



Prins Willem-Alexanderhof 5
2595 BE Den Haag
Postbus 90754
2509 LT Den Haag

Tel: 070 - 331 5800
Fax: 070 - 385 4098
info@huygens.knaw.nl
www.huygens.knaw.nl

Huygens Institute for the History of the Netherlands (Huygens ING)

Data Policy Memorandum

20120904, revised 20140327

1 Introduction

Research production at the Huygens ING takes many forms and includes not only traditional journal articles and monographs, but also digital editions, websites, databases and tools. The digital editions and databases developed are published via Huygens ING's own websites and those of its partners (OAPEN, DBNL) and shared websites (Van Gogh). The tools developed are offered for use to researchers elsewhere via the institute's own websites. Journal articles and monographs are usually based on the editions and datasets available on these websites.

In this memorandum, 'research data' is defined as: editions and datasets that are the intended final product of a research project as well as datasets that constitute the foundation of academic publications and which are referred to in these publications.

Contact person for digital sustainability and open access:

dr R.T. Jongerius, director of finance & administration, c/o secretariaat@huygens.knaw.nl

2 Open Access

Huygens ING provides open access to all research data unless third parties have granted only limited access to the data concerned under certain conditions.

The research data produced (digital editions, databases) is offered for use to researchers elsewhere via Huygens ING's own websites. Delivery of a website means by definition that the content is open access.

3 Digital Sustainability

Research data is made accessible primarily through Huygens ING's own websites. In this regard, Huygens ING applies the following starting points:

- stored in Huygens ING's own repository that in as far as possible fulfils the technical aspects of 'The Data Seal of Approval Guidelines';
- accessible via virtual research environments specifically tailored to research use.

As a precaution, the research data from Huygens ING's own repository is periodically deposited with DANS [<https://easy.dans.knaw.nl>]. The frequency with which this occurs depends on the nature of the data and the terms and conditions of the organisation that subsidised the development of the dataset concerned.

If Huygens ING decides to no longer grant access to a dataset via its own websites, the dataset is permanently deposited with DANS.



4 *Metadata*

Huygens ING allows open access to all metadata.

Huygens ING applies the Dublin Core for metadata. For research data that arises from CLARIN projects, Huygens ING offers the option of CLARIN-CDMI. All metadata is either in English or Dutch; Huygens ING's preferred choice of language for metadata is English, wherever possible.

Metadata is primarily added to research data by the researchers who compiled the set. Quality control is performed by the gatekeeper group of the repository.

5 *Transitional situation*

Given the large scope of the existing body of editions, databases and tools, the provisions mentioned under points 3 and 4 only apply to new research data. Material from the existing body of work that is reused in new research projects is upgraded to the new technical standards and is then included in the depositing cycle.

6 *Blocking access*

If a third party reports to the institute and disputes the open access to certain set of research data, the dispute is submitted to the member of the board on duty. If necessary, this board member can have Huygens ING's own IT groups instruct DANS to block the dataset involved.

As long as datasets are accessible via Huygens ING's own websites, deposits with DANS are purely precautionary measures and the expectation is that users will gain the access they seek via the websites of Huygens ING (and its partners).