Preface

The Herder Institute management team is keenly aware of the ever-increasing importance of handling research data both openly and carefully. Therefore, we are committed to developing an environment and a series of frameworks to ensure that research data is managed in the best possible way. This policy forms one of the first stepping stones and aims to provide an authoritative and reliable orientation for the way ahead.

Obtaining and archiving research data is an integral part of good scientific practice. Data enables us to make research transparent and verifiable, but it can also form an important element for new research. The Herder Institute is therefore very open to the spirit and practice of data sharing – while ensuring that legal and ethical restraints are taken into consideration – and we are working hard to make this possible.

The Herder Institute is committed to raising awareness of this topic among its staff and providing them with practical training and support. We recognize that good research data management requires putting in effort and extra work, and that this investment is crucial in ensuring we continue to produce excellent research. Furthermore, the Herder Institute advocates that such efforts be given more appreciation and recognition in the future, for example in application processes. The Institute is currently working on solutions that will allow relevant research data to be stored long-term and selected data to be accessible in appropriate repositories. In addition, we are bringing the specific requirements of heterogenous arts research data into the development of technical infrastructures, both at a national and international level.

Research Data at the Herder Institute

The Herder Institute refers to the following definition of the term “research data”, which was provided by DARIAH-DE and applies to the arts and cultural sciences:

“The umbrella term “digital arts and cultural science research data” refers to all sources, materials and findings that are collected, generated, described and/or analyzed in the context of researching an arts of cultural science question, and which can be stored in a machine-readable form for the purpose of archiving, cite-ability and for further processing.”

Research data is generated at the Herder Institute in specially defined research projects and in the context of indexing scientific collections. The data is therefore very heterogenous; this applies to content, methodology around surveying and analysis, file formats, as well as the types of media we use and the corresponding software. Our data is interdisciplinary, multilingual, and transnational, and it is both qualitative and quantitative.

Our Goals for Research Data Management at the Herder Institute

Data that is relevant and important for research should be saved and described using metadata in such a way that it can be easily transferred to a data archive and stored, where appropriate, in a suitable repository where it can be subsequently accessed and used (should this be legally and ethically possible).

Research Data Infrastructure

- The Herder Institute provides the technical infrastructure for research data management.
- In order to enable research data to be archived long-term and, where necessary, made available for ongoing future use, the Herder Institute is developing a series of recommendations and guidelines relating to file naming, file formats and descriptive metadata.
- The archiving of data is made possible through collaboration with external partners.
- The Herder Institute is working with partners to set up repositories that will provide continued access to data.
Future Use and Publication of Data

As far as possible, data intended for future use should be cite-able (for example DOIs).
Data intended for future use should be accompanied by a legally and ethically justifiable license (Creative Commons). We aim to establish Open Access wherever possible.

Accountability

The Herder Institute management team has arranged for sufficient funding to be made available for research data management (to cover personnel and infrastructure costs).
The Herder Institute management team has arranged for a catalog of mandatory measures to be created, which will ensure a smooth implementation of the policy.
The project leaders/coordinators and heads of department are responsible for raising awareness of the subject of research data among the staff and for ensuring that the Herder Institute’s guidelines are adhered to.
The respective project leaders and heads of department are responsible for research data management from the planning stage (data management plan) to the data transfer stage (including the negotiation and clearance of rights). Where possible, funding for any project-specific costs related to research data management should be taken into consideration as part of proposal submissions.

Qualifications and Guidance

The Herder Institute is developing a system of assistance and recommendations for handling research data across all stages of the data lifecycle (from creation of data to its deletion).
The Herder Institute provides training opportunities on the subject of research data management. We offer guidance and support for individual projects from the planning stage through to the transfer of data to archives and repositories.

Contacts for Questions Relating to Research Data Management

Research Representative at the Herder Institutel
Ombudsperson for good scientific practice
“Digital History and IT” department

The Herder Institute adheres to the policies and principles outlined in the following documents

- DFG Recommendations “Safeguarding Good Scientific Practice”\(^1\)
- The Alliance of Science Organizations: Established Principles for the Handling of Research Data from Science Organizations\(^2\)
- Berlin Declaration on Open Access to Knowledge in the Science and Humanities\(^3\)
- The Alliance of Science Organizations: an Appeal for the use of Open Licenses in Science and Research\(^4\)
- Open Access Policy of the Leibniz Association 2016-2020\(^5\)

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1 DFG-Empfehlungen „Sicherung guter wissenschaftlicher Praxis“ (http://doi.org/10.1002/9783527679188.oth1, zuletzt 03.05.2017).
3 http://doi.org/10.1002/9783527679188.oth1 (zuletzt 03.05.2017).
4 http://www.allianzinitiative.de/de/.handlungsfelder/forschungsdaten/grundsaetze/ (zuletzt 03.05.2017).
5 http://openaccess.mpg.de/berliner-erklaroerung (zuletzt 03.05.2017).
6 http://www.dfg.de/foerderung/info_wissenschaft/2014/info_wissenschaft_14_68/index.html (zuletzt 03.05.2017).
7 PDF for download auf https://www.leibniz-gemeinschaft.de/infrastrukturen/open-access/ (zuletzt 03.05.2017).