

How to dri^o

How to DRI: Contextual Information

In keeping with best practice in archiving social science and humanities data DRI encourages depositors to upload contextual information as part of the deposit process. Contextual data provides information on the data creation process and additional information on the digital objects which allows future researcher to understand more fully the digital objects. It should be submitted according to the rules and ethics of the individual disciplines.

The type of material which can be provided is diverse; for example for social science data it could include a guide to interviews, codebooks and written consent forms. Information about the data-gathering process is also helpful in providing future researchers a context for interpreting the data: this could include many types of information, from where the interviews were conducted, to details about news stories that were prevalent at the time the research was conducted, which may have influenced the interviewees responses. Information about digitising processes, including technology and software used, will also assist future researchers who are using those digital objects in their own research.

Contextual information documents will be also be an important “way-in” for researchers as they give important additional information as to the nature of the digital objects deposited within the repository.

These documents will be publically available so you should omit any details that you feel may compromise any confidentiality commitments that you have made.

Adding Contextual Information to a Collection

Contextual information can be added to a collection (or sub-collection) in DRI by using the “Add Documentation” button under the “Editor Tools” section of the collection show page. When pressed, this prompts the depositor to create a new object within that collection. The assets of this object will consist of any contextual information for that collection and can be described using the DRI single ingest form, which creates Qualified Dublin Core metadata. This digital object is automatically assigned an “Is Documentation For” relationship to that collection.

Viewing Contextual Information of a Collection

The contextual information documentation of a collection will appear in the “Related Materials” section of the collection show page. The collection will have a “Has Documentation” relationship with the digital object containing all contextual information documentation that has been ingested for that specific collection.

Below is a list of other types of documentation which would be useful to include with your contextual information documents (if they are appropriate to your collection).

Confidentiality (this particularly applies to digital objects pertaining to living people)

Are the following available?

- Communication with informants relating to confidentiality
- Written consent forms
- A statement on how consent was obtained
- Anonymisation protocols
- Legal or ethical approval obtained

Additional Documentation

Common examples of documentation include:

- Original grant application
- End of award report
- Description of methodology
- Interview schedule(s)/topic guide
- Questionnaire
- Observation checklist
- Interviewer instructions/prompt cards
- Matrices
- Tree diagrams
- Information about equipment used (e.g. recording equipment)
- Other background information
- Details of missing information
- Speaker markers in text, typically associated with internal metadata; question or thematic markers in text; cross-reference of text to audio material.
- Correspondence
- Explanations of any shorthand or researcher notes used in the data-set
- Technology & software used to capture the digital objects or to digitise (including version numbers and operating systems used) and the tools and methods by which files were created
- Information on any structural or content amendments to the digital objects

This document is part of DRI's operational documentation, as such it may change from time to time as features develop. The most recent version will always be published on our repository website and these documents should be consulted in conjunction with our operational documentation as necessary.

Visit www.dri.ie/ for more information about the DRI project and our repository.