The Basement –

The Digital Lab at the Leibniz Institute for Educational Media | Georg Eckert Institute

General conditions for the use of The Basement for research purposes

The Basement is designed to be a 'classroom of the future', which is designed and equipped to suit a broad range of scenarios and user situations. It is located at the Leibniz Institute for Educational Media | Georg Eckert Institute and is open to anyone interested in testing and researching the possibilities of digital education and in designing such education using critically reflective, participative methods. The facility has a range of hardware, software and computing capacity available for research projects. The Basement can be reserved through the website at https://basement.gei.de/index.php/booking/ or by contacting the academic coordinator by e-mail (basement@gei.de). Requests are processed chronologically. Please note that The Basement can be booked on specified days for the whole day or a time slot. It is not generally possible to reserve The Basement for more than one day at a time.

Responsibilities of Basement users

General

The Basement team must first know the name of the lead researcher on the project (hereinafter: the project head). The project head is responsible for the design, execution and analysis of the research project and ensures ethical and data protection guidelines are adhered to. The Basement team can offer support in this area but cannot bear any responsibility for the above-mentioned points. The project head is requested to provide a short (100-250 words), clear overview of the research project in advance, that can be published on The Basement's website.

Adherence to ethical guidelines

All research projects conducted in The Basement must adhere to the guidelines for good research practice issued by the German Research Foundation (DFG) (https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp.pdf). It is the responsibility of the project head to ascertain whether written permission must be obtained from participants or their legal guardians.

Early contact

If you decide to use The Basement for a research project, get in touch with the academic coordinator (basement@gei.de) specifying the desired timeframe and equipment required. Please consider in your planning that at least one orientation session must take place before any data acquisition can begin in order for individual instruction to be provided on the use of the equipment in The Basement. We can

gladly book specific timeslots in The Basement for your project; however, please inform the team in The Basement as soon as possible if reserved timeslots are no longer required.

Care of the facility and equipment

All rooms and equipment in The Basement must be treated with great care. It is therefore necessary that all researchers that will use The Basement during the project are instructed on the proper use of the hardware and software. An orientation session with one of the team in The Basement is obligatory. After the orientation session the responsibility for the technical equipment lies solely with the project head. The Basement team takes no responsibility for the proper recording and storage of data. Researchers may request technical support from the media technician (basement-support@gei.de).

Liability for personal property and use of the facility and equipment

No liability will be assumed for personal belongings.
The project head is liable for any damage caused to equipment in The Basement by his/her guests, employees or representatives. Any damage shall be communicated to a member of The Basement team without delay.

User agreement

All researchers who wish the use The Basement for the project must sign a user agreement (provided in duplicate by the academic coordinator). One copy will be held on file in The Basement and the other will be given to the project head.

Data management

The responsibility for data management lies with the project head. The Basement provides data storage capacity during the reserved project time and for a maximum of 6 weeks afterwards. After this date the data will be removed from the server. The project head will receive an e-mail reminder before the data is finally deleted.

Publication of data gathered in The Basement

The Basement must be acknowledged in any publication of research carried out within it. The following text should be included in the acknowledgements:

EN: Data reported in the current manuscript was collected in The Basement – Leibniz Institute for Educational Media | Georg Eckert Institute

GER: Die in diesem Manuskript veröffentlichten Daten wurden in The Basement – Leibniz-Institut für Bildungsmedien | Georg-Eckert-Institut erhoben.

Depending to how closely involved Basement staff are involved in the research, there may be implications for co-authorship and intellectual property rights. Criteria for co-authorship are defined as follows:

- making a significant contribution to design, data collection and data analysis
- collaborating on the writing of the manuscript
- assumption of responsibility for a final manuscript

Basement staff can decline co-authorship if the research topic lies outside their own research interests.