# Spatial Data Sharing and Management Agreement for the Appalachian LCC

In addition to all key information/data derived from LCC-supported projects, the Appalachian LCC (AppLCC) is committed to working with partners to assemble/manage foundational data that may further landscape-leveling modeling and conservation planning efforts. Partners wishing to share data for these purposes or for internal use only are welcome to make a request to the LCC.

**How to Make a Request:**

If you would like to request use of the Appalachian LCC web infrastructure for housing/managing/sharing your foundational data, the following use details must be articulated.

1. Please provide a brief explanation of the purpose/objectives for your request.
2. Please describe the functionality of our infrastructure you would like to utilize (e.g., internal file sharing, broader distribution, temporary data housing, data backup)
3. Please describe the data (e.g., size, how often these datasets will be accessed, how each dataset should be handled according to step 2).
4. An approved list of organizations or internal personnel who should have access to the data and how these data are to be used (e.g., reading, writing, or editing these files). It will be the responsibility of the data sharing partner to design specific end-user agreements).
5. For what period of time would you like the LCC to provide these resources?

**Data Delivery:**

The AppLCC staff or web contractor will make available to partners a secure file transfer system (SFTP) to upload and transfer all data or products and will provide instruction on the procedure. It is the responsibility of the partner to upload the data and data products to the LCC. If these data will be shared externally, all data should be uploaded in commonly accepted formats needed for long-term science research (complete with metadata record stored in one of the three following widely-recognized metadata protocols; FGDC, CSDGM, or ISO).

**Restrictions/Data Access:**

Requests should note if legal requirements dictate restriction to public access of delivered data, such information and any other data access limitations must be clearly stated in the request. The LCC will also consider data storage/central transfer for ‘internal use’ only data if so noted. If partial data release is to be negotiated, the partner must provide a contact person who will be responsible for incoming data requests to the LCC.

# Request for Spatial Data Download from The Appalachian LCC

The LCC is dedicated to providing data, resources, and science to partners throughout our geography. Our geonode server is the primary platform for data modeling, visualization, and creating and saving maps. However, we do support more advanced data manipulation for those wishing to use data in a desktop GIS environment. We disseminate these data in 3 primary ways:

1. GIS/Planning Tab on [AppLCC.org](http://applcc.org/) via spatial data content type.
	1. Data available here are simple shapefiles that a user may want to download for use in a desktop environment (e.g., Google Earth, ArcGIS). These individual datasets will be small but commonly requested vector files. You may also use the search feature on the portal to locate this data or filter by ‘content type’.
2. Pre-packaged downloads from our Amazon S3 server will be made available based on commonly requested datasets (which will include larger raster files). Direct download links will be provided in the [GIS Tools / Resources](http://applcc.org/workspace/gis-planning/gis-resources) tab of our portal. Data shared here is considered in the public domain and individual datasets will not be extracted and compiled by LCC staff. The responsibility of manipulating these data for specific tasks will be upon the end-user.
3. We encourage users to learn and utilize our geonode server infrastructure but if the readily available data does not meet your requirements, you may request data directly through our portal on our [communications](http://applcc.org/workspace/gis-planning/communications) tab by filling out a short form. Our capacity to respond in a timely manner will be primarily dependent on three factors\*:
	* 1. Backlog of data requests
		2. Size of data requested
		3. Sensitivity of data requested

**Data Delivery and Safeguards:**

Limitations on the use of approved sensitive data will be provided and must be agreed to before data delivery. The AppLCC staff or web contractor will make available to partners a secure file transfer system (SFTP) to download and transfer approved sensitive data or products and will provide instructions and credentials for this procedure. It is the responsibility of the end-user to download the data and data products from the LCC. Received credentials can only be used to access approved sensitive data as end-users will not have access to sensitive data repositories in their entirety. Please be sure to state clearly each individual dataset you are requesting.

\*Although you may get a response to your request in short order: if you are requesting large or sensitive data, please be patient as we determine the appropriateness and priority of the request, and while we prepare the data as this may take several weeks.