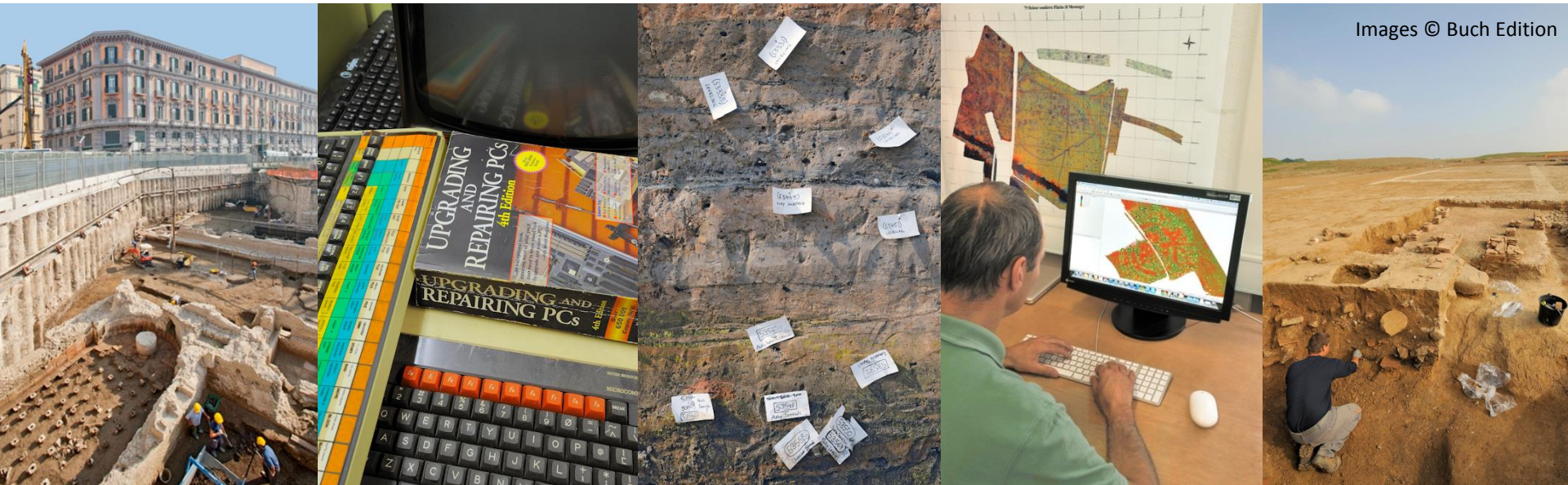


# What metadata do users want and need, and how much can we get out of them?

Dr Katie Green  
Archaeology Data Service  
University of York  
katie.green@york.ac.uk



# The Archaeology Data Service

- Set up in 1996
- Originally part of Arts and Humanities Data Service (AHDS)
- Based at the University of York
- Initially 2 staff – now 13
- Held DSA since 2011
- Won DPC Decennial Award 2012



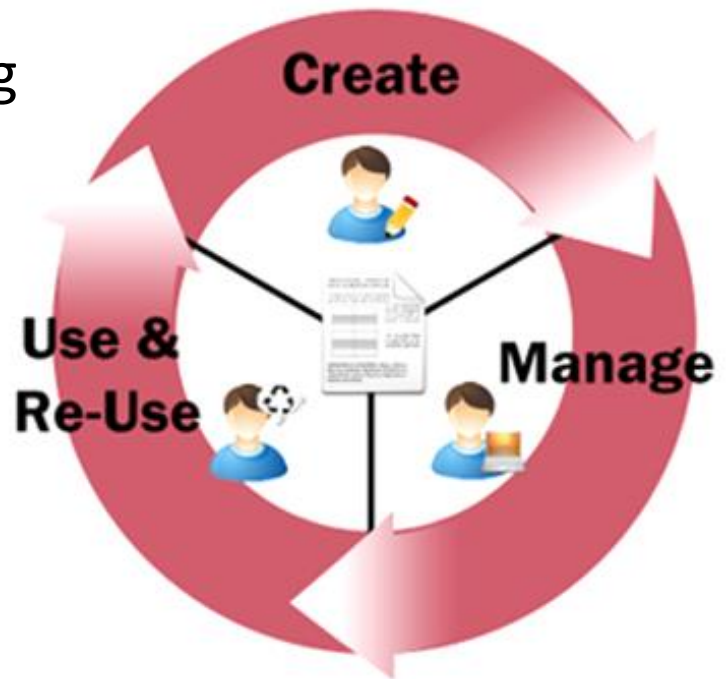
# The Archaeology Data Service

## Remit:

“Support research, learning and teaching with free, high quality and dependable digital resources”

## Key Roles:

- Develop data collections
- Preserve and manage digital data
- Disseminate digital data





## ADS resources

### Archives

- 23 Journals and Series
- 34,500+ Grey Literature reports
- 700+ Project Archives (1657 collections)
- Six specialist Bibliographies
- 19 Doctoral Theses



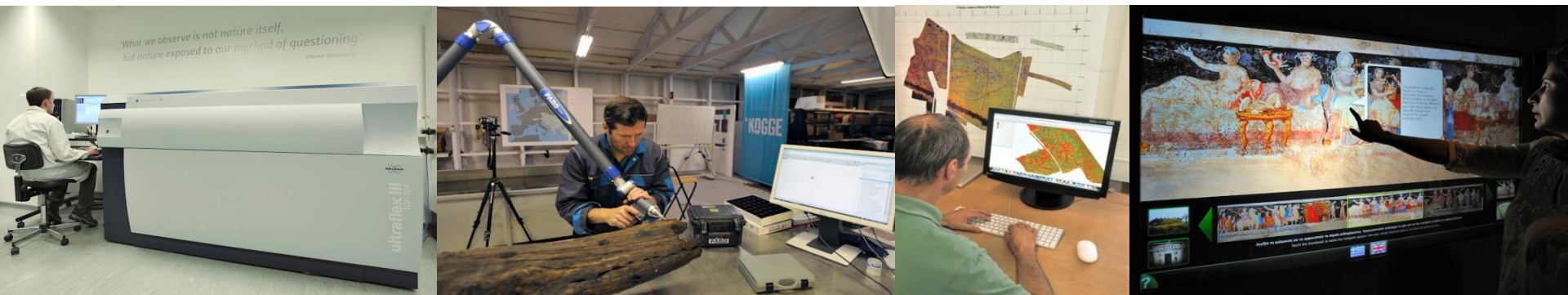
Image deposited with ADS by Martin Carver and supplied under licence from HBA Archaeology Image Bank

# Archaeological data

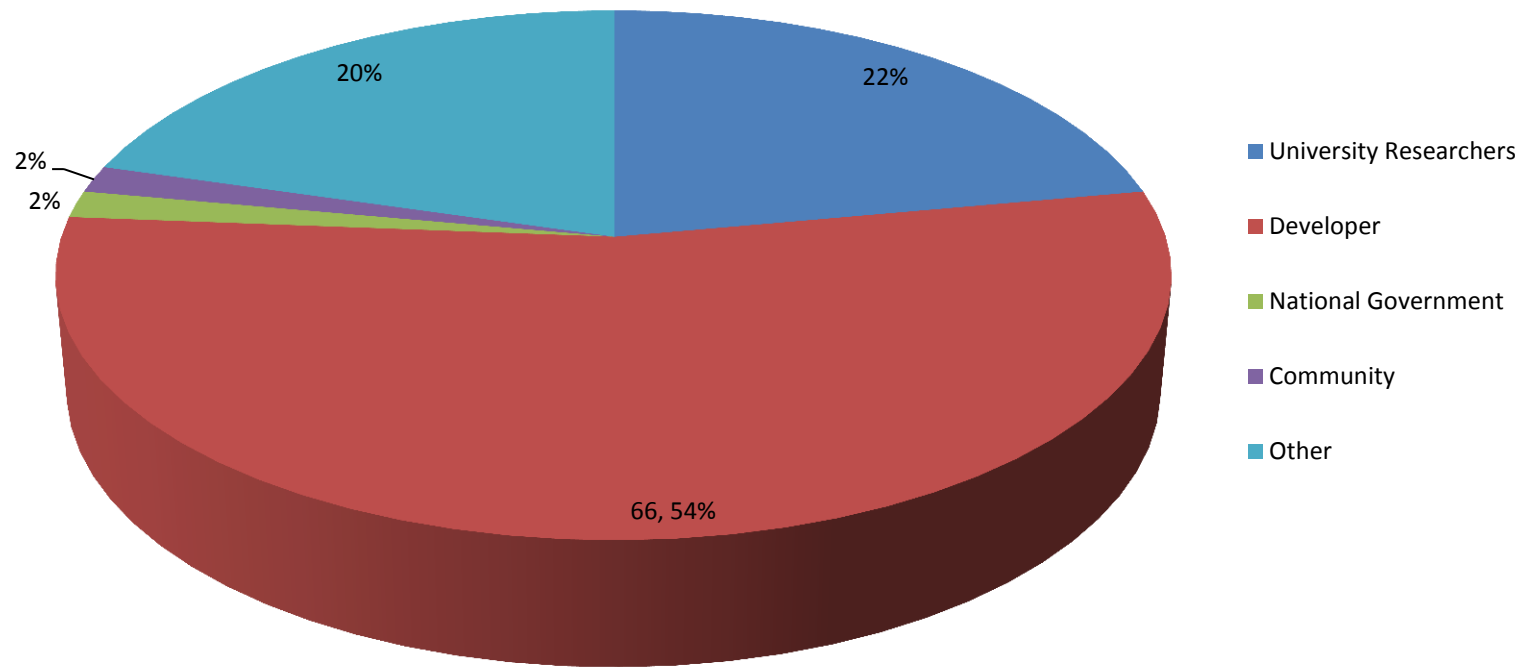
## ADS Archive

- 2.5 million files, 9.9 TB
- 189 formats deposited (not versions)
- 62 preservation formats
- 355 software types used (including versions)

Images © Buch Edition



## ADS depositors?



# What do we ask for?

## Guidelines for Depositors

Version 2.0 September 2014.

### CONTENTS

Introduction to the Guidelines

Why Deposit Data?

Depositing with the ADS

What to deposit

How to deposit

Costs

Preparing Collections for Deposit

Data Management Plans

File Management (Formats, Structure, Naming, Versioning)

Metadata

Selection and Retention

File-level Metadata Requirements

Documents

Databases, Spreadsheets and Statistics

Raster Images

Geophysics and Remote Sensing

CAD and Vector Images

Geographical Information Systems

Video and Audio

Virtual Reality

Photogrammetry

Collection-level Metadata

Deposit Check List

Downloads

Acknowledgements



### Example of completed metadata sheet for G

Project Title	Hardware/ Operating System	Software	Software Version	Date of Creation		Location (if form should be new row)
				Start Date	End date	
A GIS for all the burials discovered in the vicinity of York Minster.	PC - Microsoft Windows XP Pro 2002	ESRI ArcGIS	10.1	01-Mar-12	20-Mar-12	UK
						England
						North Yori
						York
						York Minst

Assessment of Data Quality	Method of Data Capture	Purpose of Data Creation	Filename(s) (each filename should be added as a new row)	Description
High risk of spatial displacement	Digitisation using ArcGIS.	To create a GIS of all known Early medieval sites and finds from the Yorkshire area.	gis2.shp	A brief description of t contents of this group GIS files.
			gis2.shp	A brief description of t
			gis3.shp	A brief description of t

1m Beam Archaeology



### Example of a metadata sheet for Geophysics files deposited with the ADS

ADS Survey Types	Survey Name	The Big Field, Yorkshire.
	Survey Index	1234
	Description	A geophysical survey of the Big Field, Yorkshire.
	Survey Purpose	To find roman fort
	Location Coordinates (supposed to be Lat/Long/OSGR)	223450 0.78900
	Location	UK, England, North Yorkshire, York
	Survey Duration	Start date 31-Jul-12 End date 02-Aug-12
	Copyright Holder	Name Brian Horsey Organisation Suffolk County Council
	Soil Geology	Carboniferous Limestone
	Soil Geology	Recent narrow deposits
	Land Use	Arable
	Survey Type	Resistivity
	Instrumentation	Type ADS Name Resistivity Meter
	Area Surveyed (include unit of measurement)	100m2
	Grid Size (include unit of measurement)	Length 100m Width 50m
	Method of Coverage	Single Traverse
	Traverse Separation	0m
	Reading Interval	0.25
	Sampling Position	parallel
	Resolution	1
	Survey Direction	SWW
	Description of File Formats	Description text if needed
	File names (place a comma between each name)	gis1.txt, gis2.txt, gis3.txt
	Additional Remarks	Description text if needed
Electro- magnetic	Cell Configuration	
	Recorded Component	
Ground Penetrating Radar	Antenna Information	
	Time Delay	
	Time Sampling Resolution	
	Time Span	
	Average subsurface velocity	
Magnetometer	Magnetic north	
	Instrument drift	
Resistivity	Electrode configuration	Dipole-Dipole
	Electrode spacing	0.5
	Multiple configurations	Information from this sequence
Magnetic Sound	Average vector velocity	
	Sonar frequency	
	Beam width at nadir	



# What else do we collect?

## ADS Collection Management

- Home
- Tracking
- Collections
- People
- Admin

search collections

Channel Tunnel Rail Link Section 1 (Collection)

Edit this Collection | Tracking (1001707) | DOI section

General | Coverage | Relationships | Accessions | Files

Processes: (arranged in descending order of process Id) [Generate Processes](#)

- Migration - Dissemination (Id: 10963, Tagged Image File Format - TIF to Portable Document Format /A1b - PDF/A)
- Migration - Dissemination (Id: 10962, Portable Document Format 1.6 - PDF to Portable Document Format /A1b - PDF/A)
- Migration - Preservation (Id: 10961, Portable Document Format 1.6 - PDF to Tagged Image File Format - TIF)
- Migration - Preservation (Id: 10960, Portable Document Format 1.5 - PDF to Tagged Image File Format - TIF)

Type: Migration - Dissemination

Source Format: Tagged Image File Format - TIF

Destination Format: Portable Document Format /A1b - PDF/A

Start Date: 03-Jun-2011

Completion Date: 03-Jun-2011

Description: Conversion of .pdf to pdf/a for dissemination.

Result: Success

Input: 182 .tif files to /ADS\_preservation/arch-335-1/preservation/tif/2083/

Output: 3 .pdf/a files to /adsdata/arch-335-1/dissemination/pdf/Buildingreports/D\_No2\_Boys\_Hall\_Road\_Willesborough.pdf, G\_Talbot\_House.pdf and F\_Bridge House\_Mersham.pdf

Hardware: PC

Software: Adobe Acrobat 9 Professional 9.4.2

Operating System: Microsoft Windows XP Professional 2002

Comments: These files could not be converted directly to pdf/a, consequently they were converted to tif, and then to pdf/a

Agent: Moore, Ray

Accession Id: 1002083

Added: 03-Jun-2011

Added By: rhm103



## What do we get?

- Metadata completeness

**73%**

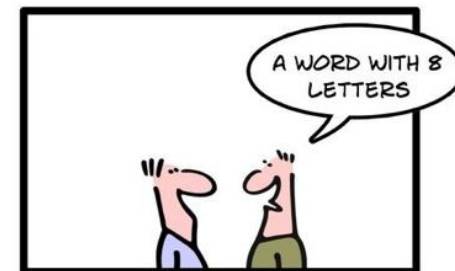
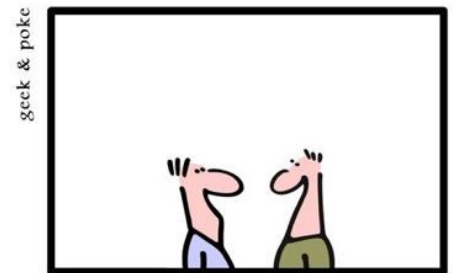
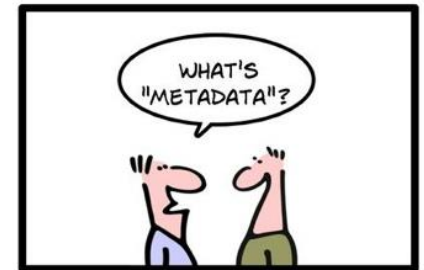
- Amount of correspondence

**One to two emails**

- Time take to get complete data

**A couple of days to YEARS!**

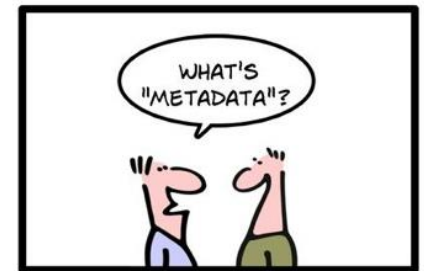
SIMPLY EXPLAINED:  
METADATA



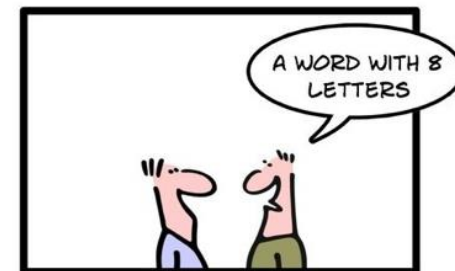
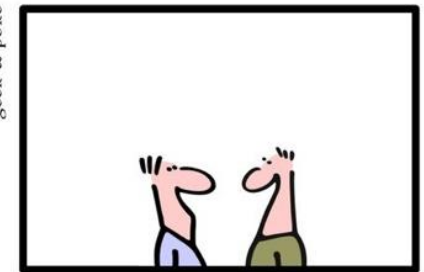
## Depositor Feedback

- It takes too long
- I didn't create the data so I don't know how to fill out the metadata correctly
- It cost too much to pay people to create
- My projects finished, I am now working on the next project, and don't have time
- It takes too long
- I don't understand what I should be entering
- I don't know what software created the data
- I don't see the point
- I don't want to
- It takes too long

SIMPLY EXPLAINED:  
METADATA

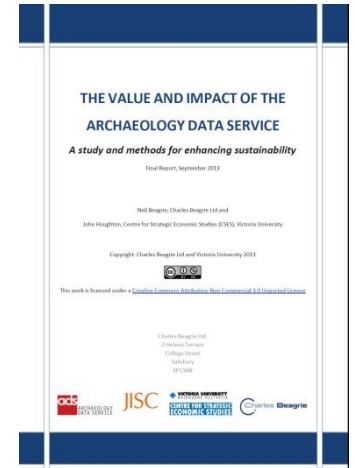


geek & poke




## ADS Impact Study

- Depositors reported a wide range of preparation and deposit times, from as little as **15 minutes** to more than **1,000 hours**.
- The **mean** reported preparation and deposit time was **82 hours** (median 15 hours) [N=65].
- One might expect initial deposits of the data to take longer than updates, but that was not the case for our respondents.
- Initial deposits took an average of **79 hours** (median 15) and updates an average 95 hours (median 15).



# Addressing Feedback



ARCHAEOLOGY  
DATA SERVICE

[HOME](#)
[ARCHSEARCH](#)
[ARCHIVES](#)
[ADS-easy](#)
[LEARNING](#)
[ADVICE](#)
[RESEARCH](#)

[ADS-easy HOME](#) | [COSTING CALCULATOR](#) | [ABOUT](#) | [HELP](#)

The web server that supports this domain is being updated on **the morning of Nov 26th, between 8.00am and 8.30am**. While we don't expect any issues, please assume this site to be "at risk" during that time.

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](#)

Click here if you have a problem. If you have a suggestion, please contact us.



ARCHAEOLOGY  
DATA SERVICE

Database metadata

File Upload

You can upload file(s) or

These are the files that are currently in the system.

- 1. DSC00287.JPG
- 2. DSC00288.JPG
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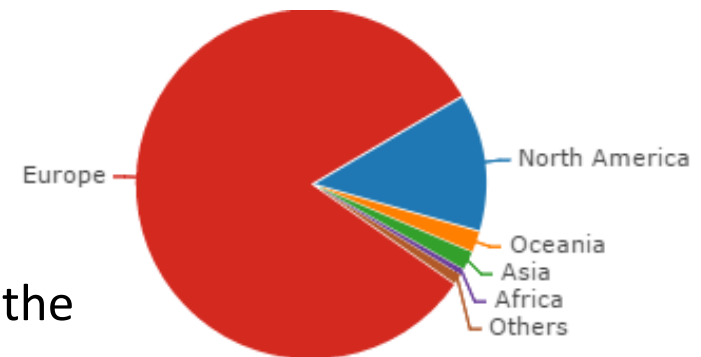


## ADS-easy feedback

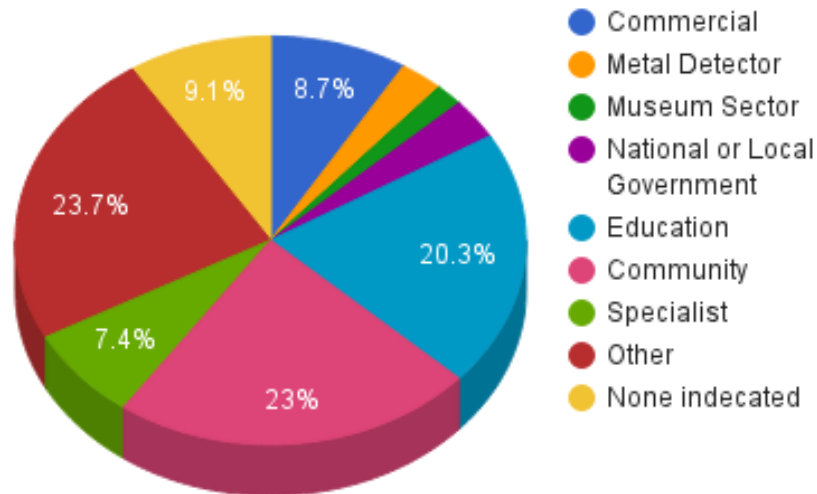
- It takes too long
- It cost too much to pay people to fill out form
- My projects finished, I am now working on the next project, and don't have time
- I didn't create the data so I don't know how to fill out the metadata correctly
- I don't know what software created the data
- **Too much metadata!**

# Who are our designated community?

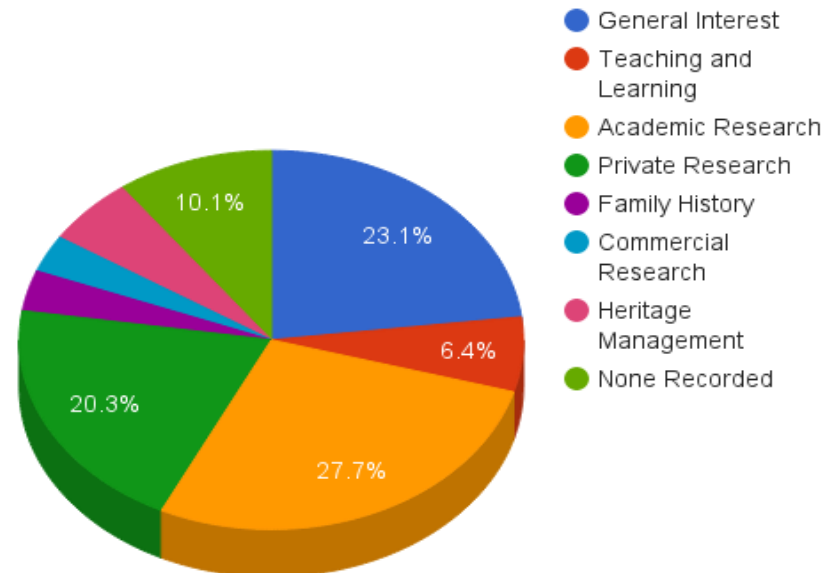
Historic environment professionals and members of the general public interested in the historic environment



## Registered Users

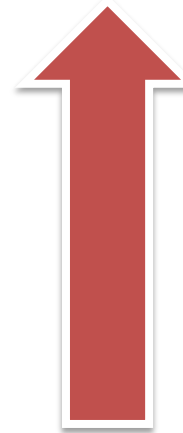


## ADS Primary Use



## What do users want to know?

- What is the data about?
- How can I re-use data?
- Who created the data?
- How was data created?
- How old is the data/when was it updated?



Discovery

Rights

Creation

Event

# What do we present to users?



ALL | JOURNALS AND SERIES | GREY LITERATURE | PROJECT ARCHIVES | BIBLIOGRAPHIES | THESES

## Land at Knightacott Cross, Bratton Fleming, Devon Cotswold Archaeology, 2015

Introduction  
Downloads  
Metadata  
Usage Statistics

Data copyright © Cotswold  
Archaeology unless otherwise stated



**Primary contact**  
Hazel O'Neill  
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Building 11  
Kemble Enterprise Park  
Cirencester  
GL7 6BQ  
UK  
Tel: 01285 772624

[Send e-mail enquiry](#)

### Resource identifiers






**ADS Collection:** 2141  
**Collection doi:** 10.5284/1035168  
How to cite using this DOI

### Downloads Reports | Images

#### Images

Image Metadata	CSV	1 Kb
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#### Records 1 - 5 of 5

	Hearth 104 looking west (Knightacott_Eval_026.jpg)	JPG	10.19 Mb
	Ditch 203 looking north west (Knightacott_Eval_017.jpg)	JPG	10.28 Mb
	Gully 502 looking north east (Knightacott_Eval_058.jpg)	JPG	11.76 Mb
	Ditch 602 looking west (Knightacott_Eval_071.jpg)	JPG	11.36 Mb
	Working shot (Knightacott_Eval_090.jpg)	JPG	11.30 Mb

## Land at Knightacott Cross, Bratton Fleming, Devon Cotswold Archaeology, 2015

Introduction  
Downloads  
Metadata  
Usage Statistics

Data copyright © Cotswold  
Archaeology unless otherwise stated



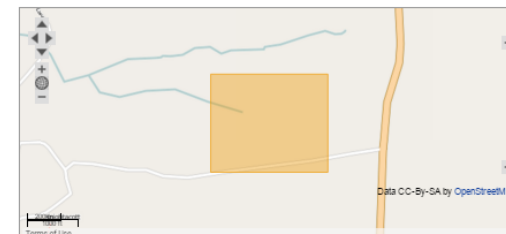
**Primary contact**  
Hazel O'Neill  
Cotswold Archaeology  
Building 11  
Kemble Enterprise Park  
Cirencester  
GL7 6BQ  
UK  
Tel: 01285 772624

[Send e-mail enquiry](#)

### Resource identifiers

**ADS Collection:** 2141  
**Collection doi:** 10.5284/1035168  
How to cite using this DOI

## Land at Knightacott Cross, Bratton Fleming, Devon



Location	World region British Isles country English region County Parish Place TGN	British Isles and Ireland England South West Devon Bratton Fleming Knightacott Cross World, Europe, United Kingdom, England, Devon, Bratton Fleming (7025438)
Grid reference	OSGB	265730 130450
Grid reference	Latitude longitude bounding box	51.140236 -3.9234802 51.130790 -3.9109049
Subject	Event Type (England) Library of Congress Subject Headings Monument Type (England) Monument Type (England) Monument Type (England)	EVALUATION Archaeology HEARTH QUARRY GULLY
Period	MIDAS Period (England) Created From Created To First Released Intervention Date From Intervention Date To	Uncertain UNCERTAIN 00-SEP-2015 00-SEP-2015 16-NOV-2015 27-APR-2015 20-APR-2015
Identifiers	Contracting Unit No. Museum accession ID	880003 NDDMS2015.6
Related information	Associated Publication	CA (Cotswold Archaeology) 2015: Land at Knightacott Cross Bratton Fleming Devon Archaeological Evaluation. CA typescript report 15251.
Data types available	Image Text	5 objects 1 objects

If you can see any errors in this metadata please contact us with details.

**Project  
Level  
Discovery  
Metadata**




## Metadata collection alternatives

- NLP on text
- Image recognition
- Autogenerate some technical metadata



# What do users need?




ARCHAEOLOGY  
DATA SERVICE

[HOME](#)
[MAP](#)

ADS 3D V

Introduction

Las Cuevas site is in the Las Cuevas Resear Chiquibul Forest Re Belize. This site is a located approximate Caracol (for more in site see Moyes et al et al. 2014).



Primary contac

Dr Fabrizio Galeazzi  
Department of Arch  
University of York  
King's Manor  
York  
YO1 7EP  
England

[Send e-mail enquiry](#)

Resource identifiers

ADS Collection: 1077  
Collection doi:10.5284  
How to cite using this DI

1-Project Description

Project Name	Virtual Amama Project
Name of monument, survey area, or object	NA
Monument/Object Number	8761
Monument/Object Description	Small clay mould - Tututkamun
Survey Location	Amama, Egypt
Survey Date(s)	17-Mar-2008
Survey Conditions	Indoors
Scanner Details	Konica Minolta VIVID 9i; mm; Serial No: 1001198
Company/Operator Name	Center for Advanced Spatial Technologies, Christopher Goodmaster
Control data collected?	No

4-Mesh Metadata

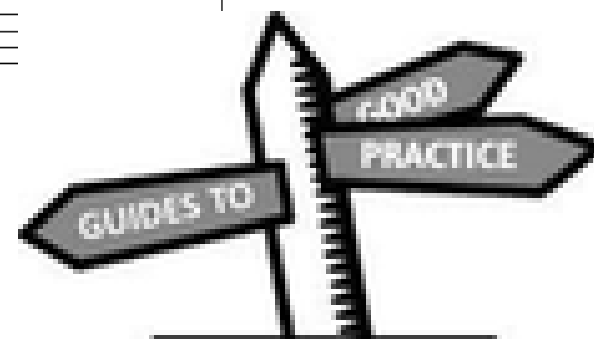
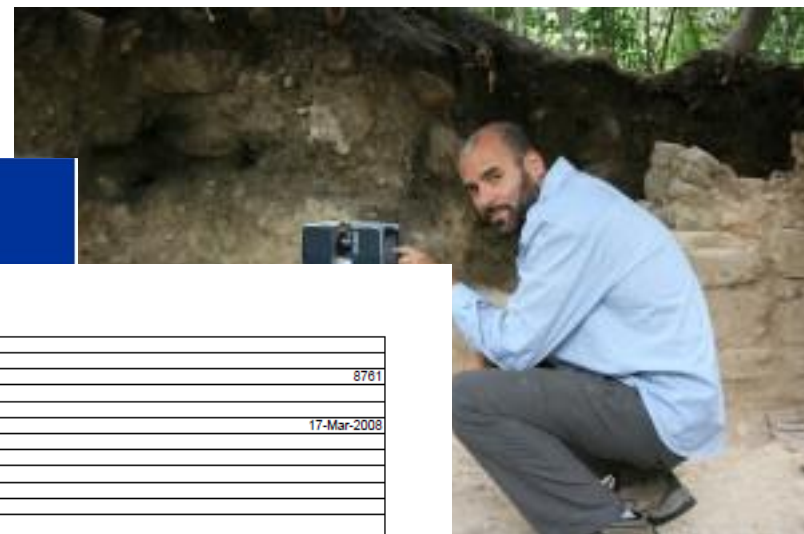
Pre-Meshing Metadata	
Name of Pre-Mesh Dataset	8761_GRE.txt
Number of Points in File	53032
Overlap Reduction	Y
Smoothing	N
Subsampling	N
Color Editions	N
Point Deletion Summary	Overlap reduction was computed in Polyworks software. Following overlap reduction, floating data points were also deleted. Data remnants from overlap reduction were also deleted as necessary.

Polygonal Mesh Metadata:

Name of Mesh Dataset	8761_hi.obj
Holes Filled	Y
Smoothing	Y
Color Editions	Y
Healing/despikeing	Y
Total Triangle Count (post editing, predecimation)	120848
RGB Color Included	Y
Data Reduction	N
Coordinate System Adjustment	Y
CS Adjustment Matrix	Cannot export from software
Additional processing notes	Mesh was color corrected in Rapidform XOR.

Decimated Polygonal Mesh Metadata:

Name of Decimated Mesh Dataset	8761_lo.obj
Total Original Triangle Count	120848
Decimated Triangle Count	25000
RGB Color Preserved from original dataset	Y



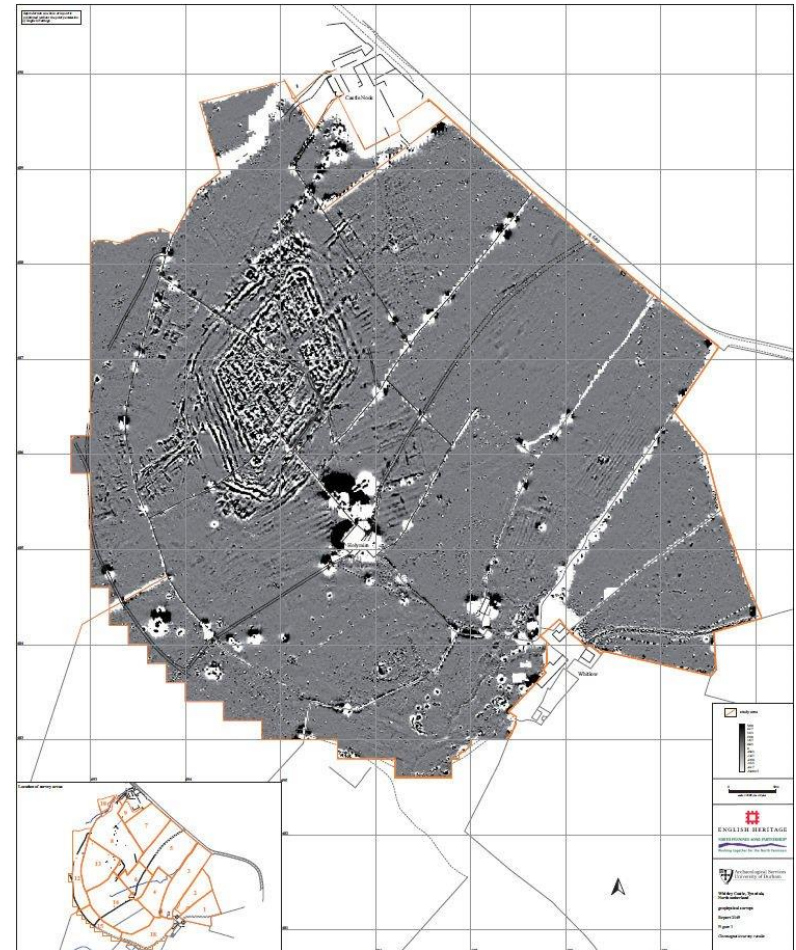
<http://>

## What do users need?

- More than they realise?



Creation Event





## Who are our metadata users?



# Migrating data

A Database of Upper Palaeolithic Sites based on Wymer and Bonsall, 1977 (1001020)

Object Id	Object Title	Data Type	Created Date	
1001566	LaterUpperPalaeolithic-Site	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Site.csv</a> <a href="#">LaterUpperPalaeolithic-Site.csv</a> <a href="#">LaterUpperPalaeolithic-Site.csv</a>
1001565	LaterUpperPalaeolithic-Reference	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Reference.csv</a> <a href="#">LaterUpperPalaeolithic-Reference.csv</a> <a href="#">LaterUpperPalaeolithic-Reference.csv</a>
1001564	LaterUpperPalaeolithic-Object	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Object.csv</a> <a href="#">LaterUpperPalaeolithic-Object.csv</a> <a href="#">LaterUpperPalaeolithic-Object.csv</a>
1001563	LaterUpperPalaeolithic-Museum	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Museum.csv</a> <a href="#">LaterUpperPalaeolithic-Museum.csv</a> <a href="#">LaterUpperPalaeolithic-Museum.csv</a>
1001562	LaterUpperPalaeolithic-Excavator	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Excavator.csv</a> <a href="#">LaterUpperPalaeolithic-Excavator.csv</a> <a href="#">LaterUpperPalaeolithic-Excavator.csv</a>
1001561	LaterUpperPalaeolithic-Compiler	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Compiler.csv</a> <a href="#">LaterUpperPalaeolithic-Compiler.csv</a> <a href="#">LaterUpperPalaeolithic-Compiler.csv</a>
1001560	LaterUpperPalaeolithic-Collection	Spreadsheet	22-Jan-2010	<a href="#">LaterUpperPalaeolithic-Collection.csv</a> <a href="#">LaterUpperPalaeolithic-Collection.csv</a> <a href="#">LaterUpperPalaeolithic-Collection.csv</a>
1001559	EarlierUpperPalaeolithic-Site	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Site.csv</a> <a href="#">EarlierUpperPalaeolithic-Site.csv</a> <a href="#">EarlierUpperPalaeolithic-Site.csv</a>
1001558	EarlierUpperPalaeolithic-Reference	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Reference.csv</a> <a href="#">EarlierUpperPalaeolithic-Reference.csv</a> <a href="#">EarlierUpperPalaeolithic-Reference.csv</a>
1001557	EarlierUpperPalaeolithic-Object	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Object.csv</a> <a href="#">EarlierUpperPalaeolithic-Object.csv</a> <a href="#">EarlierUpperPalaeolithic-Object.csv</a>
1001556	EarlierUpperPalaeolithic-Museum	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Museum.csv</a> <a href="#">EarlierUpperPalaeolithic-Museum.csv</a> <a href="#">EarlierUpperPalaeolithic-Museum.csv</a>
1001555	EarlierUpperPalaeolithic-Excavator	Spreadsheet	22-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Excavator.csv</a> <a href="#">EarlierUpperPalaeolithic-Excavator.csv</a> <a href="#">EarlierUpperPalaeolithic-Excavator.csv</a>
1001554	EarlierUpperPalaeolithic-Compiler	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Compiler.csv</a> <a href="#">EarlierUpperPalaeolithic-Compiler.csv</a> <a href="#">EarlierUpperPalaeolithic-Compiler.csv</a>
1001553	EarlierUpperPalaeolithic-Collection	Spreadsheet	21-Jan-2010	<a href="#">EarlierUpperPalaeolithic-Collection.csv</a> <a href="#">EarlierUpperPalaeolithic-Collection.csv</a> <a href="#">EarlierUpperPalaeolithic-Collection.csv</a>
1001552	DatabaseNotes-PalaeolithicSites	Text	22-Jan-2010	<a href="#">DatabaseNotes-PalaeolithicSites.doc</a> <a href="#">DatabaseNotes-PalaeolithicSites.docx</a> <a href="#">DatabaseNotes-PalaeolithicSites.pdf</a>
1001567	PalaeolithicSites_ADS_Metadata	Text	04-Jan-2011	<a href="#">PalaeolithicSites_ADS_Metadata.docx</a>

Processes: (arranged in descending order of process Id) [Generate Processes](#)

Migration - Dissemination (Id: 10963, Tagged Image File Format - TIF to Portable Document Format /A1b - PDF/A)

Type: Migration - Dissemination

Source Format: Tagged Image File Format - TIF

Destination Format: Portable Document Format /A1b - PDF/A

Start Date: 03-Jun-2011

Completion Date: 03-Jun-2011

Description: Conversion of .pdf to pdf/a for dissemination.

Result: Success

Input: 182 .tif files to /ADS\_preservation/arch-335-1/preservation/tif/2083/

Output: 3 .pdf/a files to /adsdata/arch-335-1/dissemination/pdf/Buildingreports/D\_No2\_Boys\_Hall\_Road\_Willesborough.pdf, G\_Talbot\_House.pdf and F\_Bridge House\_Mersham.pdf

Hardware: PC

Software: Adobe Acrobat 9 Professional 9.4.2

Operating System: Microsoft Windows XP Professional 2002

Comments: These files could not be converted directly to pdf/a, consequently they were converted to tif, and then to pdf/a

Agent: Moore, Ray

Accession Id: 1002083

Added: 03-Jun-2011

Added By: rhm103

Migration - Dissemination (Id: 10962, Portable Document Format 1.6 - PDF to Portable Document Format /A1b - PDF/A)

Migration - Preservation (Id: 10961, Portable Document Format 1.6 - PDF to Tagged Image File Format - TIF)

Migration - Preservation (Id: 10960, Portable Document Format 1.5 - PDF to Tagged Image File Format - TIF)

# What metadata do users want and need, and how much can we get out of them?

- Know who your users are
- User don't always know what they need
- One size does not fill all users/data types
- People will always complain
- Do whats best for the archive



"WE BELIEVE WE NOW HAVE A CONSENSUS  
ON THE CAD STANDARDS"



Follow us on Twitter:  
**@ADS\_Update**



Like us on Facebook:  
**<http://www.facebook.com/archaeology.data.service>**

**Katie Green**

**[katie.green@york.ac.uk](mailto:katie.green@york.ac.uk)**

Archaeology Data Service

Department of Archaeology

The King's Manor

University of York

York

YO1 7EP