

Data Management Plan

Bodies on the Move: Panorama of Caribbean Carnival will produce data generated from presentations and moderated discussions in workshops and webinars, as well as identified archived and curated materials available in several collections held by the University of Puerto Rico, and the Puerto Rican Humanities Foundation/Fundación Puertorriqueña de las Humanidades. *Bodies on the Move* is being developed specifically to support new research needs in the humanities as made possible through access to these materials. As such, data management is a critical concern for the file level preservation and access, and for preservation and access to the materials in context.

For success, all materials for the project need to be shared openly and as widely as possible, and the infrastructure must be in place for ongoing growth. These supports are in place from both the Digital Library of the Caribbean (dLOC, www.dLOC.com, an international collaborative digital library), as well as the University of Puerto Rico-Rio Piedras Main Library. Both will provide expertise on metadata, and provide a stable and secure digital archive for the files. Accordingly, both institutions are committed to providing a stable and secure website for the materials in context, as well as the guidance and support for the contextualized web resources to be defined in part through the collaboration among the project participants and the consultants during the proposed level one, exploratory stage.

An open-access website generated by the project to showcase the concept of movement in Caribbean carnival will provide the proponents of this project the means to divulgate text, video and curated materials as well academic papers and research findings that result from it. Data from this interdisciplinary project will provide access to archived and curated materials related to the movement and Caribbean carnival to scholars and community members interested in the Humanities, particularly Language, Art, History, Human Communication, Cultural Studies, and Performance, among others. The University of Puerto Rico is currently developing a system-wide repository aligned with open-source licenses (Creative Commons) and is committed to allow the reuse of data produced by researchers.

The investigators commit to openly sharing all data in a timely manner. The Digital Library of the Caribbean (dLOC) will provide an immediate open access repository and long-term digital repository for all project materials including materials from the archives as well as project documentation, tutorials, and other materials. dLOC commits to archiving and making materials accessible on an ongoing basis and at project end. This is in keeping with normal practices with dLOC's commitment to open and speedy dissemination of research and project materials to build the community of practice and resources for Caribbean Studies. dLOC is supported by the over 40 partner institutions whose representatives comprise the Executive Board and two host institutions: Florida International University is the Administrative Host and the University of Florida is the Technical Host. UF dedicates staff time to digital preservation and access from the Digital Library Center staff, Preservation staff, Programming & Web Services Team, Digital Librarian, and others. dLOC provides resources online, a robust training program, and continuous consultation and facilitation for collaboration across the region for conducting digitization and digital curation in adherence to digital preservation standards. The project will generate a variety of data materials, and all will follow existing national and international standards for access and preservation, including for multiple file derivatives as applicable. Training and support materials will be stored in standard formats (e.g., HTML, PDF, AVI, PPTX, etc.) with all files made available in their optimal format for access and preservation.

As the dLOC Technical Host, UF is committed to long-term digital preservation of all materials in dLOC. Redundant digital archives, adherence to proven standards, and rigorous quality control methods protect digital objects. UF provides a comprehensive approach to digital preservation, including technical support, reference services for both online and offline archived files, and support services by providing training and consultation for digitization standards for long-term digital preservation. The UF Libraries support locally created digital resources as powered by and hosted with the [SobekCM Open Source Repository Software](#), including the [UFDC](#) which contains over 528,000 digital objects with over 36 million files (as of June 2017). The UF Libraries create METS/MODS metadata for all materials. Citation information for each digital object is also automatically transformed by the [SobekCM](#)

software into MARCXML and Dublin Core. These records are widely distributed through library networks and through search engine optimization to ensure broad public access to all online materials.

In practice consistent for all digital projects and materials supported by the UF Libraries, redundant copies are maintained for all online and offline files. The digital archive is maintained as the Florida Digital Archive (FDA) which was completed in 2005 and is available at no cost to Florida's public university libraries. The software programmed to support the FDA is modeled on the widely accepted Open Archival Information System. It is a dark archive and supports the preservation functions of format normalization, mass format migration and migration on request. As items are processed into the UFDC for public access, a command in the METS header directs a copy of the files to the FDA. The process of forwarding original files to the FDA is the key component in UF's plan to store, maintain and protect electronic data for the long term. If items are not directed to load for public access, they do not load online and are instead loaded directly to the FDA (*more information*). Further, this technical processing is supported through the dLOC operations and by-laws, which also stipulate that ownership of all dLOC materials remains with the partners, and that UF commits to serving as the technical liaison and facilitator for partners even in the event that dLOC were to cease to exist.

Because dLOC partners understand that data management is an ongoing part of the data lifecycle including access, especially a project such as this where the materials are to be shared and built upon to create new possibility for research, UF's role as the Technical Host for dLOC also includes facilitating digital scholarship. UF is committed to long-term digital preservation of all materials as well as to digital scholarship projects, including facilitating collaborations and creating new engagement opportunities with Digital Humanities, Public Humanities, and other groups with new and emerging collaborative networks for Caribbean Studies Digital Scholarship.