ADS Outsource Partners

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Contents

Glossary

ADS	Archaeology Data Service
AWS	Amazon Web Services
DOI	Digital Object Identifier
SLA	Service Level Agreement
UoY	University of York
VM	Virtual Machine

1. Purpose of the document

This document summarises the relationships of the ADS to those external bodies and agencies and the services that *they* provide to the ADS repository.

2. Relationship diagram of major partners/services
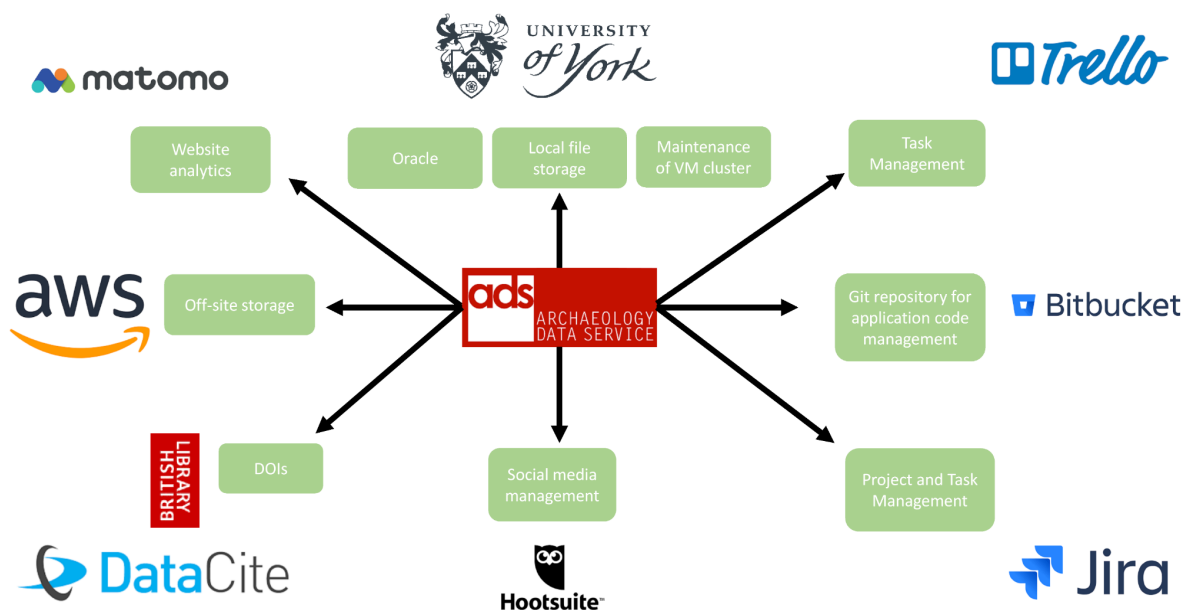
3. Description of all service(s)

3.1 University of York IT Services

An SLA with UoY ITS (June 2020-2023) covers provision of service for maintenance of all VMs and 'local' filestores. The latter also includes provision of service for daily snapshot of file stores and tape backup (up to 3 months). The SLA also covers the licencing and maintenance of the ADS instance of Oracle, including all necessary upgrades as a centrally managed process.

A copy of the SLA can be found in the appropriate folder/workspace on the ADS internal Wiki and document drive.

3.2 Amazon Web Services

The agreement for use of the University of York Amazon Web Services Portal, including a designated ADS workspace, and annual invoicing by UoY ITS for all costs incurred, is included within the main UoY ITS SLA (see 3.1)

3.3 JIRA and Bitbucket

JIRA and Bitbucket are used under the general UoY licences for these applications.

3.4 DataCite / British Library

ADS mint DataCite DOIs, and is a member of the British Library consortium. A signed agreement between the ADS Director and Head of Research Services at the British Library (BL) outlines the sum paid to the BL, which in turn gives ADS access to services for minting and updating up to 10,000 DOIs per annum. A copy of the agreement can be found in the appropriate folder/workspace on the ADS internal Wiki and document drive.

3.5 Hootsuite

An annual subscription to Hootsuite, which is used to timetable and coordinate ADS social media posts on Twitter, Instagram and Facebook.

3.6 LucidPress Pro

A monthly subscription is used once a year for the production of the ADS Annual Report.

3.7 Matomo

Matomo, formerly Piwik, is a free and open source web analytics application. It is used by the ADS for website analytics.

3.8 Trello

Trello is a web-based, Kanban-style, list-making application. It is used by the ADs to coordinate working on shared projects and initiatives (nb: application development is in JIRA), and to facilitate inter-organisational collaboration. ADS

uses an educational subscription for all project managers and all curatorial and technical staff.

3.9 CrossRef

Internet Archaeology mints DOIs via CrossRef. The service is currently managed by the Council for British Archaeology (CBA).

3.10 Digital Preservation Coalition

The ADS is an Associate Member of the Digital Preservation Coalition (DPC). An annual membership charge gives staff access to training and educational activities/products.

3.11 Altmetric

Internet Archaeology uses a free version of Altmetric for display of basic user statistics.