Texas Data Repository

*DATA REPOSITORY SERVICE LEVEL AGREEMENT between*

*[MEMBER INSTITUTION]*

*and*

*Texas Digital Library (TDL)*

**I. Purpose & Scope**

The purpose of this SERVICE LEVEL AGREEMENT (SLA) is to clearly identify the roles and responsibilities of the member institution ([MEMBER INSTITUTION NAME]) and Texas Digital Library (TDL) as they relate to the Texas Data Repository.

The Texas Digital Library is a consortium of Texas higher education institutions, with UT Austin serving as the lead agency.

**II. Definitions**

* **Backup:** the process of making an exact duplicate of a digital object by copying the bitstream and storing that copy in a separate storage space. It is considered the minimum maintenance strategy of digital preservation.
* **Dataverse:** a platform developed by Harvard University for publishing and archiving research data
* **dataverse:** a collection of datasets (and other dataverses), created by individual researchers
* **institutional dataverse:** a collection of datasets and dataverses organized by member institutions and maintained by data repository librarians at each institution
* **Long-term preservation:** the endeavor to preserve digital content over the long term – depending on an institution’s policies, anywhere from 10 years to indefinitely. The term generally refers to the application of strategies above and beyond bit-level preservation.
* **Data Repository Liaison:** a liaison selected by a member institution to consult with TDL on matters related to the Texas Data Repository, serve on the TDR Steering Committee and administer local settings, policies and procedures, and institutional dataverses.

**III. Background**

The Texas Data Repository is a platform for publishing and archiving datasets (and other data products) created by faculty, staff, and students at TDL member institutions. The repository is built in an open-source application [Dataverse](https://dataverse.tdl.org/), developed and used by Harvard University.

The repository is hosted by [Texas Digital Library](http://www.tdl.org) (TDL), a consortium of academic libraries in Texas with a proven history of providing shared technology services that support secure, reliable access to digital collections of research and scholarship.

**IV. [MEMBER INSTITUTION’S] responsibilities under this SLA**

[NAME OF MEMBER INSTITUTION] shall:

* Appoint an individual to serve as “data repository liaison” to provide oversight of research data from their respective institution in the Texas Data Repository, manage any local services associated with the TDR, and serve on the TDR Steering Committee.
* Establish institutional policies around use of the repository, including determining default privileges for researcher-users and handling copyright inquiries, takedown requests, and rights decisions. Institutions will inform TDL when necessary of repository actions required.
* Update TDL when a change to the data repository liaison is needed, in order for TDL to maintain accurate public registry of data repository liaisons at member institutions.
* Update signatures to the TDR Steering Committee Charter (Attachment 1) when any data repository liaison or director/dean staff changes.
* Be responsible for the long-term preservation of data files deposited by faculty/staff from the member institution.
* Inform TDL of the institutional requirements necessary to authorize and sustain the Texas Data Repository, e.g. security authorizations through Central IT offices.
* Serve as a liaison between TDL and institutional departments as necessary (e.g. with Central IT for setup of Shibboleth)
* Recommend, in conjunction with TDL, data repository options should the Texas Data Repository be discontinued.
* Promote and support the Texas Data Repository service within its campus community and educate faculty, staff, and student users as necessary of policies and procedures.
* Work in good faith to maintain TDL’s current, stated data limits. Anything that exceeds those stated amounts requires consultation with TDL.

**A. Data Repository Liaison responsibilities**

Data Repository liaison duties include:

* Act as the local liaison/contact person for users and other university community members and provide oversight locally of the TDR service;
* Participate in TDR Steering Committee meeting and work;
* Manage and update institutional dataverse page, including theme (logos, colors) and description;
* Maintain required and optional metadata fields and settings for browseable facets to comply with TDL and local guidelines;
* Control permissions for the institutional dataverse (and other dataverses the data repository librarian creates);
* Fulfill additional, related duties as assigned by the institution. These might include assisting in other data curation roles such as data ingest, metadata creation and modification, and data management planning, as well as contacting users through the data repository interface.

**V. TDL’s Responsibilities under this SLA**

TDL shall:

* Provide access to and secure backup of data submitted to the repository
  + TDL will retain data files, make them accessible (when applicable), and provide secure backup for the duration outlined in the policy
  + TDL will retain metadata for the duration outlined in the policy
* Create and maintain appropriate user profile permissions for data repository liaisons
* Be responsible for the stewardship, technological oversight, and upgrades of the data repository software infrastructure
* Provide timely reporting to data repository liaisons regarding any system issues, including planned or unplanned outages or other significant changes
* Recommend, in conjunction with member institutions, data repository options should the Texas Data Repository be discontinued
* Coordinate a TDR Steering Committee of data repository liaisons
* Maintain a tech support helpdesk for the data repository liaisons and for referring requests to them
* Provide training and professional development opportunities to data repository liaisons as needed
* Provide periodic reports to data repository librarians detailing information about deposits from their institution

**VI. Costs**

TDL annual service module fees for participation in the TDR are as follows:

* Texas Data Repository Service module fees for TDL Regular Members
  + One-time setup fee: $2000 USD
  + High research activity institutions: $10,000 USD per annum
  + All other institutions: $5000 USD per annum
* Texas Data Repository Service module fees for TDL Affiliate Members
  + One-time setup fee: $2000 USD
  + High research activity institutions: $15,000 USD per annum
  + All other institutions: $7500 USD per annum
* TDL Members exceeding current data limits may be billed for excess data as-needed and based on consultation with the TDL prior to upload.

Members will be invoiced for this service under their TDL Membership Contract.

**VII. Term**

This Agreement will renew annually unless terminated by TDL Member.

**VIII. Ownership**

UT Austin is the lead agency for the Texas Digital Library consortium, which operates the Texas Data Repository for the benefit of its member institutions.

**IX. Modification**

Modification of this agreement shall be discussed and mutually agreed upon in writing by TDL and the TDL Member. Notification of potential changes will be made to the TDL Member (notice to TDL Member contact(s)) more than two (2) weeks prior to any SLA change taking effect.

**X. Effective Date and Signature**

This SLA shall be effective upon the signature of representatives from [MEMBER INSTITUTION] and TDL.  It shall be in force from [START DATE]. [MEMBER INSTITUTION] and the TDL indicate agreement with this SLA by their signatures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Library Administrator’s name] Date

[Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Data Repository Liaison’s name] Date

[Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Linda Shaunnesy Date

Business Contracts Administrator, UT Austin

## Attachment 1

# TDR Steering Committee Charter

### Purpose

The Texas Data Repository (TDR) Steering Committee is the mechanism for local Data

Repository Liaisons at TDR member libraries to provide Texas Digital Library (TDL) feedback and make decisions about TDR services. The purpose of the Committee is to provide strategic planning support and policy oversight to ensure focus and direction of programs and services.

### Membership

Membership consists of one Data Repository Liaison from each TDR member institution as well as the Texas Digital Library’s TDR Services Manager. Data Repository Liaisons are assigned at the time that the MOU for TDR Dataverse is completed and updated or reconfirmed annually or as needed by the institutional member.

Guests may attend meetings if a Data Repository Liaison is not able to attend a meeting, she/he can send a representative to act and vote on her/his behalf.

### Duration

This is a standing committee which will meet at a frequency set by the committee itself.

### Activities, Duties and Responsibilities

Acting with the TDL Director and TDR Services Manager, the Steering Committee is charged to:

* Develop and recommend to TDL policies, procedures, and best practices governing the TDR programs and services.
* Provide guidance and consultation for setting priorities for TDR technical development, programs and services.
* Communicate TDR priorities and objectives in an informal public roadmap.
* Establish guidelines regarding training, including workshops, screencasts, web conferences, in-person consultations and resources. This could include outside presenters, TDR users and providers of services offered by TDL.
* Establish a process for evaluating TDR services that measures and reports the extent to which the TDR is serving its community.
* Regularly use evaluation data to inform and continuously improve TDR services.
* Educate the community (including funders) using evaluation metrics, gathering resources for member use, and good practices for research data.
* Liaise with TDR service communities (e.g. Dataverse) to improve technologies.
* Identify, engage and collaborate with other data-focused projects and services.

### Delegation of Authority

The TDR Steering Committee will make recommendations to TDL via the TDR Services Manager. All recommendations which fundamentally change the service, website, or business model or commit TDL to strategic collaborations or resource expenses require approval by the TDL Director prior to implementation or advancement.

Examples of actions that the committee can take without formal approval from the Director:

* Dissemination and outreach
* Creation of training materials
* Formation of working groups
* Engage with and investigate other data-focused projects and services
* Set agendas, hold meetings, conduct committee business, and decide on committee procedures

#### Chairperson

The TDR Steering Committee Chairperson will be selected from the Data Repository Liaisons on the Committee and will serve for a one year term. There will also be a Vice-Chair/Chair-Elect. The Vice-Chair will serve for one year and then move into the Chair position for one year.

The Vice-Chair will be selected at an annual meeting of the TDR steering committee, to be held during or around the time of the Texas Conference on Digital Libraries (TCDL). New officers will take office on July 1 of the same year.

An institution’s liaison may only serve as Chairperson once every 5 years.

The TDR Services Manager will administer meeting logistics but will not participate in committee votes.

#### Decision-making

When votes are called by the Chairperson, a quorum must be present virtually or in-person and is established if two-thirds of voting committee members are present. Motions pass by a majority of votes of those present.

Between meetings, the Chairperson may also call a vote virtually. All votes must be received by a specified date. Votes must be received by a two-thirds majority of the committee to establish quorum. Motions pass by a majority of votes received.

### Committee Procedures

* The TDR Steering Committee will meet as necessary and appropriate as decided by majority, or at the call of the Chairperson or TDL in special situations.
* Meeting frequency will be reviewed on a regular basis.
* Meetings are predominantly virtual with at least one in-person meeting per year.
* Agendas will be set by the TDR Services Manager and Chairperson and be available to the entire committee at least one week before each meeting.
* Minutes for each meeting will be maintained by TDL and will be open to the public. Minutes are kept in the shared agenda document by committee members on a rotating basis and will be available within two weeks of each meeting.
* The TDR Roadmap is a public, living document, updated by both the TDR Steering Committee and the TDL Director, who has ultimate authority.
* The TDR Steering Committee may create working groups to complete specific projects.

### Author(s) of the Charter

In April and May 2017. this charter was drafted by:

* Christina Chan-Park, Baylor University
* Anna Dabrowski, TAMU
* Nerissa Lindsey, TAMIU
* Matthew McEniry, Texas Tech
* Dianna Morganti, Texas State University
* Courtney C. Mumma, TDR Services Manager
* Kristi Park, Texas Digital Library
* Paivi Rentz, Texas State University
* Adam Townes, University of Houston
* Jessica Trelogan, UT Austin
* Edward Warga, TAMUCC
* Laura Waugh, TDL
* Amanda Zerangue, TWU

### Director/Dean Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Repository Liaison, Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Director/Manager, Date