

# **Collection Development Policy: Library Data Service**

## **Goal:**

The goal of this collection policy is to outline the role of Library Data Service in acquisition and dissemination of data and statistical resources to McMaster University's research community.

## **General Purpose of Library Data Service:**

To administer and facilitate user access to data and statistics available to McMaster University under consortial licensing agreements, such as Statistics Canada Data Liberation Initiative (DLI) and Interuniversity Consortium for Political and Social Research (ICPSR).

To provide a central repository, access and service point for all numeric data available to McMaster University researchers through the University Library, serving students, staff and faculty in all disciplines.

To provide research assistance and expertise to McMaster researchers needing numeric data and statistics.

To prepare data and metadata for effective and efficient use by McMaster researchers.

## **Languages:**

There are no language limitations. Metadata documents and codebooks in English are preferred.

## **Geographical Areas:**

Mainly Canada (Statistics and Micro data), United States (Statistics and Micro data) and some International socio-economic statistics.

## **Chronological Limits:**

There are no time limits. Data is collected as required and available to meet research needs.

## **Types of Materials Collected:**

Statistical publications (monographs and serials) are acquired in accordance with the collection development policies for specific subject disciplines, such as Economics and Political Science, and the collection development policy for [Government Publications](#).

Most numeric data are acquired through significant consortial agreements which the Library administers on behalf of the University. These agreements generally require an annual subscription fee and provide access to a large body of data by means of CD/DVD, external hard drives, Internet or FTP. Data delivery from ICPSR is direct by the end-user, with the Library Data Service administering the licenses. Data delivery from DLI is staff-mediated, with the Library Data Service obtaining and preparing files for the researcher and administering individual end-user licenses. The Library Data Service also participates in consortial delivery projects such as Odesi and database subscriptions such as SourceOECD and Business Source Complete.

Some data resources are obtained from other sources, which may be Internet-based or published on CD-ROM. Very few datasets are directly purchased. Future initiatives may require the collection, access and archiving of data generated by McMaster researchers. At present, most data is used by researchers in the social sciences, health sciences and business faculties, but data is not subject specific and may be relevant to any discipline.

## **Formats of Material Collected:**

- SPSS
- SAS
- ASCII (txt, csv)
- Databases and spreadsheets in standard computer software formats (such as Microsoft Excel, Microsoft Access, Beyond 20/20)
- Geospatial formats (such as ArcInfo Export, ESRI shapefiles, MapInfo)

The Library Data Service provides assistance to researchers by converting and delivering data files in compatible formats for their needs. Format conversion software, such as StatTransfer, is also provided in the Gateway Data/GIS Lab (Mills Library L111A).

## **Software Supported:**

- SPSS

- SAS
- Stata
- R
- Stat/Transfer
- Beyond 20/20
- MS Excel

Other software programs required for teaching will be supported as necessary.

The Library Data Service acquires or recommends software manuals and related material for general library collections.

### **Types of Materials Excluded:**

The Library Data Service does not accept or hold data unless it is accompanied by metadata or codebooks to facilitate use. Metadata should meet common standards of best practice.

The Library Data Service holds data that can be used by a broad range of McMaster researchers. Data with narrow and exclusive licenses or restrictions that limit who, where, why or how data can be used should be acquired directly by individual researchers. Data is generally aggregated or made anonymous for educational use. Data of a highly confidential nature is excluded and should be acquired directly through the data producer by individual researchers.

The Library Data Service holds data for purposes of teaching, academic research and scholarly publication. The Library enters into educational license agreements with data producers and does not provide data for commercial enterprises. Data needed for other purposes should be acquired by individual researchers.

### **Other Considerations:**

- There are restrictions on some licensed data that may restrict its use to McMaster affiliates only.
- Data is not restricted to any one discipline or faculty and the Library Data Service serves the broad university community.

*13 January 2010*