**Data Management/Curation Task Force Charge (2012)**

**Name:** Data Management/Curation Task Force

**Members:**

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

**Role:** The group reports through Cecilia Botero Associate Dean and Director of the Health Sciences Libraries, and has advisory and operational responsibilities.

**Description of Responsibilities:**

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

The Task Force will collaborate with UF’s Data Life Cycle Subcommittee[[1]](#footnote-1) and other partners on campus.

**Reports:** Reports are due on a quarterly basis to Cecilia Botero, Associate Dean and Director of the Health Sciences Libraries.

**Deadline:** This group is charged for one year, and may be renewed based on need.

**Minutes:** Minutes will include a brief summary of action taken at a meeting rather than a detailed accounting of what was said. Important motions, decisions, assignments, etc. will be included.

**Meeting Agenda:**  A preliminary agenda for the next meeting will be circulated with the minutes.

1. <http://www.it.ufl.edu/governance/advisorycommittees/researchcomputing.html> [↑](#footnote-ref-1)