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  - 25,000+ unpublished fieldwork reports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

Mission/Vision
Values

Strategy
Goals
Objectives
Activities

Culture
Values
Practices
Behaviors

Results

GUIDING PATH

DRIVING PATH
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.
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: 1996 (PPG16)?
External challenges: Preservation problems

- IBM 3480
- Click!
- 9-Track Reel
- DVD-ROM
- G2000 Tape
- 4mm Tape
- 3.5" Floppy
- xD Picture Card
- QIC DC600
- DC4_120
- Punch Tape
- Floptical Disk
- CD-ROM
- Smart Media
- 5.25" Floppy
- 8" Floppy
- 5.25" Optical Disk
- DG90M Tape
- Rectangular Hole Punch Card
- 8mmD-eight
- Cassette tape
- 12" Optical Disk
- Memory Stick
- MultiMedia Card
- Jaz Disk
- SD Memory Card
- Zip Disk
- DLT Tape
- Sparq Disk Cartridge
- Ditto Max
- CompactFlash
- 12" Optical Disk
- QIC DC600
- Rectangular Hole Punch Card
- 8mmD-eight
- Cassette tape
- 12" Optical Disk
- Memory Stick
- MultiMedia Card
- Jaz Disk
- SD Memory Card
- Zip Disk
- DLT Tape
- Sparq Disk Cartridge
- Ditto Max
- CompactFlash
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
Open Archival Information System (OAIS)
Always under review: Guides to Good practice
Always under review: Depositors Guidelines

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

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

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

Web service

OAI-PMH

Research projects

Grey literature library

Geophysical Survey database

Web service

Web service

Radiocarbon Dating Recording Form

DES Form
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

Wessex Archaeology Image Archive
Aligning with changing data awareness
The ADS e-archiving system – ADS-easy

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
New Costing Calculator; for estimates and costs

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!
Step 1: insert project level resource discovery details

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

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.
Drag and drop files or zips; or browse and choose the files. They are listed as they are uploaded.
Step 3: Manage your 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
Step 4: Complete file level metadata for the files

Either use a web form or upload a spreadsheet template.
Step 5 and 6: Administer and submit your project

- Tell curators about your archive
- Add an embargo
- Keep a copy of your costing
Internal alignment and Project Management: Collection Management System
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

Follow us on Twitter: @ADS_Update

Friend us on Facebook: http://www.facebook.com/archaeology.data.service

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