

Appendix 2: UF Health Science Center Library Data Interview Questions – Modified from University of Virginia

What Is Your Data All About?

To start the interview we'd like to get some background information on your research. If you'd like, you can discuss your lab's work as a whole, or focus on a specific project.

1.1 What question are you trying to answer?

1.2 What is the process/method to answer the questions?

What Kind of Data Do You Have?

Now that we've heard about your research, let's talk specifically about what kind of data you produce. i.e. what they create and use.

2.1 Describe the data you create in your research.

Here we are looking for the data characteristics, types, sizes, and transformations.

- General Category (experimental, simulation/computational, observational, derived/compiled)
- Creation (sensors, instruments, software)
- Data Type (docs, emails, databases, images, videos, etc.)
- Data Format (MS Word, Excel, spss, html, jpg, etc.)
- Amount (#files, files sizes, growing?)

2.2 Another issue related to data is that of intellectual property. Who owns the Intellectual Property rights of the data you create?

How Do You Work With Your Data?

Now we'd like to talk about the practices you have in place to organize your data.

3.1 Who is responsible for managing the data? Are you using any filing or naming conventions for the files? How are the files organized? Is there any documentation on the files and/or data fields? *Are there set procedures? What role does each person play?*

- Management Plan
- Naming Conventions
- File Organization
- Documentation
- File Backup/loss/recovery
- File storage
- Backups

3.2 Do you share data among lab group or other colleagues (e-mail, shared drive, removable devices, CD, web pages, other)? Do you typically have multiple people working on the same data files? If so, have you had issues regarding which version was "correct" or the latest? How are these issues controlled or resolved?

- File sharing

- Issues related to multiple file versions

Preservation Concerns

We are looking for any digital preservation issues in this section of the interview. Continue discussion to ascertain whether any issues have been encountered when creating and using digital material to identify areas where practices could improve.

Here we are looking for preservation issues on their own data in their own lab/computer.

4.1 What challenges have you faced in terms of storage, formats, costs, and continued access to older data?

- Do they have older files?
- Obsolete data formats
- Obsolete media
- Lost or misplaced data
- Storage space
- Costs

Data Sharing and Long-term Accessibility

Get them thinking about the future of their data i.e. how can these files continue to be accessed and used (if appropriate), do they need to be preserved, if so, for how long?

5.1 Have you been asked to provide or share your data? Could or should your data be reused or repurposed by others, and if so, how and by whom?

- Publisher requirement
- Funder requirement
- Restrictions (Confidentiality, Sensitivity)
- Documented for sharing

5.2 Do your files need to be preserved? For how long? Does all of it need to be kept?

- Raw or processed data or both
- Who decides? Who is responsible?
- Where?
- How long?

What Would Make Data Management Easier for You?

Ask where the interviewee currently gets advice and support and what else s/he would like to see provided by the University.

6.1 What would help you create and manage your data better?

6.2 Who should be responsible for digital preservation? Who should be responsible for funding it?

Follow-Up Plans

7.1 Ask for feedback for interview process.

7.2 Do they want a summary of what we heard from them?