Ingest at the Archaeology Data Service: a case study

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Ingest at the ADS: Overview

• What is the ADS?
• Functions of an OAIS?
• The Digital Pipeline

• Submission (SIP)
• Archive (AIP)
• Dissemination (DIP)
What is the ADS?

‘... to support research learning and teaching with high quality and dependable digital resources’

Archaeology wing of AHDS (AHDS Archaeology)
Funded by AHRC, JISC and others
The 4 things we do all day

• Digital preservation
• Guidance for data creators
• Access to data
• Guidance for funders
Research

Ingest

Preservation

Delivery preparation

Interface

Release

Deep Storage

Nearline backup

Delivery system

Publish
SIP: Submitting Information

Community interaction
Agreeing File Formats and Metadata
Negotiation on interface and constituents
Deposit licence
Delivery and receipt processes
Accession and Management
SIP to AIP – Ingest checklist

1. Check data for viruses
2. Can we read the CD/can we open the files?
3. Check file counts against documentation provided
4. Is documentation adequate for data provided?
5. Run checksum on CD
6. Copy data to server
7. Run another checksum and compare
8. Replace spaces in filenames with underscores
9. Scan licence agreement and store with SIP
10. Record receipt of data in management database
11. Create receipt to send to depositor
SIP to AIP – Ingest checklist

1. Check data for viruses
SIP to AIP – Ingest checklist

2. Can we read the CD/can we open the files?
3. Check file counts against documentation provided
SIP to AIP – Ingest checklist

4. Check documentation is adequate for the data provided
a little bit more about documentation

Carrots:
- Doing the right thing
- Professionalism
- Reputation
- They may also be users of the archive
- Provide templates and guidance

Sticks:
- Undocumented data will make them look bad
- Funders may require them to archive data
- We can refuse to accept it
5. Run checksum on CD
6. Copy data to server
7. Run another checksum and compare
9. Scan licence agreement and store with data
SIP to AIP – Ingest checklist

10. Record receipt of dataset in management database
Dear __________,

**Fading Rock Art Landscapes**

Thank you for the deposit of your digital data sets in respect of the above project received 25th May 2005.

We confirm that the data received consists of:

1. CD-ROM containing 10 files

with the following data files:

10 xyz files

Should you have any queries concerning the data or its accessioning please do not hesitate to contact us.

Yours sincerely,

Jenny Mitcham
Curatorial Officer
Archaeology Data Service
AIP: assembly

Assemble parts of AIP:
• Original submission
• Admin documents and metadata
• Preservation copies of data
• Dissemination copies of files
• Transformation metadata

Assembly review +
Management function
AIP directory structure

- **{AIP identifier}**
  - **previous**
    - Previous versions of deleted or altered files
    - {date}  {date}
  - **admin**
    - Correspondence
      - Deposit forms
      - Licence forms
      - Metadata files
    - Multiple deposits, arranged by date of accession, allows for updates and complex deposits
    - {arbitrary}  {arbitrary}
  - **original**
    - {date}  {date}
  - **ahds**
    - All content created by AHDS
    - dissemination
      - preservation_dissemination
      - preservation
    - documentation
      - {format}
    - Each sub-directory should be further sub-divided into documentation and data
AIP: Procedures

What goes where
Format and transformation manuals
Documenting transformations
Administrative information
AHDS Preservation Manuals

http://ahds.ac.uk/preservation/ahds-preservation-documents.htm
DIP: Preparing for Dissemination / Access

Community interaction
Design and implementation
Internal procedures and checklists
Quality Checks
Depositor review / peer review
Release
DIP: Access

http://ads.ahds.ac.uk/catalogue/

http://ads.ahds.ac.uk/catalogue/resources.html?spitalfields_var_2001
...then continuous active management

1. Technology watch: has anything changed?
   - No
   - Yes

   Yes -> Create new AIP