SMALL DATA MANAGEMENT

MASTER DATA FOR BETTER COLLECTION ANALYSIS

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Introduction

The Data Management Association (DAMA) has been at the forefront of data management since its first chapter was established in 1980. Their *Data Management Body of Knowledge* Framework is the definitive work on how to manage data. The following definitions are from the 2nd edition of this framework.

Data Management Definitions

Data governance: Central to all of data management. Provides direction and oversight for data management by establishing a system of decision rights over data that accounts for the needs of the library

Data architecture management: the structure of a library's logical and physical data assets and data management resources

Data modeling & design: is the process of discovering, analyzing, representing, and communicating data requirements in a precise form called the data model

Database operations management: includes the design, implementation, and support of stored data to maximize its value

Data security management: ensures that data privacy and confidentiality are maintained, that data is not breached, and that data is accessed appropriately

Data warehousing & business intelligence management: includes the planning, implementation, and control processes to manage decision support data and to enable librarians and other employees to get value from data via analysis and reporting

Document & content management: includes planning, implementation, and control activities used to manage the lifecycle of data and information found in a range of unstructured media

Metadata management: includes planning, implementation, and control activities to enable access to high quality, integrated metadata, including definitions, models, data flows, and other information critical to understanding data and the systems through which it is created, maintained, and accessed

Data quality management: includes the planning and implementation of quality management techniques to measure, assess, and improve the fitness of data for use within a library

Reference and master data management: includes ongoing reconciliation and maintenance of core critical shared data to enable consistent use across systems of the most accurate, timely, and relevant version of truth about essential activities