1. Summary and Background

The UC Data Curation (DC) Common Knowledge Group (CKG) is a group of experts and pioneers in the area of curation of scholarly, educational, and research data including both physical and born digital, open and restricted. The DC CKG supports the work of researchers and the Libraries throughout data lifecycle, from creation to access and re-use. The DC CKG communicates with and provides support to the UCL Advisory Structure, but is not a decision-making body. To foster innovation in digital services related to supporting research and scholarship using data, the DC CKG openly communicates, meets regularly, and encourages broad participation from all levels of staff who are responsible for or involved in this area.

2. Scope of Work

The DC CKG provides a forum for the stakeholders to:

- Explore and develop guidelines, best practices, or standards in data curation throughout data lifecycle, as well as surface ideas for services including but not limited to:
  - Data creation and authentication
  - Data management
  - Description, arrangement, and metadata
  - Rights and policies
  - Data repositories or other access and discovery systems
  - Data preservation
  - Outreach and promotion of open data use and re-use
- In collaboration with SAG1, explore and facilitate the implementation of UC wide services, such as those provided by UC3.
- Create an equal knowledge base among the UC campuses through conference calls, symposiums, and workshops.
- Share experiences and propose needed projects, plans, and developments.
- Explore, establish, and share vision for the present and future.
• Share information and/or collaborate when appropriate with CKGs working in related areas including but not limited to Born Digital Planning Group, Cataloging and Metadata, Preservation and Scholarly Publishing Group

The following knowledge areas are closely associated with this CKG, but are not the subjects of its activity:

○ Archival Management Systems
○ Born Digital Content
○ Cataloging and Metadata
○ Digital Humanities
○ Open Access
○ Preservation
○ Project Management
○ Scholarly Publishing

3. Key Responsibilities

The DC CKG key responsibilities are to:

• Serve as a knowledge base on data curation issues among the UC campuses.
• Work collaboratively on emerging topics within the area of data curation and provide advice as needed.
• Respond to queries and requests received from the SAGs.
• Gather and share information about the environment, project opportunities, new technologies or practices, and local campus developments within the area of data curation.
• Receive ideas from various UC constituents, discuss them, and assess potential for new system-wide services or service improvements.
• Conceive and advance innovative ideas, services, and/or improvements relevant to the University of California Libraries System-wide Plan and Priorities.
• Perform any other responsibilities as deemed necessary by the group.
4. Membership and Terms of Appointment

Membership is open to all levels of staff responsible for or involved in data curation and closely related services. To seek membership, interested parties must contact the DC CKG Chair. The group include a broad range of experts from the UC campuses. Current committed members include:

- Julie Lefevre and Lynne Grigsby (Berkeley)
- Perry Willett and Carly Strasser (CDL)
- Jonathan M. Cachat (Davis)
- Shu Liu (Chair) and Matthew McKinley (Irvine)
- Gloria Gonzalez, Bethany Myers, and Tony Aponte (Los Angeles)
- Emily Lin (Merced)
- Eric Milenkiewicz and Jessica Davila Greene (Riverside)
- Cristela García-Spitz and Reid Otsuji (Vice-Chair) (San Diego)
- Polina Ilieva (San Francisco)
- Susan Chesley Perry (or designate/s) (Santa Cruz)

Term length for Chair and Vice Chair will be 1 year, with future appointments rotating in the alphabetical order and based on resource availability for each campus. Members may be appointed indefinitely dependent on their responsibilities and involvements in the area. Member(s) of the CDL may be appointed ex-officio member(s) of the group without term limit.

5. Communication Responsibilities

The DC CKG communication responsibilities are to:

- Communicate directly with and receive communications primarily from SAG1, and also from SAG2, SAG3 as relevant; or as recommended by the UC CKG Coordinating Committee.
- Post and maintain a historical record of meeting minutes and reports, making them available to the UCL Advisory Structure.
- Send suggestions to develop new ideas, services, or to improve existing operations, services, or practices to SAG1 as Project Proposals following the template in Appendix 2 of the Guidelines for Common Knowledge Groups (CKGs).
6. Meetings

The DC CKG plans to meet virtually monthly or bi-monthly and in person as needed (and consistent with the UCLAS Guidelines for UC Libraries Advisory Structure Groups Face-to-Face Meetings Policy), with irregular communication via an email list and a wiki space.

Appendix: Member Name, Title/Position, and Contact

- Julie Lefevre, Digital Services Librarian, UC Berkeley, jlefevre@library.berkeley.edu
- Lynne Grigsby, Head of Library Applications and Publishing, UC Berkeley, lgrigsby@library.berkeley.edu
- Perry Willett, Digital Preservation Services Manager, CDL, perry.willett@ucop.edu
- Carly Strasser, Data Curation Project Manager, CDL, carly.strasser@ucop.edu
- Jonathan M. Cachat, Postdoc Fellow, UC Davis, jcachat@ucdavis.edu
- Shu Liu, Metadata and Digital Resources Librarian, UC Irvine, shu.liu@uci.edu
- Matthew McKinley, Digital Library Specialist, UC Irvine, mjmckinl@uci.edu
- Gloria Gonzalez, Digital Archivist, UCLA, ggonzalez@library.ucla.edu
- Bethany Myers, Research Informationist, UCLA, bethanymyers@library.ucla.edu
- Tony Aponte, Science and Engineering Librarian, UCLA, tjaponte@library.ucla.edu
- Emily Lin, Head of Digital Assets, UC Merced, elin@ucmerced.edu
- Eric Milenkiewicz, Manuscripts Curator, UC Riverside, eric.milenkiewicz@ucr.edu
- Jessica Davila Greene, Water Resources Librarian, UC Riverside, jessica.greene@ucr.edu
- Cristela Garcia-Spitz, Digital Library Development Project Manager, UC San Diego, cgarciaspitz@ucsd.edu
- Reid Otsuji, Data Curation Specialist Librarian, UC San Diego, rotsuji@ucsd.edu
- Polina Ilieva, Head of Archives and Special Collections, UC San Francisco, Polina.Ilieva@ucsf.edu
- Susan Chesley Perry, Head of Digital Initiatives, UC Santa Cruz, chesley@ucsc.edu