

## DIY Research Data Management Training Kit for Librarians: Reflective writing questions

### MANTRA Unit 3: Organising data

1. In his video clip Jeff Haywood talks about “a bit of a folder compartmentalisation mentality”. Is this something you recognise in your own file management practice?
2. What strategies do you employ to retrieve old files when you cannot recall the file name or location?
3. From your own experience give examples of shared protocols for naming folders and files. How disciplined were you in sticking to them?
4. How do you approach file versioning in your daily work? In light of what you have learned from the Unit, what might you do differently?
5. Outline your own file disposal procedures. How do they differ according to the type of file?

### MANTRA Unit 5: Documentation and metadata

1. The following are examples of types of data documentation:
  - laboratory notebooks & experimental protocols
  - questionnaires, codebooks, data dictionaries
  - software syntax and output files
  - information about equipment settings & instrument calibration
  - database schema
  - methodology reports
  - provenance information about sources of derived data

In the subject areas you support which of these might you expect to encounter?

2. “I don’t need to document my data; I’m so familiar with it I practically know it by heart”. If one of your users said this to you, what could you say to convince them of the need to document their data?
3. To what degree might librarians be equipped to help users with documentation and/or metadata?
4. What metadata standards are you aware of? Why is it important to have metadata associated with research data?
5. From the MANTRA recommended reading for this Unit what is the importance of context and provenance to researchers’ data?