# MILEX Meeting – January 23, 2015
## 10:00 a.m. to 1:00 p.m.
### UMBC, Baltimore, MD

**Present:** Marla Beebe, Gina Calia-Lotz, Sarah Crest, Melissa D'Agostino, Stephen Ford, Joanna Gadsby, Sarah Gilchrist, Mike Kiel, Gergana Kostova, Kimberly Miller, Sarah Sheehan, Simmona Simmons, Lisa Sweeney, Dorothy Terry, Brandy Whitlock.

## Presentation

**"Data Management for Instruction Librarians," Sarah Sheehan, George Mason University**

- Where data management is going.

- Issues: storage, naming of variables, outdated files

- Other institutions, government are requiring that your publications and your data must be out there.
- Have to have a data management plan (DMP) if you're going to do any kind of assessment.

- How can librarians help science people to manage their data?

- Technical services, do you need this kind of language to share the data with other? We're good at saying ref stats are going down, what does that mean?

- What are we doing with the data?

- DMP is a living document, use as a guide for daily activities

- Nathan Putnam at UMD is THE GUY for DM

Components of a Basic DMP:

1. Types of data. How much, what format, when you're going to capture, who's responsible. File name structure -- go to your department and try to arrange a file structure. ISO standard for date is yyyymmdd
Documentation: Create a Read-Me file -- descriptions of what the variables mean.

2. Data and metadata standards. Describe the resource, enable discovery (i.e., cataloging).  iTunes – "crap metadata!"

3. Policies for access, sharing, and reuse. The meat of your plan. Get your copyright librarian involved with this. How should your data be cited. NEVER WORK/EDIT THE ORIGINAL DATA. Save excel file in CSV.

4. Plans for archiving & preservation. How will data be preserved? Three copies, two media types.  The cloud-- not always the best choice. .  Formats: ISO standard is PDF. SPSS, R-repositories. Institutional, discipline-specific (ICPSR, Dryad, FigShare, DataONE). Purdue leading in this area.

5. Costs of data prep and documentation: hardware, software, archive fees? Request funding! Big grants help with this.

6. Process. Name a person responsible for implementing the plan, assign a person to each DMP activity, schedule training for expertise required, update as changes are made.

- University of California DMPTool. DMPTool.org . Something to direct faculty to when NIH, etc., tells them they need a data management plan.

## Business Meeting

**Spring Conference planning**

Craig Gibson has agreed to give a keynote and conduct a workshop on the ACRL Framework for Information Literacy.

**Potential schedule:**
9:30-10:15 Keynote
10:15-11:00 Q&A
11:00-11:15 Break
11:15-12: Lightening talks on how other libraries are grappling with each frame and/or some kind of group game/exercise.
12:00-1:00 lunch
1:00-3:00 workshop. Divide people up into groups by discipline/class type: social sciences, humanities, professional programs, freshman seminars/research 101

What do we want Craig to talk about?
- How did he get from standards to frames?
- Concept of threshold learning
- What would he consider a good presentation to faculty and other librarians? How so we synthesize or make succinct our presentation to faculty?

**Registration table:**

Marla and Sarah G. will help with registration
Sarah C will do badges and programs
Mike: Catering, extra water
Help with clean-up: Gina

Cap at 60 attendees

Registration fees:

Members $50, $80 non-members, $70 membership and registration, $25 students
**Action Items:**

Gina will post a "save the date" announcement and call for presenters to MILEX members, then also marylib, ili-list, dla(?)

New registration form coming.

12:43 adjournment