

## Institute of Museum and Library Services (IMLS): IMLS: Datasets

### I. Mandatory: Intellectual Property Rights and Permissions

What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as a BSD, GNU, MIT, or Creative Commons to the products)? Explain and justify your licensing selections.

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms and conditions.

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

### II. Projects Creating Datasets

Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity already been approved? If not, what is your plan for securing approval?

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

Will you collect any personally identifiable information (PII), confidential information (e.g. trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g. data anonymization, data suppression PII, synthetic data).

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

If you will collect additional documentation such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

What documentation (e.g. data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

Identify where you will deposit the dataset(s):

Name of repository:

URL:

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)

When and how frequently will you review this data management plan? How will the implementation be monitored?

*Guidance:*

- [Institute of Museum and Library Services Grants](#)
- [Federal Agencies Digitization Guidelines Initiative \(FAGDI\)](#)
- [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#)