formal metadata schema? If so, please describe.

The informed consent agreements for the Library Survey is included as a survey question and is thus contained within the survey spreadsheets.

A readme file for the Library Survey will be created by the PI and saved in a text format alongside the results and reports, as will the IRB application and project planning documentation.

The Boise State University Data Cookbook (https://www.boisestate.edu/ir/about-data/data-cookbook/) is used for demographic elements collected from participants.

Organization and File Structure

Do you have a structure set up at the beginning of your project for how you will organize your files? This should include the use of file naming conventions and an appropriate file structure.

Where will you be storing your data during the active phase of your project? What security measures will be in place for data during this phase?

Raw results are stored on the Boise State University Qualtrics server. Downloaded data will be stored on the primary investigators Boise State University Google Drive during analysis in a folder titled Library Survey, and with five subfolders:

1. Analysis (spreadsheets containing data and in-progress analysis)
2. Distribution (spreadsheets containing email addresses for survey distribution)
3. IRB (application and approval documents in text and PDF formats)
4. Planning (documentation in text format)
5. Results (spreadsheets and text files containing the post-analysis results)

Boise State University's Google Drive is a licensed, private instance of the Google service that is approved, per the *Boise State University's Data Classification Standard* and *Boise State University Data Use Guidelines,* for the storage of low- to moderate-risk PII. Access will be overseen by the PI.

Intellectual Property Rights and Permissions

Per Boise State University [Policy 1090](#), researchers own their data with the exceptions of protectable discoveries, items created with significant additional university support, and university-sponsored or university-directed materials.

Anytime you create and store data, it is a good idea to develop a ReadMe.txt file (Boise State ReadMe [template](#)). In addition to descriptive information about your project and data, ReadMe's usually include information regarding copyright, usage permissions and other intellectual property details, as well as an explanation of how these rights were determined and used.

When sharing your data, it is always a good idea to provide information about the intellectual property rights associated with the data and any permissions you are proactively granting to users. This is most easily done by [assigning a non-restrictive license](#) such as a BSD, GNU, MIT, or Creative Commons to the products. For more information, visit this [Open Sources License Type blog post](#).

All documents produced for the Library Survey contain information about how the material may be shared. This information will vary dependent on whether any sensitive information or PII is contained in the document. The survey instrument and data is the property of Boise State University, Albertsons Library.

Sharing and Preserving

It is recommended that library employees who engage in gathering research data consider sharing it through the Library Data Archive. This will allow for potential reuse and enable others to see how you collected and organized your data. To submit data to the archive, please contact the Library's Research Data Group (datamanagement@boisestate.edu).

Another option available to library employees is to publish research data through ScholarWorks. Any data submitted to ScholarWorks must be fully described and can not include any sensitive or protected data. Because of these parameters, ScholarWorks is often not an appropriate repository for human data.

When considering sharing your data, please note which of these apply (you can have multiple responses):
-Will share with Library Data Archive
-Expect to publish with ScholarWorks
-Expect to publish with another repository
-Do not expect to publish or share my data

When do you expect to share your data?

What is your plan for archiving, managing, and disseminating data after the completion of the project? Revisit the first question and add details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

Identify where you will deposit the dataset(s), including the name and URL of the repository.

Analysis and results will be stored on the Library Data Archive. The survey instrument and a final (redacted) report will be shared via ScholarWorks, Boise State University's institutional repository.

- Will share with Library Data Archive
- Expect to publish with ScholarWorks

After the data has been redacted and analyzed, the information that is not sensitive (IRB, Planning, and Results folders described in the *Organization and File Structure* section) will be transferred to the Albertsons Library Google Drive in the Library Data Archive. All data will also be stored in the PIs Google Drive, as described in the *Organization and File Structure* section for a minimum of three years.

Data Management Plan Review

When and how frequently will you review this data management plan? How will the implementation be monitored? Who will be responsible for ensuring the implementation of this plan?

This data management plan will be reviewed and updated by the PI on an annual basis.