



DATA ARCHIVE FOR SOCIAL SCIENCES

ARCHIVAL ACQUISITION POLICY

*Data Archive for Social Sciences in
Bosnia and Herzegovina - DASS-BiH*

Authors: Amela Kurta, Nermin Oruč

Date: December, 2020.

Version: 1

Content

1	Introduction	3
2	Our collection.....	3
2.1	WHY?	3
2.2	WHAT?	3
2.3	WHO?.....	5
2.4	HOW?.....	6
3	Monitoring and review	6

1 Introduction

Data selection and appraisal play an important role in the acquisition of data in any archival setting. The collections policy indicates the principles and criteria by which the archive develops its data collection in order to serve the designated community. The preservation policy of DASS-BiH is flexible and responds to future developments and shifting requirements that will influence the archive's data collections (technology, scientific standards, thematic focus, etc.).

According to the DASS-BiH mission, it is in mandate to collect research data in the field of the social sciences, to preserve it, and make it accessible and usable for the long term. A priority of DASS-BiH is to deliver high quality digital resources to its designated community. When the data depositor approaches the DASS-BiH and ask to deposit data, it should ensure that data requirements are met as stated in the Preservation policy, Section 2.3. Data archivists at DASS-BiH follow questions listed below to decide upon the request:

- How significant are the data for secondary analysis (scientifically, socially, historically or culturally)?
- Are the data reusable?
- Is the information unique or is it preserved elsewhere?
- Is the data non-replicable, in other words, would it be impossible to replicate the data or doing so would not be financially viable?
- Are the data related to other data in our holdings?
- Do the documentation of the data and the metadata satisfy our internal standards so that the data and the original context can be reproduced?
- Are the data in electronic form?

2 Our collection

2.1 WHY?

DASS-BiH acquires data for the following purposes:

- for secondary use and analysis by researchers;
- for replication and validation;
- to appeal to new constituencies;
- to support new research techniques;
- to serve teaching and learning;
- to preserve data that are in danger of being lost;
- to fill gaps in our holdings.

2.2 WHAT?

We collect quantitative and qualitative data that:

- the data are from a research project that offers evidence and improved understanding of BiH society or parts of it (including international surveys);

- the data are of general interest for social science research (quality and exemplary studies with analytic potential);
- the data are from a research project where researchers from Bosnia and Herzegovina are involved;
- the data are from a comparative or continuous research (panel data, longitudinal surveys, and time series that allow examination of trends);
- the data are produced with methodological excellence.

The data are usually represented by the following types:

- quantitative tabular data
- text
- audio data
- images
- video

Those data types are deposited at DASS-BiH in several different file formats. We accept file formats that generally reflect different recommendations from CESSDA partners and internationally recognised institutions. We prefer file formats that have been widely adopted and are de facto standards in the research environment.

Category	Type of data	Preferred formats	Accepted formats
Quantitative	Quantitative tabular data	STATA (*.dta) SPSS (*.sav) SPSS portable (*.por) MS Excel (*.xls, *.xlsx)	STATA (*.dta) SAS (*.sas, *.sas7bdat) Comma Separated Values (CSV) file (*.csv) OpenDocument Spreadsheet (*.ods)
	Text	Adobe Portable Document Format PDF/A, PDF (*.pdf) MS Word (*.doc, *.docx)	OpenDocument Text (*.odt) Rich Text Format (RTF) (*.rtf) Hypertext Mark-up Language (HTML) (*.html) eXtensible Mark-up Language (XML) according to an appropriate schema (*.xml)

Qualitative or Documentation	Plain text	Unicode, Non-Unicode and ASCII (*.txt)	
	Audio*	Waveform Audio Format (*.wav)	MPEG-1 Audio Layer 3 (*.mp3) Free Lossless Audio Codec (FLAC) Audio Interchange File Format (AIFF) (*.aif, *.aiff)
Qualitative	Pictures: Raster (bitmap) images		Adobe Portable Document Format (PDF/A, PDF) (*.pdf) JPEG (*.jpeg, *.jpg) JPEG 2000 (*.jp2, *.jpx) PNG (*.png) GIF (*.gif) BMP (*.bmp)
	Pictures: Vector images	Scalable Vector Graphics SVG (*.svg) Adobe Illustrator (*.ai)	Drawing Interchange File Format DXF (*.dxf) PostScript (*.eps)
	Video	MPEG-4 (*.mpg4)	Moving Picture Experts Group MPEG-2 (*.mpg2) Motion JPEG 2000 (*.mj2) QuickTime (*.mov) Lossless AVI (*.avi)

Compressed files are accepted as long as they can be uncompressed by using open and freely available software.

2.3 WHO?

Eligible depositors are:

- Researchers affiliated with a research institution from Bosnia and Herzegovina;
- Government departments;
- Offices of statistics at national and entity level;
- Public and commercial survey institutes and polling organisations;
- International research teams.

2.4 HOW?

The acquisition of our data happens through different means:

- Longstanding agreements with researchers and institutes;
- Soliciting data by searching our research inventory and other sources, and contacting those researchers;
- Unsolicited donations from researchers;

DASS-BiH reserves the right to refuse to accept material under the following conditions:

- Data that do not match the criteria of our collections development policy and would be better dealt with at another institution;
- Insufficient or poor quality documentation, metadata or data file;
- Depositor and DASS-BiH do not agree on confidentiality, access, and dissemination conditions;
- If data and materials are of a nature or volume that may make it difficult or impossible to process given the resources, staff, facilities, or capacities of DASS-BiH.

DASS-BiH within CREDI is collaborating closely with national and international institutions that hold research data in order to guarantee best access to research output for users.

3 Monitoring and review

This policy is subject to regular evaluation and review in order to ensure continued relevance of the DASS-BiH procedures and to detect any changes needed. Therefore, the policy goes under the periodic review every two years. Employees at the DASS-BiH are responsible for the monitoring of the data archive community and technological development and to update the policy when needed. The latest version of the preservation policy is published on the DASS-BiH web-site with the indication of the version in the first page.