

Bodleian Libraries' policy on the management and preservation of research data and records

The Bodleian Libraries offers services for research data outputs description and archiving to support current and future research. The Bodleian Libraries adhere to the University of Oxford's '*Policy on the management of research data and records*'¹ The Libraries expect its Oxford data service users to adhere to the same University policy.

Principles

- a) The Bodleian Libraries seeks to promote the highest standards for the storage and management of research data and records² that are placed in its care in the digital data archive and catalogue, currently ORA-Data services.
- b) The Bodleian Libraries recognise that research data are valuable to researchers for the duration of their research, and may well have long-term value for research, teaching and for wider exploitation for the public good, by individuals, government, business and other organisations, as a project develops and after research results have been published.
- c) The Bodleian Libraries provide sound systems and services for research data dissemination, archiving and description.
- d) The Bodleian Libraries will work in partnership with researchers³, departments/faculties, divisions, central administrative units and service providers and, where appropriate, research sponsors and external collaborators, to implement good practice and support researchers in meeting relevant legislative, research funder and regulatory requirements by provision of ORA-Data.
- e) The Bodleian Libraries subscribe to the University's research data management policy on quality, storage and access of research data and records.
- f) Research data and records will be retained for as long as specified by the data depositor and/or data owner. The Bodleian Libraries support a limited variety of formats for long-term curation and access. Best efforts for continuing preservation and access will be made for data in alternative formats.

¹ University of Oxford '*Policy on the management of research data and records*' available at http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/researchdatamanagement/documents/Policy_on_the_Management_of_Research_Data_and_Records.pdf

² See the University policy for its definition of research data and records

³ See the University policy for its definition of Researchers

- g) Where research is supported by a contract with or a grant to the University that includes specific provisions regarding ownership, retention of and access to data, the provisions of that agreement should be recorded in the item record by the data depositor to enable ongoing curation of the dataset and accompanying record. Alternatively, a copy of the agreement should be deposited along with the data to be stored in the inaccessible dark archive.
- h) If research data and records are to be deleted or destroyed, either because the agreed period of retention has expired or for legal or ethical reasons, this will be done in accordance with instructions from the data owner.
- i) Researchers are responsible for:
- Depositing research data and records in accordance with the principles and requirements in 5-8 above; and payment of fees as set out in the Bodleian Libraries service charges [TBA];
 - Checking if a record for the item already exists in ORA-Data if data are deposited in a data repository not managed by the Bodleian Libraries, and if no record exists, they can submit a record describing their data;
 - Providing details for the use, re-use, access and retention or destruction of the research data and records associated with their research and held in ORA-Data and as incorporated, where appropriate, in a research data management plan;
 - Nominating an individual (or role such as Head of Department) who has agreed to act as data owner for ongoing stewardship;
 - Ensuring that any requirements for metadata and data management in relation to research data and records management placed on their research by funding bodies or regulatory agencies or under the terms of a research contract with the University are included in the record.
- j) The Bodleian Libraries are responsible for:
- Providing archival and data catalogue services, currently DataBank and DataFinder, for the storage, deposit and retention of research data and records that allow researchers to meet their requirements under this policy and those of the funders of their research;
 - Providing researchers with access to training, support and advice in using ORA-Data services;
 - Providing a charging system for the provision of these services.

Relationship with other policies

This policy will operate in conjunction with other University and Bodleian Libraries policies such as:

- University policy on the management of research data and records
- The Bodleian Libraries metadata policy
- The Bodleian Libraries digital preservation policy
- ORA-Data policies

Governance

The Bodleian Libraries' Executive Group is responsible for guiding the development and updating of this policy. Final ratification is the responsibility of the University's Research Information Management Sub-Committee (RIMSC) (a sub-committee of the Research Committee). This policy will be revisited, and updated if necessary, by 31st December 2014.

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SR, The Bodleian Libraries, 25th April 2014