

ADS-easy Accession checklist

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Maintained by:	Digital Archivists
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1. Principal Statement

This document is a static version of the accession checklist currently available digitally through the ADS Collections Management system. This checklist is used specifically for those archives deposited through ADS-easy or OASIS Images. As an active document this is subject to change on regular basis.

2. ADS-easy checklist

Please use with reference to ADS Ingest Procedures Manual¹

Import the tracking/collection metadata

- Click on the 'ADS-easy' link on the CMS menu and click on the 'Import Data' button for the relevant collection. Alternatively, click on the 'Import data into the CMS' link in your CMS 'Actions'.
- Check the metadata in the form and complete the person/organisation fields at the bottom. Click on 'Create new project' when complete.

Import files and file-level metadata

- From the Collection 'Files' tab, select 'Database Import' or 'Spreadsheet Import' and follow the instructions.
- Compare the file-level metadata from the PMS (ADS-easy) with the CMS to make sure all is well.
- If any filenames are changed in the file system, please make sure that the file_path, file_name and extension match in the oms_object_representation table
- Check media and file readability.

Create technical metadata

¹ <http://archaeologydataservice.ac.uk/advice/Ingest.xhtml>

- Run DROID on the complete accession in order to create/update technical metadata.
- Update changes log at Google Docs²

Licence and other documentation

- Send digital licence request to the depositor from the CMS.
- Request introduction and overview text, if necessary, and attach to 'negotiations' tab.
- Attach important correspondence to CMS in 'Negotiations' tab.
- Send e-mail to depositor to acknowledge receipt of data.³
- Add signed licence to admin

² This a separate log used to highlight those archives where data has been added, removed, preserved etc. this is used for internal archive management.

³ This includes sending out a deposit receipt, which documents the content of the deposition.