

# Information Management Policy for the Anheuser Busch Coastal Research Center

The information management policy for the Anheuser Busch Coastal Research Center is based on the following three principles:

- Scientific information is a resource that provides maximum benefits when it is shared.
- Producers of data and other information products have a right to first use of the data they produce.
- Users of scientific data and other information products have an obligation to properly acknowledge the producers of the data they use.

The specific policies are crafted to maintain an appropriate balance between the needs of the larger scientific community, the collectors of data and the users of data. In the event that researchers do not agree to adhere to the policies of the ABCRC, they may be excluded from access to the resources of the ABCRC.

Researchers using the facilities of the ABCRC have the obligation to provide in a timely fashion the following information resources to the ABCRC Information Manager:

- Reprints of publications for the ABCRC library
- Copies of student theses and dissertations (preferably in digital form)
- Datasets (with appropriate documentation)
- Physical specimens collected. This may be either the specimen itself, with appropriate documentation, or information on where a specimen has been accessioned in a collection elsewhere.

The Information Manager of the ABCRC shall assure that:

- The integrity of electronic datasets is maintained through off-site backups
- Metadata and other documentation are freely available
- Datasets remain secure and will not be distributed without the permission of the researcher responsible for data collection until:
  - The researcher responsible for the collection of a dataset has had the opportunity to publish papers based on the dataset. This is a 3-year period following the collection of the data unless a longer period is requested in writing by the researcher.
  - Students collecting data for a thesis or dissertation have either graduated or withdrawn from graduate school. In no case should this period extend beyond 6 years.

Users of data resources provided through the ABCRC are required to:

- Agree to a “data license” that dictates appropriate acknowledgement of the data collector in publications and derivative information products.
- Agree that the University of Virginia, the ABCRC and the data collector shall not be liable for any damages suffered through the use of data and documentation.

- Provide an accurate name, address, phone number and email address, along with a brief description of the intended use of the data. This information will be used by the ABCRC to track dataset use and, when feasible, will be provided to the researcher responsible for data collection.
- Provide copies of papers and other information products that utilize data obtained from the ABCRC information system for the ABCRC library.