Texas Data Repository

*DATA REPOSITORY MEMORANDUM OF UNDERSTANDING (MOU) between*

*[MEMBER INSTITUTION]*

*and*

*Texas Digital Library (TDL)*

**I. Purpose & Scope**

The purpose of this MOU 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 for publishing and archiving research data developed by Harvard University
* **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 Librarian:** a librarian selected by a member institution to serve as a liaison to the TDL on matters related to the Texas Data Repository 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 MOU**

[NAME OF MEMBER INSTITUTION] shall:

* Appoint an individual to serve as “data repository librarian” 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 a TDL-wide advisory 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 librarian is needed, in order for TDL to maintain accurate public registry of data repository librarians at member institutions.
* 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 set up 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.

**A. Data Repository Librarian responsibilities**

Data Repository librarian 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 TDL-wide data repository librarian 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 MOU**

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 librarians
* Be responsible for the stewardship, technological oversight, and upgrades of the data repository software infrastructure
* Provide timely reporting to data repository librarians 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 membership-wide committee of data repository librarians
* Maintain a tech support helpdesk for the data repository librarians
* Maintain a tech support helpdesk for the data repository and for referring requests to the relevant data repository librarians
* Provide training and professional development opportunities to data repository librarians as needed
* Provide periodic reports to data repository librarians detailing information about deposits from their institution

**VI. Ownership**

UT Austin, as the lead agency for the Texas Digital Library consortium, operates the Texas Data Repository for the benefit of its member institution.

**VII. Effective Date and Signature**

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

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

[Library Administrator’s name] Date

[Title]

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

[Data Repository Librarian’s name] Date

[Title]

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

[TDL representative’s name] Date

[Title]