1. Opis danych oraz pozyskiwanie lub ponowne wykorzystanie dostępnych danych

Sposób pozyskiwania i opracowywania nowych danych i/lub ponownego wykorzystania dostępnych danych

The method of obtaining and elaborating new data and their reuse in the analytical and synthetic process will be in accordance with the generally accepted principles of scientific and research work of the archaeology discipline. Data will be produced by means of photo cameras, gps device, computers. Data will be obtained during the project implementation – text files will be saved/processed to formats generally available in the MS Office, photos, drawings, maps will be saved/processed in QGIS software, Corel Draw and Adobe Photoshop files. Responsible for the assessment of the technical and substantive quality of data is the Principal Investigator. The project will use source data  obtained during two excavation seasons on the Rowokół Mountain and from archives works. Data will be subject to technical verification also before the process of digital archiving. New, raw data will be collected/produced during field research and office (study) work.

Pozyskiwane lub opracowywane dane (np. rodzaj, format, ilość)

Data (material, organic, text, illustrative, graphs; e.g. pottery, animal bones, so-called separated monuments, charcoals, soil samples, plant debris and results of laser scanning and dating with absolute methods) will be in the form appropriate for each from the category, developed and commonly used (jpg, tif, xlsx, docx). The format of all collected files is standard, assuring universal access and opening. Selected data will be convert to .tht and .csv files. Estimated volume of the data set: 2 TB.

2. Dokumentacja i jakość danych

Metadane i dokumenty (np. metodologia lub pozyskiwanie danych oraz sposób porządkowania danych) towarzyszące danym

Source data obtained in the course of field research and from archives and museums research will be catalogued in the inventory registers of the Institute of Archeology of the Nicolaus Copernicus University in Toruń. Readme files will contain information on the content, ways of using it, as well as the acquisition and processing of data. The metadata will be used for each set of files taking into account a range of information: data of the researcher, creation date, summary of content, types of files, a note about data processing. Files will be collected on the computer, e.g. in the folder structure. An intuitive file and folder structure will be created, files and folders will be consistently named using DataCite Metadata Schema.

Stosowane środki controli jakości danych

Data will be obtained by qualified researchers using the highest quality research methods. Data obtained during field research in the planned project and their full digital documentation will be compiled according to the instructions published by the National Heritage Institute. All files will be checked under the aspect of meeting sharing requirements. Data quality will be subject to mutual control.

3. Przechowywanie i tworzenie kopii zapasowych podczas badań

Przechowywanie i tworzenie kopii zapasowych danych i metadanych podczas badań

All data, including digitized data from archival research, will be stored in electronic form at mass storage devices of equipment used for data collection in at least 3 locations – notebook and 2 external hard drives. Raw data backup will be made at least once a month using software dedicated to backup and stored on independent data storage device. Administrator of the data, responsible for data backup and recovery will be the Principal Investigator. Individual project participants will transfer the obtained data to the Principal Investigator using a dedicated https://box.pionier.net.pl/ platform. These data will be available to all members of the research team. The data will be secured by backups on at least two separate mobile hard drives.

Sposób zapewnienia bezpieczeństwa danych oraz ochrony danych wrażliwych podczas badań

Access to all devices used for data generation and storage will be controlled by the Project Leader at individual user level and protected by standard MS Windows domain protocols. If necessary data will be protected by additional password/passwords depending on access levels. Passwords distribution between project workers will take place using other communication channels than used for data transfer. Responsible for password distribution and management is the Principal Investigator.

4. Wymogi prawne, kodeks postępowania

Sposób zapewnienia zgodności z przepisami dotyczącymi danych osobowych i bezpieczeństwa danych w przypadku przetwarzania danych osobowych

Not applicable

Sposób zarządzania innymi kwestiami prawnymi, np. prawami własności intelektualnej lub własnością. Obowiązujące przepisy

The data will be made available under a CC-BY license. In the case of obtaining results that may be the subject of intellectual property, the rights to them are vested in the party who obtained them. In the event of joint results, individual creative contributions and the rules for the use of results will be governed in a separate agreement.

5. Udostępnianie i długotrwałe przechowywanie danych

Sposób i termin udostępnienia danych. Ewentualne ograniczenia w udostępnianiu danych lub przyczyny embarga

Raw data obtained from specialist analyzes will be stored for 10 years. At the time of publication of the research results, these data will be available after the publications. The results of the research will be included in the articles and monograph.

Sposób wyboru danych przeznaczonych do przechowania oraz miejsce długotrwałego przechowywania danych (np. repozytorium lub archiwum danych)

Data will be deposited in the Institute of Archaeology archive and in the NCU RepOD. All material artefacts obtained from research will be stored in the Laboratory of the Documentation, the Maintenance and the Accumulation of Archaeological Ancient Monuments, Institute of Archaeology NCU. The selected data will be shared via RepOD.

Metody lub narzędzia programowe umożliwiające dostęp do danych i korzystanie z danych

Access to the project data will take place through the browser. Shared data will be in the commonly used formats open via browser.

Sposób zapewniający stosowanie unikalnego i trwałego identyfikatora (np. cyfrowego identyfikatora obiektu (DOI))dla każdego zestawu danych

Data deposited in the repository have a permanent URL and DOI. Project Leader observes the principles FAIR.

6. Zadania związane z zarządzaniem danymi oraz zasoby

Osoba (np. funkcja, stanowisko i instytucja) odpowiedzialna za zarządzanie danymi (np. data steward)

Dr Paweł Szczepanik, Nicolaus Copernicus University in Toruń; Faculty of Historical Sciences; Institute of Archaeology

Środki (np. finansowe i czasowe) przeznaczone do zarządzania danymi i zapewnienia możliwości odnalezienia,dostępu, interoperacyjności i ponownego wykorzystania danych

There are no costs, RepOD is free of charge.