

# Illinois Data Bank Policy Framework and Definitions

## Policy Framework

### About the Illinois Data Bank

The Illinois Data Bank is a file-based repository for research data at the University of Illinois at Urbana-Champaign. The Research Data Service and associated staff, located within the University Library, assumes responsibility for the operation and policies of the Illinois Data Bank.

The Illinois Data Bank's mission is to centralize, preserve, and provide persistent and reliable access to the research data created by affiliates of the University of Illinois at Urbana-Champaign, such as its faculty, academic staff, and graduate students. The Illinois Data Bank is intended to be responsive to the Illinois research community, is supported by the University of Illinois at Urbana-Champaign, and endeavors to be both durable and sustainable. The Illinois Data Bank is a platform for making Datasets created from research projects by University of Illinois at Urbana-Champaign researchers publicly accessible by seeing that the research data is both widely discoverable and linked to associated works, such as journal articles, source code, or data deposited elsewhere. Depositing research data into the Illinois Data Bank is voluntary.

The Illinois Data Bank is intended to provide maximum public access to **unrestricted research data** for the advancement of scholarship and the public good in ways that are consistent with the U.S. President's Office of Science and Technology Policy (["OSTP" Public Access Memo](#)) of 2013. The University of Illinois at Urbana-Champaign maintains its commitment to seeing that restricted data are not inappropriately or inadvertently disclosed, consistent with all requirements pertaining to the collection, storage, access, use, transmission, and disposal of sensitive data. Researchers are obligated to be vigilant in seeing that such restricted data is not made publicly accessible through the Illinois Data Bank or any other unmediated public access mechanism.

### Illinois Data Bank Policies

The following policy documents govern the obligations of the Illinois Data Bank service and users:

[Access and Use Policy](#)

[Accession Policy](#)

[Deposit Agreement](#)

[Preservation Policy](#)

[Preservation Review, Revision, Retention, Deaccession and Withdrawal Procedure](#)

## Review of Policies

The Illinois Data Bank policies are intended to be dynamic and flexible documents, responsive to changes in the academic environment and attentive to the work of other campus units and programs such as the Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), the University Archives, the Records & Information Management Services, Technology Services, the Office of the Vice Chancellor of Research, and the National Center for Supercomputing Applications. The Research Data Service staff will review all policies on a quarterly basis during the Illinois Data Bank's first year (May 2016-May 2017). In subsequent years, the policies will be reviewed as needed, and at least annually. All past versions of each policy will be maintained in IDEALS (<http://hdl.handle.net/2142/91039>). The Research Data Service will strive to see that any Dataset deposited in the Illinois Data Bank remains subject to the Illinois Data Bank policies that are in place on the date the Depositor of that Dataset accepts the Deposit Agreement. The Director of the Research Data Service manages the Illinois Data Bank policies, including the approving of any revisions and/or exceptions to these policies. The Associate University Librarian for Research serves as an alternate manager of the Illinois Data Bank policies should an alternate manager be required for any reason.

## Definitions

The following are simplified definitions of terms as they are used in Illinois Data Bank policies. Sources are provided where possible; please note that many definitions have been adjusted to reflect the specific context of the Illinois Data Bank.

### **Creator(s)<sup>1</sup>**

*synonym: Author(s)*

An individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property (e.g., Datasets).

### **Data**

Factual material commonly accepted in a given research community as necessary to validate or extend research findings. Data may be qualitative, in the form of literature, interviews, observations, etc., or quantitative, in the form of numerical, spatial, measurements, etc.

### **Data File**

File of Data that enables ready inspection and/or reuse of the Data in visualization tools, analysis software, or analysis scripts.

### **Dataset<sup>2</sup>**

An intentional collection of Data Files and/or Metadata Files together with the associated Descriptive Metadata.

*Note: A Dataset may be as simple as a single Data File and/or Metadata File and the associated Descriptive Metadata. A*

*Dataset could also be a package of any combination of raw, semi-processed, or aggregate Data Files, relevant processing and analysis scripts, and Metadata Files such as a readme file.*

## **Dataset Publishing**

The process of making a Dataset publicly available, discoverable, and citable independent of other research publications such as a journal article.

## **Deaccessioning<sup>3</sup>**

The process by which the Illinois Data Bank removes Data Files and/or Metadata Files from its holdings after the initial commitment period ends if recommended after conducting a Preservation Review.

*Note: See the [Illinois Data Bank Preservation Review, Revision, Retention, Deaccession, and Withdrawal Procedure and Preservation Review Guidelines](#) for more details about reviewing, revising, retaining, deaccessioning, and withdrawing in the Illinois Data Bank.*

## **Depositor**

The person depositing a Dataset into the Illinois Data Bank where the Depositor is a Creator (e.g., has made a substantive intellectual contribution to the creation) of the deposited Dataset or is authorized by such a Creator to act on his/her behalf. At least one of the Creators of such a Dataset must be affiliated with the Urbana-Champaign campus of the University of Illinois before a Creator or someone acting on behalf of a Creator can deposit into the Illinois Data Bank.

## **Descriptive Metadata**

The information about the Dataset being deposited in the Illinois Data Bank, such as Dataset Creator(s), title, funder, etc.

*Note: Descriptive Metadata is initially provided by the Depositor during the submission process. Modifications to the Descriptive Metadata can be made after a Dataset is published by the Depositor and/or the Research Data Service staff.*

## **Digital Object Identifier<sup>4</sup>**

*abbreviation: DOI*

A Digital Object Identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet.

## **Digital Preservation<sup>5</sup>**

Policies, strategies, and actions to allow access to digital content over time regardless of the challenges of media failure and technological change. The goal of digital preservation is the accurate rendering of content over time.

## Disposition<sup>6</sup>

Retention, transfer, or discard of Data Files, Metadata Files, and/or Descriptive Metadata as determined through Preservation Review.

*Note: See the [Illinois Data Bank Preservation Review, Revision, Retention, Deaccession, and Withdrawal Procedure](#) and [Preservation Review Guidelines](#) for more details about reviewing, revising, retaining, deaccessioning, and withdrawing in the Illinois Data Bank.*

## Long-Term Contact Person<sup>7</sup>

*synonym: Corresponding Author, Corresponding Creator*

A person who serves as the primary contact and information provider for third parties wishing to find out more about a specific Dataset.

*Note: This person generally carries ultimate responsibility for the validity of the Dataset and is most often a faculty member and/or Principal Investigator (“PI”) of the project under which the Dataset originated.*

## Metadata File

File that provides information about a Data File(s) pertinent to the understanding, inspecting and/or reusing of the Data File(s), including descriptive information, documentation, technical specifications, readme files, provenance, and rights information.

## Owner

The individual, organization, or other entity that owns the intellectual property rights to the Dataset.

*Note: Nothing in these Illinois Data Bank Policies shall be considered as enlarging or reducing the ownership rights of the Creators of the Datasets.*

*See the University’s General Rules, in particular Article III, Sections 5, 4, 2(a) and 2(d) regarding ownership.<sup>8</sup>*

## Preservation Review

Assessment of the long-term viability of Datasets published in the Illinois Data Bank that may result in retaining, escalating preservation activities for, transferring, or discarding the Dataset.

## Provenance<sup>9</sup>

Information regarding the origins, custody, and ownership of a Dataset.

## Publication Delay Period<sup>10</sup>

*synonym: Embargo Period*

The period of time during which public access to all or part of a Dataset is not yet allowed.

Note: The Illinois Data Bank supports publication delay periods for just the Data Files and/or Metadata Files only or for the entire Dataset. The items under publication delay are released to the public on a date specified by the Depositor.

## Steward<sup>11</sup>

The individual, organization, or other entity that is financially and functionally responsible for the organization, Digital Preservation, transfer, and Disposition of a Dataset.

Note: The Illinois Data Bank assumes stewardship responsibility for all Datasets deposited into the Illinois Data Bank.

## Withdrawal

The process by which the Illinois Data Bank removes public access to all or part of a Dataset from its holdings for a compelling reason before the initial commitment period ends.

Note: See the [Illinois Data Bank Preservation Review, Revision, Retention, Deaccession, and Withdrawal Procedure](#) for more details about reviewing, revising, retaining, deaccessioning, and withdrawing in the Illinois Data Bank.

## References

<sup>1</sup> University of Illinois. 'The General Rules Concerning University Organization and Procedure,' Article III Section 2(c). <https://web.archive.org/web/20160226191920/http://www.bot.uillinois.edu/general-rules>

<sup>2</sup> Dataverse Project. 'Dataset + File Management.'

<https://web.archive.org/web/20160226192236/http://guides.dataverse.org/en/latest/user/dataset-management.html>

<sup>3</sup> Society of American Archivists. *A Glossary of Archival and Records Terminology*. 'deaccessioning.'

<https://web.archive.org/web/20160407153937/http://www2.archivists.org/glossary/terms/d/deaccessioning>

<sup>4</sup> American Psychological Association. 'What is a digital object identifier, or DOI?'

<http://www.apastyle.org/learn/faqs/what-is-doi.aspx>

<sup>5</sup> Association for Library Collections & Technical Services. 'Definitions of Digital Preservation.'

<https://web.archive.org/web/20160122120550/http://www.ala.org/alcts/resources/preserv/defdigpres0408>

<sup>6</sup> Society of American Archivists. *A Glossary of Archival and Records Terminology*. 'disposition.'

<https://web.archive.org/web/20160407153830/http://www2.archivists.org/glossary/terms/d/disposition>

<sup>7</sup> SCORO, the Scholarly Contributions and Roles Ontology. 'contact person.' <http://purl.org/spar/scoro/contact-person>

<sup>8</sup> University of Illinois. 'The General Rules Concerning University Organization and Procedure.'

<https://web.archive.org/web/20160226191920/http://www.bot.uillinois.edu/general-rules>

<sup>9</sup> Society of American Archivists. *A Glossary of Archival and Records Terminology*. 'provenance.'

<https://web.archive.org/web/20160407154113/http://www2.archivists.org/glossary/terms/p/provenance>

<sup>10</sup> SPARC Europe. 'Publication embargo.'

<https://web.archive.org/web/20160226192027/http://sparceurope.org/embargoes/>

<sup>11</sup> See Cloonan, Michèle and Martha Mahard. *ILFA-ALIS-Euclid Conference August 8-9, 2010. Cooperation and Collaboration in Teaching and Research: Trends in LIS Education*. 'Collaborative Approaches to Teaching Digital Stewardship: Classroom, Laboratory, and Internships.' <https://web.archive.org/save/http://conf.euclid-lis.eu/index.php/IFLA2010/IFLA2010/paper/view/4/3>

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[Contact the Research Data Service staff](#) with questions or to request an addition or revision to this policy.

Policy Document History and Version Control Table			
Version	Action	Approved By	Action Date
1.0	Policy issued.	Heidi Imker, Director, Research Data Service	2016-05-03
1.1	Policy reviewed. Minor changes made: -Minor formatting and wording adjustments. -Addition of clause clarifying who serves as an alternate manager of the Illinois Data Bank policies should an alternate manager be required. -Versioning table added.	Heidi Imker, Director, Research Data Service	2016-10-05
1.2	Policy reviewed. Minor changes made: -Fixed typos. -Addition of synonym to “Long-Term Contact Person” definition.	Heidi Imker, Director, Research Data Service	2017-03-02

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