



PARTHENOS

Pooling Activities, Resources and Tools
for Heritage E-research Networking,
Optimization and Synergies

DMP Researcher Template for Archaeological Datasets

Mandatory questions are marked with an asterisk.

***Required**

Email address*

Name and Surname

Your research domain *

Affiliation

Role

DMP version

1. Data Summary

1.1 State the purpose of the data collection/creation *

Please, include a brief description of the reason for collecting/creating data explaining the relation to the objectives of the project

1.2 Specify the types and formats of data collected/created *

You can select type and format from the documents suggested by Archaeology Data Service (ADS) (<http://tiny.cc/wo9lcz>), or by the Data Archiving and Networked Services (KNAW-DANS) (<http://tiny.cc/xq9lcz>)

1.3 State the expected size of the data to be archived (GB) *

Express the value in Gigabytes

1.4 Specify the granularity of the data to be archived *

- Single items (i.e. one page of a manuscript, one excavation report...)
- Datasets (a set of homogeneously structured data records, consisting of fields carrying data values)
- Collections (an aggregation of resources, a collection may include e.g. a textual document, a set of images, one or more datasets and other collections)
- Corpora
- Raw data
- Other

If other, please specify

1.5 Specify the origin of the data *

1.6 What sort of data is it? *

- Newly created data
- Reused data
- Newly created content based on reused data
- Other

If other, please specify

1.7 How will data be collected?

You can select from the list or add a new entry in the field "Other"

- Archaeological excavation
- Archival research
- Other

Archaeological prospections

- Field Survey
- Remote Sensing
- Other

Analytical Investigations

- Inorganic Materials Study
- Dating (Bio-archaeology, Ancient DNA, Dendrochronology, C14)
- Other

If other, please specify

1.8 Specify if existing metadata is being reused *

- Yes
- Yes, remapped to another schema
- I don't know
- No
- Other

If other, please specify

1.9 Outline the data utility: to whom will it be useful? *

Specify whether the data produced and/or used in the project is usable by third parties, in particular, after the end of the project. If the reuse of some data is restricted, explain why

1.10 Describe any constraints concerning ethics and privacy

- If third parties are involved in the project, consent forms from informants and test subjects are documented, and the documentation is electronically archived
- If you are collecting personal data, you must have informed consent for storing, processing or publishing the data
- Not applicable
- Other

If other, please specify

2. FAIR DATA

2.1 Making data Findable, including provisions for metadata

2.1.1 Do you provide metadata for data discoverability? *

- Yes
- No
- I don't know
- Other

If other, please specify

2.1.2 Specify standards used for metadata creation *

You can select from the list or add a new entry in the field "Other". You can search for discipline-specific standards and associate tools browsing the Research Data Alliance Metadata Standard

- PARTHENOS Entities
- ARIADNE model (AO-Cat)
- CARARE
- CIDOC CRM
- DC - Dublin Core
- EDM - Europeana Data Model
- LIDO
- DCAT
- Not available
- Other

If other, please specify

National standards

List any national standard used for metadata creation

Ad hoc metadata/proprietary schemas

2.1.3 Outline the method used to ensure that there is appropriate metadata available to ensure the understanding and reuse of data over time

You can select from the list or add a new entry in the field "Other"

- Minimum set of metadata created
- Metadata is associated to each digital object
- Use of metadata standards
- Set up of quality assurance committee for metadata
- Not available
- Other

If other, please specify

2.1.4 Specify if metadata are updated once the data are archived *

- Yes, automatically
- Yes, manually
- I don't know
- No
- Other

If other, please specify

2.1.5 Do you assign a unique identifier to your data/resources? *

- Yes
- No
- I don't know
- Other

If other, please specify

2.1.6 Outline the approach towards search keywords *

Indicate what search keywords will be provided to make data findable

2.1.7 Describe how resources are retrieved from your repository

Global access mechanism

- Landing web page
- Harvest with OAI-PMH protocol

- Other

If other, please specify

Ad hoc services

- Web service
- Federated Content Search API (FCS)
- Actionable APIs
- Other

If other, please specify

2.1.8 Specify if metadata of non-public resources can be made publicly available

- Yes
- I don't know
- No
- Other

If other, please specify

2.1.9 Do you follow naming conventions? *

File naming best practices <http://tiny.cc/op8lcz>

- Yes
- No
- I don't know
- Other

If other, please specify

If yes, please, list below the naming conventions that should be followed during the project

2.1.10 Which methodologies are used to make data findable? *

- Common metadata-based discovery
- Ontology-based discovery
- Content-based discovery (e.g. text, images, etc.)
- Other

If other, please specify

2.1.11 What technologies are used to make data findable?

- Digital library
- Registry/Catalogue
- Linked Open Data
- Digital Asset Management
- Content Management System
- Web-GIS

- Other

If other, please specify

2.1.12 Do you have any approach for clear versioning? *

- Yes
- No
- I don't know
- Other

If other, please specify

2.2 Making data openly accessible

2.2.1 Specify which data will be made openly available *

Describe the data made openly available.

If there are any restrictions on public accessibility, describe the nature of the restrictions (time embargoes, no access at all, restrictions to a certain group of users, sensitive data, etc.) and how access will be provided (by contact person, etc.). Are there well described conditions for access (i.e. a machine readable license)?

2.2.2 Specify how the data will be made available *

- Project website
- University repository
- Domain-specific database
- Repository of Archival Institution
- Other

If other, please specify

2.2.3 Specify which software tools are needed to access the data *

- Linked Open Data
- SPARQL access point
- Standard Visualizer (e.g. browser, Acrobat Reader, Image Viewer)
- Local Visualizer
- Download
- GIS software
- Other

If other, please specify

Please indicate the link to access documentation or open source code of the software needed to access the data (if available).

2.2.4 Specify where the data and associated metadata, code, and documentation will be deposited *

- Digital Library
- University repository
- Repository of Archival Institution
- Domain-specific database
- Research Data Repository
- Other

If other, please specify. You can select a repository from this registry of research data repositories re3data.org

2.2.5 Specify if the repository you will submit your data to is accredited/has a data management policy document *

- Yes
- No
- I don't know
- Other

If Yes

Certified Institutions

You can select from the list or add a new entry in the field "Other"

- ADS
- KNAW-DANS
- Zenodo
- Other

If other, please specify

Repository provider's DMP formal document

If not, please specify information about the repository you are using

If available, please, include a link to the provider's website

If other, please specify

2.3 Making data interoperable

2.3.1 Assess the interoperability of your data *

Specify what standards you will use to facilitate interoperability. You can select from the list below or add a new entry in the field "Other"

- RDF
- OWL
- DAML+OIL
- JSON LD
- XML
- KML
- GML
- GeoJSON
- CSV
- Other

If other, please specify

Data vocabularies

Specify the data vocabularies you will follow to facilitate interoperability

- Art and Architecture Thesaurus (AAT)
<http://www.getty.edu/research/tools/vocabularies/aat/>
- PeriodO <http://perio.do/en/>
- Pleiades <https://pleiades.stoa.org/>
- Other

If other, please specify

National vocabularies

Ad hoc/proprietary vocabularies

2.3.2 Specify whether you will be using standard vocabularies for all data types present in your dataset, to allow interdisciplinary interoperability?

- Yes
- No
- I don't know

If not, will you provide mapping to standard vocabularies?

- Yes
- No
- I don't know
- Other

If other, please specify

2.4 Increase data reuse

2.4.1 Specify how the data will be licensed to permit the widest reuse possible *

Creative Common Licenses

- CC0 (no copyright)
- CC-BY (attribution)
- CC-BY-SA (attribution and share alike)
- CC BY-ND (attribution and no derivative)
- CC BY-NC (attribution and no commercial)
- CC BY-NC-SA (attribution, no commercial and share alike)
- CC BY-NC-ND (attribution, no commercial and no derivative)

Rights Statements for cultural heritage institutions or aggregation platforms

- IN COPYRIGHT <http://rightsstatements.org/vocab/InC/1.0/>
- IN COPYRIGHT-EU ORPHAN WORK <http://rightsstatements.org/vocab/InCOWEU/1.0/>
- IN COPYRIGHT-EDUCATIONAL USE PERMITTED
http://rightsstatements.org/vocab/InC_EDU/1.0/
- IN COPYRIGHT-NON-COMMERCIAL USE PERMITTED
<http://rightsstatements.org/vocab/InCNC/1.0/>
- IN COPYRIGHT-RIGHTSHOLDER(S) UNLOCATABLE OR UNIDENTIFIABLE
<http://rightsstatements.org/vocab/InCRUU/1.0/>
- NO COPYRIGHT-CONTRACTUAL RESTRICTIONS
<http://rightsstatements.org/vocab/NoCCR/1.0/>
- NO COPYRIGHT-NON-COMMERCIAL USE ONLY
http://rightsstatements.org/vocab/NoC_NC/1.0/
- NO COPYRIGHT-OTHER KNOWN LEGAL RESTRICTIONS
<http://rightsstatements.org/vocab/NoCOKLR/1.0/>
- NO COPYRIGHT-UNITED STATES <http://rightsstatements.org/vocab/NoCUS/1.0/>
- COPYRIGHT NOT EVALUATED <http://rightsstatements.org/vocab/CNE/1.0/>
- COPYRIGHT UNDETERMINED <http://rightsstatements.org/vocab/UND/1.0/>
- NO KNOWN COPYRIGHT <http://rightsstatements.org/vocab/NKC/1.0/>
- Other

If other, please specify

Tick all that apply

- Open data policy
- Public Domain Mark
- Not available
- Other

If other, please specify

2.4.2 Specify when the data will be made available for reuse *

- Reuse is subordinated to legitimate interests of rights holders and protection of confidentiality and personal information
- Embargo date can only be handled when the technical framework allows it
- Date individually set with repository
- No specific date
- Other

If other, please specify

If applicable, specify why and for what period a data embargo is needed

2.4.3 Specify whether the data produced and or used in the project is usable by third parties after the end of the project *

- Yes
- No
- I don't know

If the reuse of some data is restricted, explain why

2.4.4 Specify the length of time for which the data will remain reusable *

- 5 years
- 10 years
- Other

If other, please specify

2.4.5 Do you request how data should be cited when reused?

For how to cite data you can consult <http://tiny.cc/mf9lcz>

- Yes
- No
- I don't know
- Other

If other, please specify

2.4.6 Are the rights related to the data documented?

- Yes
- No
- Other

If other, please specify

2.4.7 Describe which information you gather on the rights holder to make sure that nobody is left out

- The rights owner is recorded in the metadata form
- Documentation is gathered from their holders
- Permissions are gathered from their holders
- Agreement with each content provider
- The data creator is responsible for recording any rights
- If rights are held by third parties, the creator is responsible for ensuring permissions are given, or content removed
- Support standards for data citation
- Provide proper attribution and credit information in an external metadata record where a dataset is implemented by different individual contributors
- Not available
- Other

If other, please specify

2.4.8 Describe the data quality assurance processes *

- Set up of scientific and technical committee
- Use of tools for automatic checks
- Data conform to format specification
- Consistency verified with data models and standards
- Not available
- Other

If other, please specify

2.4.9 Specify if defined criteria ensuring relevance and understandability of the data for users are available

- Yes
- No
- I don't know
- Other

If yes, you can select from the list or add a new entry in the field "Other"

- Minimal set of metadata created
- Collection level metadata required
- Panel of specialists for Quality Assurance
- Formats, standards and certification models recognized by the scholarly community
- Not available
- Other

If other, please specify

If other, please specify

2.4.10 How do you ensure the availability of sufficient information (technical data and metadata) for end users to enable them to make reliable quality related evaluations?

- Staff with specialized education or training
- Detailed metadata
- Special training course to use specialized infrastructure
- Quality Assurance working groups
- Domain experts collaborate with technical partners to ensure precise mappings from content providers schemas to project ontology
- Not available
- Other

If other, please specify

3. Allocation of resources

3.1 Estimate the costs for making your data FAIR *

Please indicate the estimation of the total cost for the whole research life cycle (including also cost for archiving and long term preservation)

3.2 Cost covered by hosting institution

Specify which is the "unit" of archiving

- Price per megabyte
- Price per digital object
- Price per number of backups
- Price per authorized user
- Price per file
- Not available
- Other

If other, please specify

Describe how you intend to cover these costs *

- Cost covered by the project
- Cost covered by hosting institution
- Collaboration with other projects
- Other

If other, please specify

3.3 Clearly identify responsibilities for data management in your project *

Please, list the responsible actors/partners for every data life cycle activity

3.4a Describe costs of long term preservation

You can get help in calculating Research Data Management (RDM) cost with the Guide available at <http://tiny.cc/ob4lcz>

3.4b Indicate the potential value of long term preservation

You can select from the list or add a new entry in the field "Other"

- Data is potentially important for reuse by a larger community
- Data contributes to improve an open access publication
- Data was produced with a process that is difficult to repeat
- Data need to be archived because the funder requires it
- Other

If other, please specify

4. Data Security

This section concerns data recovery as well as secure storage and transfer of sensitive data

4.1 Address data recovery as well as secure storage and transfer of sensitive data *

4.2 Specify if your organization has tools to control the risks associated with receiving, managing, processing and ingesting digital collection content

- Yes
- No
- Other

If yes, you can select from the list or add a new entry in the field "Other"

- Checking/syntactic parsing of data structures
- Mechanisms to secure the reception and storage of exact copies of the original files (ingestion phase)
- Tools for generating metadata and for automatic validation of the XML
- Virus scanner for scanning file uploads
- Technology vulnerability scan
- SLA with the data storage provider
- Procedure for file fixity checking

- DRAMBORA Risk Assessment
- Declaration of Confidentiality for employees
- Bespoke Content Management System (CMS) with Object Management System (OMS) extension
- Not available
- Other

If other, please specify

4.3 Specify if you have policies regarding the storage of intermediate results and temporary files

- Yes
- No
- I don't know
- Other

If yes, you can select from the list or add a new entry in the field "Other"

- Policies on IPR
- Licenses policy
- Not available
- Other

If other, please specify

If other, please specify

4.4 Specify if your system uses automated backup processes, and/or if an automated monitoring process for storage is available

- Yes
- No
- Other

If yes, you can select from the list or add a new entry in the field "Other"

- Institutional back up process
- External back up process
- Personal back up process
- Global backup mechanism
- Other

If other, please specify

If other, please specify

4.5 Describe how the system supports preservation

- Using preferred data formats
- Assigning Persistent Identifiers (like DOI and URN) to a dataset

- Preserving all datastreams in the original format as distinct files
- Performing quality checks on submitted metadata
- Preserving data and metadata via migration
- Not available
- Other

If other, please specify

4.6 What tools does your system use to provide access to users?

- FEDORA
- DSpace
- Locally developed system
- Other

If other, please specify

4.7 Describe the digital asset management system used

- Management of data creation
- Metadata repository
- Image repository
- Registry of metadata preservation
- Not available
- Other

If other, please specify

5. Ethical aspects

5.1 Outline how your project ensures compliance with disciplinary and ethical norms

- Anonymising data where necessary
- Privacy constraints and applicable ethical norms
- Data accompanied by informed consent statements
- Privacy policies
- National laws
- Not available
- Other

If other, please specify

Other

6.1 Refer to other national/funder/sectorial/departmental procedures for data management that you are using *

- My institution has a Research Data Management Protocol
- Horizon 2020 guidelines
- Digital Curation Center Data Management Plan
- Arts and Humanities Research Council
- UK Data Archive
- Not available
- Other

If other, please specify

Date: