**Data Management/Curation Task Force Charge (August 2014)**

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

**Members:**

* Laurie N. Taylor (co-chair), Hannah Norton (co-chair), Joe Aufmuth, Cecilia Botero (ex-officio), Erik Deumens, Rob Ferl, Haven Hawley, Blake Landor, Michelle Leonard, Peggy McBride, Val Minson, Ed Neu, Sara Russell Gonzalez, David Schwieder (Additional invited participants: Matt Gitzendanner, Chelsea Dinsmore, and Suchi Yellapantula)

**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
* Recommend and support inclusion of unique identifiers for authors for reporting on impact, author disambiguation, and other needs (e.g., collaborating on the inclusion of ORCID IDs in campus systems)
* Support liaison activities to collect information on needs for developing a programmatic, campus-wide approach for supporting small databases (“dinky databases”)

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, including and building from the Core Data for Reference Services training in summer 2014[[1]](#footnote-1)
* 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 Research Computing Advisory Committee/Data Life Cycle Subcommittee[[2]](#footnote-2) and other partners on campus.

**Reports:** Reports are due on an annual 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://ufdc.ufl.edu/AA00014835/00045> [↑](#footnote-ref-1)
2. <http://www.it.ufl.edu/governance/advisorycommittees/researchcomputing.html> [↑](#footnote-ref-2)