ads **Archaeology Data Service**
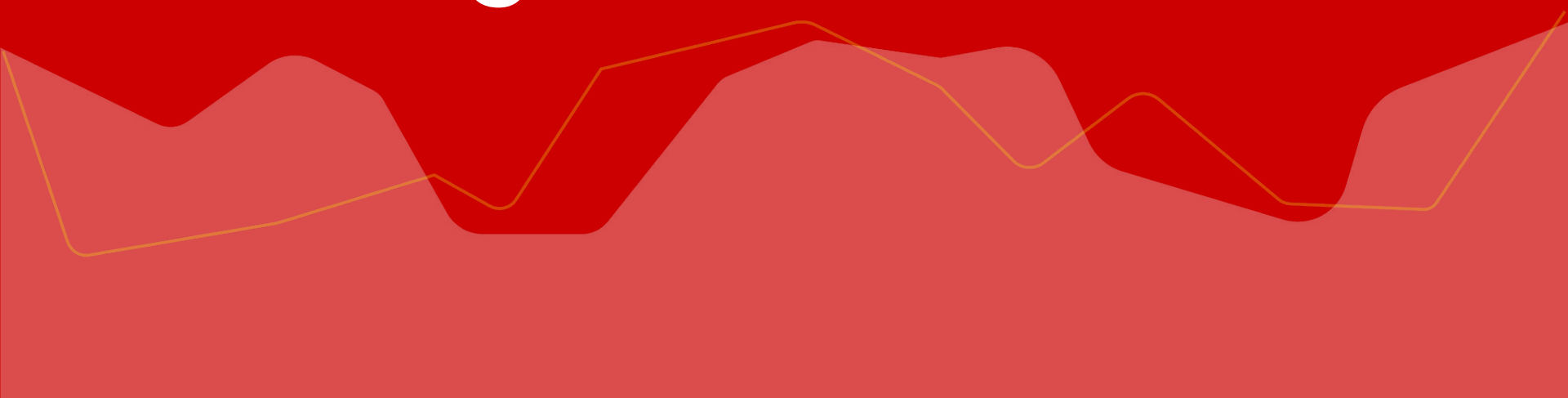
Collections Management

Wednesday 13th November 2024

ATRIUM *Transnational Access - ADS Training School*

What is Collections Management?

Digital collections management is the process of <u>taking care of and organizing</u> digital items, such as digital images, documents, audio files, and videos, to ensure they are <u>preserved, documented, and accessible</u>.
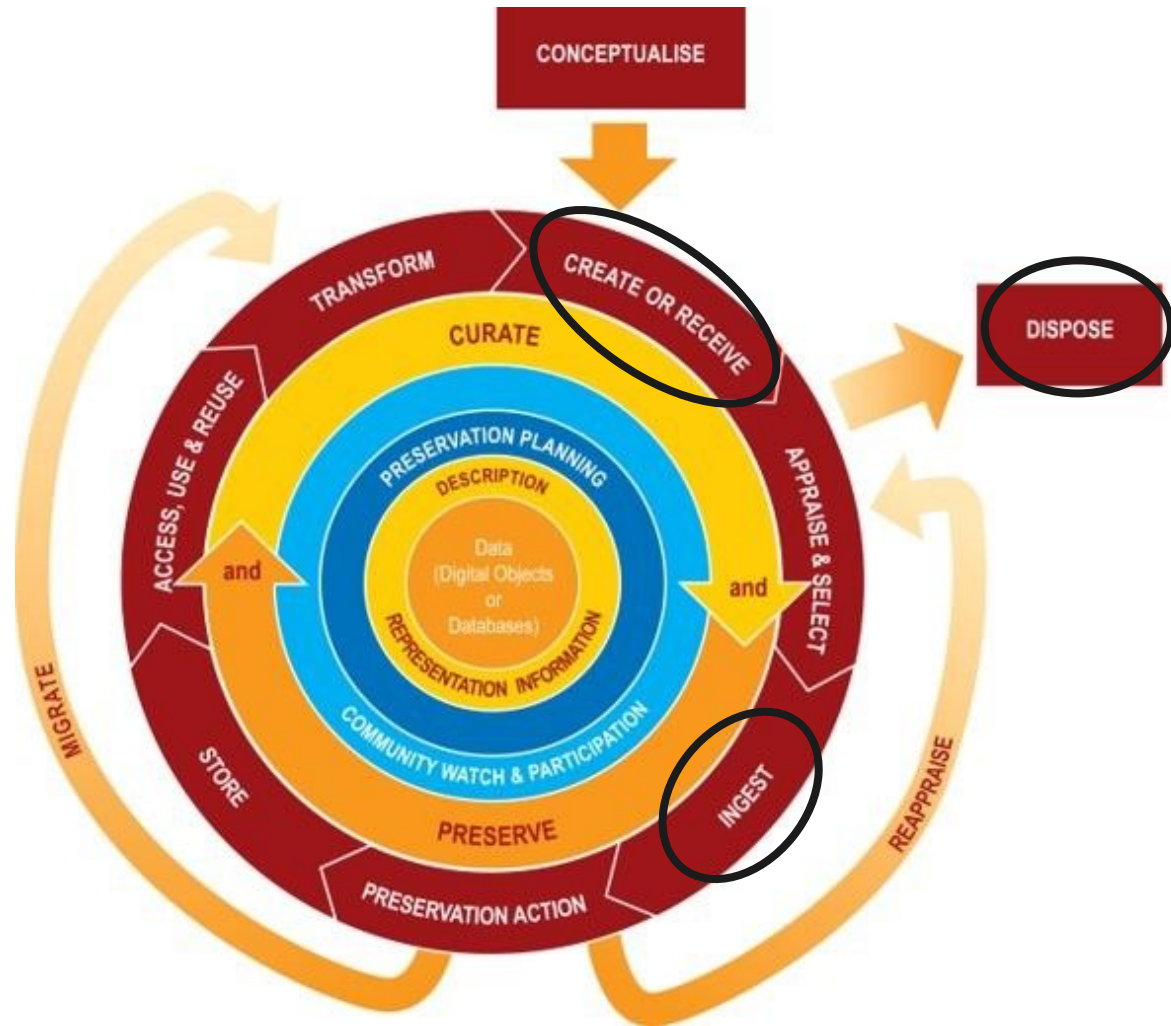
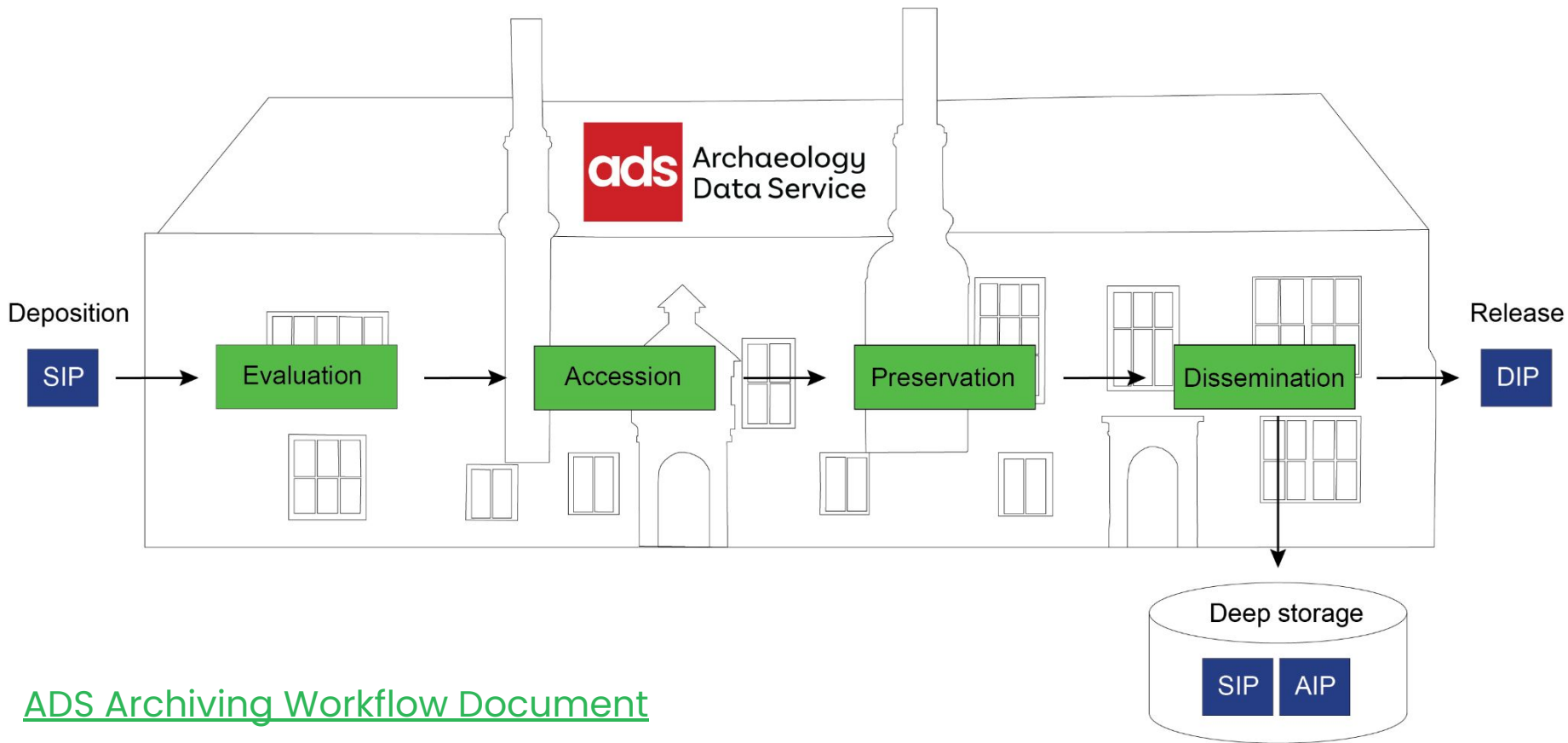# Why is Digital Collections Management important?

- **Aids preservation** - Ensure that your digital objects are saved from damage or decay

- **Drives accessibility** - Ensure that digital objects are accessible for all users

- **Helps organisation** - Ensure that digital collections are easier to find and understand

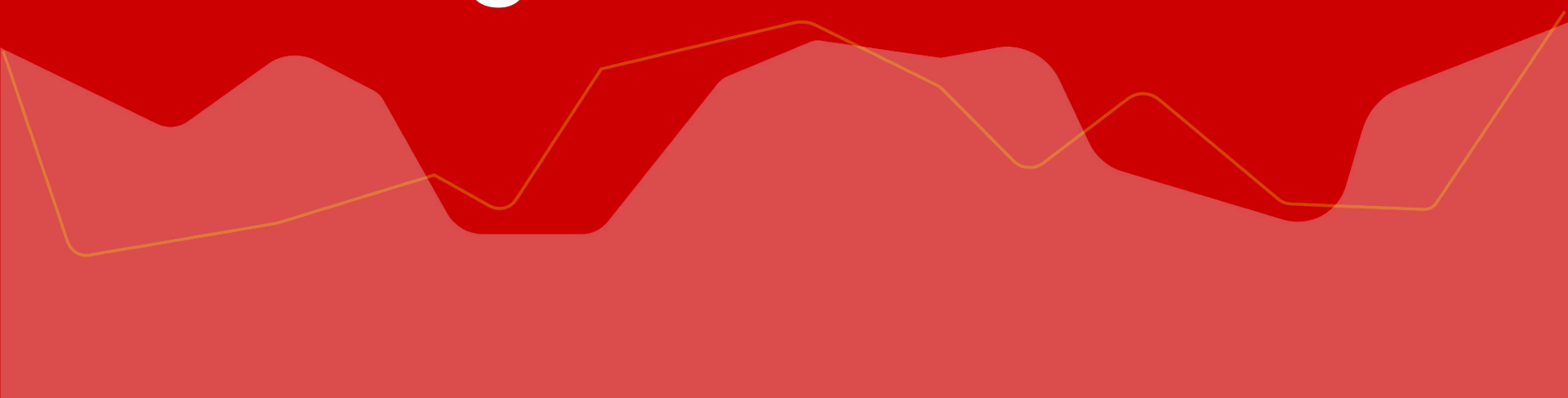Part of the wider curation and preservation of digital assets

The ADS Archiving Workflow

Deposition → SIP → Evaluation → Accession → Preservation → Dissemination → DIP → Release

Deep storage: SIP | AIP

ADS Archiving Workflow Document

Aspects of Collections Management

Collections Management - four key aspects

- Development –the scope and nature of collections

- Management - framework for administration

- Preservation - long term strategies for archiving

- Access and Reuse - identifying access points and primary users

Development

Things to consider

1. Scope of the collections - geography, chronology, theme, content (paper/digital)
2. Disposal (aka deaccession policy)
3. Data types - which to include/not include
4. Criteria for evaluation
5. Acquisition methods

E.g. Evaluation

1. Receive data from depositors
   - Adhere to Instruction for Depositors
   - Ensures come with metadata
2. Assessment and Appraisal
   - No malware
   - Data can be opened and reused
   - No sensitive data concerns
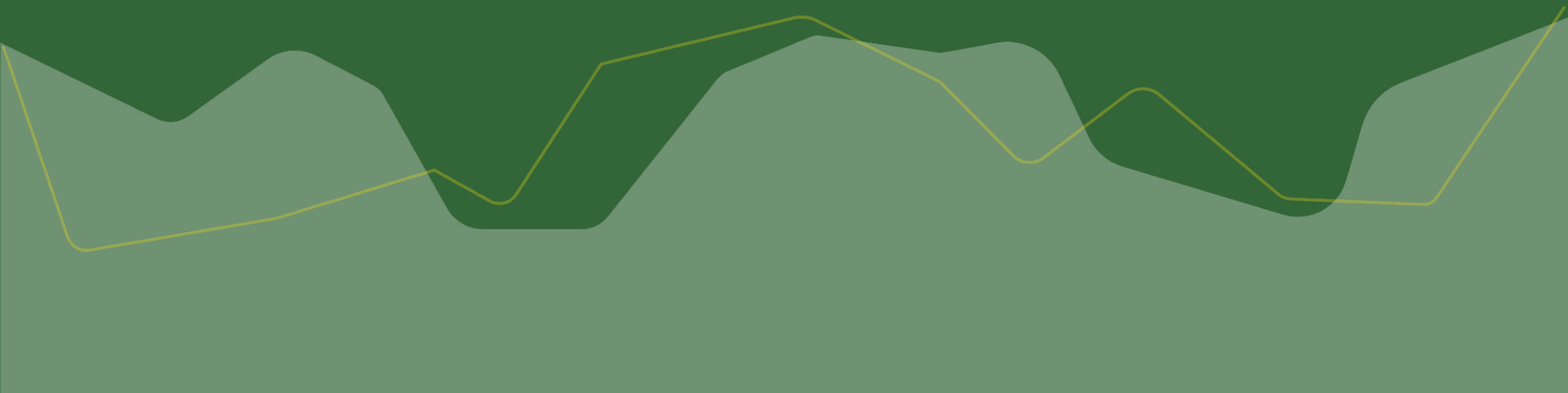   - Appropriate and complete

Management

Things to consider

1. Documentation (e.g. <u>policies and procedure</u>, shared metatdata)
2. Technical Standards (e.g. ensuring file formats, network and security)
3. A mechanism for managing our collections - Collections Management System

Collections Management System

Collections Management System

- A bespoke tool to manage and organise ADS Collections
- Data management system for all collections
- Holds key information about a collection (including metadata)
- Flexible structure so can be updated to include new facilities and collection types (e.g. Heritage Science data)
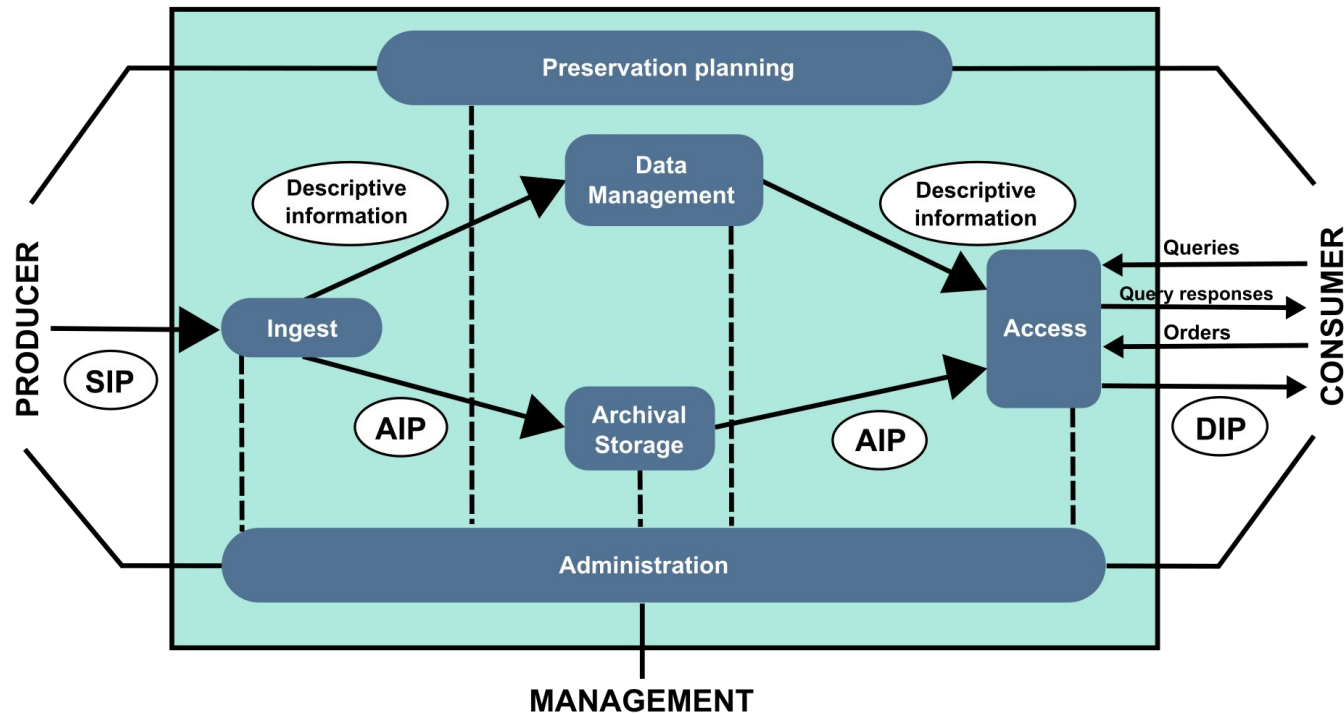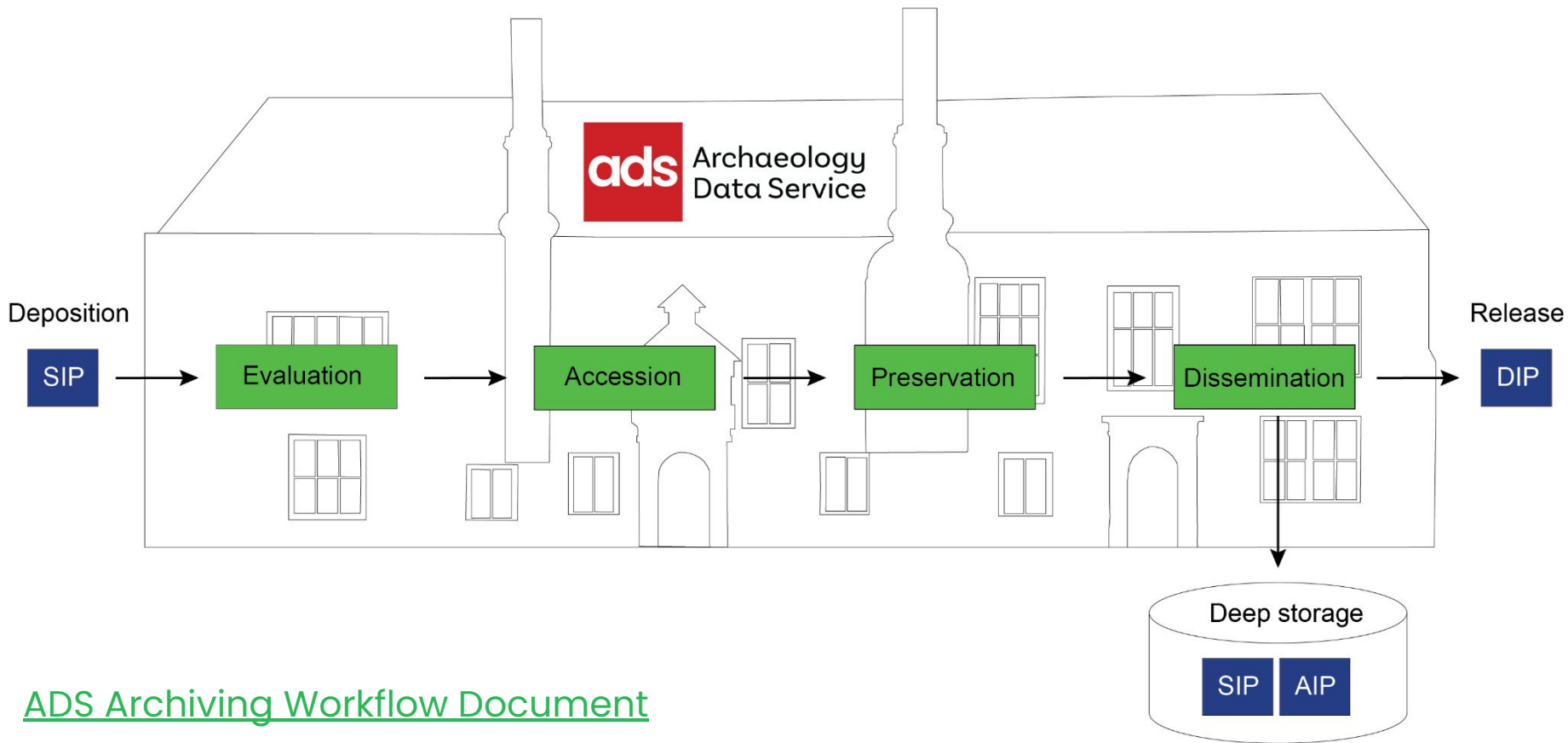
Collections Management System

- Key roles
  - Facilitates collection development by holding details of of enquires and future collections (encouraging data management in funding application stages)
  - Documents processes and procedures for digital archiving
  - Tracks progress of the accessioning and preservation processes.
  - Links to Object Metadata Store (OMS) - holds collections and object level metadata

Preservation

OAIS functional
model diagram

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Access and Reuse

Things to consider

1. Providing access via our ADS Interfaces (e.g. ArchSearch, Archives, Library)
2. Linking ADS collections to aggregating data sets (e.g. Ariadne, MEDIN)
3. Managing rights (e.g. terms and conditions)
4. Encouraging reuse - promoting collections through website, blog posts, talks, training.
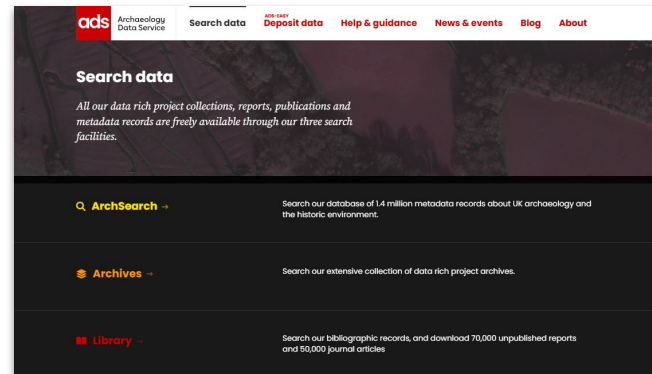
Exercise
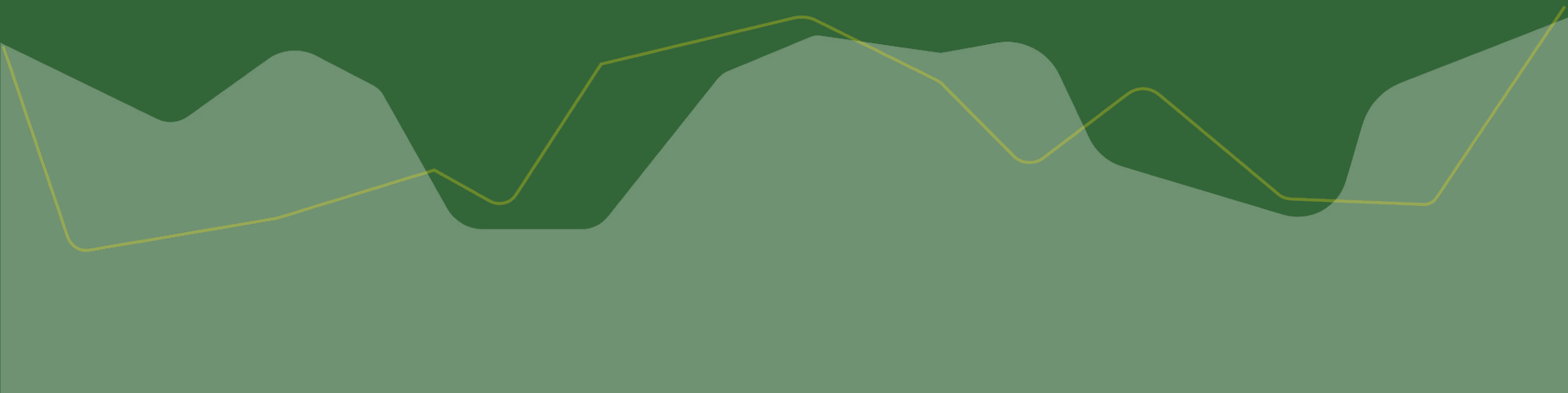
Exercise: Digital Collection Curators

Imagine you're curators at a cultural heritage organisation that is developing a new digital collection detailing an archaeological investigation in the area in the 1980s.

Your goal is to decide which items should be included in the collection and to organize them using a Collections Management System (CMS), so they're accessible to researchers and the public.

Part 1 - Here are several digital objects – vote to decide if they should be included or excluded from the collection!

A scanned copy of the photographs taken during the excavation

A single photograph of a piece of pottery with no further information

An excavation notebook written by an unknown author

A paper record of the context sheets recorded from the dig

A scanned image of the ledger used to record staff wages

A 3d model of the excavation produced using old photographs

Part 2 - You've now chosen several items to be include in the collection – vote to decide how they should be characterized in the CMS.

A scanned copy of the photographs taken during the excavation

Data Type

Method of capture

Files to include

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A 3d model of the excavation produced using old photographs

Data Type

Method of capture

Files to include

Mentimeter Link

https://www.menti.com/aloax529icv6