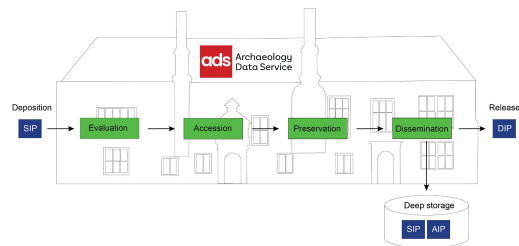




Archaeology
Data Service



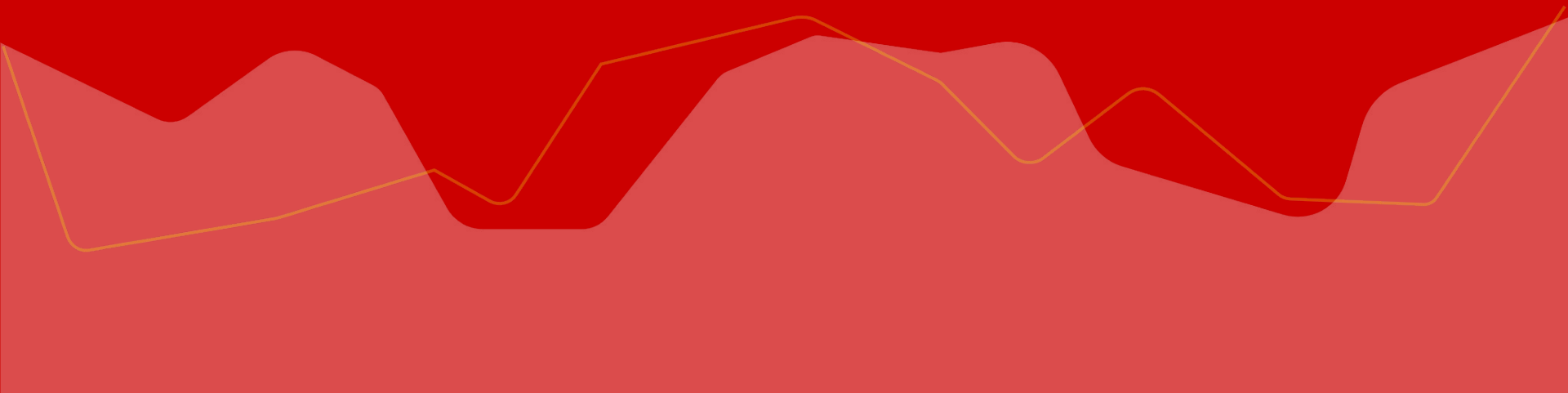
Workflows for Digital Archives: A Tour of the ADS archiving workflow

Wednesday 13th November 2024



ATRIUM *Transnational Access - ADS Training School*

Archiving Workflows



Workflows:

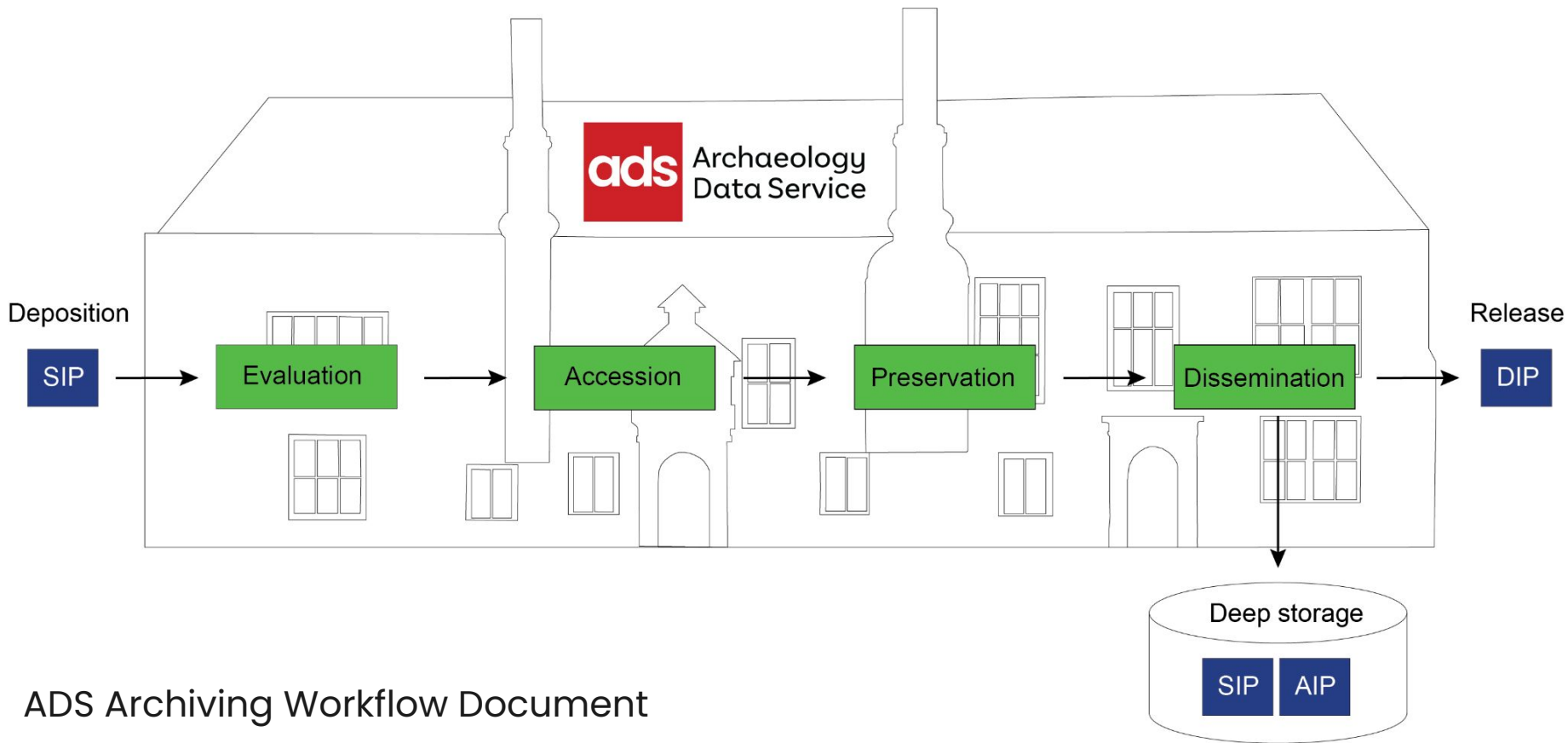
'a number of connected steps that need to be followed from start to finish in order to complete a process.'

Exploring Archival workflows

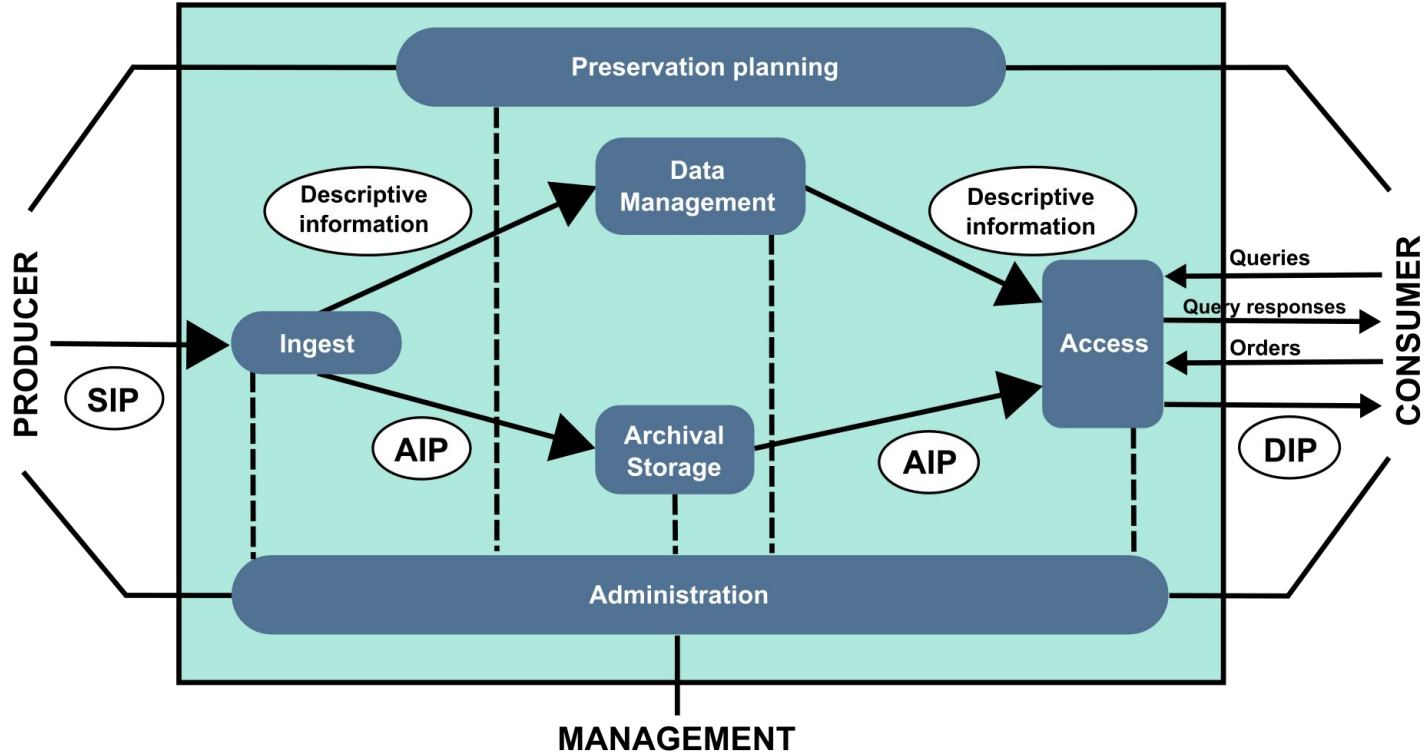
“Developing clear workflows ensures consistency of approach over time, allowing us to document the actions taken, and provide evidence of adherence to good practice.”

- Look at ADS workflow for archiving datasets entrusted in our care
 - a. Requirements for depositors
 - b. Understand our process of preservation
- Examine and explore how your organisation can develop your own workflow

The ADS Archiving Workflow



OAIS functional model diagram



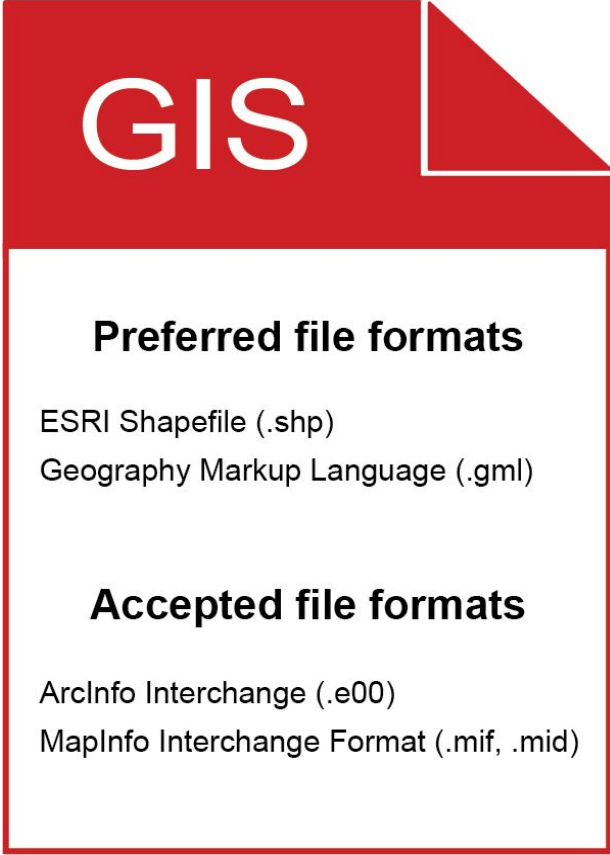
Evaluation

1. Receive data from our depositors
 - a. Ensure that data is prepared correctly according to the [ADS Instruction for Depositors](#)
 - b. Ensures data comes with appropriate metadata



**Example file
format including
metadata
required:**

**[Geographical
Information
Systems](#)**



GIS

Preferred file formats

- ESRI Shapefile (.shp)
- Geography Markup Language (.gml)

Accepted file formats

- ArcInfo Interchange (.e00)
- MapInfo Interchange Format (.mif, .mid)

- File name
- Type,
- Description
- Creator
- Copyright holder
- Period of creation
- Location
- Locational
- Coordinates/ Extent
- Scale of Data Capture
- Assessment of Data
- Quality
- Method of Data
- Capture
- Purpose of Data
- Creation
- Coordinate Grid System
- Data Type
- Source
- Hardware/Operating
- System,
- Language
- Software used
- Software version
- Supporting documentation file name(s)



Evaluation

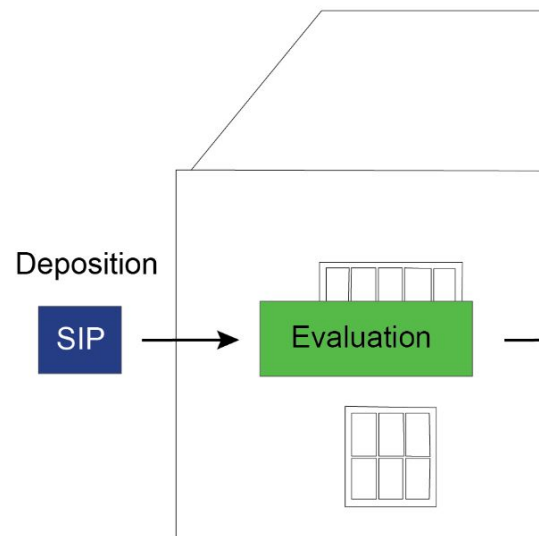
2. Assessment and Appraisal

- The data deposit contains no malware.
- The digital objects are in correct formats as relevant to the type of dataset.
- The data deposited has collection-level metadata.
- All digital objects have core metadata.
- Digital objects have additional technical metadata (if required).
- Digital objects can be opened, are valid, and can be reused.
- The data deposited has no sensitive data concerns.
- The content is appropriate and complete.

Evaluation

- If there are no noted issues then the dataset can be accessioned.
- If issues are highlighted then the dataset is returned to the Depositor for correction or clarification.

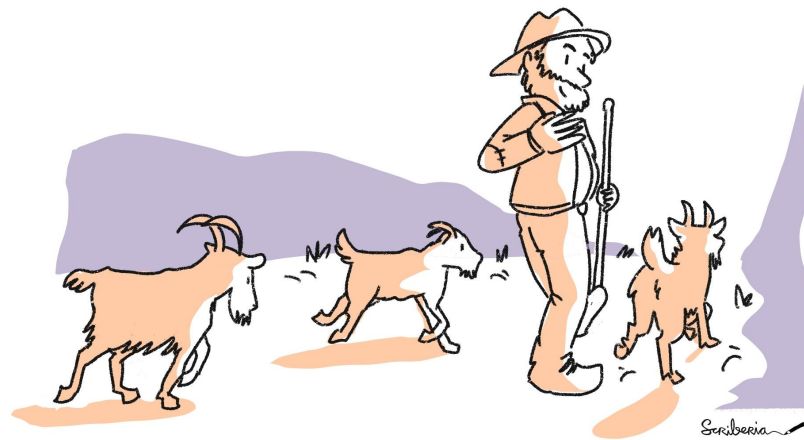
3. Create Submission Information Package (SIP)



The (SIP) is only the first of three versions of the created and archived by the ADS (more later).

Accession

1. Record the Collection
 - a. Acknowledge receipt of dataset
 - b. Create an entry in the ADS Collection Management System (CMS)



ADS Collection Management System

Please enter your username and password below.

username:

password:

Accession

2. Deposit Licence

- a. Ensure that Depositors sign a Deposit license- provides repository permission to disseminate data on their behalf
- b. Copyright is retained to depositor

The screenshot shows the ADS website's navigation bar with the logo and links for 'Search data', 'Deposit data', 'Help & guidance', 'News & events', 'Blog', and 'About'. The main header reads 'Help & guidance Instructions for Depositors'. A sidebar on the left lists various topics, with 'Deposit Agreement and data access licencing' highlighted in red. The main content area is titled 'Deposit Agreement and data access licencing' and contains the following text:

When data is deposited with the ADS depositors must agree that the ADS can disseminate their data freely and openly online by signing a [Deposit Agreement](#).

The Deposit Agreement is **sent by email** to the individual identified in the Collection-level metadata **following** deposit of the data.

The Deposit Agreement is a contract that the ADS enters into with a depositor that provides the legal permissions needed to allow the ADS to preserve and make freely accessible the deposited data. By agreeing to the Deposit Agreement the depositor is also confirming that all [fair processing](#) notices have been given (and/or, as applicable, consents obtained) and that the data collection does not and will not contravene any laws.

How data can be used by others is also determined by the reuse licence specified within the Deposit Agreement.

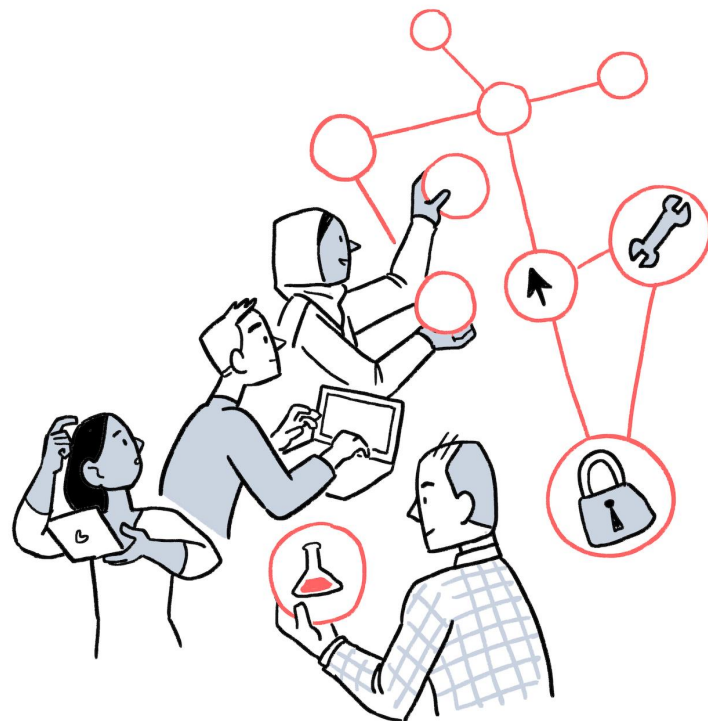
The ADS strongly advocates making data as widely reusable as possible through open, permissive, re-use licences. The ADS recommends the use of one of the following licences:

- [Creative Commons Attribution 4.0 International Licence](#),
- [Open Government Licence](#)

The ADS recognises that these licences are not always suitable for all scenarios

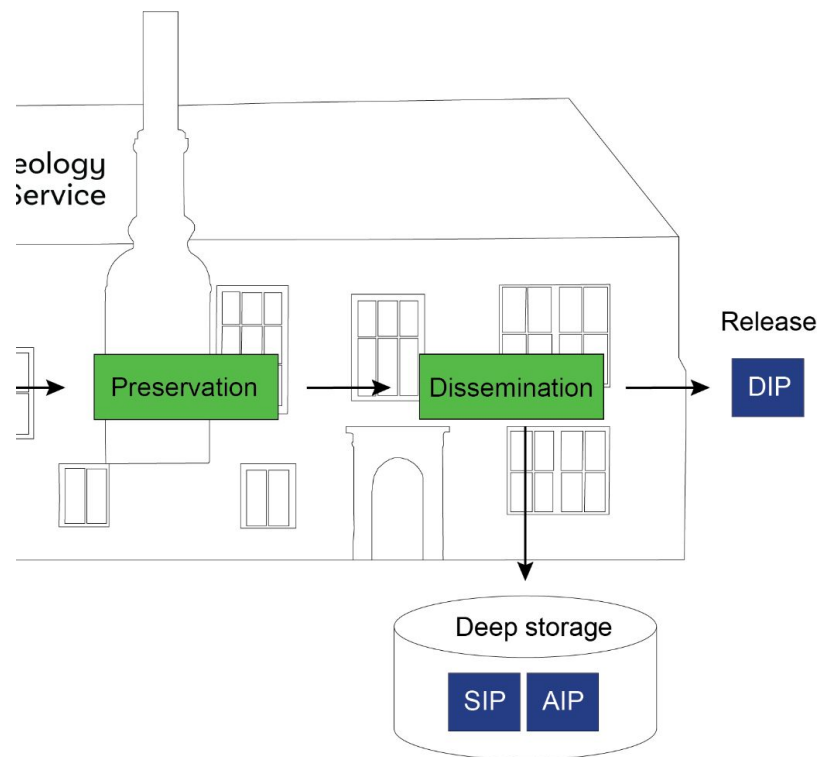
Accession

3. Organise the data
 - a. File names adhere to guidance in [ADS Instruction for Depositors](#)
 - b. Check data directory (make sure it adheres to [logical file structure](#))



Preservation

1. Preparation of the Archival Information Package (AIP)
 - a. Normalisation
 - b. Migration (sometimes)
 - c. Create technical metadata

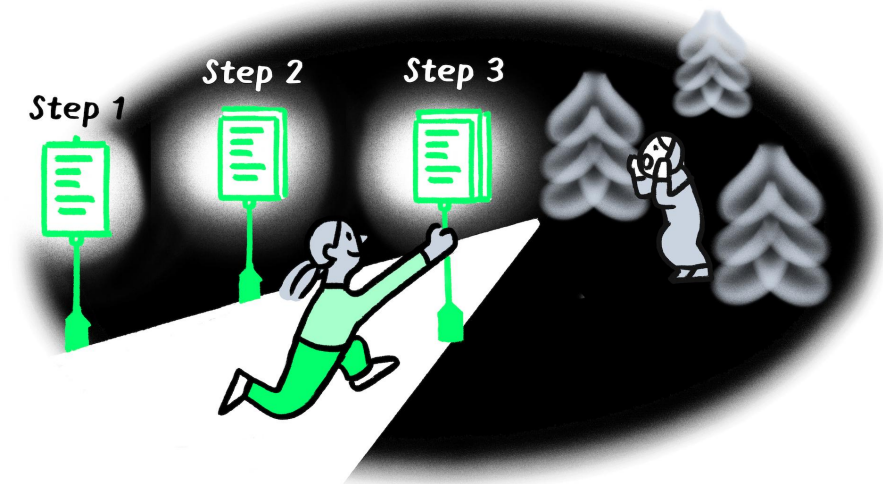


Preservation

2. Document

- a. Following [ADS Policies and Procedures](#)
- b. Document all the processes undertaken (esp unusual file formats and structures)

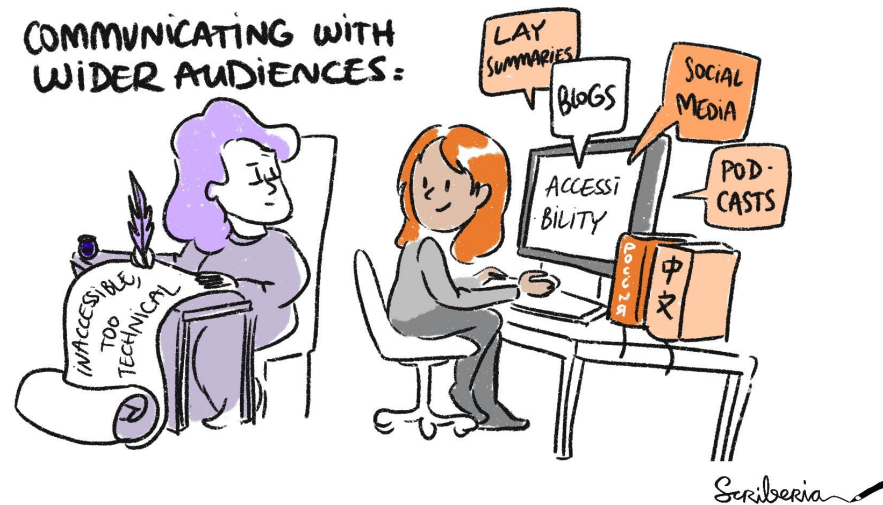
DOCUMENTATION



Scriberia

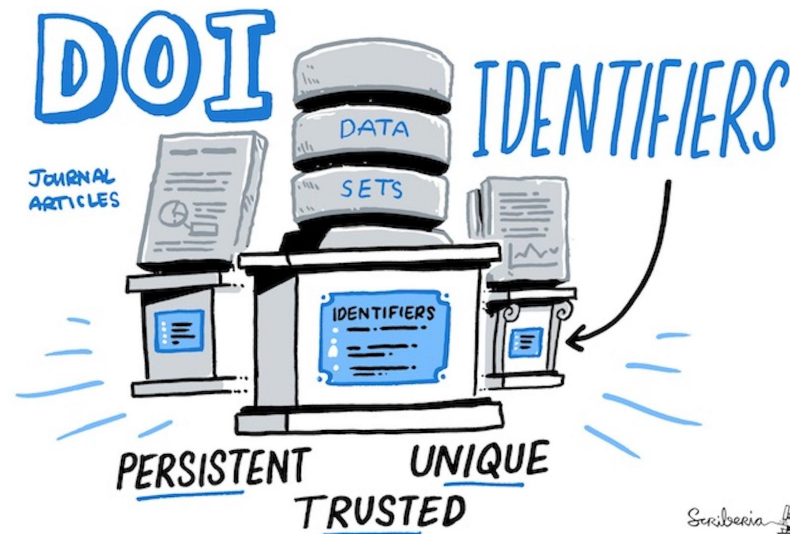
Dissemination

1. Creation of the Dissemination Information Package (DIP)
 - a. Created at same time as AIP (for efficiency)
 - b. More accessible and/or user friendly version



Dissemination

1. Release
 - a. Date (agreed with depositor)
 - b. Publicise archive
 - c. Add a Persistent Identifier



www.doi.org/10.5284/1118849

Dissemination

2. Interface

Archaeology Data Service

Search data
ADS-EASY Deposit data
Help & guidance
News & events
Blog
About

← [BACK TO ARCHIVES SEARCH](#)

Images and GIS from an Archaeological Evaluation at Chapel Field, Shotley, Babergh, Suffolk, February 2023

Cotswold Archaeology, 2024. <https://doi.org/10.5284/118849>.
[How to cite using this DOI.](#)

Explore this collection:

- Introduction
- Downloads
- Collection Metadata
- Usage Statistics


Suffolk County Council
Archaeological Service
Digital Archives

Introduction

This digital archive comprises images and GIS from an archaeological evaluation on land at Chapel Field, Shotley, Suffolk. The work was undertaken in February 2023, by Cotswold Archaeology. Thirty-two trenches were excavated within an area of a proposed housing development.

All of the trenches were excavated through a uniform, cultivated topsoil and any subsoil present to the depth of the naturally occurring geology, which varied considerably in composition across the site. Seven of the trenches had no archaeological features, but where features were present, they suggested a pattern of field boundaries which broadly married with cropmark evidence known from aerial photographs and the results of a geophysical survey of the site. Whilst many of these features were undated, artefactual evidence suggests that several of the ditches identified were backfilled relatively recently.

However, there is a background of prehistoric features on the site alongside the assumed Bronze Age ring ditch previously recorded as a cropmark and in the geophysical survey, the location of which was confirmed in a series of four trenches towards the northern edge of the site.



Structure 602 looking S

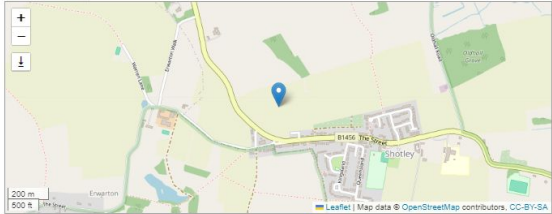
Explore this collection:

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Suffolk County Council
Archaeological Service
Digital Archives

Collection Metadata

Project Location



Collection Information

DOI	https://doi.org/10.5284/118849
Collection ID	I006054
Collection Title	Images and GIS from an Archaeological Evaluation at Chapel Field, Shotley, Babergh, Suffolk, February 2023
Description	This digital archive comprises images and GIS from an archaeological evaluation on land at Chapel Field, Shotley, Suffolk. The work was undertaken in February 2023, by Cotswold Archaeology. Thirty-two trenches were excavated within an area of a proposed housing development.
Collection Dates	Data creation (start) 06-Feb-2023 Data creation (end) 26-Jul-2023 First Released 17-May-2024
Creator	Cotswold Archaeology
Version	1

Access and Rights

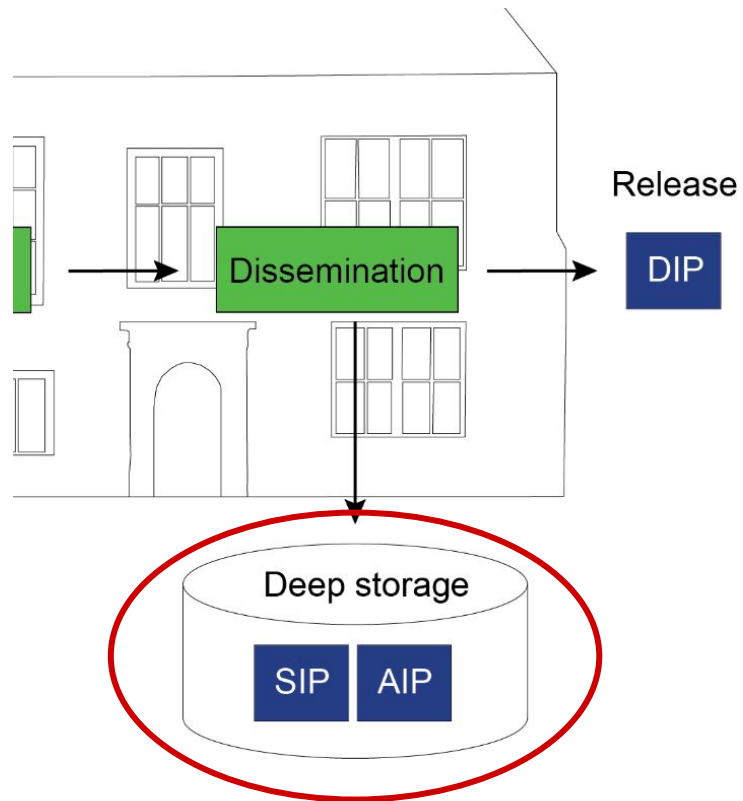
Cite As	Cotswold Archaeology (2024) <i>Images and GIS from an Archaeological Evaluation at Chapel Field, Shotley, Babergh, Suffolk, February 2023</i> [data-set]. York: Archaeology Data Service [distributor] https://doi.org/10.5284/118849
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Typical ADS Interface

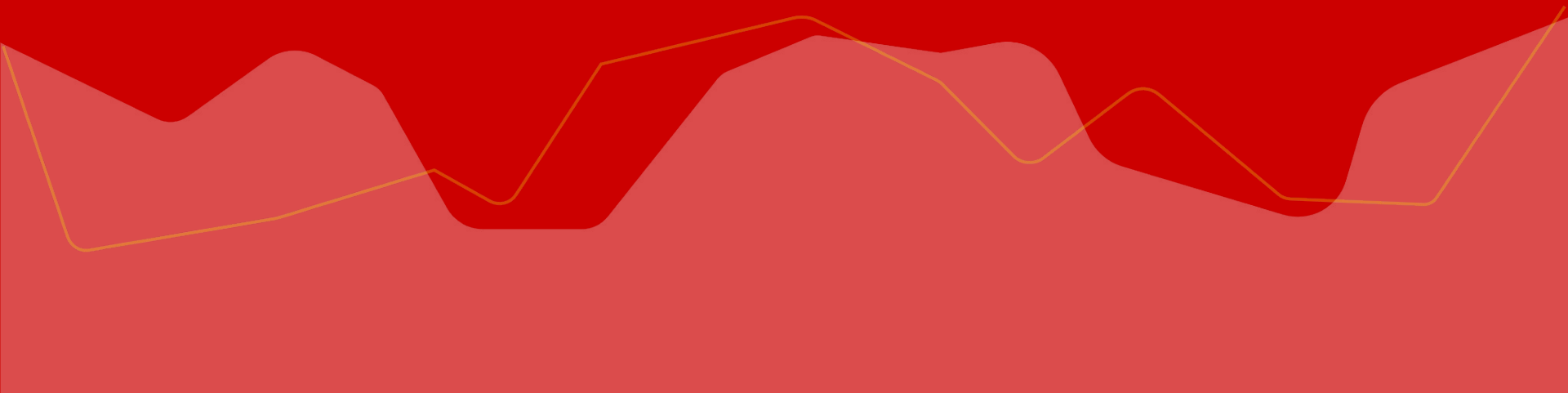
Dissemination

3. Deep Storage

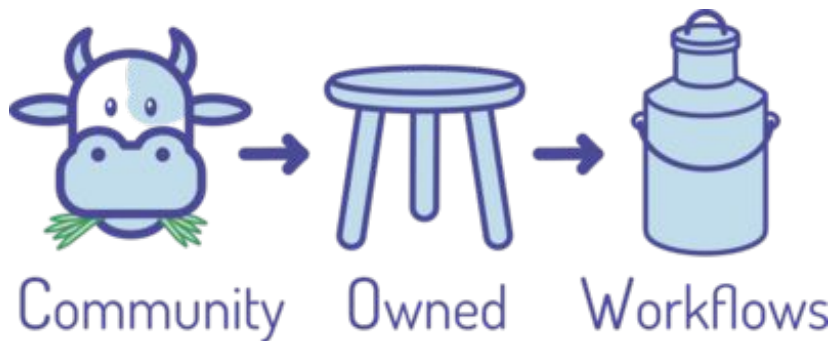
- a. Following release of collection
- b. Off site storage



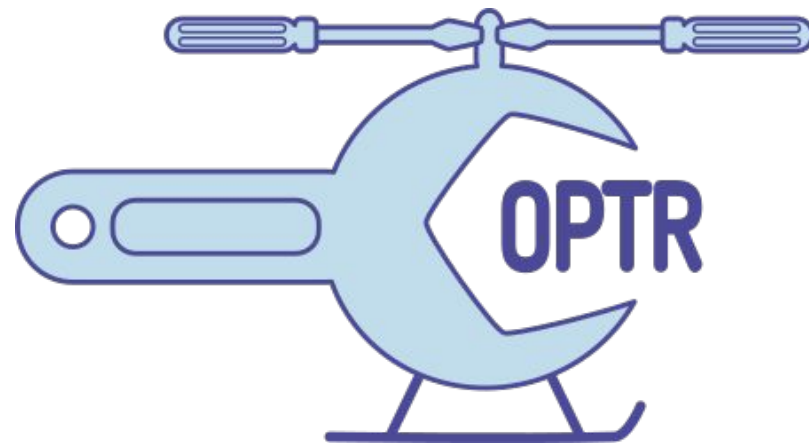
Useful Resources



Useful Resources for Workflows

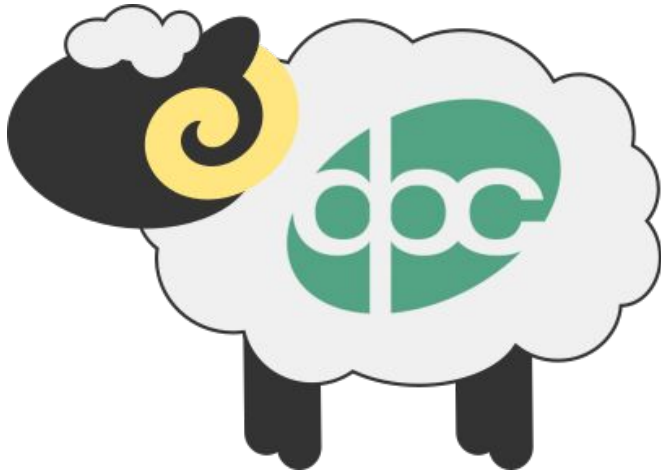


Community Owned
Workflows (COW)



Community Owned Digital
Preservation Tool Registry (COPTR)

Useful Resources for Workflows



[Digital Preservation Coalition Rapid Assessment Model](#) (DPC RAM)

“a digital preservation maturity modelling tool that has been designed to enable rapid benchmarking of an organization’s digital preservation capability and facilitate continuous improvement over time.”