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# Collaborative Policy Writing for the UMass Amherst Data Repository

Thea P. Atwood

*University of Massachusetts Amherst*

Ann Kardos

*University of Massachusetts Amherst*

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# Collaborative Policy Writing for the UMass Amherst Data Repository



**Thea Atwood** | Data Services Librarian  
**Ann Kardos** | Metadata Librarian

University of Massachusetts Amherst



## A little background

Data Working Group formed in 2010 with the mission to review the current state of data on campus and create recommendations on services the Libraries could provide



Library staffing changed shortly afterwards and the Working Group could only focus on data management plans and try to keep abreast of trends in RDM

# What we do now

UMass hired a Data Services Librarian in late 2017 who [reenvisioned the Data Working Group and updated the charge](#)

- Cross-disciplinary team
- Guidance for data services across campus \*no matter\* the discipline
- 2018 predominantly reviewed data management plans
- 2019 has seen a focus more on data deposit



# Our data repository

[ScholarWorks@UMass Data Repository](#) was “founded” in October 2017 by Data Services Librarian and Open Access & Institutional Repository Librarian

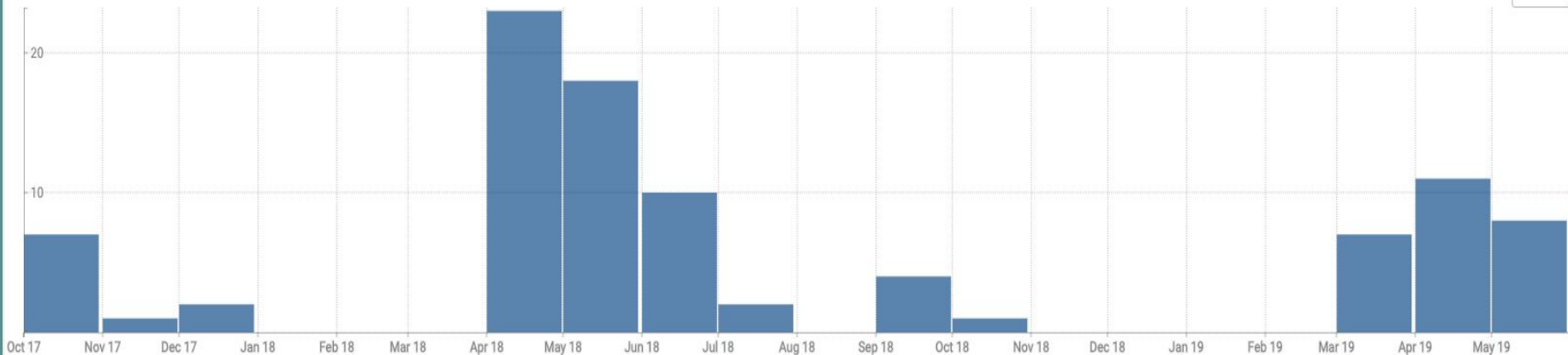
- We had data in ScholarWorks but it lacked intention--mostly for those who needed a DOI
- Collection dramatically grew in April 2018 when a research lab on campus needed somewhere stable for their data due to a retirement



# How we've grown

94 Works Posted

Export



All Time: 10/16/2017 to 05/28/2019



# Impetus for the Data Repo Policy

Request for data deposit for *sensitive data*:

- Included children's names, ages, "I don't know who these kids are, so no one could find out"
- Expectation from faculty that we would review for private information and anonymize

We needed to have policies & information to point folks towards!

# What the heck goes into a policy, anyway?

Write policy around what we've encountered.

Add to policy as we encounter new challenges.

Be flexible and responsive.

A decorative pattern at the bottom of the slide consisting of numerous vertical bars of varying heights and shades of orange and yellow, creating a textured, bar-like effect.





# Writing up the policy

## Pre-work

- Look at existing policy; what we like, what we dislike, what we would improve
- Outline document with section headings, general info

## Divide & Conquer

- Sections divided up based on interest // after initial sign up remaining sections assigned

# Writing up the policy

## Timeline

- One month to research and add to sections

## Process

- Rely on previously established content
- Document where information came from



# Writing up the policy

## Review

- Spent one meeting collaboratively editing -- presented our parts and built the policy off each other's input
- Individually reviewed language, term consistency, flow
- Reviewed by Information Policy & Copyright Librarian

## Licensing & Posting

- CC BY License
- Awaiting approval from Copyright Librarian

# Reflections

- Relied on each other's expertise
- Collected valuable documents to refer to later
- Made the task manageable and respectful of time
- Created long term investment by all members of the team
- Learned that this doesn't have to be an arduous process



# Next steps & our wishlist

- Post to website
- Market our services
- Define data for all disciplines & give examples
- Investigate moving from mediated deposit to self-deposit
- “Steal this page!” - we hope you will leverage our work!

# Thanks!

**Contact us!**

Thea Atwood | [tpatwood@umass.edu](mailto:tpatwood@umass.edu)

Ann Kardos | [annk@umass.edu](mailto:annk@umass.edu)

Data Working Group @ UMA | [dwg@library.umass.edu](mailto:dwg@library.umass.edu)