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

Wednesday 13th November 2024

Archiving Workflows
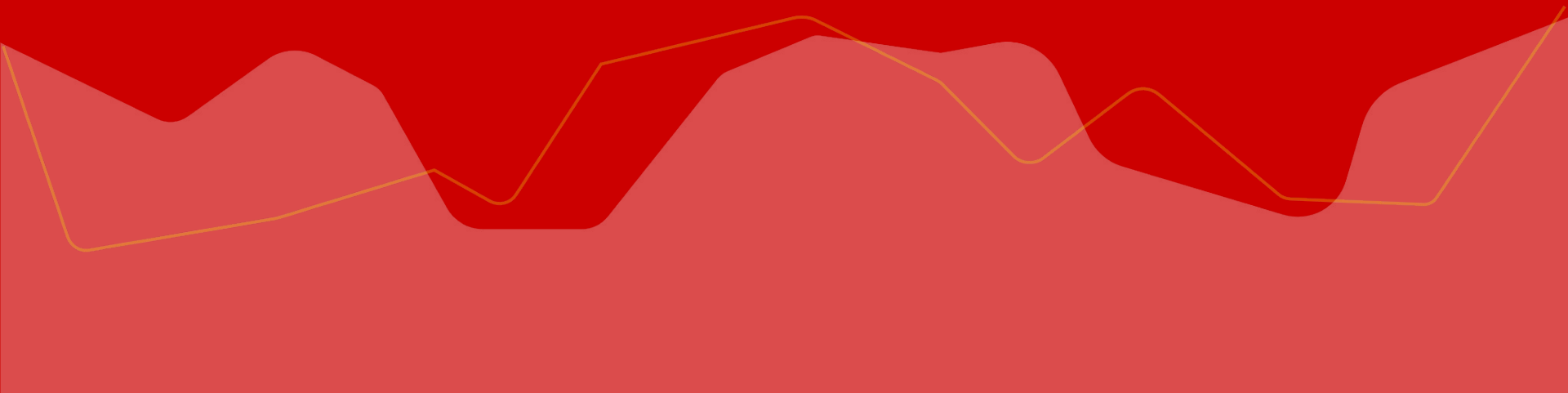
Workflows:

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

# Exploring Archival workflows

ads Archaeology Data Service

"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

ads Archaeology Data Service

ADS Archiving Workflow Document
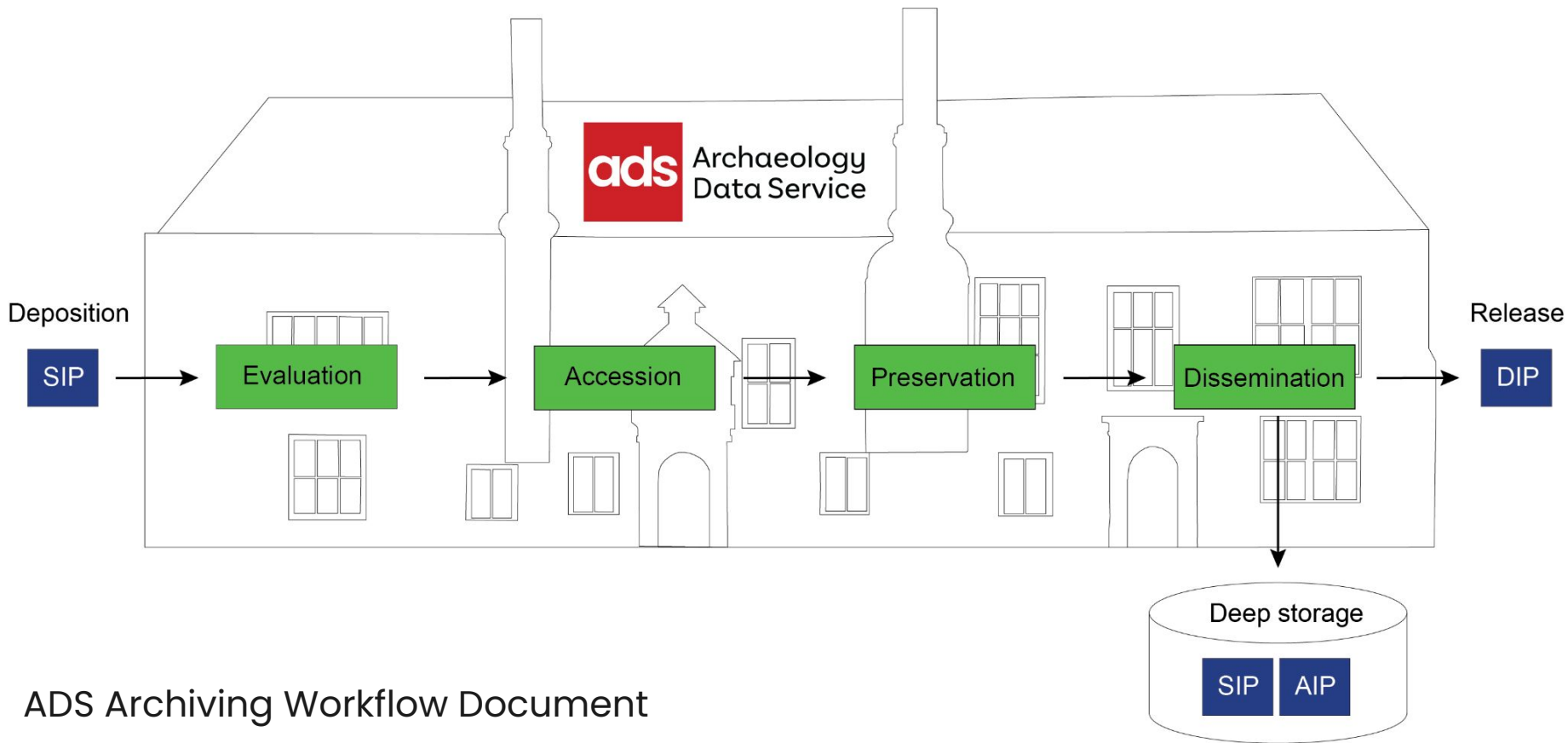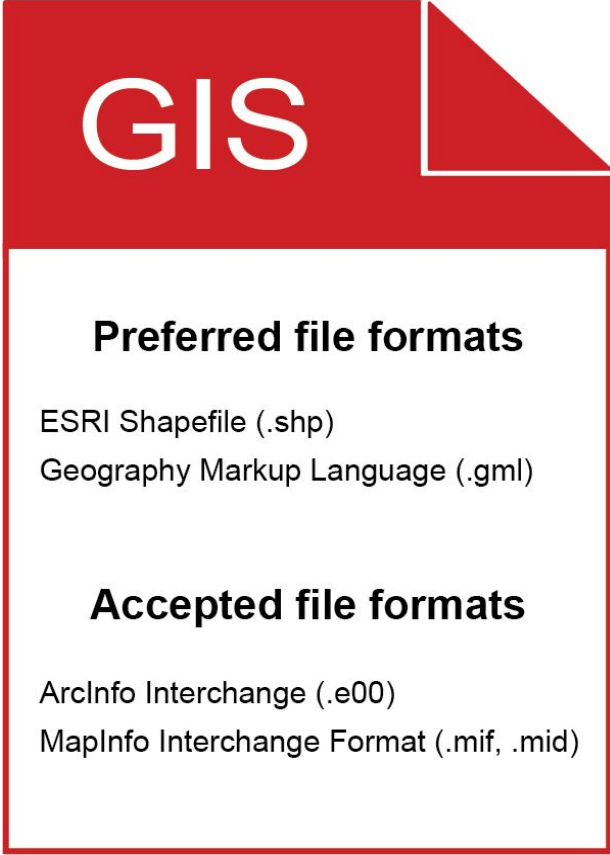
OAIS functional model diagram
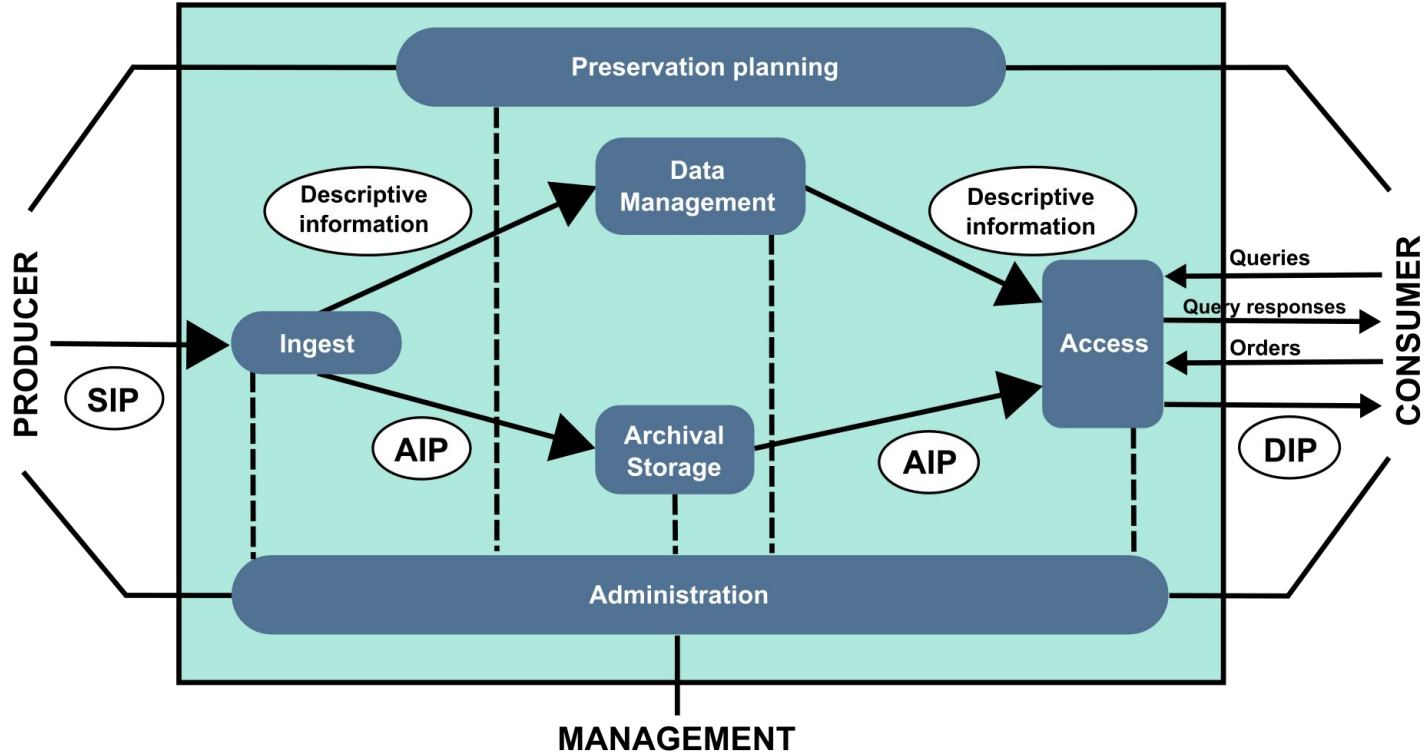
Evaluation

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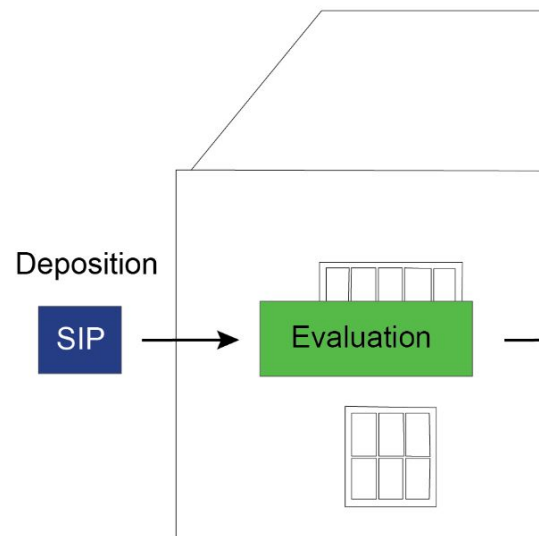
The (SIP) is only the first of three versions of the created and archived by the ADS (more later).

Accession

1. Record the Collection

   a. Acknowledge receipt of dataset

   b. Create an entry in the ADS Collection Management System (CMS)
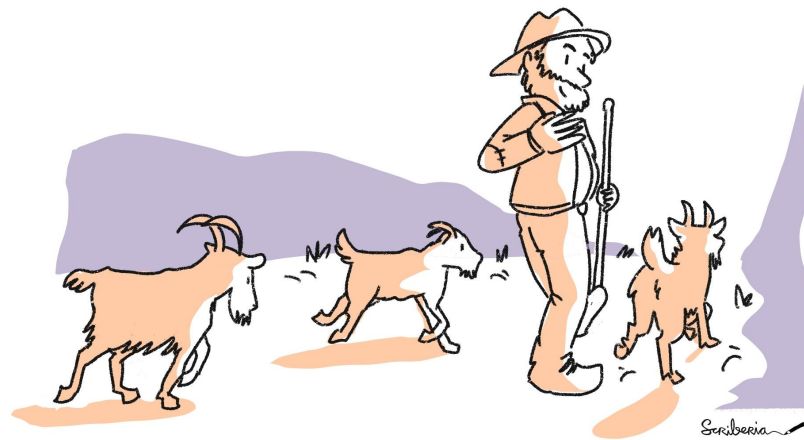
ADS Collection Management System

Please enter your username and password below.

username:

password:

Submit

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

[ADS Deposit Agreements](#)

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)

Scriberia
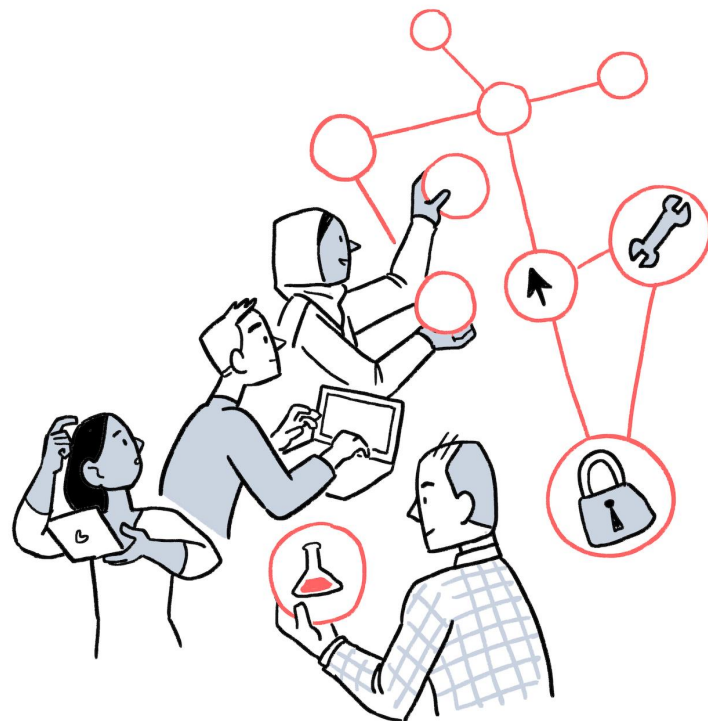
Preservation

1. Preparation of the Archival Information Package (AIP)

   a. Normalisation

   b. Migration (sometimes)

   c. Create technical metadata
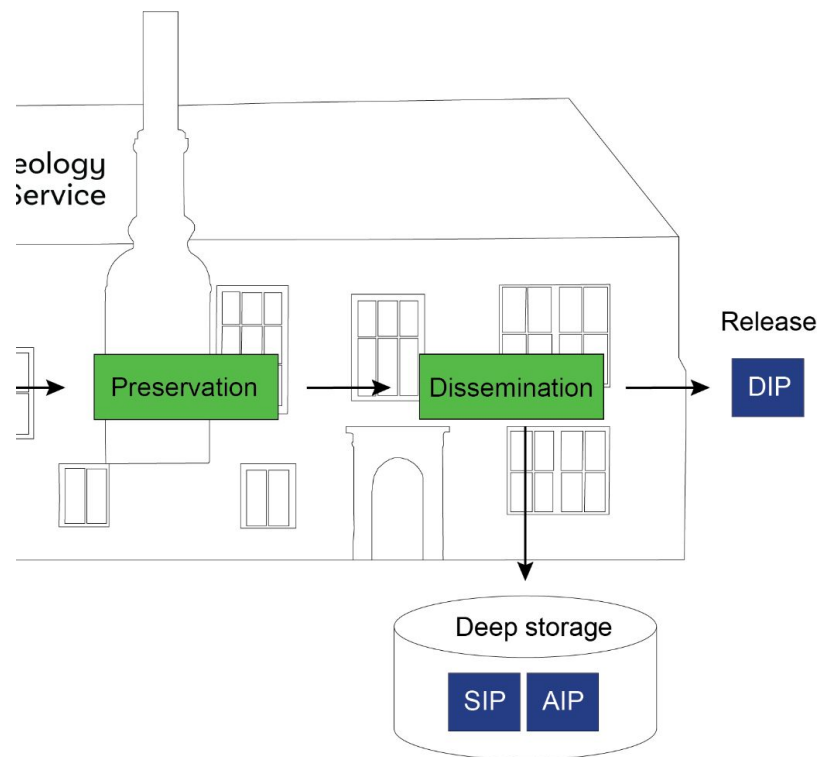
Preservation

2. Document

   a. Following ADS Policies and Procedures

   b. Document all the processes undertaken (esp unusual file formats and structures)

DOCUMENTATION
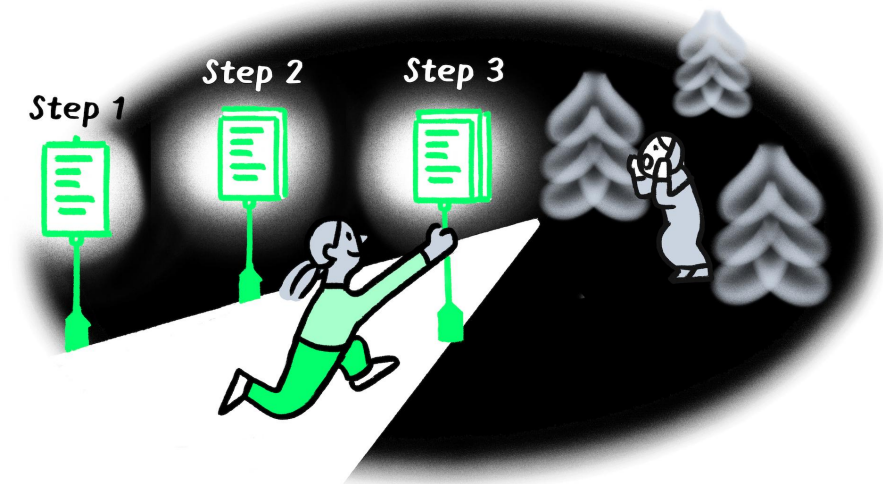
Dissemination

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
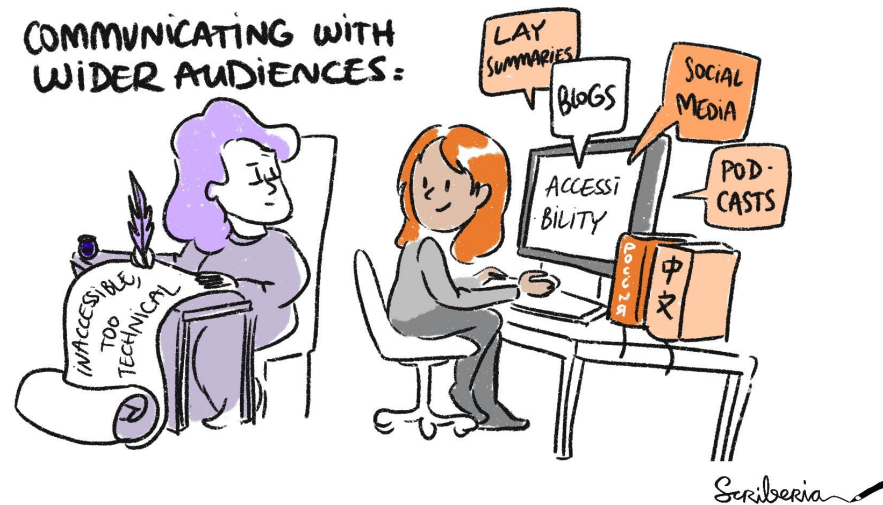
Dissemination

1. Release

   a. Date (agreed with depositor)

   b. Publicise archive

   c. Add a Persistent Identifier
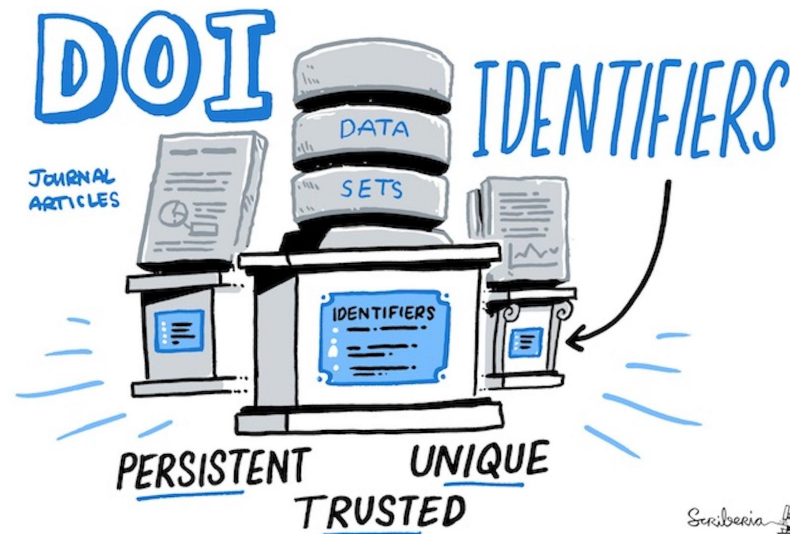
www.doi.org/10.5284/1118849

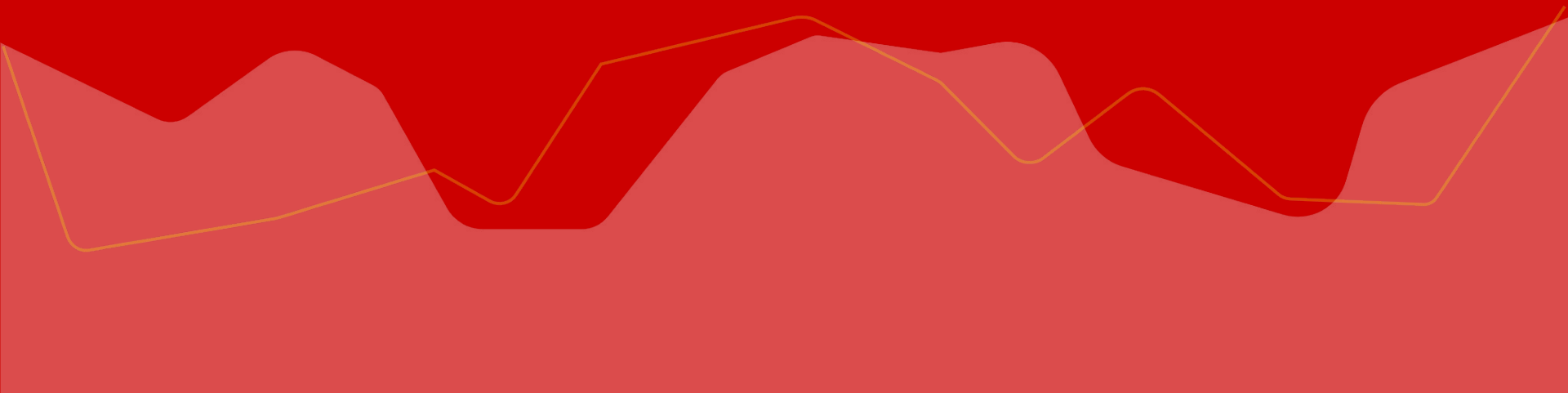# Dissemination

2. Interface

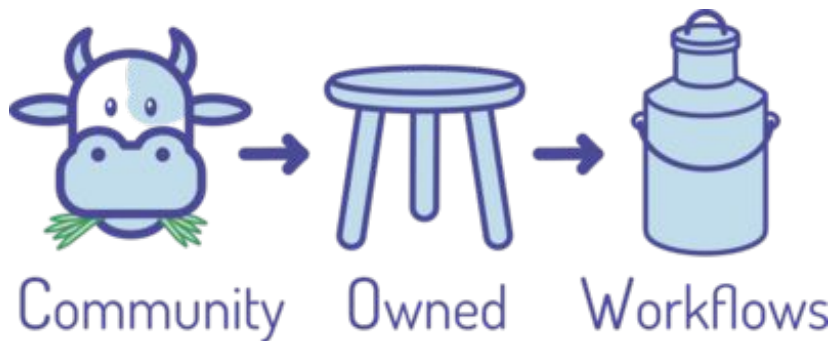Typical ADS Interface

Dissemination

3. Deep Storage

   a. Following release of collection
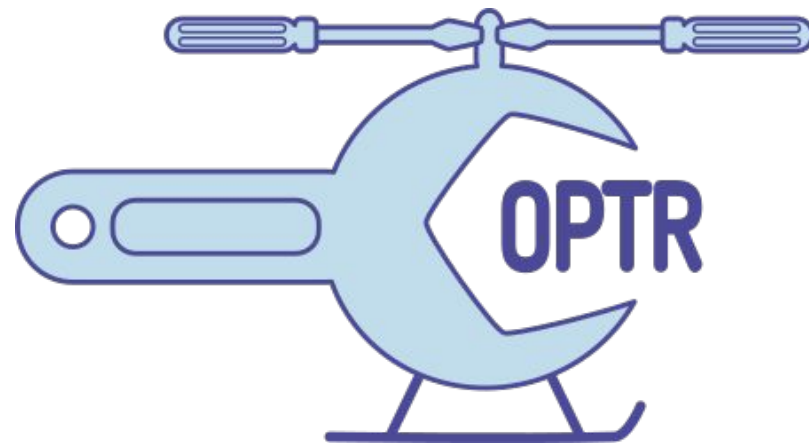
   b. Off site storage
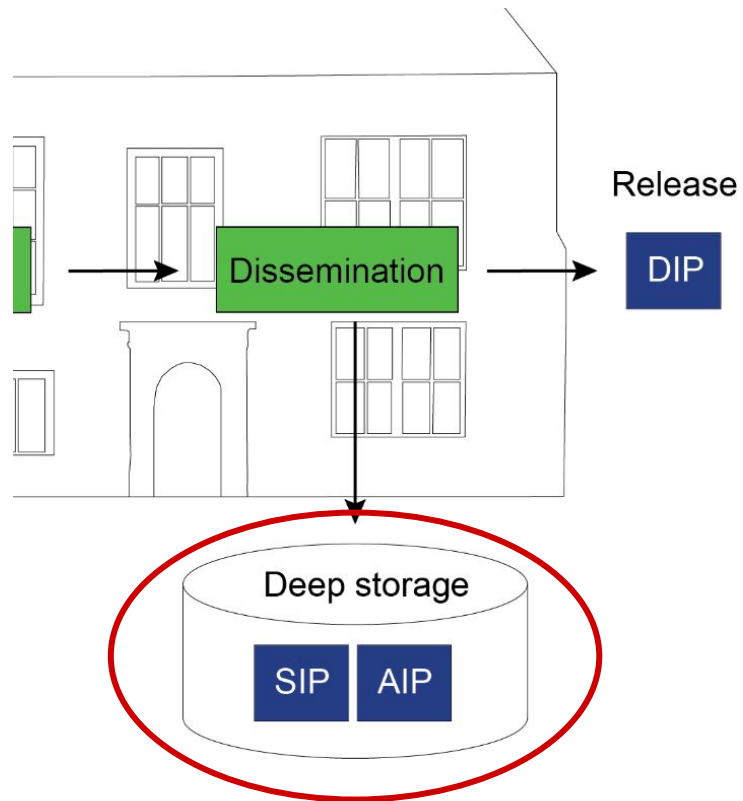
Useful Resources
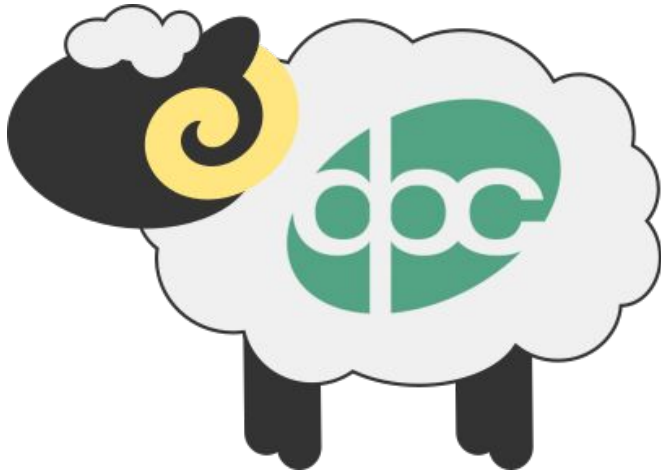
Useful Resources for Workflows

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 <u>modelling tool</u> that has been designed to enable rapid <u>benchmarking</u> of an organization's <u>digital preservation capability</u> and facilitate continuous improvement over time."