



PROCEDURE CHECKLIST (VERSION 2020)

DIGITAL ARCHIVISTS
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 procedure for all archives (including those received via ADS-easy¹ and OASIS Images²). Details of the entire process are available internally, with further documentation within in the ADS Ingest Manual³ and Repository Operations.⁴

1.0.2 This checklist should be used in conjunction with general Accessioning Checklist, and the specific checklist available for ADS-easy/OASIS Images submissions.⁵

2. Procedure Checklist⁶

2.0.1 Please use with reference to the ADS Ingest Manual³ and the Repository Operations.⁴

2.1 Assessing Data

1. Check to see if there is already a report in the ADS Library, and/or event recorded in geophysics database.
2. Assess significant properties of files to be preserved and establish conversion plan.

2.2 Preserving and Disseminating data

- 3 Convert data to preservation format following the data procedure⁷ and make sure the data structure reflects Repository Operations Manual.⁴
- 4 Check that significant properties of preservation files are preserved.
- 5 Convert data to dissemination format following the data procedure⁷ and make sure the data structure reflects Repository Operations Manual.⁴
- 6 Check that significant properties of dissemination files are preserved.
- 7 Copy data to preservation and dissemination directories on server.

2.3 OMS⁸

8. Run DROID.⁹

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 Fuller and more expansive versions of these checklists are available internally, but static versions are available from the ADS website -

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

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

⁷ The Data Procedures are available internally only, but static versions are provided through the website - <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml>

⁸ The ADS uses the Object Metadata System (OMS) to store technical and data type specific metadata for digital objects.

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/>

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9. Run Match Objects.¹⁰
10. Update the Title, Description, Data Types and Resource Types and document appropriately using the interface within the CMS.¹¹
11. Establish relationships and relationship types and document appropriately.¹²
12. Populate OMS metadata tables.

2.4 Record Processes in OMS

13. Record all file conversions and changes in 'Process' section of CMS.

2.5 Interface

14. Check to see if a permanent url has been allocated
15. Create archive interface using guidelines.
16. Check website on other browsers.
17. Validate for XHTML compliance.
18. Record use of any templates in the CMS.

2.6 Collection Metadata

19. Attach important correspondence to CMS in 'Negotiations' tab and where appropriate this information to AIP.¹³
20. Complete all metadata within CMS (apart from 'release date').
21. People ensure that there's a Creator, Copyright Holder, Primary Contact, and Web Contact (org. level for web page, no personal details). Also a 'Hosting Institution' (associated with University and Organisations).

2.7 ADS-easy/OASIS Images archives

22. Ensure that the title follows the form outlined.
23. Location metadata is imported correctly.
24. All metadata has been correctly imported from OASIS for the OASIS Images archives.
25. All relationships between objects are recorded correctly.¹²

2.8 Checking

26. Allow ADS colleagues and depositor to check interface
27. Address any comments that have made as part of the interface checking process.
28. Pass to appropriate CATS team member to check AIP (if appropriate).¹⁴

¹⁰ The ADS uses a system to link related files together into 'notional' objects.

¹¹ The ADS maintains a bespoke Collections Management System (CMS) that is used to document archives and to preserve collection metadata.

¹² The ADS uses PREMIS to document relationships between files and 'objects'
<http://www.loc.gov/standards/premis/>

¹³ Archival Information Package (AIP).

¹⁴ Details of the AIP checking process are subject to separate checklist that is available internally. A static version of this checklist is also made available -
<https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml>.

29. Address any comments that have been made as part of AIP checking process

2.9 Release

30. Where necessary embargo archive.
31. Run DROID⁹ and Match Objects¹⁰ to ensure that all technical metadata has been created and relationships established.
32. Update Ready For Release and First Released Date fields within the CMS.¹¹
33. Mint DOI¹⁵ in CMS.
34. Add link from ADS Collections History page.¹⁶
35. Check DC metadata in 'ArchSearch' tab, and transfer.¹⁷
36. Update the Archive Index of archives.¹⁸
37. If archive contains 'Library-worthy' documents – add relevant details to the ADS Library resource.¹⁹
38. If the archive contains linked Library documents, add the details (collection DOI) to the Library.¹⁹
39. If your collection is marine-based, create xml metadata and add to the MEDIN portal.²⁰
40. Copy data to AWS deep storage backup²¹ in line with Repository Operations Manual.⁴
41. Form Complete.
42. Promote archive release on social media.

¹⁵ The ADS uses Digital Object Identifier's (DOI) for all collects is a persistent identifier or handle used to identify each collection.

¹⁶ <https://archaeologydataservice.ac.uk/about/collectionsHistory.xhtml>.

¹⁷ All ADS archives and collections are listed within the ArchSearch catalogue - <https://archaeologydataservice.ac.uk/archsearch/basic.xhtml>.

¹⁸ <https://archaeologydataservice.ac.uk/archive/>.

¹⁹ <https://archaeologydataservice.ac.uk/library/>.

²⁰ <https://portal.medin.org.uk/portal/start.php>.

²¹ <https://aws.amazon.com/>.