

## **DRAFT: Data Management/Curation Task Force, Quarterly Report (March 2013)**

### **Members**

Hannah Norton (Co-Chair), Laurie Taylor (Co-Chair), Rolando Garcia-Milian, Denise Bennett, Val Minson, Joe Aufmuth, David Schwieder, Blake Landor, Erik Deumens, Robert Ferl (replacing Stephanie Gray), and Cecilia Botero (ex-officio)

### **Background**

The Data Management/Curation Task Force was charged in late 2012 to assess needs, make recommendations, and develop support for the role of the Libraries in campus-wide data management and curation. The charge includes specific advisory and operational activities (full charge: <http://www.uflib.ufl.edu/datamgmt/index/TFCharge.aspx>).

### **Overview of Current Activities**

The group meets every two weeks on Wednesdays at 1pm, rotating the meeting locations across the Health Science Center Library, Library West, and the Marston Science Library.

For this first quarter, the group has focused on sharing information and on building the timeline and plan of activities for future quarters.

Work to date includes:

- Sharing information, building communication and collaboration among Task Force members, and with external groups and constituents
- Reviewing best practices, models, and resources from peer institutions
- Facilitating initial focus groups and discussions on data management including: Agricultural and Biological Engineering (1/29); Electrical & Computer Engineering (2/21); Classics (3/1); Wildlife / Tropical Conservation & Development (3/21)
- Planning and delivering training and training materials for librarians, faculty, and students regarding data management, research, and reference, including these workshops: Online Exhibits and Omeka, 1/24; GIS, 2/27; Reference Strategies for Finding Data Sets, 3/7; EVIA Digital Archive, 3/13; and others: <http://www.uflib.ufl.edu/datamgmt/index/WorkshopsTrainings.aspx>
- Creating and distributing promotional materials and information related to data management, including identifying existing events and activities as related to data management and promoting them as such: <http://www.uflib.ufl.edu/datamgmt/index/DMCSpeaker.aspx>
- Responding to the CFP from Southeastern Universities Research Association (SURA) on testing the Dataverse Network (Jan.)
  - Selected for the Dataverse Network pilot to evaluate it as a possible tool and, more importantly, to evaluate on what elements, technologies, and other supports might be wanted/needed; testing to begin next quarter
- Completing the initial customization of the DMP Tool

- Creating a draft example Data Management Plan which is available in the IR@UF along with an existing template plan from Astronomy for use and reference by researchers in creating new plans (<http://ufdc.ufl.edu/ufirg/results/?t=data%20management%20plan>)
- Creating the Datasets guide (<http://guides.uflib.ufl.edu/datasets>) for the 3/7 staff training workshop and for all users, pointing to best practices and sources for identifying existing datasets to use or serve as models.

### Findings/Recommendations from Quarter 1

During this first phase of work by the Task Force, it was clear that campus data management and curation needs are extensive and critical. The Task Force members agree that the work of the group should ensure that the recommendations and plans resulting from the group both support immediate campus needs and support ongoing, long-term needs for full support including, but not limited to:

- Develop and promote training and resources: for data management/curation related concerns, finding data, citing data, creating data management plans, and implementing data management
- Develop and submit recommendations for a full approach for supporting the implementation of data management and curation across campus, for collaborative implementation and support with the libraries, Office of Research, Research Computing, and others as appropriate, along with resources and requirements for the recommendations to be fully operational

### Future Quarters

Work is expected to continue at the same rapid pace for the next quarters.

Specific upcoming activities by time period include:

- April-May
  - Holding formal focus group discussions in throughout April and May
    - IFAS Gulf Coast Research and Education Center in Balm (4/23)
  - Supporting different informational and outreach activities and events
    - April 10: Dr. Liu from the National Agricultural Library at UF
    - April 25: Digital Humanities Day and Interface (Smathers Library, 1A)
    - May 2: Research Computing Day (UF Data Center)
  - Discussing, planning, and implementing additional workshops and types of workshops to support UF librarians and other members of the UF community who may soon provide data services
  - Planning training and other supports, based on information gathered during Focus Groups and other activities
  - Drafting proposed plans for future activities, to be submitted in June Quarterly Report and for proposed presentation within the libraries on activities to date and expected future activities.
  - Re-drafting the task force's website (<http://www.uflib.ufl.edu/datamgmt>) to eventually serve as the umbrella public site for data management planning.
  - Developing a template for creating IR records of datasets for discovery.

- June-July
  - June: Presenting within the libraries on activities to date and expected future activities
  - Planning training and other supports, based on information gathered during Focus Groups and other activities
- Fall 2013:
  - Implementing training program
  - Draft proposed recommendations as whitepapers for review/approval/implementation to include:
    - Recommendations for the Libraries' campus-level role in support of data management and curation; proposing a corresponding framework and resources for library support of the data life cycle; recommending the role of the institutional repository and research computing in storing, finding, and accessing working and final data, and linking publications to supporting data; and, recommending a framework for liaisons and subject specialists to incorporate data instruction and consultation into their workflows.
  - Quarterly presentations or other means of information distribution within the libraries on current and expected activities

#### Resources

- DMCTF site: <http://www.uflib.ufl.edu/datamgmt>
- Related wiki: <http://uflibdatacuration.pbworks.com/>
- Email list: [datamgmt-l@lists.ufl.edu](mailto:datamgmt-l@lists.ufl.edu)

## **Task Force, Main Web Page on April 5, 2013**

<http://cms.uflib.ufl.edu/datamgmt/index/DMCTaskforce.aspx>

### **Data Management/Curation Task Force**

Please see the [charge for background information](#) on this collaborative Task Force with the UF Libraries and UF Research Computing.

- [Task Force Charge](#)
- [Email List](#)
- [Related Wiki](#)
- [UF Research Computing](#)
- [Focus Group outline from 29. Jan. 2013.](#)
- [Slides for use with Focus Groups: Data Curation Exploration](#)

### **Meetings:**

Reminders are sent on the email list. Meetings are every other Wednesday from 1-2pm.

Locations rotate: Health Science Center Library C2-41, Library West 429, and Marston Science Library L107.

Next Meeting: April 17, 1-2pm, Library West 429

### **Overall Activities**

- **Description of Responsibilities from the Charge**

This group is charged to assess needs, make recommendations, and develop support for the role of the Libraries in campus-wide data management and curation.

  - Specific advisory activities include:
    - Formally assess, through surveys, interviews, and focus groups, campus-wide data management needs and current support resources and activities
    - Review and consider the best practices and models of peer institutions
    - Develop recommendations for the Libraries' campus-level role in support of data management and curation
    - Propose a corresponding framework and resources for library support of the data life cycle
    - Recommend the role of the institutional repository and research computing in storing, finding, and accessing working and final data, and linking publications to supporting data
    - Recommend a framework for liaisons and subject specialists to incorporate data instruction and consultation into their workflows
  - Specific operational activities include:
    - Develop materials and sessions for training of liaisons, subject specialists, and other library staff to prepare them to support campus data management services
    - Develop training and outreach materials to be used by liaisons, subject specialists, and other library staff in their work with clients

- Develop means to enhance and expand the librarian liaison model with the goal of making librarians partners in research activities
  - Develop and implement templates and support training and services for the DMPTool (Data Management Plan Tool) and other resources
- **Additional goals identified by the group (draft):**

Ensure that the recommendations and plans resulting from the group both support immediate campus needs and support ongoing, long-term needs for full support including, but not limited to:

  - Develop and promote training and resources: for data management/curation related concerns, finding data, citing data, creating data management plans, and implementing data management
  - Develop and submit recommendations for a full approach for supporting the implementation of data management and curation across campus, for collaborative implementation and support with the libraries, Office of Research, Research Computing, and others as appropriate, along with resources and requirements for the recommendations to be fully operational

#### Current Activities and Coordinator

- [SURA, collaboration on pilot test for Dataverse Network](#) (Laurie, all)
- [DMP Tool, customization for UF resources](#) (Val)
- Survey (Hannah and Rolando)
- Focus Groups (all)
- Sharing and promoting activities (all)
- Coordinating existing training activities related to data management (all)
  - Including training by [Research Computing](#), Libraries (ICPSR, Census and Gov Data, [Best Practices in Research Data Management at HSCL](#), HSCL specific classes, etc.), and others
- Coordinating and promoting speakers and events related to data management (all)
- Integrating resources within a single consolidated portal for all users, with the [Research Data Management LibGuide](#)

#### Draft timeline for current activities:

- January:
  - [SURA, collaboration on pilot test for Dataverse Network](#), responded to CFP
  - Planning and experimenting for focus groups, surveys, and other data gathering activities
  - Sharing and promoting activities; planning speakers, trainings, and related
  - Jan. 24, 10:30am-12:30pm, Workshop by Laurie Taylor, Lourdes Santamaria-Wheeler and Dhana Thorat on Online Exhibits and Omeka (and managing digital archives of image and other file types). Workshop sponsored by the Digital Humanities Working Group.
- February:
  - [SURA, collaboration on pilot test for Dataverse Network](#); first conference call: 2/25
  - [DMP Tool, customization for UF resources](#)

- Planning and experimenting for focus groups, surveys, and other data gathering activities
- Sharing and promoting activities; planning speakers, trainings, and related
- Blake and Laurie reviewing text analysis tools for humanities data management, for possible workshops or other recommendations
- February 27, 1-3pm, Workshop by Joe Aufmuth on GIS, MSL 107: Workshop sponsored by the Data Management/Curation Task Force and the Digital Humanities Working Group.
- March:
  - [SURA, collaboration on pilot test for Dataverse Network](#) (awaiting response to submission to begin testing)
  - [DMP Tool, customization for UF resources](#)
  - Planning and experimenting for focus groups, surveys, and other data gathering activities
  - Sharing and promoting activities; planning speakers, trainings, and related
  - Proposed for now or April: schedule new meeting or append to existing meeting to provide update on activities for all librarians
  - March 7, 10-11:30am, Workshop by Denise Bennett, MSL 107: [Reference Strategies for Finding Data Sets](#)
  - March 13, 10am-12pm, Workshop by Richard Freeman, LW 211: EVIA Digital Archive. Workshop sponsored by the Digital Humanities Working Group.
  - Quarterly report due, submitted April 5
- April:
  - Website update for Data Management site ([www.uflib.ufl.edu/datamgmt](http://www.uflib.ufl.edu/datamgmt)) to be portal to all UF resources, with task force linked from and within, but not primary. Many resources added and linked. Adding metadata best practices and recommendations resources (dLOC brief guide <http://www.dloc.com/AA00002864/>)
  - DMP Tool customization done for first pass
  - Focus groups planned for May/June, planning for English, History, SPOHP, and others
  - Survey, existing sent on April 5:
    - Group will add questions and modify based on prior survey results, making more generic, adding sub-questions as applicable
    - Will add questions on
      - Where researchers get assistance with their data
      - Is it sufficient, or what are the needs/concerns?
      - Are researchers publishing in journals that allow/support data being included with articles
      - If so, is the support sufficient, or what are the needs/concerns?
    - Survey will be finalized for approval and sending in June and September to grads and faculty
  - **April 10:** [Dr. Liu from the National Agricultural Library](#) at UF
  - April 22-23: Focus Group in Balm, FL with IFAS REC

- May
  - **Research Computing Day, May 2**
  - Planning training and other supports, based on information gathered during Focus Groups and other activities
- June:
  - Quarterly report due; present within libraries
    - Report will summarize group findings and draw on existing experience and expertise. For instance, based on existing experiences, many across campus need more support for using databases, so that could inform a later finding/recommendation.
  - Planning training and other supports, based on information gathered during Focus Groups and other activities
- July
  - Planning training and other supports, based on information gathered during Focus Groups and other activities
  - Review of results in June/July for use in developing training and making recommendations
  - Known workshop needs:
    - DMP Tool for Librarians (and other Data Liaisons/Supporters to be identified)
    - DMP Tool and creating a plan
  - Possible workshop: Primer on Data Management, possible draft outline for 2 hour version
    - 1 hour on overview
      - What is data management? Why does it matter to me?
      - Walkthrough on process steps and concerns
      - Designing from the start (data management begins before research)
      - Creating data
      - Refining data
      - Publishing/archiving data
      - Citing data in CV and from others
      - Sharing data (done with proper publishing and DCC lifecycle)
    - 1 hour working through a specific example for field/research type
    - Expanded primer within 2 day workshop, co-taught with teaching faculty in-field
    - Expanded primer within lab-style courses as with research and methods courses, etc.
- Fall 2013:
  - Implementing training program
  - Draft proposed recommendations as whitepapers for review/approval/implementation. For instance, could include recommendations on the role of IR to promote best practices with submitting posters to the IR to support related data.
- September
  - Quarterly Report Due; present within libraries

- December
  - Quarterly Report Due; present within libraries