

## **9. Data Management Plan**

### **Roles and responsibilities**

Stanford Digital Repository manager

Global Medieval Sourcebook PI: Kathryn Starkey

Global Medieval Sourcebook project manager: Mae Lyons-Penner

Global Medieval Sourcebook technical expert: Michael Widner

### **Expected data**

Types of data:

- Transcriptions, translations, and critical notes encoded in TEI-compliant XML
- Metadata describing each work
- Audio recordings of works being read aloud
- Computer code (PHP, Javascript, CSS, HTML) to generate the project website
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### **Period of data retention**

Data will be retained for as long as the Stanford Digital Repository is available.

### **Data formats and dissemination**

Computer code will be available to the public via Github and via the Stanford Digital Repository.

All code will be open source using the GNU General Public License.

Reports will be available as PDFs on the project website and in the Stanford Digital Repository.

Metadata and XML-encoded texts will be available on the project website and in the Stanford Digital Repository.

Audio files will be encoded in MP3 format and available on the project website and in the Stanford Digital Repository.

### **Data storage and preservation of access**

XML-encoded transcriptions, translations, and critical commentary will be stored in the Stanford Digital Repository. Audio recordings will also be stored in the Stanford Digital Repository.

The Stanford Digital Repository (SDR) is a service offered by the Stanford University Libraries that provides digital preservation, hosting, and access services that enable Stanford researchers to preserve, manage, and share research data in a secure environment for long-term citation, access, and reuse.

Digital content ingested to the Stanford Digital Repository's preservation core is replicated multiple times and stored in geo-diverse locations on different media types. All content is audited systematically to ensure that the bits are maintained exactly as deposited, and a log of preservation actions is kept to help ensure the content's integrity. The repository is built using open-source software widely adopted across the research community, with dedicated staffing by digital preservation experts. Access is controlled using strict authentication policies and enterprise-level security mechanisms. Metadata describing the content is indexed for searching, and copies of ingested content are provided via persistent URLs to authorized users via Stanford's digital library environment.