PLAN ZARZĄDZANIA DANYMI

1. Opis danych oraz pozyskiwanie lub ponowne wykorzystanie dostępnych danych

Sposób pozyskiwania i opracowywania nowych danych i/lub ponownego wykorzystania dostępnych danych

Data will be obtained based on materials marked out by the research team. Collections of five institutions will be their base (books and periodicals), published up to 1945, among which 26000 copies will be chosen, with different provenance marks. Research data will be entered into the database in the form of records. Every record will contain the image file of described provenance marks with metadata. The ALEPH Integrated Library System will be used for the construction of the database: cataloguing module in the format MARC 21. Records will be created according to applicable rules of cataloguing. The ALEPH System guarantee the best quality and the cohesion thanks to the possibility of verification and the data validation on the level of records and subfield, extended reporting system (revealing the records that contain errors) and possibility of global subfields and words changes spread through the entire base.

Pozyskiwane lub opracowywane dane (np. rodzaj, format, ilość)

The research data will constitute:
1) approximately 31000 image files in .tif format with a resolution of 300 DPI, 1:1 color scans;
2) approximately 31000 image files after conversion in .pdf format;
2) 26000 complete database records containing: a) copy information, type of property mark; b) fields and subfields created on the basis of the name's prompts list (personal passwords for individual owners and corporate passwords for institutional owners); c) approximately 31000 image files in .pdf format;
3) digital files (copies) of library and archive documents and scientific studies, press releases, memoirs, etc. (the exact digital format and volume can only be definable after the query);
4) paper copies of library and archival documents and scientific papers, press materials, memoirs, etc. (the amount will be definable after the query).

2. Dokumentacja i jakość danych

Metadane i dokumenty (np. metodologia lub pozyskiwanie danych oraz sposób porządkowania danych) towarzyszące danym

Book collections will be the basis for data covered by the project, as well as the data acquired through archival and library queries. Graphic elements representing property marks will be scanned. Research data in the form of files processed to .pdf format on the basis of the native files in .tiff format (both types of files will be archived on the UWM University Library dedicated server, in the orderly folders), will be developed and ordered thanks to ALEPH system, ADAM digital resource management module. Records in the database and files after conversion will be created and described according to the rules of the MARC 21 bibliographic description. It will be possible to read the metadata describing the data set placed in the repository. The basis for data documentation will be the research data record, covering all research data, created in .xls format.

Stosowane środki kontroli jakości danych

Data will be obtained by contractors on devices that have appropriate software. Their high quality will be provided by:
1) controling them by the Scholar / student / PhD Student, correction of created records and implementing possible replenishment, technical control of entered names of property marks' owners, based on the index formed by the research team;
2) control of qualities given by the computer system keeper - checking produced records in the terms of formal correctness, i.e. the compliance of the field's contents, subfields and indicators with the format accepted, current monitoring the compability of all operations in the computer system, correction in the scope of the description correctness in the library system, controlling the works associated with the module of computer system collections' coverage.
3) checking the correctness of the graphic files (correct format, correct resolution, correct graphic display, etc.);
4) substantive supervision by the research team.

3. Przechowywanie i tworzenie kopii zapasowych podczas badań

Przechowywanie i tworzenie kopii zapasowych danych i metadanych podczas badań

Data (complete records in the database on the ALEPH Integrated Library's System server and the native image files in the .tiff format and files processed to the .pdf format) will be stored in an electronic form on the bulk storage of the equipment used in the phase of the project implementation and simultaneously on the dedicated server of University Library. The data security, the continuity of servers and workstations' functioning, the continuity of the ALEPH System function will be ensured by the University Library's Department of Computerisation. Backup copies will be created automatically after creating data. Additionally, backup copies of data and metadata will be made regularly under control of Department of Computerisation, incremental backups every day, full backup not less than once a week. In the light of the agreement being in force, backup copies of data created in the ALEPH System, will be also used by the company fulfilling the continued service.

Sposób zapewnienia bezpieczeństwa danych oraz ochrony danych wrażliwych podczas badań

An access to all devices, systems being used to create data and to the data will be controlled on the level of the contractor by the authentication system (ALEPH, Active Directory). All authorised contractors will have an appropriate access to data after prior logging onto the device and to the ALEPH Integrated Library System (in case of the electronic base) or after logging onto the device (to digitize image files in ordered folders, enabling file's identification with a copy of a book or periodical in shared resources, available for all the project's contractors).
Sensitive data (login and password) will be protected in authenticating and ALEPH Systems, which will be manager by authorised administrators according to principles of security policy. Passwords will be distributed by using safe communication channels.

4. Wymogi prawne, kodeks postępowania

Sposób zapewnienia zgodności z przepisami dotyczącymi danych osobowych i bezpieczeństwa danych w przypadku przetwarzania danych osobowych

On Warmian-Mazurian University in Olsztyn personal details are protected on all levels. The existing procedures will be applied in the project. In case of doubt, a project manager will turn to the Data Protection Supervisor, employed in the unit, who has all competence in giving advice and information (http://www.uwm.edu.pl/daneosobowe/inspektor-ochrony-danych).

Sposób zarządzania innymi kwestiami prawnymi, np. prawami własności intelektualnej lub własnością. Obowiązujące przepisy

The copyright to the database and image files will belong to the Proposer.

The research data will be provided under the following licenses:

1) database with graphic files after conversion on the Creativ Commons ZERO (CC0) 1.0 Universal (Public Domain) license;

2) the data set deposited in the research data repository will be available on the Creativ Commons Attribution 4.0 license.

5. Udostępnianie i długotrwałe przechowywanie danych

Sposób i termin udostępnienia danych. Ewentualne ograniczenia w udostępnianiu danych lub przyczyny embarga

The two types of research data will be available in the Open Access formula to all interested users without restrictions:

1) in the form of records in the database will be available on the first day after the completion date on the University Library website via WWW OPAC as a separate logical database (https://bart.uwm.edu.pl/F?func=file&file_name=base-list).

2) in the form of a research data set will be available on the first day after the project completion in the research data repository located in the database https://www.re3data.org/;

3) in the form of metadata describing the data set will be available on the first day after the project completion in the repository;

4) in the form of metadata describing graphic files after conversion placed in the records in the database.

Restrictions and obstacles preventing full sharing apply:

1) raw data due to their quantity, and

2) data constituting copies of materials belonging to the third parties.

Sposób wyboru danych przeznaczonych do przechowania oraz miejsce długotrwałego przechowywania danych (np. repozytorium lub archiwum danych)

All raw and processed research data collected, produced and developed during the project will be stored. The research data set will be deposited in a repository registered in the Registry of Research Data Repositories (https://www.re3data.org/), e.g. the RepOD repository (https://repod.icm.edu.pl/). The RepOD repository or any other repository that will be chosen to deposit the dataset will follow the FAIR Data rules (the dataset and metadata will be: a) findable; b) accessible; c) interoperable; d) reusable). Backups will be created automatically after the data is created. Additionally, data and metadata backups will be made regularly under control of the Computing Department, incremental backups daily, full backups not less than once a week. In the light of the agreement in force, the back-up copies of the generated data in the APEPH library system will be also made by the company providing continuous service (ALEPH Polska).

Metody lub narzędzia programowe umożliwiające dostęp do danych i korzystanie z danych

The data in the form of a database available on the Internet, as well as the native and processed graphic files will be placed on a dedicated server of the UWM University Library, where they will be stored for at least 10 years. In the future it is planned to convert the data to the created institutional repository. The conversion of the database and raw data is also assumed in the case of possible software implementation (cloud system) or changes in the library's system functionality. Bibliographic data and metadata intended for continuous sharing and long-term storage will be stored on the server of the Integrated Library System ALEPH.

The data set and metadata deposited in the research data repository will be available as long as the repository exists. As part of the project three desktop computers with software will be purchased, one mobile computer (laptop) together with software, five licenses to use the program for processing graphic files.

Sposób zapewniający stosowanie unikalnego i trwałego identyfikatora (np. cyfrowego identyfikatora obiektu (DOI)) dla każdego zestawu danych

The DOI number will have the research data set deposited and made available in the research data repository. The DOI number is assigned automatically for one data set, regardless of the number of versions of this data set.

6. Zadania związane z zarządzaniem danymi oraz zasoby

Osoba (np. funkcja, stanowisko i instytucja) odpowiedzialna za zarządzanie danymi (np. data steward)
There will be person resposible for the research data management, employed in the research team with responsibilities appropriate for the IT system manager. The salary for the data management will be included in the project cost estimate. The person managing the research data in the project is currently a deputy director of the UWM University Library, system librarian and supervises the work of the Computing Department. After the completion of the project, a designated employee of the Computing Department's unit, where the project will be carried out, will be responsible for the work related to the data management in order to maintain continuity and sustainability of the project results. The project manager will prepare the concept of file organization, supervise the update of the research data registry and the work of contractors in the field of file recording correctness.
Środki (np. finansowe i czasowe) przeznaczone do zarządzania danymi i zapewnienia możliwości odnalezienia, dostępu, interoperacyjności i ponownego wykorzystania danych
Costs of data storage will be carried by the University Library in Olsztyn which will ensure the space on the server disc, computer system enabling the online access (WWW OPAC) and the employee.