

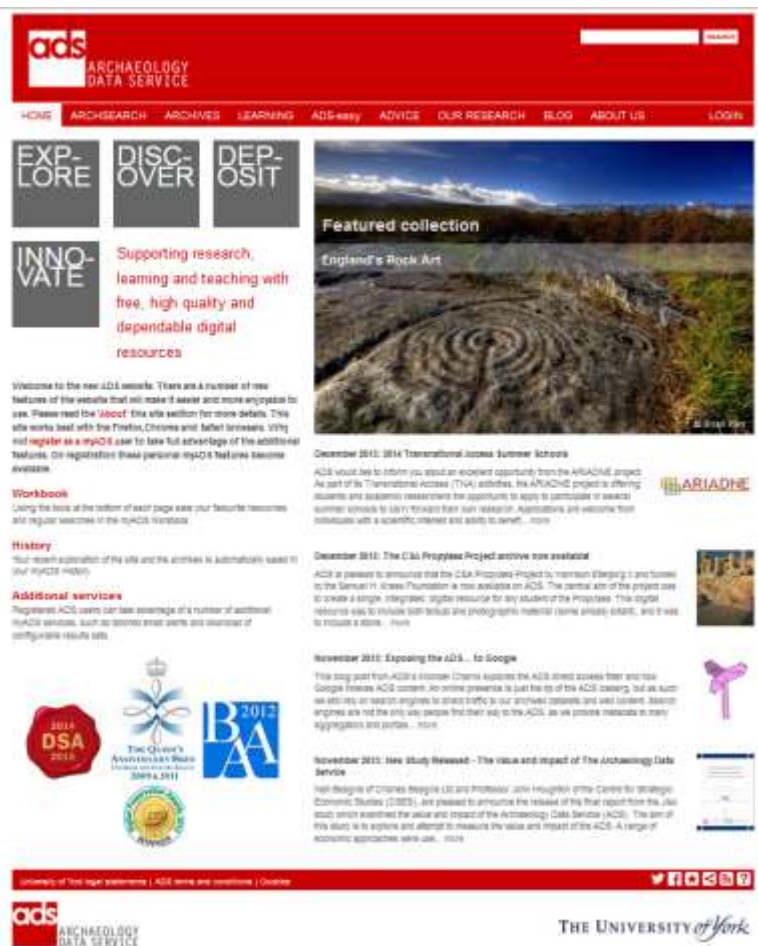
Organisational alignment



How the ADS responds to external
change

Catherine Hardman
Archaeology Data Service

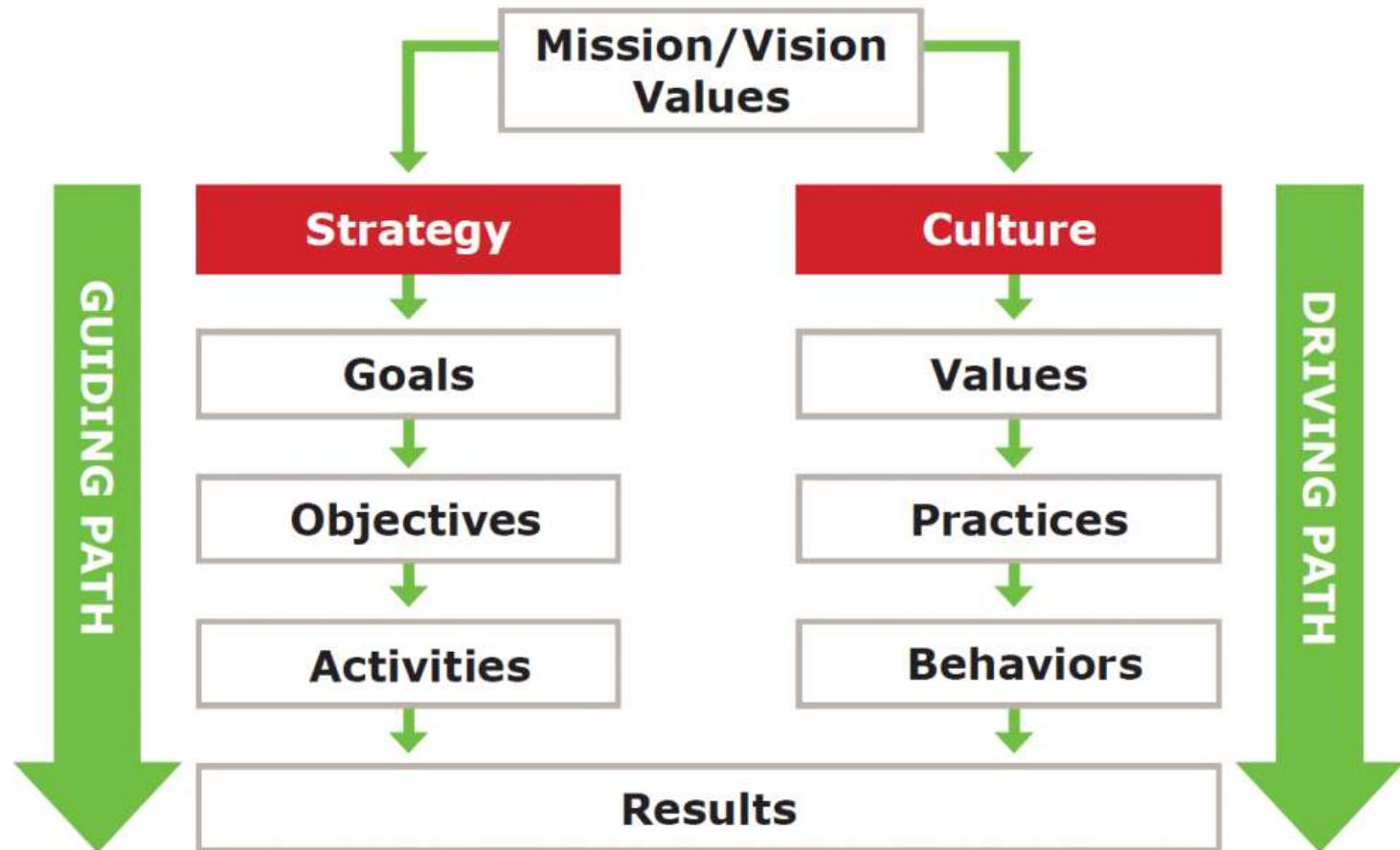
The ADS: Who we are and what we do



- Founded 1996
- Department of Archaeology, University of York
- Collections
 - 1,100,000 metadata records
 - 25,000+ unpublished fieldwork reports
 - 700+ rich archives
- Guides to Good Practice
- DPC Decennial Award 2012



Organisational alignment



Our 'vision' has remained pretty unchanged

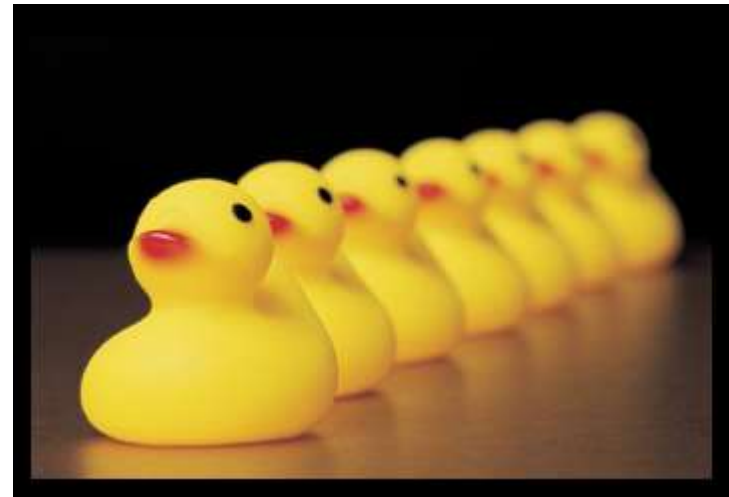
...supports research, learning and teaching with freely available, high quality and dependable digital resources...

....preserving digital data in the long term, and by promoting and disseminating a broad range of data in archaeology...

....promotes good practice in the use of digital data in archaeology...

But...

...there have been a large number of changes in the profession/sector that has meant we continue to 're-align' over the years to keep our ducks in a row..



External challenges : 1996 (PPG16)?

Why is it so important to preserve archaeological data? (preservation by record)

- Archaeology is destructive!
- Archaeological resources are unique
- The documentation becomes the main resource for future interpretation
- Digital data is subject to rapid change to both software and hardware formats



External challenges : Preservation problems



IBM 3480



Click!



9-Track Reel



DVD-ROM



G2000 Tape



4mm Tape



3.5" Floppy



QIC DC600



DC4_120



Punch Tape



8" Floppy



CD-ROM



Smart Media



xD Picture Card



Rectangular Hole
Punch Card



Floptical Disk



Travan



5.25" Optical Disk



DG90M Tape



Memory Stick



8mmD-eight



Cassette tape



5.25" Floppy



Sparq Disk Cartridge



MultiMedia Card



12" Optical Disk



Jaz Disk



SD Memory Card



Zip Disk



DLT Tape



CompactFlash



Ditto Max

External challenges : file formats



Images (8)
CAD Vector Graphics (4)
Database (4)
GIS (8)
Movies (3)
Spreadsheets (4)
Statistics (8)
Text (7)
Virtual Reality (4)
Geophysics (3)
Audio (4)

... always under review and growing...

External challenges: changes in the sector

- Fluctuation in development levels
- Changes to RCUK rules re retention of research data
- Level of skills and infrastructure shortage in museums

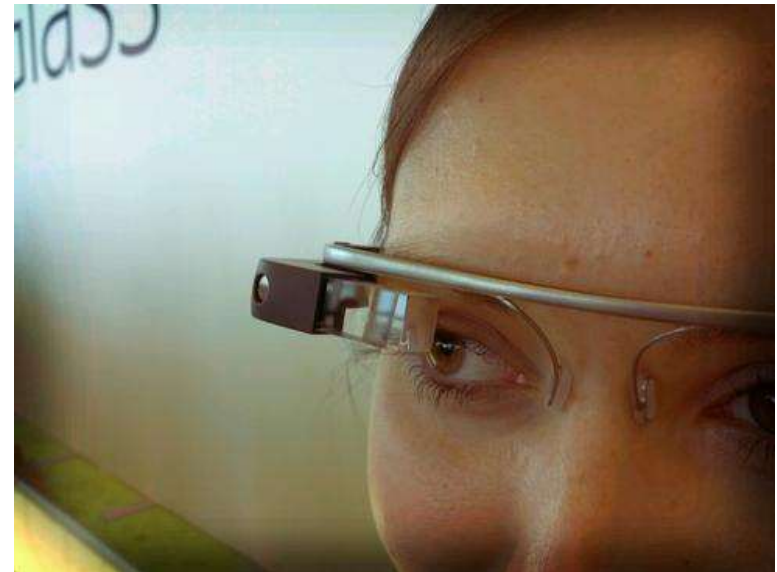


External challenges: changes to users expectations



From the Tamagotchi...

..to Google-glasses



These challenges affect how we do things

Common to traditional archives :

- A collections policy
- Selection and retention, review and disposal
- Sensitive data DPA/FoI requests
- Human Tissue Act 2004
- Licensing and copyright
- Terms and conditions of use
- Charging policy



Always under review: Guides to Good practice



Archaeology Data Service / Digital Antiquity Guides to Good Practice

Log in

The Archaeology Data Service is currently undertaking a collaborative two-year project to revise and develop our series of Guides to Good Practice. The project will encompass important revisions of the existing six ADS Guides as well as the development of entirely new documents covering areas such as marine scanning, laser scanning, GPS, digital audio and digital video. Previous authors have been asked to revise existing content and new authors, from both Europe and the US, will contribute to the development of the guides into new themes and areas.

The project to develop the Guides is predominantly being carried out in support of the Digital Antiquity initiative, a Mellon Foundation funded US-based project with the aim of creating "a collaborative organization devoted to enhancing preservation and access to digital records of archaeological investigations". A major aim of the Guides is to develop the basis for workflows for the creation of digital datasets that can be effectively archived both by Digital Antiquity's iDAR repository in the US and by the Archaeology Data Service in the UK. As part of this initiative the development of the Guides will involve close collaboration with teams in the US at both the University of Arkansas and Arizona State University.

Other ADS projects are also planned to feed into the revision and development of the Guides. ADS involvement in the European VENUS project will result in one of the first published guides focussing on marine scanning and photogrammetry. In addition, the incorporation of findings from the ADS Big Data project, together with the revision of the existing guide on aerial photography and remote sensing data, will see a significant contribution to the guides from English Heritage funded projects.

At present the new Guides are currently under development. A marine scanning guide, produced for the VENUS project, has already been produced and is available via the VENUS project page on the ADS website. This guide will form the basis for an expanded marine guide to be released alongside our other new Guides to Good Practice in January 2011.



Digital Antiquity

Log in

Always under review: Depositors Guidelines



Guidelines for Depositors

Version 1.4, May 2012

1. Depositing with the ADS
 - 1.1. Why Deposit?
 - 1.2. How to Deposit
2. Creating and Documenting your Data
 - 2.1. Part 1: Starting the Project
 - 2.1.1. Digital Archive Strategy
 - 2.1.2. The need for Metadata / Documentation
 - 2.1.3. File Naming Strategy
 - 2.2. Part 2: Creating and Documenting your Files
 - 2.2.1. Overview of Preferred Data Formats
 - 2.2.2. Databases and Spreadsheets
 - 2.2.3. Geographical Information Systems
 - 2.2.4. Geophysics and Remote Sensing
 - 2.2.5. CAD and Vector Images
 - 2.2.6. Raster Images
 - 2.3. Part 3: Documenting the Project
 - 2.3.1. Creating Metadata Records for Datasets

1. Depositing with the ADS

1.1. Why Deposit?

The Archaeology Data Service (ADS) collects, catalogues, and preserves archaeological data. These pages describe the process of depositing data with the ADS.

What is the ADS collection?

The ADS will provide an archival home for any archaeological data of interest to UK archaeologists. The ADS collections' scope is thus international, although priority will be given to the archaeology of the British Isles. Where existing archival bodies work to preserve digital collections, the ADS will collaborate with these bodies to facilitate more uniform access to on-line information. The ADS will prioritise its acquisitions policy according to perceived gaps in the provision of electronic information. Accessioned data will include CAD files, databases, digital aerial photograph interpretations, excavation archives, geophysical and other survey data, GIS files, images, satellite imagery, spreadsheets, texts, VRML files, and any other digital formats relevant to archaeological research.

Data resources which are offered for deposit to the ADS will be evaluated to:

- Assess their intellectual content and thus the level of potential interest in their re-use.
- Assess how (even whether) they may valuably be managed, preserved, and distributed to potential secondary users.
- Assess the presence or absence of another suitable archival home.

More information about the criteria for evaluating datasets can be found in the ADS Collections Policy.

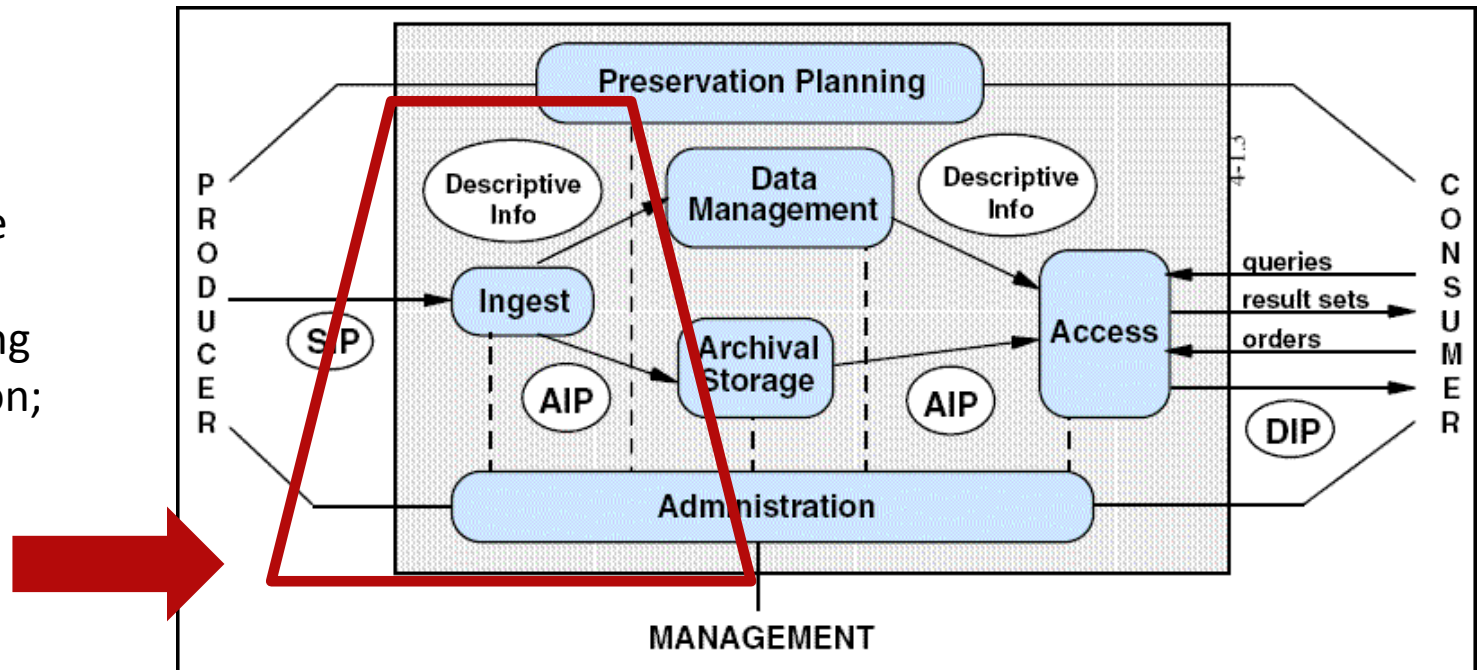
Including templates for and examples of metadata to create a well formed SIP

Survey Type	Field Name	Description	Metadata
All Surveys	Survey Type	<i>The type of survey (ie. Gradiometry, Resistivity, GPR, etc)</i>	Resistivity
	Instrumentation	<i>The model or equipment employed in survey</i>	RM15
	Area Surveyed	<i>The size of the area surveyed</i>	200 square metres
	Method of Coverage	<i>The track or path taken for the survey (ie. Zigzag, Regular Grid)</i>	Zigzag
	Traverse Separation	<i>Distance between traverses</i>	0.5m
	Sample Interval	<i>Distance between taken readings</i>	0.5m
	Position of First Traverse	<i>A general location of the first line of the square/survey</i>	NE corner of Grid 001
	Direction of First Traverse	<i>A general direction of the first line of the square/survey</i>	SSW
	Data grid size		20m
	Earth Resistance Surveys		twin-probe
Earth Resistance Surveys	Electrode configuration	<i>Electrode configuration used e.g. 'Wenner'</i>	1.0m
	Electrode spacing		n/a
	Multiple configurations	<i>If using multiple electrode array e.g. 'Geoscan MPX15'</i>	

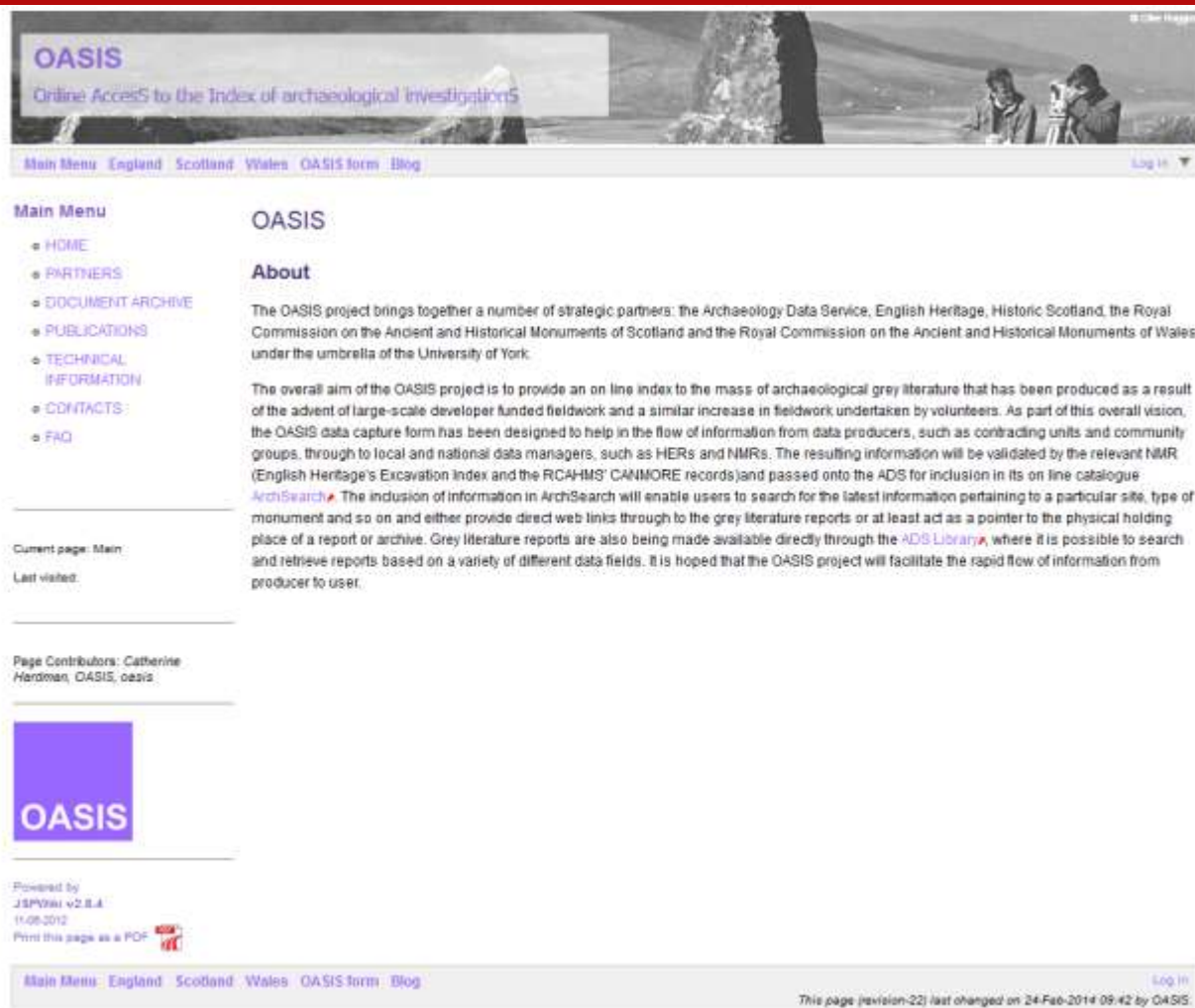
On-line options for archiving

- We follow the Open Archival Information System (OAIS) reference model

This is the area that we have been concentrating our efforts on; to get a well formed SIP and AIP



OASIS for reporting across the UK



OASIS
Online Access to the Index of archaeological Investigations

Main Menu England Scotland Wales OASIS form Blog Log in

Main Menu

- HOME
- PARTNERS
- DOCUMENT ARCHIVE
- PUBLICATIONS
- TECHNICAL INFORMATION
- CONTACTS
- FAQ

Current page: Main
Last visited:

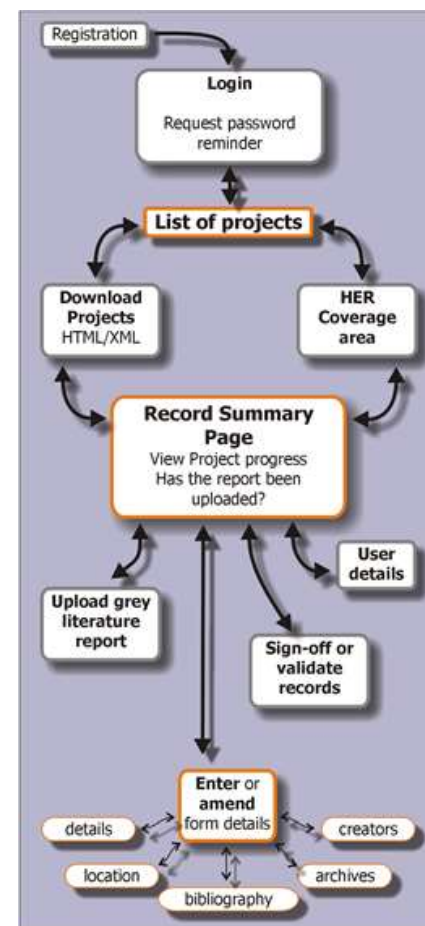
Page Contributors: Catherine Hardman, OASIS, oasis

OASIS

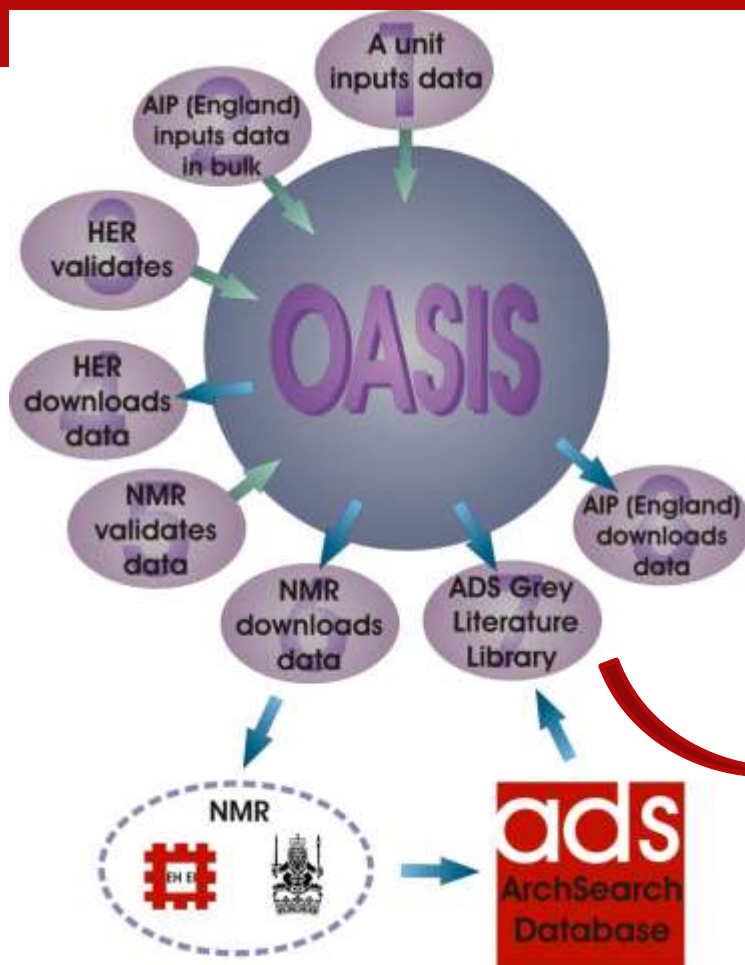
Powered by JSP0001 v2.8.4
11-08-2012
Print this page as a PDF

Main Menu England Scotland Wales OASIS form Blog Log in

This page (revision-22) last changed on 24-Feb-2014 09:42 by OASIS



The archive bonus



Nearly 25,000 reports with over 300 new reports added per month

Benefitting from the archive bonus of the grey lit library



The rural settlement of Roman Britain

Newsletter | January 2014 | Issue number 3

Realising the Research Potential of Developer-Funded Roman Archaeology in England

Welcome to our third project newsletter. The project has been running for over 18 months now, and this newsletter provides you with an update on progress and information on upcoming events. We welcome feedback and contact addresses can be found at the end. Background information on the project is available on the following websites:

- <http://www.cam.ac.uk/development-the-past/>
- www.reading.ac.uk/archaeology/research/roman-rural-settlement/

The project has two principal strands: The Roman Rural Settlement Project and the Romano-British Towns Project.

The Roman Rural Settlement Project

Data Collection from Local Historic Environment Records (LHERs) is being carried out by Cornwall Archaeology with funding from English Heritage. The interpretation and analysis of the data is undertaken by a team from the University of Reading (Dr Alan Smith, Dr Maryn Allen and Dr Tom Brindley) under the direction of Professor Michael Ball, with funding from the Leverhulme Trust. The creation of a database and web-based GIS interface is being led by Tim Evans of the Archaeology Data Service at the University of York.



High aerial excavation of Romano-British rural settlement in North-Haze Cambridge (© Cambridge Archaeological Unit (photo by Paul Selby/Skyhigh & David Halsey))

© University of Reading 2014

Progress on Data Collection

Data collection has continued unabated throughout autumn 2013 and the early winter. Progress has been steady: data collection of the grey literature resource is now completed for the West Midlands (joining the South East, East Midlands and East Angles previously completed) and is close to completion for the large South West region with consultation ongoing in North Somerset and Dorset only.

Currently the team are collecting the resource for Yorkshire and the Humber region and have been making early inroads into the North West and North East. Enthusiastic, helpful responses to the project team from local LHERs are commonplace, even in areas under resource stress (which has often impacted upon the maintenance of LHERs). The project team are extremely grateful for the support provided and so far over 2,100 grey literature reports have been collected.

Excitingly, the resource in the Yorkshire and Humber region is proving to be larger than expected and should lead to some interesting research conclusions. Data collection in the Yorkshire and Humber region is expected to be finished by the end of February 2014. Data collection for the North West and North East regions is scheduled for completion in the Spring of 2014.

Perhaps the biggest success of the data collection element of the project so far has been the extensive production of high quality PDF/A OCH documents of formerly paper-only reports. Of the grey literature reports collected so far, well over 700 have been digitised from paper-only copies (typically these comprise older reports that were only provided to LHERs in paper format). The digitisation programme has resulted in the increased interoperability of the grey literature resource (with the capacity for internal searching) as well as significant LHER enhancement benefits. The majority of LHERs collected during

New funded research based on the newly accessible mass of grey literature from developer funded archaeology.

...could we achieve the same by accessing a large corpus of excavation data sets?

...and benefitting by sharing open metadata too



Archiving Digital Data

After 15+ years experience of digital archiving within archaeology, we are seeing a move toward some organisations submitting digital archives to the ADS as a norm.

Southampton's Designated Archaeology Collections Programme

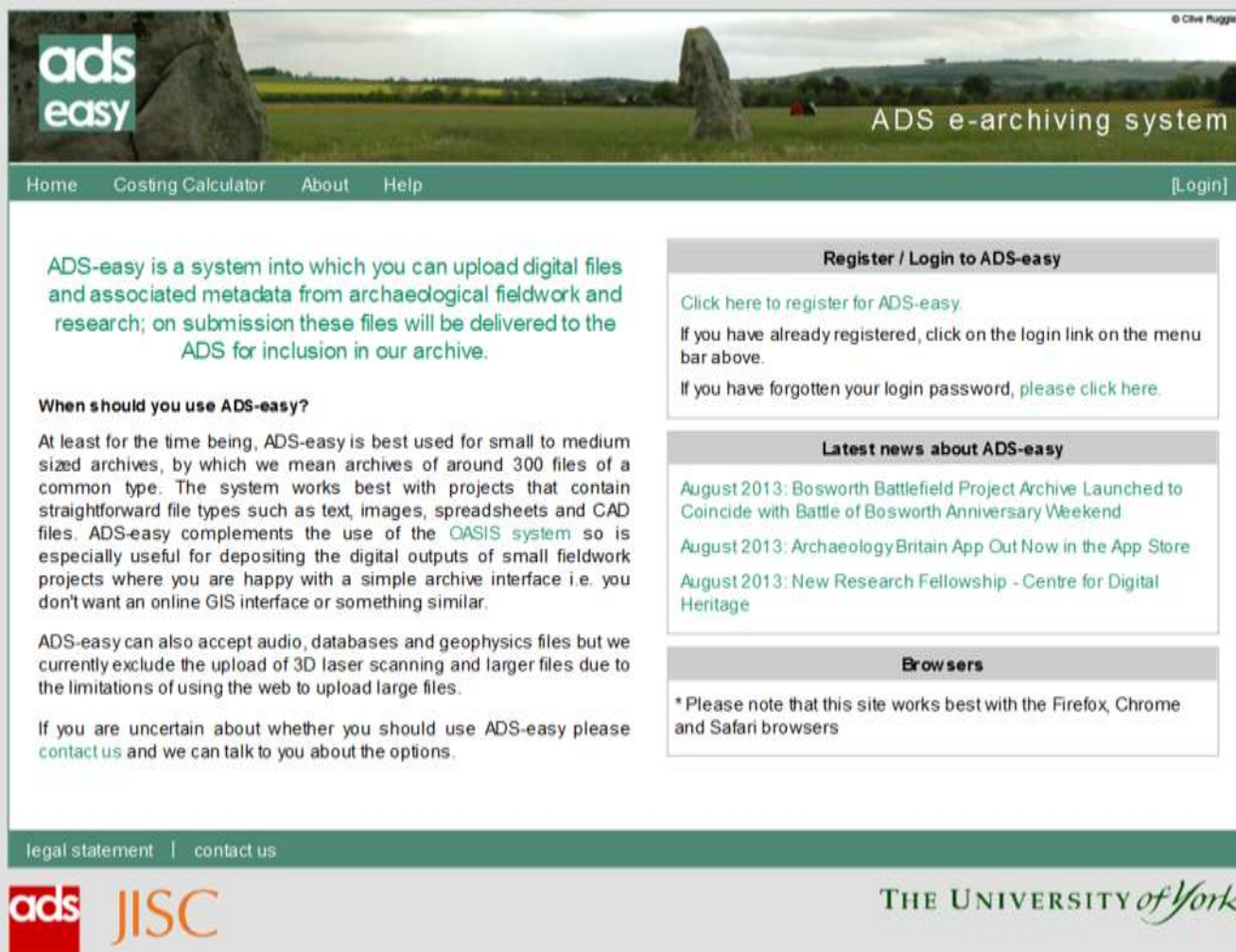
	Stricklands, Chapel Road, Southampton OASIS ID wessexar1-92058 Excavation 23 Aug 2009 - 27 Sep 2009 Wessex Archaeology
	The Deanery, Chapel Road, Southampton OASIS ID wessexar1-92410 Field evaluation 06 Feb 2006 - 10 Feb 2006 Wessex Archaeology
	The Deanery, Chapel Road, Southampton OASIS ID wessexar1-97044 Open-area excavation 04 Aug 2008 - 22 Oct 2008 Wessex Archaeology
	20-26 College Street, Southampton OASIS ID thamesva1-40314 Field evaluation 28 Jan 2008 - 29 Jan 2008 Thames Valley Archaeological Services
	Woolston Riverside, Southampton SITE CODE SOU1483 Field evaluation 2 Jul 2008 - 18 Dec 2008 Thames Valley Archaeological Services
	The 'Coach House', 16 Bevois Valley Road, Southampton SITE CODE SOU1516 Building Recording 2 Nov 2009 - 12 Nov 2009 Southern Archaeological Services Ltd

Wessex Archaeology Image Archive



Aligning with changing data awareness

The ADS e-archiving system – ADS-easy



ads easy

ADS e-archiving system

Home Costing Calculator About Help [Login]

ADS-easy is a system into which you can upload digital files and associated metadata from archaeological fieldwork and research; on submission these files will be delivered to the ADS for inclusion in our archive.

When should you use ADS-easy?

At least for the time being, ADS-easy is best used for small to medium sized archives, by which we mean archives of around 300 files of a common type. The system works best with projects that contain straightforward file types such as text, images, spreadsheets and CAD files. ADS-easy complements the use of the [OASIS system](#) so is especially useful for depositing the digital outputs of small fieldwork projects where you are happy with a simple archive interface i.e. you don't want an online GIS interface or something similar.

ADS-easy can also accept audio, databases and geophysics files but we currently exclude the upload of 3D laser scanning and larger files due to the limitations of using the web to upload large files.

If you are uncertain about whether you should use ADS-easy please [contact us](#) and we can talk to you about the options.

Register / Login to ADS-easy

[Click here to register for ADS-easy.](#)

If you have already registered, click on the login link on the menu bar above.

If you have forgotten your login password, [please click here.](#)

Latest news about ADS-easy

August 2013: [Bosworth Battlefield Project Archive Launched to Coincide with Battle of Bosworth Anniversary Weekend](#)

August 2013: [Archaeology Britain App Out Now in the App Store](#)

August 2013: [New Research Fellowship - Centre for Digital Heritage](#)

Browsers

* Please note that this site works best with the Firefox, Chrome and Safari browsers

[legal statement](#) | [contact us](#)

ads JISC THE UNIVERSITY of York

New Costing Calculator; for estimates and costs

ads easy ADS e-archiving system

Home Costing Calculator About Help [Login]

The costing calculator allows potential depositors to assess the cost, and more effectively plan, for the archiving of data with the Archaeology Data Service using the ADS-easy system

The costings created using the calculator should be regarded as a guide to the potential cost of deposition via ADS-easy and should not be treated as a statement of actual costs. This estimate will be current for the duration of the financial year in which it is calculated (April - March), i.e. an estimate made in January will only be valid until the end of March. **If your project requires a definitive costing (especially for AHRC and NERC funding applications) you are encouraged to [contact us](#) directly.**

[Find out more about charging and the costing calculator.](#)

? Project Funding Type: ☐ AHRC applicants ☒ All other users

? Data Type: Choose Data Type File Extension: Quantity: 0 Add

Data Type	File Extension	Quantity (File)	Unit Price	Unit Price (Total)	Remove
No records found.					

[legal statement](#) | [contact us](#)

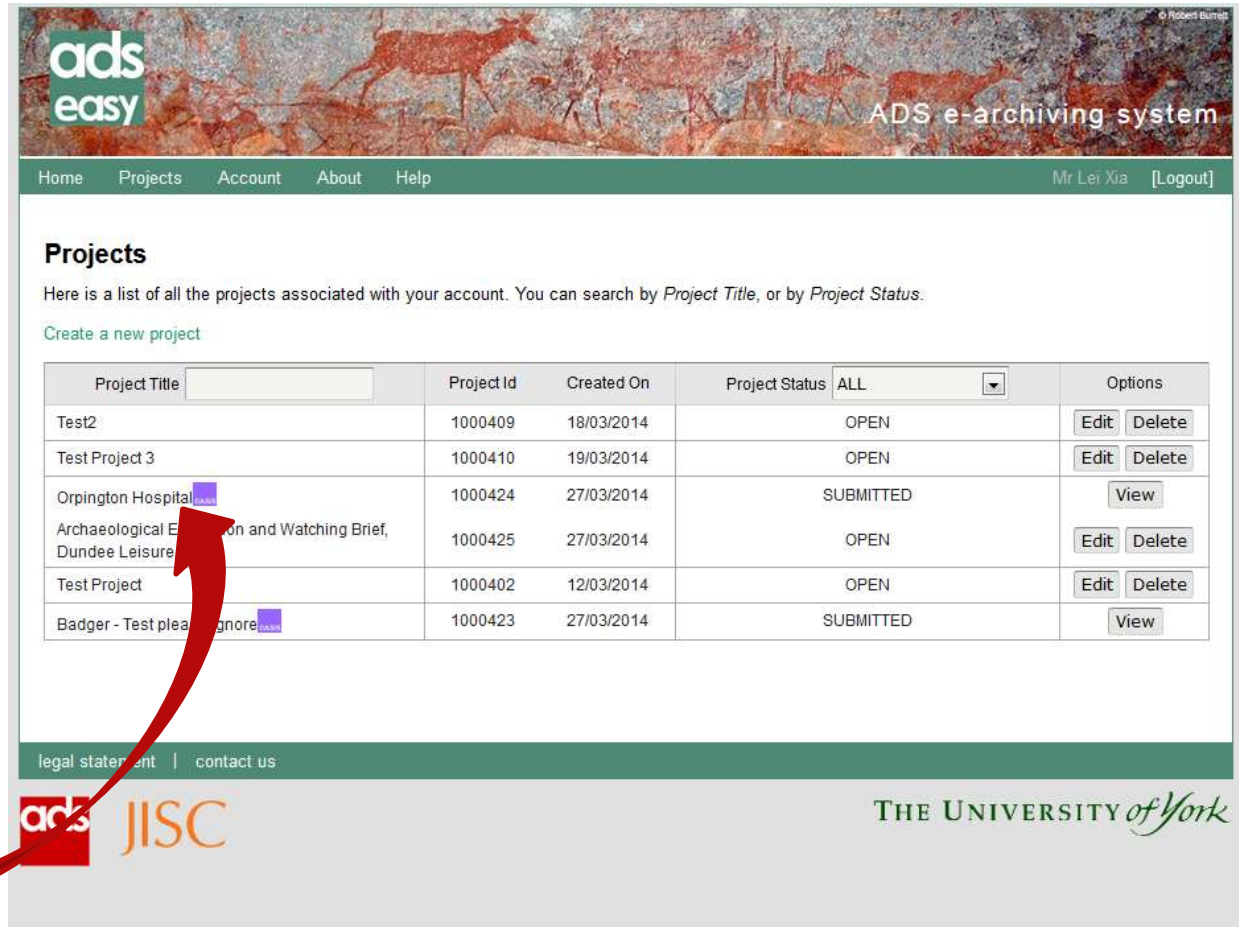
ads JISC THE UNIVERSITY of York

Use it without logging on to work out estimates for project proposals or tenders

ADS-easy gives you a project 'area' or account

A user can see a list of their projects and the status of the projects

I'll come back to the purple squares!



ads easy ADS e-archiving system

Home Projects Account About Help Mr Lei Xia [Logout]

Projects

Here is a list of all the projects associated with your account. You can search by *Project Title*, or by *Project Status*.

[Create a new project](#)

Project Title	Project Id	Created On	Project Status	Options
Test2	1000409	18/03/2014	OPEN	Edit Delete
Test Project 3	1000410	19/03/2014	OPEN	Edit Delete
Orpington Hospital	1000424	27/03/2014	SUBMITTED	View
Archaeological Excavation and Watching Brief, Dundee Leisure	1000425	27/03/2014	OPEN	Edit Delete
Test Project	1000402	12/03/2014	OPEN	Edit Delete
Badger - Test please ignore	1000423	27/03/2014	SUBMITTED	View

legal statement | contact us

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Step 1: insert project level resource discovery details

Home Projects Account About Help Hi Lei Xia [Logout]

Step 1: Project Details | Step 2: File Upload | Step 3: Access Management | Step 4: File-level Metadata | Step 5: Submit Project | Step 6: Documentation

In order to start depositing we need a little more information about your project. Please fill out the project details below. If you are unsure what to put in each section then please [go to the help page](#). It is important that this information is as accurate and complete as possible as it will form the resource discovery metadata which will allow others to find your project data.

Fields marked with * are mandatory

Project Name*

Description* 3988 characters remaining

Languages*

Identifiers

Related Resources

Fieldwork Dates Start Date: End Date:

Data Creation Dates* Start Date: End Date:

Project Funders

Copyright Holders* ☐ Person ☐ Organization ☒ Both

First Name: Last Name:

Organisation:

Email:

Licence Holders* ☐ Person ☐ Organization ☒ Both

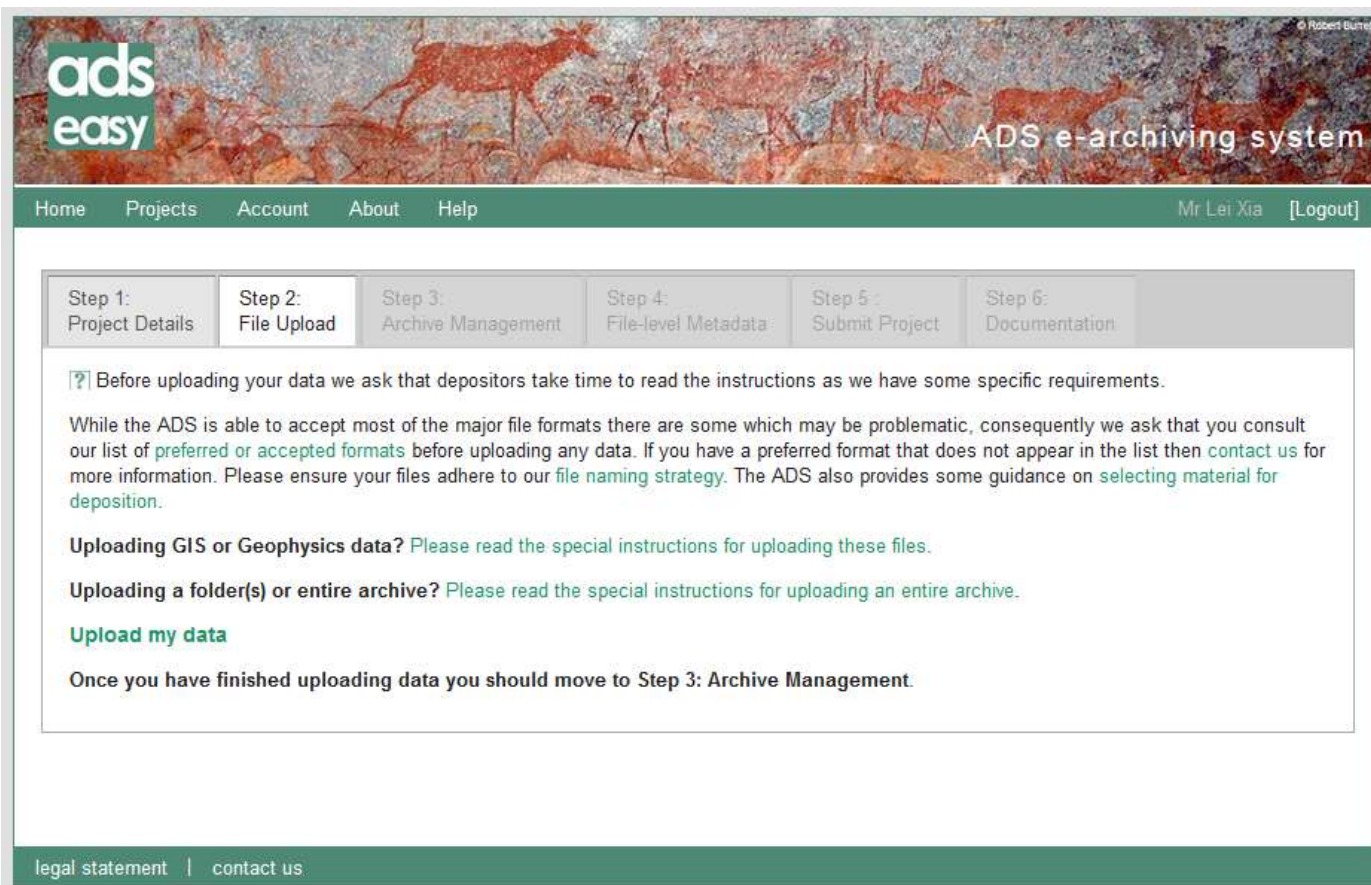
First Name: Last Name:

Organisation:

Email:

The fields are controlled to encourage proper use of standards and fulfil the ADS archive requirements

Step 2: Upload the files you want to include



The screenshot shows the ADS e-archiving system interface. At the top, there is a banner with the 'ads easy' logo and the text 'ADS e-archiving system'. Below the banner is a navigation bar with links: Home, Projects, Account, About, Help. On the right side of the navigation bar, it says 'Mr Lei Xia [Logout]'. Below the navigation bar is a progress bar with six steps: Step 1: Project Details, Step 2: File Upload (highlighted), Step 3: Archive Management, Step 4: File-level Metadata, Step 5: Submit Project, and Step 6: Documentation. The main content area contains the following text:

[?] Before uploading your data we ask that depositors take time to read the instructions as we have some specific requirements.

While the ADS is able to accept most of the major file formats there are some which may be problematic, consequently we ask that you consult our list of [preferred or accepted formats](#) before uploading any data. If you have a preferred format that does not appear in the list then [contact us](#) for more information. Please ensure your files adhere to our [file naming strategy](#). The ADS also provides some guidance on [selecting material for deposition](#).

Uploading GIS or Geophysics data? [Please read the special instructions for uploading these files.](#)

Uploading a folder(s) or entire archive? [Please read the special instructions for uploading an entire archive.](#)

Upload my data

Once you have finished uploading data you should move to **Step 3: Archive Management**.

At the bottom of the page, there are links for [legal statement](#) and [contact us](#).

File upload online

File Upload Tool

[?] You can now add data to your project. This can be done by 'dragging and dropping', or selecting 'Choose' and navigating to the computer/network.

Uploading GIS or Geophysics data? Please read the special instructions for uploading these files.

Uploading a folder(s) or entire archive? Please read the special instructions for uploading an entire archive.

If you are uploading single files, or zipped groups of GIS or Geophysics data, then please use the upper file upload tool.

If you are uploading a folder, or an entire archive consisting of a group of folders, these should be zipped together and uploaded into the box. Do not use the lower upload box for GIS/Geophysics data, these should be extracted from an archive, zipped up separately and uploaded using the upper upload tool.

Any files you have upload during this session will appear in the box to the right of the associated upload box. N.B. If you have uploaded a project using ADS-easy then these files will also appear in the uploaded file area. These files will not be included in your archive, concerned you should logout, and log back in to start a new session.

Use the area below to upload files, or zipped groups of GIS or Geophysics data. Please select the 'Choose' button or drag files into the space below (Note: there is a maximum file size of 20MB per file).

[?] These are the files you have uploaded during this session:

Drag and Drop files into this box

Use the area below to upload folders of files or an archive (in a zip): If you would like to upload an entire archive of one or more folders, group them together in a zip file. Do not use this area to upload GIS or Geophysics data. Please select the 'Choose' button or drag the zip into the space below (Note: there is a maximum file size of 80MB per zip).

[?] These are the zip files uploaded during this session:

Drag and Drop files into this box

Finish Uploading Files

legal statement | contact us

File Upload Tool

[?] You can now add data to your project. This can be done by 'dragging and dropping', or selecting 'Choose' and navigating to the file(s) on your computer/network.

Uploading GIS or Geophysics data? Please read the special instructions for uploading these files.

Uploading a folder(s) or entire archive? Please read the special instructions for uploading an entire archive.

If you are uploading single files, or zipped groups of GIS or Geophysics data, then please use the upper file upload tool.

If you are uploading a folder, or an entire archive consisting of a group of folders, these should be zipped together and uploaded into the lower area. Do not use the lower upload box for GIS/Geophysics data, these should be extracted from an archive, zipped up separately and uploaded using the upper upload tool.

Any files you have upload during this session will appear in the box to the right of the associated upload box. N.B. If you have uploaded data to another project using ADS-easy then these files will also appear in the uploaded file area. These files will not be included in your archive, but if you are concerned you should logout, and log back in to start a new session.

Use the area below to upload files, or zipped groups of GIS or Geophysics data. Please select the 'Choose' button or drag files into the space below (Note: there is a maximum file size of 20MB per file).

[?] These are the files you have uploaded during this session:

- Catering.pdf ✓
- Teleconference Log In Details.doc ✓
- Image10.tif ✓

Drag and drop files or zips; or browse and choose the files. They are listed as they are uploaded

Step 3: Manage you archive and cost the archive

- See a list of your files
- Allocate a data type to help with file level metadata
- Delete what you don't want
- Calculate the archive cost
- Save your costing info

Home Projects Account About Help Mr Lei Xia [Logout]

Step 1: Project Details Step 2: File Upload **Step 3: Archive Management** Step 4: File-level Metadata Step 5: Submit Project Step 6: Documentation

? Once you have uploaded data to your project area (Step 2) your files should appear in the table below, but in order to proceed we need a little more information about your data ('data type' and 'file extension'). To do this we need you to manually set the appropriate 'data type' for each file and add the correct 'file extension' from the drop down lists. It is important that this completed correctly as it has ramifications for the creation of the correct file-level metadata.

When this is complete you can more effectively manage your data (remove files), and see how much your archiving will ultimately cost (appears below the file management window). **N.B. Please take care when changing or removing information as this can result in loss of data and metadata.**

Once you are happy with your archive, please save a costing below and then move on to Step 4: File-level Metadata.

Filter: <input type="text"/>	Assoc Files	Filesize	Data Type	File Extension	Status	
Catering.pdf	0	20.4 KB	Text <input type="text"/>	pdf <input type="text"/>	SELECTED	<input type="checkbox"/>
Teleconference Log In Details.doc	0	27 KB	Text <input type="text"/>	doc <input type="text"/>	SELECTED	<input type="checkbox"/>
Image10.tif	0	364.8 KB	Images (Raster) <input type="text"/>	tif <input type="text"/>	SELECTED	<input type="checkbox"/>

Costing

This section allows you to see how much your archiving will cost. You can 'Save' this costing for your records and we will invoice you for the amount required.

? Project Funding Type: ☐ AHRC applicants ☒ All other users

Subtotal (excl. VAT):	£6.00
TOTAL (incl. £150.00 project start up fee & VAT 20%):	£187.20
If you choose to deposit by traditional methods, the estimated price is considerably higher at:	£254.40

Calculate Total

Save Costing

Step 4: Complete file level metadata for the files

Home
Projects
Account
About
Help
Mr Lei Xia
[Logout]

Step 1: Project Details
Step 2: File Upload
Step 3: Archive Management
Step 4: File-level Metadata
Step 5: Submit Project
Step 6: Documentation

In this section you can create file-level metadata for your files. Simply click the 'Edit' button and the appropriate file metadata form will appear. Complete this form and click on the button at the bottom to return to this page. Once you have completed the appropriate metadata, 'Status' will change from 'Pending' to 'Completed' in the 'Step 4: File level metadata' area; and from 'Selected' to 'Completed' in the 'Step 3: Archive Management' area.

You can also 'Delete' a file and its metadata at any stage, although once it has been deleted the metadata cannot be recovered.

If you have a lot of image files, please download an image file template.

Image (Raster) Objects:

Search Filename:	Data Type	File Ext	Status	Options
Image10.tif	Image	tif	COMPLETED	Edit Delete

Download the Image Template

When you have completed a template, [please click here to upload it using the Template File Upload Tool](#).

Text Objects:

Search Filename:	Data Type	File Ext	Status	Options
Catering.pdf	Text	pdf	PENDING	Edit Delete
Teleconference Log In Details.doc	Text	doc	PENDING	Edit Delete

Either use a web form or upload a spreadsheet template

Step 5 and 6: Administer and submit your project

Home Projects Account About Help Mr Lei Xia [Logout]

Step 1: Project Details Step 2: File Upload Step 3: Archive Management Step 4: File-level Metadata Step 5: Submit Project Step 6: Documentation

When you have completed the necessary metadata, and completed all the other steps then you can 'Submit' your archive.

Before submission you can [view a summary of your project here](#). If there are any problems then you can return to the appropriate section and make any changes. Once the project has been submitted you will not be able to change or edit the documentation, deposit or metadata, so please take time to ensure that it is correct.

Additional Information:
If there is any information about your project which you think may be useful to us, then you can add a message in the box below.

PLEASE ARCHIVE MY IMAGE PROMPTLY! 1467 characters remaining

Save Message

Embargo:
When archiving digital data it is important that the data is archived (accessioned and the correct format with the appropriate documentation to ensure its long term preservation immediately made accessible to the public. If you think it appropriate to establish an in the archive, but not accessible to the public then you can add a date here. Once the made publicly accessible. If you are considering an embargo date then please read on the deposition of sensitive data.

If you do not need to set an embargo date then leave this blank.

Embargo Date: 05/Apr/2014 Clear Embargo Date

Notification:
If you would like to notify a person or other organisation about your submission, please use the boxes below. An automated email will then be sent letting the individual/organisation possible include direct this to your contact within an organisation.

Email: CSH3@YORK.AC.UK

Message: Look what I've done! 1480 ch

Submit Project

- Tell curators about your archive
- Add an embargo
- Keep a copy of your costing

Home Projects Account About Help Mr Lei Xia [Logout]

Step 1: Project Details Step 2: File Upload Step 3: Archive Management Step 4: File-level Metadata Step 5: Submit Project Step 6: Documentation

Saved Quote (Finance)

Quote ID	Date	Total Cost	Options
INVOICE_1000431	16 Apr 2014	£181.20	Download Delete

Quote successfully saved, you can download/delete it from Documentation section.

legal statement | contact us

<http://archaeologydataservice.ac.uk>

A history of continuous development

Over 18 years:

The funding has changed

The clientele has changed

The website has changed (3 substantial changes)

The rate of deposition has changed

The nature of the content of deposition has changed

More legislation and 'guidelines'

Accreditation

Development of digital archives and repositories (the 'competition')



Keep in touch



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