



DEPOSIT, CURATE, PUBLISH, REPEAT: DEVELOPING A WORKFLOW FOR RESEARCH DATA IN THE DUKE DIGITAL REPOSITORY (DDR)



Sophia Lafferty-Hess | Jennifer Darragh | Moira Downey | Susan Ivey | Mara Sedlins

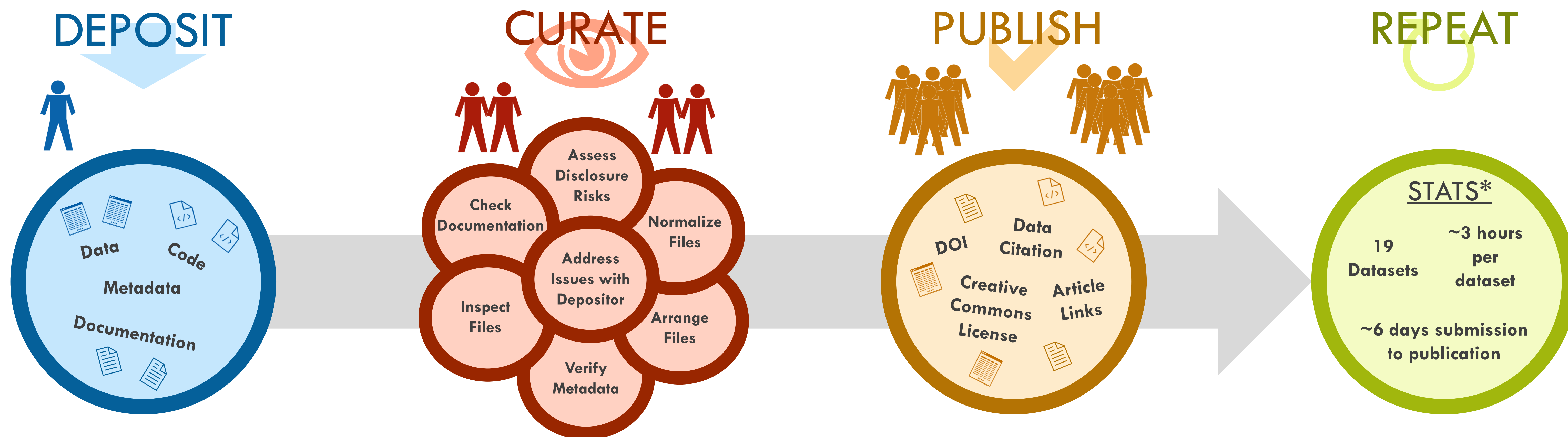
BACKGROUND

In 2017 the Duke University Libraries hired four new positions - two research data management consultants and two digital repository content analysts - to support a full suite of research data management (RDM) services including the archiving and curation of research data in the Duke Digital Repository (DDR). In early 2017 this RDM team, including a CLIR Fellow in Data Curation, worked collaboratively to develop an efficient workflow to help Duke data meet the FAIR guiding principles.

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WORKFLOW OVERVIEW

Upon submission of data, all data go through a pre-publication curatorial review prior to ingest in the repository. Reviewing data deposits has allowed the RDM team to catch accidental submission errors, educate researchers on best practices for data documentation, make suggestions for how best to format data for interoperability, and enhance metadata for discovery. The workflow focuses upon implementing a scalable approach while also meeting (at least) minimum standards for reuse.



The RDM team facilitates the deposit process and communicates expectations to depositors by:

- Collecting an initial deposit inquiry form to ensure data are in scope
- Outlining roles, responsibilities, and deposit requirements within policies
- Assisting in the preparation of data by providing submission guidelines

The RDM team manages the curation workflow internally to support consistency and reporting by:

- Recording the results of the curation review within a standard curation log
- Tracking workflow steps within the JIRA ticketing system
- Logging curation times and deposit details within an internal spreadsheet

Publishing the data is not necessarily the end of the curation process, the RDM team further assists researchers with:

- Adding links to new journal publications within the dataset metadata
- Versioning files if errors are detected or additional documentation is needed
- Lifting embargos on data deposited into the repository

The RDM team is working to continue to support and enhance services to new or repeat customers by:

- Maintaining profiles on all depositors to support institutional memory
- Building new repository platform capabilities
- Joining the Data Curation Network to harness expertise across institutions