Data Management Plan

Data Collection

Phase 1: Online Analysis of Archives at 4-year MSIs

- Data to be collected: Information on the accessibility of archival collections at 4-year MSIs, including the presence of a full-time archivist, collections specific to minority populations, digital finding aids, and digital collections.
- Data sources: MSI websites
- Data collection method: Manual data collection from websites
- Data format: Structured data in spreadsheet format

Phase 2: Survey of Archivists and Library Administrators

- Data to be collected: Responses to survey questions regarding archival collections, representation and service to minority communities, available resources, and challenges faced by archives.
- Data sources: Archivists, archival workers, and library administrators at MSIs
- Data collection method: Online survey
- Data format: Quantitative and qualitative responses in survey format

Phase 3: Online Focus Groups

- Data to be collected: Transcripts of online focus group discussions with MSI archivists or archival workers.
- Data sources: Survey participants who volunteered for focus group participation
- Data collection method: Online focus groups conducted via Zoom
- Data format: Text transcripts in electronic format

Data Storage

All collected data will be stored in a secure and backed-up environment to ensure data integrity and accessibility. The following measures will be taken:

- Phase 1 data: Stored in a password-protected spreadsheet on a secure server accessible only to the research team.
- Phase 2 data: Stored in a secure online survey platform with access limited to authorized research team members.
- Phase 3 data: Focus group transcripts will be stored in a password-protected folder on a secure server accessible only to authorized research team members.

Data Documentation and Organization

To facilitate data management and organization, the following steps will be taken:

- Data labeling: Each dataset will be labeled with a unique identifier indicating the study phase and data source.
- Documentation: Detailed documentation will be maintained, including data collection procedures, survey instruments, coding schemes, and any modifications made during the study.
- File naming: Files will be named systematically using a consistent naming convention to ensure easy identification and retrieval.
- Data validation: Quality checks will be performed on collected data to identify any errors or inconsistencies, which will be promptly addressed.

Data Analysis

Data analysis will be conducted using appropriate statistical methods for quantitative data and grounded theory methods for qualitative data. The following tools and techniques will be utilized:

- Quantitative analysis: Statistical analysis software (e.g., SPSS, R) will be used for quantitative data analysis, including descriptive statistics, inferential statistics, and correlations.
- Qualitative analysis: The qualitative software Dedoose will be employed for the analysis of focus group transcripts. It will involve the creation of pre-determined codes and the development of new codes as they emerge.

Data Sharing and Dissemination

The study findings will be disseminated through various channels to reach different audiences. The following dissemination strategies will be employed:

- Virtual webinar series: Research findings will be shared with the MSI archives community through virtual webinars, providing an interactive platform for discussion and feedback.
- White paper: A comprehensive white paper summarizing the main findings of the study will be created and distributed to relevant stakeholders.
- Academic publications: The research team will aim to publish their findings in high-impact academic conferences and journals to reach a broader audience and contribute to the scholarly community.
- Archival resource collective: The study findings will be used to support the development of an archival resource collective for Minority Serving Institutions, promoting collaboration, open access to training materials, digital collections, and best practices for the MSI archives community.

Data Preservation

To ensure the long-term preservation and accessibility of the data, the following steps will be taken:

- Data backup: Regular backups of all data will be performed to prevent data loss due to technical failures or accidental deletions.
- Data storage duration: The data will be stored for a minimum period of one year following the completion of the study to allow for potential follow-up analyses or verification of results.
- Data archiving: At the end of the storage period, the data will be archived in a secure and standardized format to ensure its long-term preservation.
- Data access restrictions: Access to the data will be restricted to authorized research team members to maintain data security and confidentiality.
- Data ownership and rights: To the greatest extent possible, materials will be made available to other researchers and interested organizations via a Creative Commons license.

Data Ethics and Privacy

- Informed consent: Participants in the survey and focus groups will be informed about the purpose of the study and their rights as participants. Informed consent will be obtained before collecting any personal or sensitive information.
- Anonymity and confidentiality: Measures will be taken to ensure the privacy and confidentiality of participants' data. Identifiable information will be kept separate from the research data, and data will be anonymized during analysis and reporting.
- Ethical considerations: The study will adhere to ethical guidelines and regulations, including obtaining necessary approvals from the University of North Texas's institutional review board.
- Data protection: Data security measures will be implemented to safeguard against unauthorized access, loss, or misuse of data, including encryption, secure storage, and access controls.
- Compliance with regulations: The research team will comply with relevant data protection regulations, ensuring the lawful handling and processing of personal data.