Data management for librarians
A reading list for librarians interested in data management projects. All links last accessed on 14 June 2012.

Getting started with data management
Data management initiatives often begin by building support for the initiative and identifying the skills needed for the project.

Advocacy

Skills
What skills will you need?

Choose a strategy
Strategies may focus on researchers, institutional requirements, or a combination of both. Effective engagement with researchers is an important component.

Case studies:
Researcher-focused approaches
These strategies have researcher support as their primary goal. The approaches are framed from the researcher perspective.

Find out about researcher attitudes and practices:

Researcher focus: How can you help me?—support services
Toolkits and checklists for researcher use (some examples only, not an exhaustive list)
- University of Western Australia Research Data Management Toolkit http://libguides.is.uwa.edu.au/RDMtoolkit
- University of Melbourne Research Data page http://researchdata.unimelb.edu.au/
- Purdue Universities Data curation profiles toolkit http://www4.lib.purdue.edu/dcp/
- Open Data Handbook, especially "How to open up data" http://opendatahandbook.org/
Researcher focus: What's it all about?— awareness and training

For maximum credibility existing communication networks between academic peers should be used.

Events

- Edith Cowan University Research Week 2011 presentation by Julia Gross, "Your research data as a valuable asset: taking the long term view"
  http://ro.ecu.edu.au/creswk/17/

- QUT seminar "Managing your Research Data" 2011 presentations

Social media

- UNSW blog
  http://blogs.unsw.edu.au/datamanagement/

- University of Western Sydney eResearch blog
  http://eresearch.uws.edu.au/blog/

Other promotional channels

- Posters created by the Data Resource Centre at the University of Guelph
  https://picasaweb.google.com/103545017434203653624/DataPosters?authkey=Gv1sRgCO_K-Mff1tSqxQE&noredirect=1

Training

- Research Data MANTRA, online course designed for PhD students and others who are planning a research project using digital data, from the University of Edinburgh
  http://datalib.edina.ac.uk/mantra/

- Training and other resources from IASSIST
  http://www.iassistdata.org/resources/category/data-management-and-curation
Researcher focus: What tools can you offer me?—technical support

Key points:

- Review existing infrastructure to make sure it meets researcher needs as perceived by researchers
- Simple upload and addition of metadata integrated with workflows is best
- Provide a simple and unified storage system

Read more:

  http://dx.doi.org/10.1080/13614533.2010.509517

- DCC (Digital Curation Centre) (2012) 5 Steps to Research Data Readiness - a guide for IT managers
  http://www.dcc.ac.uk/node/9398

- ANDS: IT infrastructure (hardware and software)

- ANDS: Metadata stores resources

Researcher focus: What do I have to do?—provide certainty in the policy environment

Develop or update institutional policies and guidelines

- Make sure university policies and procedures are comprehensive and current in areas such as copyright in data, licencing, and data management obligations
- Policies and procedures must be reviewed to ensure that they are relevant and applied
- Implement data management as early as possible (undergraduates' and post-graduates' research)
- Improve support for data sharing by including data-sharing obligations in research contracts
- Staff awareness of current guidelines is vital.

Read more:

- ANDS: Institutional policies and procedures
Researcher focus: How will we work together?—engage with me

Consultations and data interviews
Consultations (sometimes called data interviews) are discussions with researchers about managing their research data.

Key points:

- The purpose of the interview is to begin a process; the goal may be establishing a relationship, producing a data management plan, facilitating data storage and description, or publishing data
- Investigate rather than advocate
- A learning opportunity for all participants
- Rich understanding of the researcher's situation, issues, and needs is necessary

Read more:

- Monash University Toolkit — resources for initiating and conducting interviews with researchers about their data collections, including interview template and sample communications strategy

- Jake R Carlson (2011). Demystifying the Data Interview: Developing a Foundation for Reference Librarians to Talk with Researchers about their Data
  [http://docs.lib.purdue.edu/lib_research/153/](http://docs.lib.purdue.edu/lib_research/153/)

- Conversations, arguments and more (2012) Data intelligence training course for librarians from 3TU.Datacentrum in the Netherlands

Institution-focused strategies
This approach may be useful for organisations that collect or curate data as part of their normal business activities (e.g. for legal reasons or as a by-product of their business processes), or for research institutions that need to make global changes in response to external requirements. This approach may also be useful when there is a large amount of legacy data to deal with.

Data audit or inventory

- Data Asset Framework (DAF)—a set of methods with an online tool that provides organisations with the means to identify, locate, describe and assess how they are managing their research data assets