



ACCESSION CHECKLIST (VERSION 2020)

DIGITAL ARHIVISTS
ARCHAEOLOGY DATA SERVICE
<https://archaeologydataservice.ac.uk/>

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Location:	https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml

1. Purpose of this document

1.0.1 This document provides an overview of the procedures carried out with regard to accessions received through the exchange of physical media, or digital transfer (outside of ADS' own submission portals, ADS-easy¹ or OASIS Images²). Details of the entire process are available internally, with further documentation within in the ADS Ingest Manual³ and Repository Operations.⁴ This checklist is a static version of the one followed by Digital Archivists and outlined in the ADS-easy Accession Checklist.⁵ Some aspects of the process are carried out programmatically during ingest.

2. Accession checklist⁶

2.0.1 Please use with reference to ADS Ingest Procedures Manual.³

1. Pre-accession checks.
2. Check file formats are suitable for deposit
3. Check for viruses
4. Media and file readability check
5. Check file counts/formats/names against any documentation provided
6. Check to see if an OASIS record and grey lit report are already in our archive.
7. Check project and file level metadata is adequate.
8. Record accession and receipt of data in CMS⁷
9. If necessary, create a new version in the file system by clicking on the link in the Collection Files Tab.
10. Ensure file names adhere to the file naming policy document.⁸
11. Copy data to our local servers.
12. Run DROID.⁹
13. Check 'Negotiations' tab in CMS for licence. If a licence is not recorded then issue a new one.¹⁰

¹ <https://archaeologydataservice.ac.uk/easy/>

² <https://oasis.ac.uk/form/> {Restricted Access}

³ <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#Ingest>

⁴ <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp>

⁵ Internal access only.

⁶ A fuller and more expansive version of this document is available internally.

⁷ The ADS maintains a bespoke Collections Management System (CMS) which is used to document archives and to preserve collection metadata.

⁸ An extensive version of this documented is available internally, but is also reproduced in the Repository Operations Manual

<https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp>.

⁹ DROID is used to generate technical file level metadata. For more information see

<https://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/>

¹⁰ Details on ADS licencing can be found in the Guidelines for Depositors

(<https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>) and Collections Policy (<https://archaeologydataservice.ac.uk/advice/collectionsPolicy.xhtml>).

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14. Attach important correspondence to CMS in 'Negotiations' tab. Where appropriate also add AIP¹¹ as outlined in the Repository of Operations.⁴
15. Scan paper documentation if necessary. Attach any scanned documentation correspondence to CMS in 'Negotiations' tab. Where appropriate also add AIP as outlined in the Repository of Operations.⁴
16. E-mail Deposit Receipt of data to depositor. A copy of the receipt and email should be attached to the CMS and added to the AIP as outlined in the Repository Operations.⁴
17. Run DROID (again) to pick up any changes.⁹
18. Create file in filing cabinet to store CD/DVD/media.
19. Form Complete.

¹¹ Archival Information Package (AIP).