Research Data Management Services (RDMS) @ University Libraries
Program Description

Contact

Betty Rozum, Data Librarian
435-797-2632
Email: betty.rozum@usu.edu

History and Overview

The University Libraries began offering full-time Data Services in spring, 2015, with the creation of a full-time Data Librarian. This position was charged with gathering and leading a campus-wide committee of key stake holders to identify campus concerns and issues and work collaboratively to implement solutions. The campus committee, motivated by the OSTP Memorandum of April 2013, which required results of federally funded research to be made publicly available, worked to develop a system to assist USU researchers in managing their federally funded data and publications. The committee completed its work and was sunsetted in late 2016.

Research Data Management Services (RDMS) resides in and is managed by the University Libraries by one full-time faculty member, the Data Librarian, one half time non-exempt employee, and student assistants.

Mission Statement

The Mission of RDMS is to support the USU community in managing and making available its research data. RDMS achieves this mission through providing data consultations; serving as an active partner in the Office of Research's efforts to track data and publications resulting from research awards; and managing the storage and archiving of research data deposited in Digital Commons for the USU community.

RDMS provides three major services to the campus:

- USU Data Reference Service
  - The Data Librarian serves as the central contact for questions concerning data deposit, publication deposit, and any agency-specific requirements involving outputs of funded research.
  - The Data Librarian works with the Office of Research, specifically the Division of Sponsored Programs, to track the products of funded research through the lifecycle of an award. This process is initiated by Sponsored Programs contacting the Data Librarian to create records for tracking the products of

research. Sponsored Programs and the Data Librarian work collaboratively to communicate with faculty who have received grant awards.
- Specific responsibilities include the creation of records in Digital Commons to represent the award and attaching, if provided, the data management plan, as well as creating and attaching a "primary metadata document" (Award Set Up). Data reference tracking involves annually updating the "primary metadata document" with products of research, verifying the location of the data and publication deposits, and creating corresponding records in Digital Commons with appropriate funder information to reflect the products of funded research. Details of the Data Reference Service are in the publication available at https://digitalcommons.usu.edu/lib_pubs/274/.

- Data Consultation:
  - RDMS consultations are generally with faculty, but graduate students also seek help. Consultation services have grown significantly over the past two years, indicating this is an area to watch for future growth. RDMS has offered periodic workshops and built a web site to educate faculty and students, as well as promote increased awareness of the research data tools and services offered by the Library.

- Data Storage and Backup
  - Data storage and backup involves preparing data for storing and adding it to Digital Commons. The process can include working with researchers to properly describe the descriptive, structural, and relational aspects of complex datasets, converting data to appropriate file formats, creating readme files, and other tasks associated with proper data curation.