



## DARIAH data creation guidelines

DARIAH supports digital research in the arts and humanities. All research of this kind relies upon the creation of high-quality, durable resources which are accessible and discoverable by the user community. One of the key ways DARIAH will enhance digital research is by supporting the creation of data by researchers and organisations.

The successful management of the data creation process is crucial to making the resource usable and interoperable and will have an impact upon any research done using the resource. It is crucial that the decision makers and the staff fully comprehend the impact of their choices or omissions. The DARIAH Data Creation Guidelines set out the planning, implementation and management of the digitisation process. The guidelines also point the user to standards and best practices already tested.

The guidelines summarise and highlight the most significant parts of the digitisation process. They set out basic parameters of data

creation that are useful to resource creators, users of the DARIAH infrastructure and to the digital humanities community in general.

### These guidelines address crucial data creation questions including:

- Why is planning so important?
- Why is it necessary to clear intellectual property rights at the beginning?
- What are the advantages of a life cycle management strategy?
- What is the impact of information consistency and quality on the outcome?
- Why does interoperability matter and how do you achieve it?

The DARIAH data creation guidelines are designed with the researcher in mind, providing an entry point for those with little experience in this area, and a checklist for more expert users. They include links to a number of important sources for more detailed information. In addition to using these guidelines, users are encouraged to contact DARIAH or one of the partners for advice and guidance on digitisation projects.

## Key aspects of preparing for data digitisation:

- 1. Project planning:** the data creator should assess the project aims, coverage, collaborations and sources. Some basic questions include: What needs is the project addressing? What standards and methodologies will be used? What resources will be required?
- 2. Evaluation of user needs:** Any good project's aims must be closely linked to the needs of its target audience and based upon research into user requirements.
- 3. Selection of material:** This will be based upon the desired research outcomes, the needs of the potential users and the resources available.
- 4. Clearing rights:** It is crucial to establish the copyright status of source material from the outset. All rights information should be embedded in the metadata.
- 5. Standards and infrastructure:** Depending on the desired outcomes and the type of material to be digitised the creator will have to choose standards, software and hardware. It is essential to manage the material according to its format (paintings, manuscripts, maps, etc.) and properties (fragility, size, access etc.). This knowledge will determine methods, equipment and specialised staff.
- 6. Data creation:** capturing the material digitally must be done with careful quality control to ensure that the result is fit for the uses to which it will be put.
- 7. Storage and preservation:** All planning and digitisation should be done with this in mind. Without attention to the long-term requirements, the data is unlikely to survive.

Discoverable and shareable high quality data and resources are at the heart of digital arts and humanities research. DARIAH supports the full life cycle of data creation and research using the outcomes of digital resource creation. For further information the full policy can be found on the DARIAH website.

[www.dariah.eu](http://www.dariah.eu)