



## **Implementation of the Data Seal of Approval**

The Data Seal of Approval board hereby confirms that the Trusted Digital repository De Digitale Koepel complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.

The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on April 11, 2014.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

## Assessment Information

Guidelines Version:	2014-2017   July 19, 2013
Guidelines Information Booklet:	<a href="#">DSA-booklet_2014-2017.pdf</a>
All Guidelines Documentation:	<a href="#">Documentation</a>
Repository:	De Digitale Koepel
Seal Acquiry Date:	Apr. 11, 2014
For the latest version of the awarded DSA for this repository please visit our website:	<a href="http://assessment.datasealofapproval.org/seals/">http://assessment.datasealofapproval.org/seals/</a>
Previously Acquired Seals:	None
This repository is owned by:	<b>Meertens Instituut - Royal Netherlands Academy of Arts and Sciences</b> Joan Muyskenweg 25 1096 CJ Amsterdam The Netherlands  T +31 20 462 85 00 E <a href="mailto:douwe.zeldenrust@meertens.knaw.nl">douwe.zeldenrust@meertens.knaw.nl</a> W <a href="http://www.meertens.knaw.nl/cms/">http://www.meertens.knaw.nl/cms/</a>

# Assessment

## 0. Repository Context

### Applicant Entry

*Self-assessment statement:*

For more than 80 years the Meertens Institute ([www.meertens.knaw.nl](http://www.meertens.knaw.nl)), an institute of the Royal Academy of Arts and Sciences, KNAW ([www.knaw.nl](http://www.knaw.nl)), acquires and creates archives and collections. Our collection profile focuses on Dutch Ethnology and Language Variation as part of the national heritage of the Netherlands. Both in the new research plan (Crossing Boundaries 2013-2018, <http://depot.knaw.nl/13180/1/OZP2012.pdf>) and in the new collection plan (Collectieplan 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>) these activities have been labeled as key activities of the institute. Currently the institute has more than 450 collections consisting of (digital) research data, digitized material, archival collections, printed material, handwritten questionnaires, maps and pictures (<http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 33-51). The physical collections (mostly paper) are located in an archive that is called 'de koepel' (the dome, due to the construction of the building). The working name for the digital collections is derived from 'de koepel' and is called 'de digitale koepel' (the digital dome). This name ('de digitale koepel') is used for this application.

As a prospective CLARIN centre we adhere to the list of accepted formats and standards proposed by the CLARIN infrastructure (<http://trac.clarin.nl/wiki/WikiStart#Formatsandstandards>) and by DANS (<http://www.dans.knaw.nl/sites/default/files/file/EASY/DANS%20preferred%20formats%20NL%20DEF.pdf>). The Meertens Institute also complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). In our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58-61) the procedures about the (amongst other things) storage, publication and access of the data is formulated. Each deposit and the accompanying documentation are evaluated by the coordinator research collections.

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

#### Data Seal of Approval Board

W [www.datasealofapproval.org](http://www.datasealofapproval.org)

E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

**1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

**Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

For more than 80 years the Meertens Institute ([www.meertens.knaw.nl](http://www.meertens.knaw.nl)) acquires and creates archives and collections. This unique material about Dutch Ethnology and Language Variation is part of the national heritage of the Netherlands.

Currently the institute has more than 450 collections consisting of (digital) research data, digitized material, archival collections, printed material, handwritten questionnaires, maps and pictures (<http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 33 - 51). Depositing with the Meertens Institute has various positive effects on the quality of the research data and the communication about the quality. The Meertens Institute is known in the research field and it stimulates the researcher to be very responsible in regard to methods and techniques that prevail in his field. The Meertens Institute is also a prospective CLARIN Centre and will adhere to the accepted formats and standards proposed by the CLARIN infrastructure (<http://trac.clarin.nl/wiki/WikiStart#Formatsandstandards>). It makes researchers open to criticism by peers, and, in the case of obvious defects, this could lead to his contribution being withdrawn from publication.

In our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58-61) we stimulate data producers to document (add metadata) their source material. Each deposit and the accompanying documentation are evaluated by the coordinator research collections. In case of insufficient clarity the coordinator research collections will contact the data producer and ask for more information. The coordinator research collections has expertise in certain research fields and has a general knowledge about the research activities that take place in those fields. If necessary the coordinator research collections will contact other researchers to assess the data. In this way he can judge the trustworthiness of a deposit. The coordinator research collections will also keep a close look on the possible existence of information in the research data that could identify individual persons. For generally available data this information will be removed. Where necessary the license contracts about the publication of private data will be checked.

**Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

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E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

*Comments:*

## 2. The data producer provides the data in formats recommended by the data repository.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

In our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58-61) we stimulate data producers to document (add metadata) their source material. Each deposit and the accompanying documentation are evaluated by the coordinator research collections. In order to guarantee the use of the data in the future as well, it is important that the data are archived in preferred formats. As a prospective CLARIN centre we also adhere to the list of accepted formats and standards proposed by the CLARIN infrastructure (<http://trac.clarin.nl/wiki/WikiStart#Formatsandstandards>) and we use Dublin Core metadata (<http://dublincore.org>). We also use the DANS list of preferred formats: <http://www.dans.knaw.nl/sites/default/files/file/EASY/DANS%20preferred%20formats%20NL%20DEF.pdf>.

This is communicated (in principle at the start of a new project, both verbally and via mail) by the coordinator research collections to the depositor as part of the datanotitie (<http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58-61). But in principle the Meertens Institute accepts all formats (and will preserve them to the best of their ability, but cannot guarantee durability in such a case).

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### **3. The data producer provides the data together with the metadata requested by the data repository.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

#### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The depositor deposits the data into the system and adds the related metadata. At the moment there is a minimal requirement of Dublin Core metadata (<http://dublincore.org>). When defining metadata fields in Dublin Core, we are guided as much as possible by the specifications of Qualified Dublin Core, see: <http://dublincore.org/documents/dcmi-terms/>. For publication within the CLARIN Infrastructure CLARIN CMDI is used (<http://www.clarin.eu/node/3219>). This is communicated (in principle at the start of a new project, both verbally and via mail) by the coordinator research collections to the depositor as part of the datanotitie (<http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 -61). Each deposit and the accompanying documentation are evaluated by the coordinator research collections.

When creating CMDI, each CMDI file either contains direct references to resource files or act as bundles of other CMDI files. CMDI files may be produced in two ways; either by generating CMDI files from an existing metadata set (mainly for existing data sets) or through custom tools specifically designed to meet the project's needs. An example of this approach can be found in the 'Gekaapte Brieven' project (<http://www.gekaaptebrieven.nl/>) or the 'Meertens Vragenlijsten' project (<http://www.meertens.knaw.nl/vragenlijsten/>), where easy to use editors are created producing CMDI. All metadata is customized to meet the requirements of the projects each deposit and the accompanying documentation are evaluated by the coordinator research collections. The technical compliance to CMDI is checked upon ingest.

#### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

#### **4. The data repository has an explicit mission in the area of digital archiving and promulgates it.**

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

#### **Applicant Entry**

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The Meertens Institute ([www.meertens.knaw.nl](http://www.meertens.knaw.nl)), established in 1926, has been a research institute of the Royal Netherlands Academy of Arts and Sciences (KNAW, [www.knaw.nl](http://www.knaw.nl)) since 1952. We study the diversity in language and culture in the Netherlands. Our focus is on contemporary research into factors that play a role in determining social identities in the Dutch society. Apart from research, the institute also concerns itself with documentation and providing information to third parties in the field of Dutch language and culture (mission statement: <http://www.meertens.knaw.nl/cms/en/over-het-meertens-instituut/missie-visie-en-kernwaarden>). In our collection plan the policies for the coming five years are formulated (Collectieplan 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>).

The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). Our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. All distributed copies are stored under the agreement that they are subject to the same restrictions. The Meertens Institute is a prospective CLARIN centre. Both the Collection Department and the Communication Department of the Meertens Institute carry out related promotional activities (see the webpage: <http://www.meertens.knaw.nl/cms/en/nieuws-agenda>, for the communication activities of the Meertens Institute).

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

#### **Reviewer Entry**

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*Comments:*

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## 5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## Applicant Entry

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

The Meertens Institute is an Institute of the KNAW (the Royal Netherlands Academy for Arts en Sciences, [www.knaw.nl](http://www.knaw.nl)) and it is a legal entity. We are not a separate legal entity on our own. The Meertens Institute a prospective CLARIN centre ([www.clarin.eu](http://www.clarin.eu)).

The Meertens Institute feels a great responsibility regarding legal issues. The policy of the Meertens Institute is that all research plans need a 'dataparaagraaf' (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61). In this dataparaagraaf the procedures about the storage, publication and access of the data is formulated. Next, the Meertens Institute offers two types of contracts. The first contract relates to the use of archival material of the Meertens Institute. The second to donating archival material to the Meertens Institute (Collectieplan Meertens Instituut, 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 53, 54 and 55). The coordinator research collections checks the dataparaagraaf and the contracts.

The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). We allow researchers to restrict access to data at various levels. All distributed copies are stored under the agreement that they are subject to the same restrictions. Within this policy, our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. The Meertens Institute also complies the Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek VSNU (English: Code of Conduct for Use of Personal Data in Scientific Research, <http://www.vsnul.nl/files/documenten/Domeinen/Accountability/Codes/Bijlage%20Gedragscode%20persoonsgegevens.pdf>). The general terms and conditions are on our website, <http://www.meertens.knaw.nl/cms/nl/collecties>. A user has to agree to the possible restrictions in order to use the data. For online dataset the Meertens Institute does not carry out any checks if users comply. For data that is not (yet) online the Meertens Institute offers a contract for to the use of archival material (Collectieplan Meertens Instituut, 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 53, 54 and 55). The coordinator research collections will check the contract.

### Data Seal of Approval Board

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E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf)), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 6. The data repository applies documented processes and procedures for managing data storage.

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The Meertens Institute (an institute of the Royal Academy of Arts and Sciences) acquires and creates archives and collections. Both in the new research plan (Crossing Boundaries 2013-2018, <http://depot.knaw.nl/13180/1/OZP2012.pdf>) and in the new collection plan (Collectieplan 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>) these activities have been labeled as key activities of the institute.

In our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf> pp 58 - 61) we have formulated our policies regarding the procedures of data ingest, management and storage of digital data. For the data storage of all our data we use the facilities of the KNAW (The Meertens Institute is a KNAW institute). The document that describes the procedures for managing the data storage is called 'Dienstencatalogus' (instead of the more common used term of Service Level Agreement, SLA) (Dienstencatatalogus I&A, KNAW 2014, no URL: this document is due to KNAW policy regarding sensitive information not publicly available, but at the request of the reviewer it will be sent to [info@datasealofapproval.org](mailto:info@datasealofapproval.org) at the same date as the official request for the DSA). The KNAW uses the services of Vancis (<https://www.vancis.nl>). Vancis offers data services for Universities, companies and educational institutions. Backups are made (a complete backup is made once and incremental backups are made every day - during the night -) and access from outside to the servers for maintenance is restricted (Dienstencatatalogus I&A, KNAW 2014, pp. 10-12, again, no URL: this document is due to KNAW policy regarding sensitive information not publicly available, but at the request of the reviewer it will be sent to [info@datasealofapproval.org](mailto:info@datasealofapproval.org) at the same date as the official request for the DSA).

For long term digital preservation and archiving the Meertens Institute uses the services of DANS (DANS is a KNAW institute as well). For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)). In this DSA certificate DANS explains the processes and procedures for (1) managing data storage and (2) the long term preservation of the digital assets (including implementing functions for recognition of file formats and for converting files that are in formats which are in danger of becoming obsolete). The Meertens Institute and DANS intend, in the coming period, to change the practice of individual agreements and to convert to an institution-wide agreement between the Meertens Institute and DANS. See also guideline 7.

Data Seal of Approval Board

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## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 7. The data repository has a plan for long-term preservation of its digital assets.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

The Meertens Institute (an institute of the Royal Academy of Arts and Sciences, KNAW) acquires and creates archives and collections. Both in the new research plan (Crossing Boundaries 2013-2018, <http://depot.knaw.nl/13180/1/OZP2012.pdf>) and in the new collection plan (Collectieplan 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>) these activities have been labeled as key activities of the institute. For long term digital preservation and archiving the Meertens Institute uses the services of DANS (DANS is a KNAW institute as well). For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)). In this DSA certificate DANS explains the processes and procedures for (1) managing data storage and (2) the long term preservation of the digital assets (including implementing functions for recognition of file formats and for converting files that are in formats which are in danger of becoming obsolete). The Meertens Institute and DANS intend, in the coming period, to change the practice of individual agreements and to convert to an institution-wide agreement between the Meertens Institute and DANS. See also guideline 6.

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 8. Archiving takes place according to explicit work flows across the data life cycle.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

A standard work procedure (see the Datanotitie, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf> pp 58 - 61) is followed where all data must be reviewed by the coordinator research collections before being accepted. The depositor mainly decides which data is to be archived and who has access to it, the coordinator research collections decides on the metadata quality and assesses whether the data is in line with the mission of the Meertens Institute. Necessary data format conversion may be carried out by the technical staff present at the institute.

For the data storage we use the facilities of the KNAW. The KNAW uses the services of Vancis (<https://www.vancis.nl>). Backups are made and access from outside to the servers for maintenance is restricted (Dienstencatagogs I&A, KNAW 2014, pp. 10-12, no URL: this document is due to KNAW policy regarding sensitive information not publicly available, see guideline 6.). For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The policy of the Meertens Institute is that all research plans need a 'dataparaagraaf' (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61). In this dataparaagraaf the procedures about the storage, publication and access of the data is formulated. Next, the Meertens Institute offers two types of contracts. The first contract relates to the use of archival material of the Meertens Institute, the second to donating archival material to the Meertens Institute (Collectieplan Meertens Instituut, 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 53, 54 and 55). The coordinator research collections will check the dataparaagraaf and the contracts.

The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). We allow researchers to restrict access to data at various levels. All distributed copies are stored under the agreement that they are subject to the same restrictions. For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

The Meertens Institute collections and archives are available during office hours. For our webbased databases we strive toward 24/7 availability. For our audiocollections we have an emergency power supply in case the power fails (this system will be able to take over the power supply for one hour. We estimate that in most power failure situations the power will be restored within the hour). We have a written crisis management plan (Calamiteitenplan, no URL: this plan is not publicly available due to security reasons, but at the request of the reviewer it has been sent to [info@datasealofapproval.org](mailto:info@datasealofapproval.org) on 3 March 2014). When our system breaks down, our estimate is that we can be back online in a couple of days.

### Reviewer Entry

Data Seal of Approval Board

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E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

*Accept or send back to applicant for modification:*

Accept

*Comments:*



## 10. The data repository enables the users to discover and use the data and refer to them in a persistent way.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

In our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 -61) we stimulate data producers to document (add metadata) their source material. In order to guarantee the use of the data in the future as well, it is important that the data is archived in preferred formats. As a prospective CLARIN centre we also adhere to the list of accepted formats and standards proposed by the CLARIN infrastructure (<http://trac.clarin.nl/wiki/WikiStart#Formatsandstandard>) and we use Dublin Core metadata (<http://dublincore.org>). But in principle the Meertens Institute accepts all formats (and will preserve them to the best of their ability, but cannot guarantee durability in such a case). Each deposit and the accompanying documentation are evaluated by the coordinator research collections. For long term digital preservation and archiving the Meertens Institute uses the services of DANS. DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)) and uses persistent identifiers.

Besides the above-mentioned procedures we aim (as a prospective CLARIN centre) to make all data searchable at: <http://www.meertens.knaw.nl/cmdr/search-mi/>. OAI harvesting is possible at: <http://www.meertens.knaw.nl/oai/>. All published metadata and data records are associated with persistent identifiers (handles). Handles is one of the accepted methods of adding PID's and within the CLARIN context handles is the preferred format (<http://trac.clarin.nl/wiki/WikiStart#PIDs>). PID's are assigned at collection level and at the level of individual metadata files and resources.

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 11. The data repository ensures the integrity of the digital objects and the metadata.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

The Meertens Institute has not lost any digital data and no bit corruption occurred. Once deposited, files in data sets are never changed. New versions of a file may be added and changes are recorded (except for cosmetic changes, such as correcting typographical errors). The coordinator research collections will monitor this process.

The Meertens Institute will add MD5 checksums to the persistent identifiers and it wants to introduce a function in the next few years that is independent of the archive and automated to ensure that all data sets are still present, the metadata are intact, all files are still present in the data sets and they are in good shape ("Bit preservation" by means of checksums). The possibility of adding MD5 checksums is available in most standard software libraries. The Meertens Institute will add the MD5 checksum as part of the handle information.

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 12. The data repository ensures the authenticity of the digital objects and the metadata.

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

### Applicant Entry

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

All deposited data is subject to acceptance by the coordinator research collections. Authenticity of the data is checked as part of the process. At the Meertens Institute metadata and data can be changed at the depositor request and if the coordinator research collections agrees to the change. Changes are recorded (except for cosmetic changes, such as correcting typographical errors, see 11). Different versions of the same file are also recorded (currently plans are made to add versioning information to the metadata, but at the moment this kind of information needs to be added manually). Each file will receive a unique PID.

The Meertens Institutes aims to make the deposited data and metadata CLARIN compatible and available in the CLARIN infrastructure ([www.clarin.eu](http://www.clarin.eu)). Within the framework of being a (prospective) CLARIN centre, the coordinator research collections decides whether to assign a new persistent identifier to the metadata or to maintain the old in case of minor revisions. The identity of the collection owner is recorded and access to restricted material is protected and recorded through Federated Identity Management in conjunction with an Authorization system (<http://trac.clarin.nl/wiki/WikiStart#Formatsandstandards>).

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

### Reviewer Entry

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### **13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.**

*Minimum Required Statement of Compliance:*

3. In progress: We are in the implementation phase.

#### **Applicant Entry**

*Statement of Compliance:*

3. In progress: We are in the implementation phase.

*Self-assessment statement:*

As a prospective CLARIN centre the architecture of the system follows the OAIS reference model. A Component MetaData Infrastructure (CMDI) document is used in the role of Submission Information Package (SIP), Archival Information Package (AIP), or Dissemination Information Package (DIP) within the Open Archival Information System (OAIS) Reference Model (for general information about this kind of architecture see: <http://en.wikipedia.org/wiki/OAIS>). We are in the implementation phase of the SIP, AIP and DIP (for information about the implementation within the CLARIN infrastructure see: <http://www.clarin.eu/content/clarin-technology-introduction> and <http://trac.clarin.nl/wiki/WikiStart>). Consumer access is realized through OAI-PMH and custom web based access (such as search functionality and resource delivery). OAI harvesting is possible at: <http://www.meertens.knaw.nl/oai/>. New metadatafiles will be converted (if necessary) to CMDI files (component metadata initiative, <http://www.clarin.eu/content/component-metadata> and <http://trac.clarin.nl/wiki/WikiStart>). These CMDI files contain references to resources. Both the CMDI file and the resources will be assigned PID's upon archive ingest (see also guideline 10). On the dissemination side all metadatafiles will be made available as CMDI files.

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

#### **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 14. The data consumer complies with access regulations set by the data repository.

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## Applicant Entry

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

The Meertens Institute feels a great responsibility regarding legal issues. The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). The Meertens Institute also complies with the Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek VSNU (English: Code of Conduct for Use of Personal Data in Scientific Research, <http://www.vsnul.nl/files/documenten/Domeinen/Accountability/Codes/Bijlage%20Gedragscode%20persoonsgegevens.pdf>).

For data that is not (yet) online the Meertens Institute offers a contract for to the use of archival material (Collectieplan Meertens Instituut, 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf> pp 53, 54 and 55). Within this policy, our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. The coordinator research collections will check the contract and the possible restrictions.

For online datasets the Meertens Institute makes use of the Creative Commons licences (<http://creativecommons.org/>). The license the Meertens Institute uses (<http://creativecommons.org/licenses/by-nc-sa/3.0/>) is available via website (of example: <http://www.meertens.knaw.nl/sand/zoeken/>). Data that are available within the CLARIN infrastructure are available under the same license, unless otherwise explicitly stated.

Within the above-mentioned licenses, our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. In these cases access is only granted if the end user has been cleared for the

use of the material. CLARIN uses Shibboleth in combination with local authorization structures to implement this facility (<http://trac.clarin.nl/> and <http://shibboleth.net/>). The coordinator research collections will check the possible restrictions depositors would like to add.

Guidance is provided both in the use of data that is not yet digital available (by the coordinator research collections) and for the use of digital data (the guidelines are on our website, <http://www.meertens.knaw.nl/cms/nl/collecties>). The Meertens Institute does not carry out any checks if users comply, but in the event of demonstrable abuse, the Meertens Institute will at first take steps, but will soon refer to the user's employer. In the event that it concerns a violation of the Personal Data Protection Act, the Meertens Institute will submit this to an official for data protection at the employer of the abuser and/or the Data Protection Authority. As the guideline indicates here, this is ultimately the responsibility of the data user.

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

## 15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.

### *Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

## Applicant Entry

### *Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### *Self-assessment statement:*

The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). The Meertens Institute also complies with the Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek VSNU (English: Code of Conduct for Use of Personal Data in Scientific Research, <http://www.vsnul.nl/files/documenten/Domeinen/Accountability/Codes/Bijlage%20Gedragscode%20persoonsgegevens.pdf>).

For data that is not (yet) online the Meertens Institute offers a contract for to the use of archival material (Collectieplan Meertens Instituut, 2013-2018, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf> pp 53, 54 and 55). A user has to agree to the in order to use the data. The coordinator research collections will check the contract (and the possible restrictions, see 14).

For online datasets the Meertens Institute makes use of the Creative Commons licences (<http://creativecommons.org/>). The license the Meertens Institute uses (<http://creativecommons.org/licenses/by-nc-sa/3.0/>) is available via website (of example: <http://www.meertens.knaw.nl/sand/zoeken/>). Within the CLARIN infrastructure the data is available under the same license, unless otherwise explicitly stated.

Within the above-mentioned licenses, our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. In these cases access is only granted if the end user has been cleared for the use of the material. CLARIN uses Shibboleth to in combination with local authorization structures to implement this facility (<http://trac.clarin.nl/> and <http://shibboleth.net/>). The coordinator research collections will check the possible restrictions depositors would like to add (see 14).

### Data Seal of Approval Board

W [www.datasealofapproval.org](http://www.datasealofapproval.org)

E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)

Guidance is provided both in the use of data that is not yet digital available (by the coordinator research collections) and for the use of digital data (the guidelines are on our website, <http://www.meertens.knaw.nl/cms/nl/collecties>). The Meertens Institute does not carry out any checks if users comply, but in the event of demonstrable abuse, the Meertens Institute will at first take steps, but will soon refer to the user's employer. In the event that it concerns a violation of the Personal Data Protection Act, the Meertens Institute will submit this to an official for data protection at the employer of the abuser and/or the Data Protection Authority. As the guideline indicates here, this is ultimately the responsibility of the data user.

For long term digital preservation and archiving the Meertens Institute uses the services of DANS. For every dataset the Meertens Institute has deposited with DANS an agreement (licence) has been produced ([http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS\\_NL\\_4\\_2.pdf](http://www.dans.knaw.nl/sites/default/files/file/EASY/Licentieovereenkomst%20DANS_NL_4_2.pdf), the English version is available via the webpage: <http://www.dans.knaw.nl/en/content/dans-licence-agreement-deposited-data>). DANS has a DSA certificate ([https://assessment.datasealofapproval.org/assessment\\_101/seal/pdf/](https://assessment.datasealofapproval.org/assessment_101/seal/pdf/)).

## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*



## 16. The data consumer respects the applicable licences of the data repository regarding the use of the data.

*Minimum Required Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

### Applicant Entry

*Statement of Compliance:*

4. Implemented: This guideline has been fully implemented for the needs of our repository.

*Self-assessment statement:*

The terms and conditions of use refer to the following: a user has to agree in order to use the data, but The Meertens Institute does not carry out any checks (the general terms and conditions are on our website, <http://www.meertens.knaw.nl/cms/nl/collecties>). In the event of demonstrable abuse: the Meertens Institute will at first take steps, but will soon refer to the user's employer. In the event that it concerns a violation of the Personal Data Protection Act, the Meertens Institute will submit this to an official for data protection at the employer of the abuser and/or the Data Protection Authority. As the guideline indicates here, this is ultimately the responsibility of the data user. Underneath this is repeated again and it is laid down in guideline 14.

The Meertens Institute feels a great responsibility regarding legal issues. The Meertens Institute complies with the 'Open Access' policies as stipulated by the KNAW ([https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set\\_language=en](https://www.knaw.nl/en/topics/open-access-and-digital-preservation/open-access/overzicht?set_language=en)). The Meertens Institute also complies with the Gedragscode voor gebruik van persoonsgegevens in wetenschappelijk onderzoek VSNU (English: Code of Conduct for Use of Personal Data in Scientific Research, <http://www.vsnul.nl/files/documenten/Domeinen/Accountability/Codes/Bijlage%20Gedragscode%20persoonsgegevens.pdf>).

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Within the above-mentioned licenses, our guidelines (Datanotitie Meertens Institute, <http://www.meertens.knaw.nl/cms/images/stories/pdf/algemeen/Collectieplan.pdf>, pp 58 - 61) allow researchers to restrict access to data at various levels. In these cases access is only granted if the end user has been cleared for the use of the material. CLARIN uses Shibboleth in combination with local authorization structures to implement this facility (<http://trac.clarin.nl/> and <http://shibboleth.net/>). The coordinator research collections will check the possible restrictions depositors would like to add (see 14).

Guidance is provided both in the use of data that is not yet digital available (by the coordinator research collections) and for the use of digital data (again, the general terms and conditions are on our website, <http://www.meertens.knaw.nl/cms/nl/collecties>). The Meertens Institute does not carry out any checks if users comply, but in the event of demonstrable abuse, the Meertens Institute will at first take steps, but will soon refer to the user's employer. In the event that it concerns a violation of the Personal Data Protection Act, the Meertens Institute will submit this to an official for data protection at the employer of the abuser and/or the Data Protection Authority. As the guideline indicates here, this is ultimately the responsibility of the data user.

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## **Reviewer Entry**

*Accept or send back to applicant for modification:*

Accept

*Comments:*

### **Data Seal of Approval Board**

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E [info@datasealofapproval.org](mailto:info@datasealofapproval.org)