Data Management Plan: *The Chapman Center for Rural Studies*

1. Roles and Responsibilities

This data management plan will be implemented and managed by Mary Kohn and Mark Crosby with guidance from Kansas State University's Information Technology Assistance Center (ITAC). ITAC will have long-term responsibility for the permanent storage needs of the data. All our data will be publicly accessible.

2. Data

We are collecting, digitizing, and preserving a variety of original artifacts. Our data therefore comprises the digitized artifacts we are preserving, the documentation chronicling the curatorial and preservation processes, and associate data generated during the preservation, curatorial, and online publication processes.

The data collected during preservation comprises:

- Photographs (Tiffs).
- Text files (XML files) of manuscripts, notes and ephemera.
- Text description (XML) of all digitized artifacts in the collection (incl. a variety of contextual descriptions)
- XSLT files for converting XML to HTML.
- Audio files (BWF).
- Video files (MPEG 3 or 4).

The preservation documentation will be:

- MS Word documents (formatted as PDFs for public access).

All data will be collected and stored on a dedicated Kansas State University server that is backed up nightly.

Any and all source code, including TEI schema and XSLT files generated from our projects will made publicly available through Github.

Technology: the database will be a formatted MySQL platform. The website will be created using Drupal Content Management System. We envisage using JavaScript to create the dynamic links between materials in the collection.

3. Period of Data Retention

All data and formal reports on the curatorial and preservation process will be publicly available within one year of the completion of the project. Data will be retained for a minimum of five years beyond the completion of phase 4.

4. Data Formats and Dissemination

The Chapman Center's various projects will each have custom graphic user interfaces (GUI) created with Drupal. Each GUI will serve as a portal to our data. Formal reports on editing, curating, and preservation will be made available in PDF format and will be available via the Chapman Center's main webpage.

5. Data Storage and Preservation of Access

All data will be stored for the life of the institution. ITAC will be responsible for long-term data management and maintenance of the Chapman Center's projects.

Digital Sustainability Plan: *The Chapman Center for Rural Studies*

The following sustainability plan is based on Crosby's participation in *Sustaining DH An Institute for Advanced Topics in the Digital Humanities* (Oklahoma State University, 28 February – 1 March 2019):

- All digital files will be stored on a dedicated Kansas State University server and, in the long term, maintained and managed by the University's Information Technology Assistance Center.
- All digitized artifacts will be created using universally recognized file formats agreed by institutions such as the Library of Congress.
- All our metadata will follow simple Dublin Core.
- All projects will have built-in functional redundancy and technical support for the life of the institution.
- We will use a non-proprietary content management system (Drupal) to enable users to access our data.
- We will use MySQL to create our databases for our projects.
- Following the NEH Sustainability Guidelines, we will reassess our sustainability needs every three years for the lifetime of each project.
- An endowed fund provides long term financial support for the Center, its projects, related hardware and software, and 1.5 staff positions, including a full-time social media coordinator and a .5 time office specialist to ensure the long-term sustainability of the Center and its affiliated projects.
- K-State Arts and Sciences has supported a .5 Director position to oversee the Chapman Center and its affiliated projects, infrastructure, and staff, and is committed to continuing this support to ensure long-term oversight of the Center.

As with all collections of digital material, there are challenges, not least technological obsolescence, regarding long-term stewardship and availability. By digitizing material artifacts in file formats currently universally agreed on by institutions such as the Library of Congress and the Smithsonian Institute, and structuring our projects with a widely-used, non-proprietary content management system, we hope to provide interim preservation. The support of an endowed fund provides long-term sustainability of staffing and infrastructure, ensuring the longevity of the Center.