



## Numeric and Geospatial Data Collection Management Policy

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### I. Purpose:

To provide numeric and geospatial data sets and resources to support teaching and research needs of a diverse range of needs and levels, from undergraduate to post-doctoral. Materials in the collection will foster and encourage the geographic and/or statistical components found in a wide range of academic disciplines.

### II. General Collection Guidelines:

- A. **Languages:** English is the preferred language of the collection. Materials published in languages other than English will be acquired very selectively.
- B. **Chronological Guidelines:** Emphasis is on late 20<sup>th</sup> century and current materials.
- C. **Geographical Guidelines:** Primary emphasis is on US data sets with particular interest given to the Northeast Ohio area. Additional geographic areas which are of relevance to academic programs and identified university research will also be acquired.
- D. **Treatment of Subject:** The collection will include data from a wide range of subject areas, with emphasis being placed on the natural and social sciences. Demographic, topographic, planimetric, political, and transportation data will also be acquired with vigor.

Each data set is evaluated according to its content, usability, value, and utility within the wider collection.

- E. **Types of Material:** Electronic resources will be collected that are numerical or geospatial in nature that may include:
  - a. Numeric, textual, or graphic files.
  - b. Remote sensing imagery.
  - c. Accompanying documentation, codebooks, and manuals.
  - d. Courseware, instructional materials, and software packages for geospatial or statistical analysis.
  - e. Applications software. Programs intended to manipulate and/or organize textual or numeric input.
  - f. Online bibliographic or full-text databases.
  - g. Internet resources.
  - h. Other types of electronic resources will be considered as they are developed.



- F. Date of Publication:** The emphasis is on current datasets, software, and publications, with limited resources directed toward retrospective purchases (census data excepted). Emphasis will be placed upon the most recent data for any area or subject. Dated materials or superseded editions of data are kept if they are of genuine historical value.
- G. Deselection:** Materials may be deselected on a periodic basis. If an item no longer meets the current and long term instructional or research needs of the Center it may be removed. This is done in consultation with faculty and academic staff when appropriate. Deselection may include removal of superseded editions and dated material.
- H. Metadata:** Metadata files are collected, distributed and archived. For purposes of use and resource discovery, all files collected should include associated metadata. One metadata record per data file is the preferred arrangement. Every effort will be made to see that all data is accompanied by metadata.
- I. Other General Considerations:** The primary location for geospatial and numeric data is in the Center for Statistics and Geospatial Data. The Center maintains a digital collection of data sets and resources that can be accessed by using one of the Center's workstations. A listing of data sets accessible offsite via the internet is accessible through the Center's website. Select data sets and resources are housed in the Library's general collection.

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