



Data Management Plan

Name: QUT Librarians on Facebook Project DMP

DMP Identifier: 479

Project title: Librarians SelfPresentation and Identities Creation through Status Updates

Principal investigator: Michael Hawks (PI)

Data management plan creator: Michael Hawks

1 Project Information

1.1 Research project name *

Librarians Self Presentation and Identities Creation through Status Updates

1.2 Version

Version 1.0

1.3 Chief Investigator / researcher *

Michael Hawks (PI)

1.4 ORCID

Michael Hawks - 0000-0002-0293-3651

Denise Frost - 0000-0003-3012-5624

1.5 Research team members *

Michael Hawks (PI)

Denise Frost (CI)

Kate Harbison (CI)

1.6 QUT affiliations *

Michael Hawks (PI) QUT Library

Denise Frost (CI) QUT Library

Kate Harbison (CI) QUT Library

1.7 Other affiliations

Nil

1.8 Project contact regarding data management *

Michael Hawks michael.hawks@qut.edu.au 07 3138 83444

1.9 Description of the project *

This project aims to investigate the ways in which librarians at QUT use specific self presentation strategies in Facebook status updates to create online identities. The project further aims to demonstrate the difference (if any) between personal and professional identities in an online environment

PLEASE NOTE: This description is for a test plan only.

1.10 Funding bodies, grant and other reference IDs

ARC

1.11 Research areas

080706 Librarianship

1.12 Research ethics clearances

QUT 0800000000

2 Data Collection

2.1 Existing datasets

Recruitment will occur from within QUT Library staff.

No existing datasets will be used; all data for the project will be collected by the research project team.

This dataset may be integrated with other datasets at a later date.

2.2 Data description

Research diary: paper notebook of team meetings, actions, thoughts, ideas

References in an EndNote database

Word documents: manuals of operation, interview protocols and transcripts, survey questionnaire

Surveys: online KeySurvey - responses exported to Excel spreadsheet, analysis (e.g. charts) within the spreadsheet. (Paper responses will be manually added to Excel)

Consent forms: signed paper documents

Analogue format - paper

EndNote database (.enl)

MS Excel spreadsheet (.xls; and comma-delimited .csv)

MS Word for text documents (.doc)

These formats are in widespread use, the University has the relevant software licences or they are accepted standards in this research discipline.

2.3 Data collection procedures

Questionnaire - both online and in print

One on One Interviews

Focus groups

2.4 Quality control procedures

The Manual of Operations details the standardised methods for collecting data, recording forms with instructions, computer assisted device use, controlled vocabularies, manual data entry procedures, and data completeness. Research team members involved in the interviewing process will be trained in the survey research process, covering topics including basic interviewing techniques, obtaining cooperation, and maintaining respondent confidentiality to ensure consistent results across interviewers.

2.5 Data organisation

U:\Research\Projects\LibrariansonFacebook (grant_admin, recruitment, participant management, ethics, data, protocols, finance etc)

2.6 Expected volume of data

200MB

2.7 Start date of data collection *

2015-10-01

2.8 End date of data collection *

2015-11-30

3 Ethics, Policy and Legal Compliance

3.1 Data privacy

The surveys will be anonymous and any survey which contains identifying information about the participant or another individual will be removed from the study.

The interviews will be coded and names removed from the written transcripts. The audio recordings of the interviews will be collected for the purposes of transcription however will not be stored as part of this study.

Informed consent from participants will be obtained via signed consent forms, which will include information detailing the sharing of data and will reflect the privacy protections of the project (including anonymity at the publication stage). Participants will also be informed of their ability to withdraw consent from the project at any time.

The privacy of personal information will be safeguarded by the following means:

- personal information remains confidential and is only accessible to research team members
- data is protected in the QUT environment using locked cabinets and password protected files
- electronic environment accessible only to research team members

The relevant clearances/policies/codes include:

- University Human Research Ethics Committee Approval
- Australian Code for the Responsible Conduct of Research
- National Statement on Ethical Conduct in Human Research
- Information Privacy Act 2009
- QUT MOPP

3.2 Data confidentiality

The following means will protect data confidentiality:

- experienced researchers understand principles of confidentiality
- stored data will be anonymised
- limited access environments to team members for electronic and paper records
- publication/presentation nonidentifiable data
- shared data will be nonidentifiable.

The relevant clearances/policies/codes include:

- University Human Research Ethics Committee Approval
- Australian Code for the Responsible Conduct of Research
- National Statement on Ethical Conduct in Human Research
- Information Privacy Act 2009
- QUT MOPP

3.3 Data ownership and intellectual property

Any data and IP arising from this project will be owned by QUT.

3.4 Copyright

Copyright is owned by QUT

3.5 Funding body and other stakeholder requirements

Australian Code for the Responsible Conduct of Research: http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf

4 Data Protection

4.1 Data storage

Data is stored on the Research Data Storage service provided by QUT and a new folder created within the TILS-Library area on QUT networked drives. Data stored on the network drive will be backed up through the QUT estore, which is automatically backed-up nightly in two physical locations. To ensure confidentiality and privacy, any folders with data and personal information will be password protected and accessible only to members of the research team.

4.2 Data loss prevention procedures

Research data is backed up to removable tape media through QUT's Research Data Storage service. The backup solution provides multiple copies of data which is housed in two geographically dispersed data centres. Files stored on QUT network drive are automatically backed up nightly and stored in two physical locations

4.3 Data access

Only research team members have access to data following the recommendations from the UK Data Service on Data Security. This includes physical data being secured in a secure, locked environment, and access to all digital files including data or personal information will be password protected and controlled by the research project team members

4.4 Data transmission procedures

Any data transmission between site or team members will occur over Cloudstor

5 Preservation

5.1 Preservation plan

The preservation plan involves preparation of datasets for sharing.

Keysurvey data will be exported to PDF and excel at end of the research project and stored in

U:\Research\Archives

The relevant clearances/policies/codes include:

- University Human Research Ethics Committee Approval
- Australian Code for the Responsible Conduct of Research
- National Statement on Ethical Conduct in Human Research
- Information Privacy Act 2009
- QUT MOPP

5.2 Estimated costs

While the exact costs of the data management plan are unknown, following the guidelines of the UK Data Service's Costing data management overview there are no additional costs estimated for the preparation and preservation of research data in this project.

5.3 Retention period and disposal plan

Following the guidelines in the University Sector Retention and Disposal Schedule, data will be retained for a period of 5 years. Following this period, the disposal plan will follow the outline in the QUT Guidelines for Records Disposal.

5.4 Date of data retention review

2015-11-30

6 Data Sharing and Reuse

6.1 Method for data sharing

Anonymised data will be discoverable via metadata in QUT Research Data Finder and Research Data Australia

6.2 Restrictions on sharing and access procedures

Physical location: D309, Level 3 D Block, QUT Kelvin Grove. Records kept in locked filing cabinets.

Electronic location of data: U:\Research\Projects\LibrariansOnFacebook. This folder includes data, documentation and administrative information and can only be accessed by the research project team.

Participants have consented for data sharing, providing data is de-identified.

After the embargo date (30/11/2016), data will be made available under the Creative Commons licence - CC BY-NC.

6.3 Documentation

Documentation includes Manual of Operations, surveys, interview transcripts, Ethics Approvals, Participant Informed Consent Forms

6.4 Metadata

Metadata will be created using the RIF-CS data scheme

7 Responsibilities

7.1 Next DMP review date *

2015-09-01

7.2 Declarations

This plan is in compliance with:

- QUT MOPP D/2.8 Management of research data
- Australian Code for the Responsible Conduct of Research
- University and/or statutory requirements, guidelines and codes of practice.

The information contained in this form is true and accurate.

All investigators, students, supervisors and assistants this plan is shared with (see 'Share' tab) will be able to access a copy of the plan.

Signature _____ Date _____

Print name _____ Role/institution _____

Signature _____ Date _____

Print name _____ Role/institution _____

Signature _____ Date _____

Print name _____ Role/institution _____