Current Guidelines and Professional Standards

Archaeological Archives

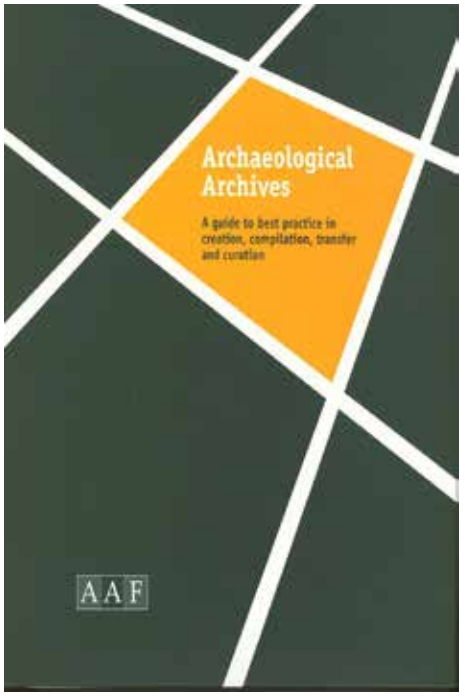
- Existing guidance for archaeologists (UK and EU)
- Getting the detail
- The wider picture

Current Guidelines and Professional Standards

Archaeological Archives (2011)
https://doi.org/10.5284/1000078

Section 3.2.6 Digital material

- The digital archive consists entirely of digital data; coded information that is translated by a computer into a readable format.
- Example file types are CAD files, databases, digital aerial photograph interpretations, excavation archives, geophysical and other survey data, GIS files, images, satellite imagery, spreadsheets, text files and 3-D data.
- Transfer and short-term storage media include CD-ROMs, data-sticks or flash drives, DVDs, floppy discs, hard discs, and magnetic tape. These **are not suitable for the long-term preservation of the digital archive** and should be used only to submit digital material for permanent archiving.
- Long-term storage must be on permanent servers that are regularly backed up.



Current Guidelines and Professional Standards

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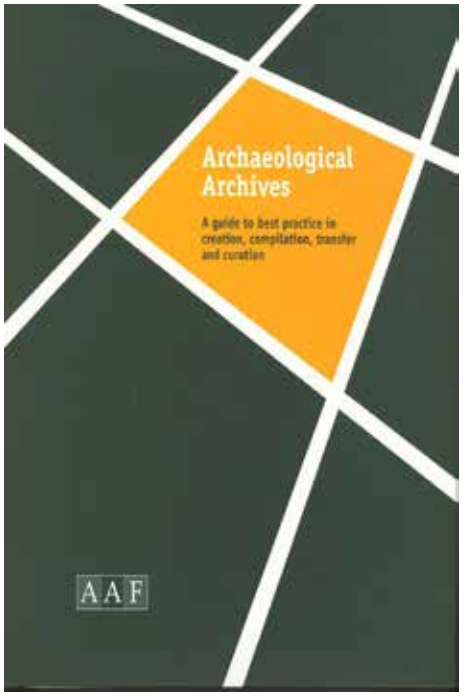
Summary of Standards

- Storage considerations
- Documentation within lifetime
- Standards: terminology, file-naming, format etc
- Standards: structured, preserved and accessed
- Plans for back-up and deposition in archive
- Virus free
- A digital archive index must be compiled and deposited, in digital form, with the digital archive
- Copies of digital archives should be deposited in a secure digital archiving facility where they can be curated properly, maintained for the future and accessed easily



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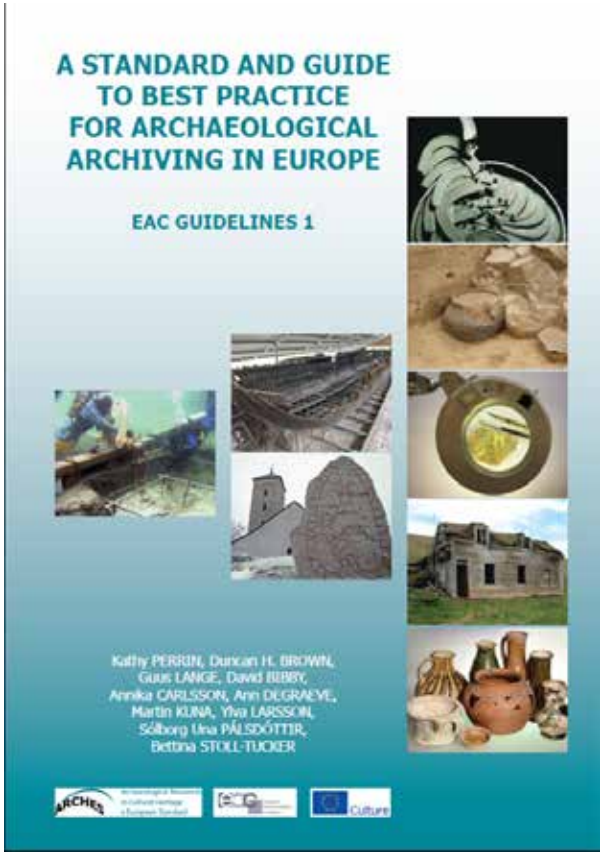
Archaeological Resources in Cultural Heritage a European Standard (ARCHES)
http://archaeologydataservice.ac.uk/arches/

Section 4 Definitions:

"An archaeological archive comprises all records and materials objects recovered during an archaeological project and identified for long term preservation, including artefacts, ecofacts and other environmental remains, waste products, scientific samples and also written and visual documentation in paper, film **and digital** form."



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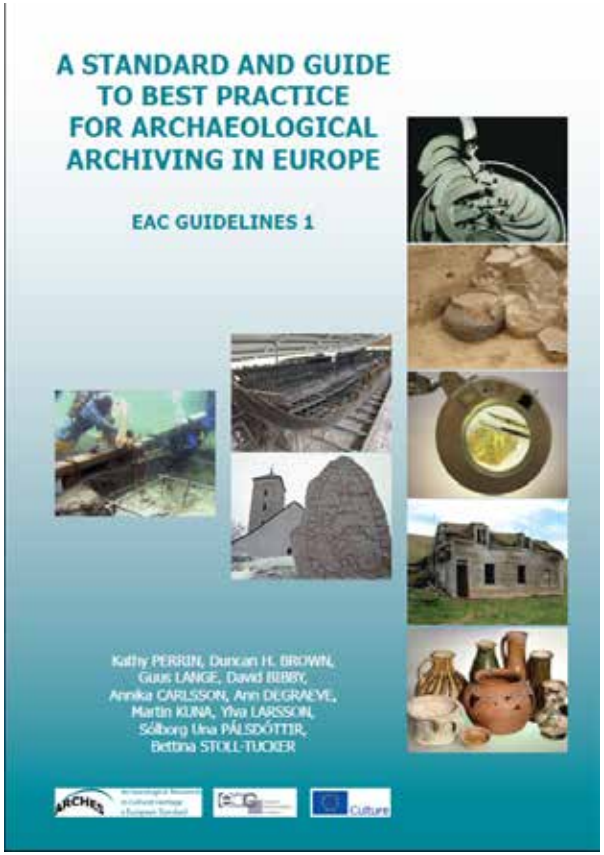
Archaeological Resources in Cultural Heritage a European Standard (ARCHES)
http://archaeologydataservice.ac.uk/arches/

Section 4.5 Standards:

- A digital backup strategy must be in place at the outset of a project and implemented throughout the project lifecycle
- Creation of the digital archive must be fully documented, with information such as software used, operating systems, types of hardware, dates, creators, field descriptions and the meanings of any codes
- ...
- The digital archive must be deposited in a Trusted Digital Repository



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CIDOC Archaeological Archives Standard

Working Project Archive

All the documentation and physical items gathered during an archaeological project.

Preserved Archive

Elements selected from the working project archive for curation beyond the duration of a project.

A key difference is that the responsibility for the maintenance of location information of archive elements will transfer from the archive creator to the curating institution.

International Committee for Documentation of
the International Council of Museums (CIDOC)

CIDOC
Archaeological Archives Standard

Produced by the ICOM/CIDOC Archaeological Sites Working Group

Draft 12

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Data Formats

- An important part of protecting your digital data is creating it a suitable format
- Data format or Data Type?

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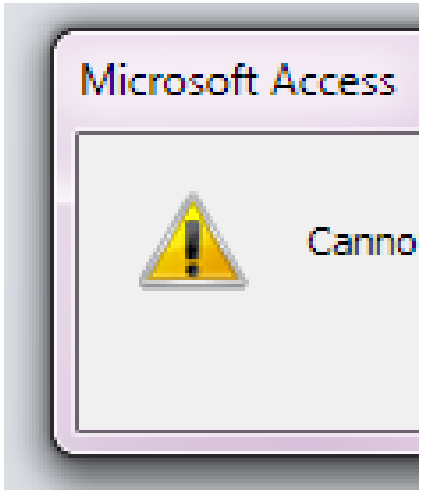
Have a



"Cannot Open a database created with a previous version of your application" error in Access 2013 and Access 2016

Email
Print

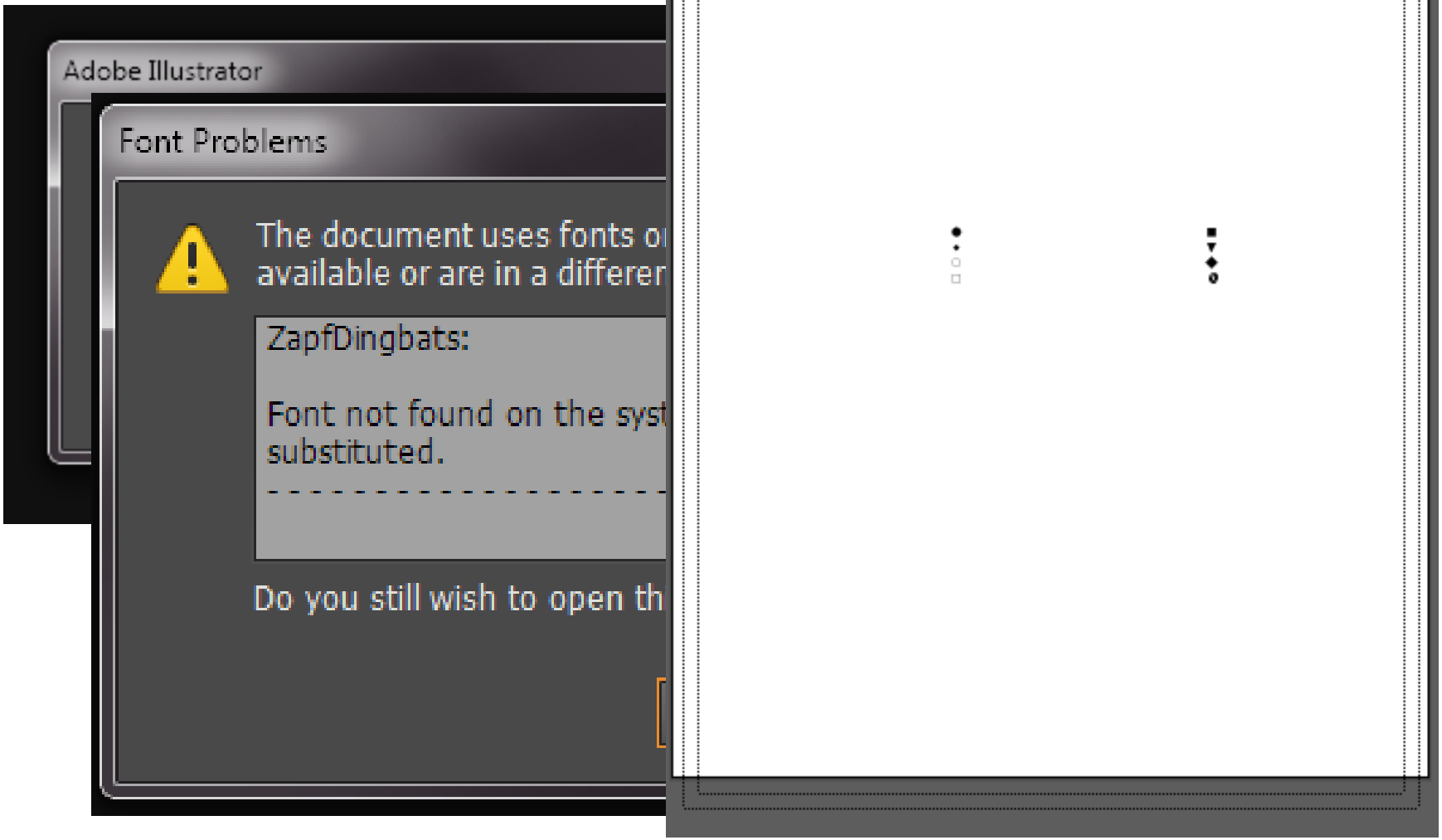
This issue occurs when you try to use Access 2013 or later version of Microsoft Access to open an Access 97 database. To work around this issue, use a pre-Access 2013 version of Access to save the Access 97 database as an .accdb file:

1. Open the Access 97 database in Access 2003.
2. On the **Tools** menu, click **Database Utilities**, click **Convert Database**, and then click **to Access 2002-2003 file format**.
3. Enter a name for the database, and then click **Save**.
4. Exit Access 2003.
5. Open the database in Access 2013 or later version of Access.
6. On the **File** tab, click **Save As**, select **Access Database (*.accdb)**, and then click **Save As**.
7. In the **Save As** dialog box, click **Save**.

Cause

This issue occurs because recent versions of Access cannot convert Access 97 files.

Current Guid ards



Current Guid ards

User Reviews

Current Version		All Versions	
out of 14 votes		out of 14 votes	
5 star	4	5 star	
4 star	0	4 star	
3 star	0	3 star	
2 star	0	2 star	
1 star	10	1 star	

Sort: Date

★★★★★ "If you want to waste 10

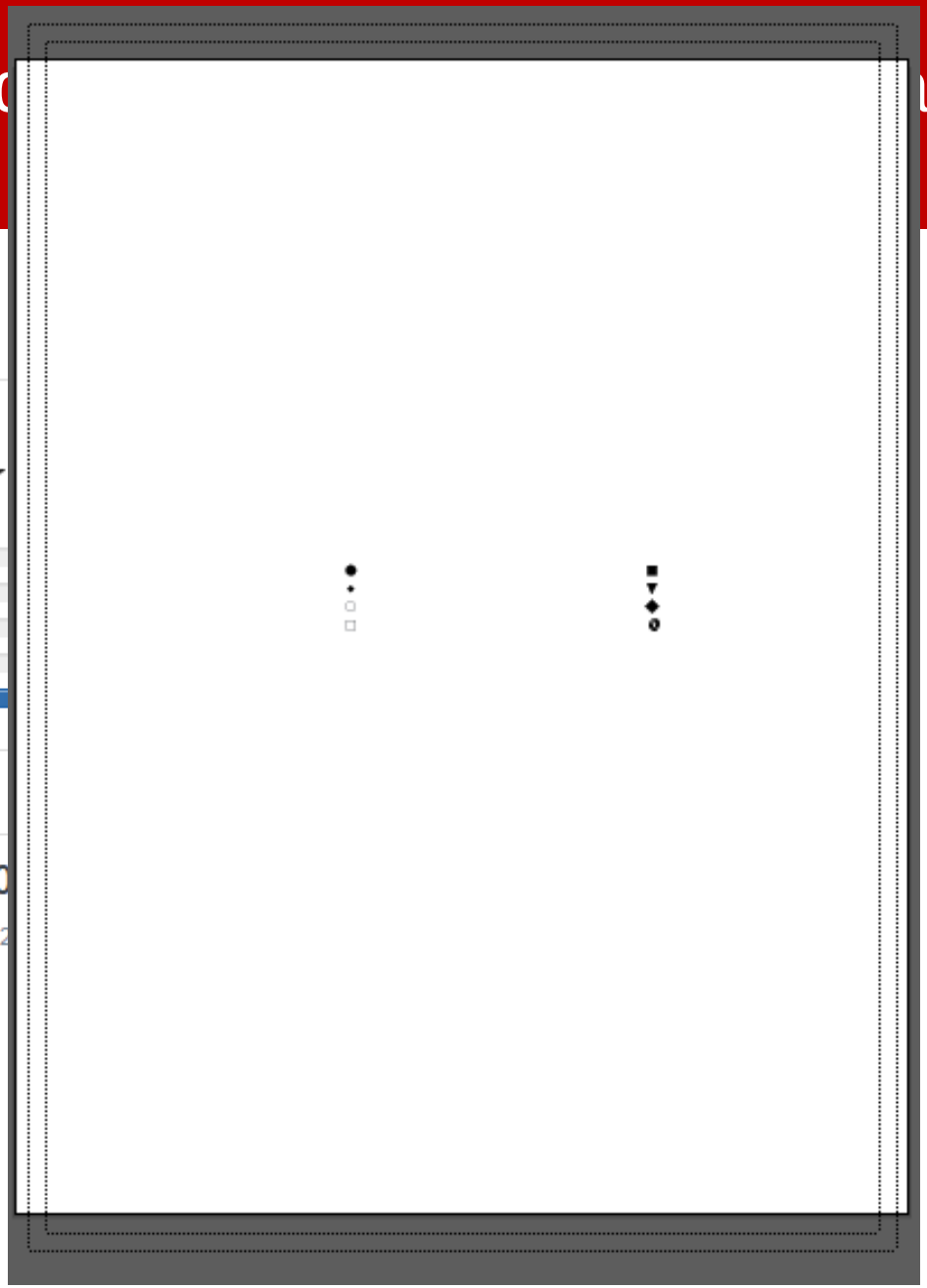
June 12, 2013 | By uk-guy567 | Version: Ai Viewer 3.2

Pros

None found

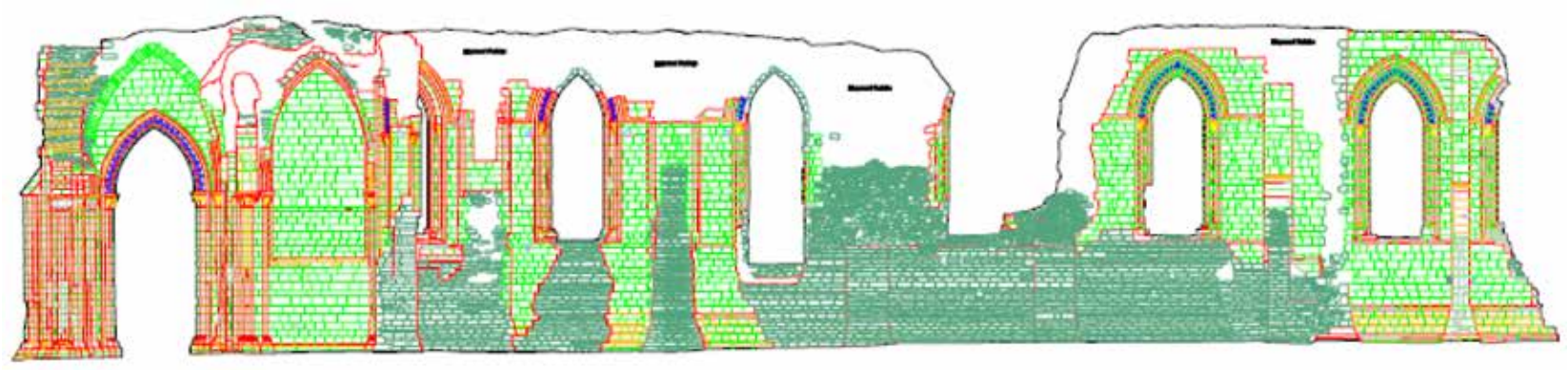
Cons

Crashes on opening under Win7



Data Formats

Obsolesce and concerns over propriety software – who else is going to need to access it, do they have the software? access licence? etc



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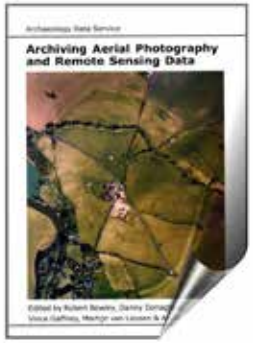
Data Formats

Guides to Good Practice

http://guides.archaeologydataservice.ac.uk/g2gpwiki/

- Digital Data (general)
- GIS
- CAD
- Geophysics
- AP & Remote Sensing
- Excavation & Fieldwork
- Virtual Reality



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Data Formats

ADS has list of recommended formats for deposition - **other repository's also have this**. Important to get it right the first time or you might spend ages converting files...

http://archaeologydataservice.ac.uk/advice/FileFormatTable.xhtml

GUIDELINES FOR DEPOSITORS

Preferred and Accepted File Formats

Current Guidelines and Professional Standards

Data Formats

Guidance on Standards + Formats in new Guidelines for Best Practice (Historic England)

https://historicengland.org.uk/images-books/publications/digital-image-capture-and-file-storage/

Explains differences between TIF and JPG (for example)

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Data Formats

Part of a much wider landscape!

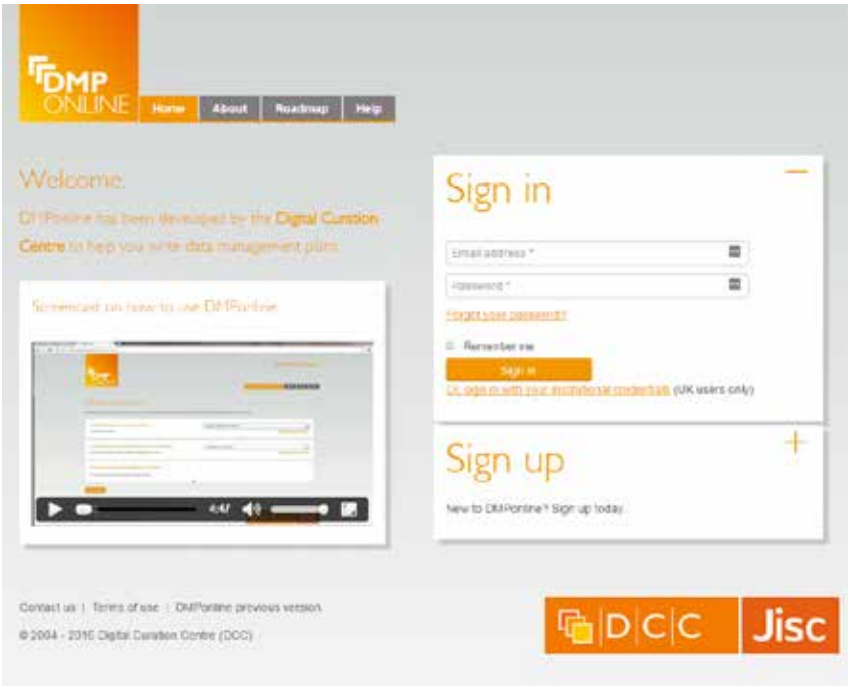
Library of Congress Recommended Formats Statement
https://www.loc.gov/preservation/resources/rfs/

Digital Preservation Coalition
https://www.dpconline.org/knowledge-base/tech-watch-reports

Creating a DMP: Some useful sources

General guidance on data management and the creation of plans :-
http://www.dcc.ac.uk/resources/data-management-plans

DMP ONLINE
https://dmponline.dcc.ac.uk/



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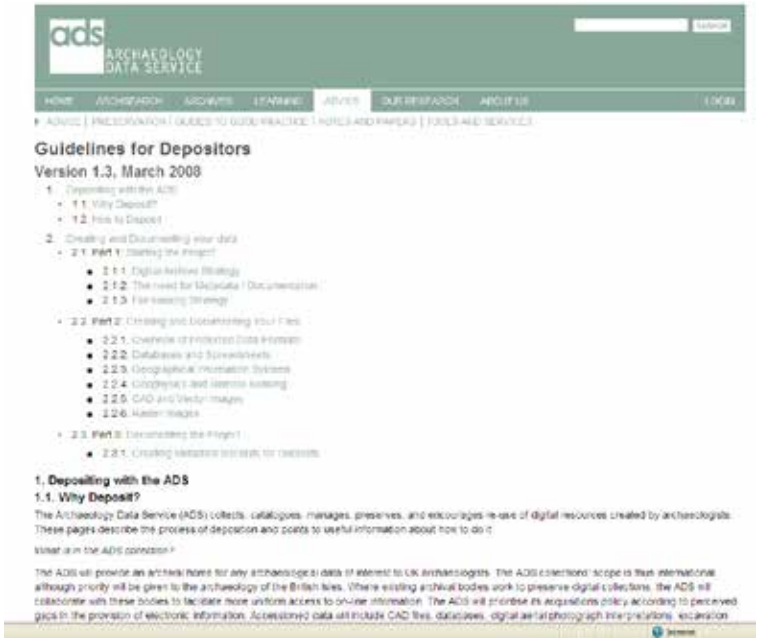
Current Guidelines and Professional Standards

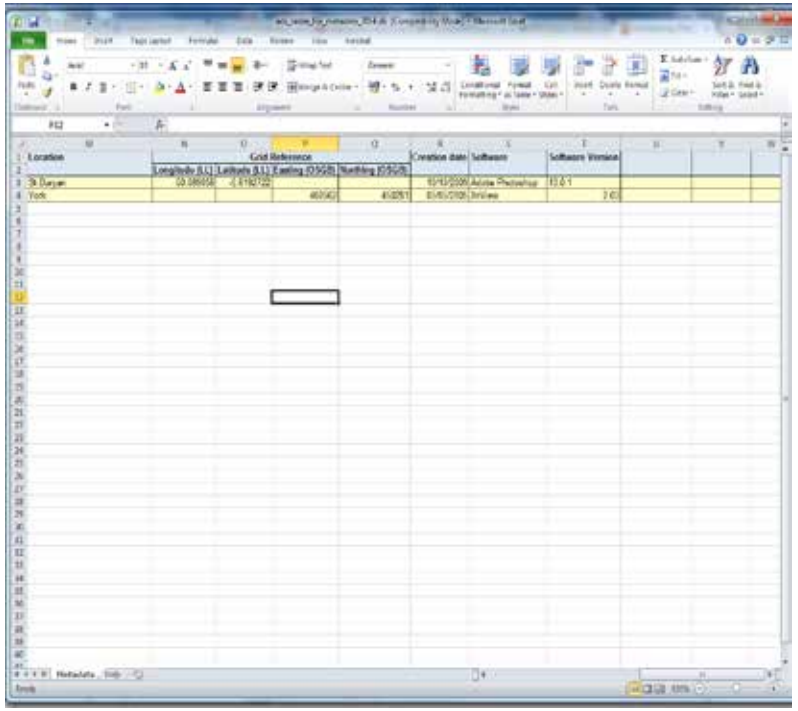
Current Guidelines and Professional Standards

Metadata Templates

ADS has them for our purposes but they can be used and adapted by others even if not intending to deposit.

Packs will contain a image template example and a database template example





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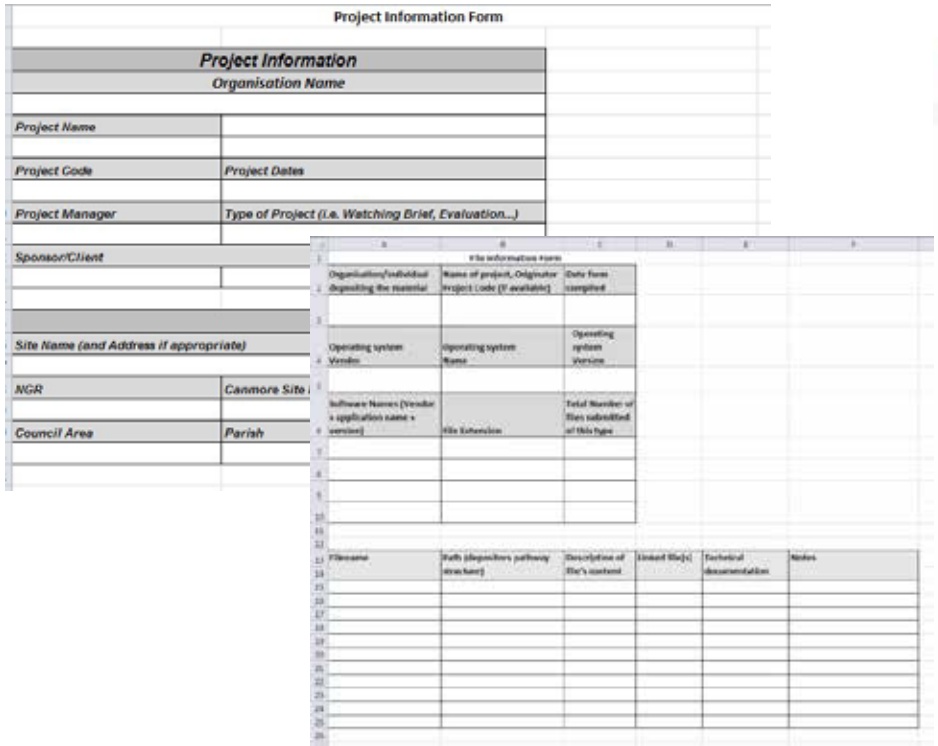
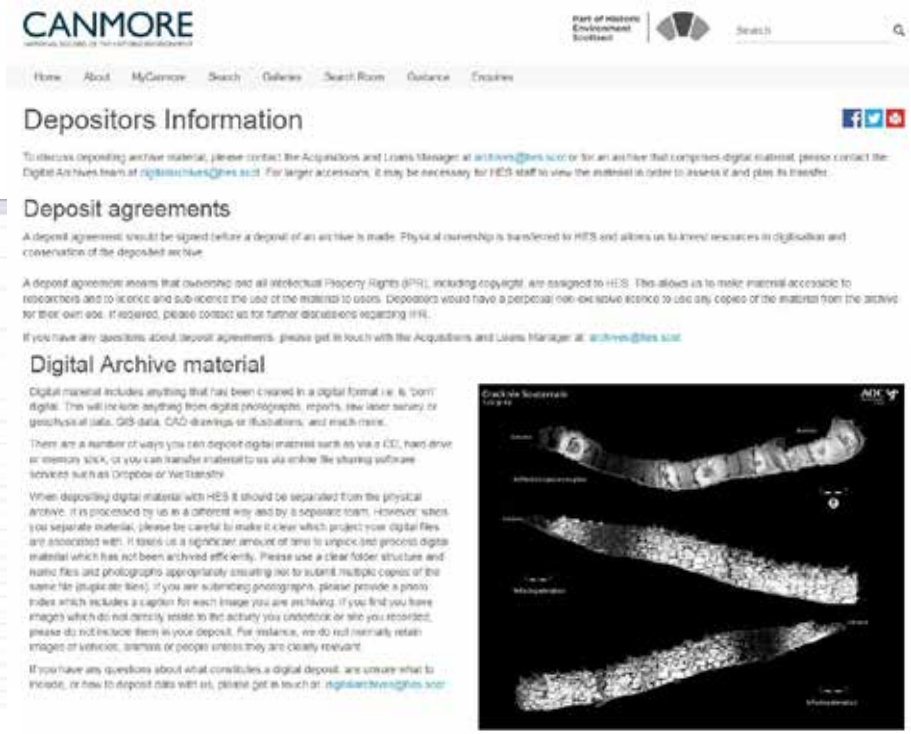
Metadata Templates

Other repositories have them too!

https://canmore.org.uk/content/depositors-information





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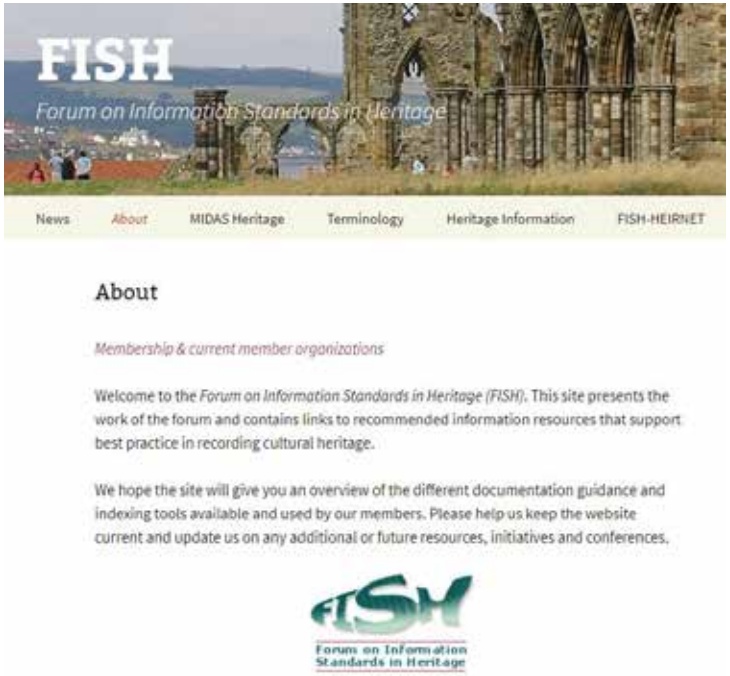
Standardised Vocabularies



Current Guidelines and Professional Standards

Digital Preservation Standards

OAIS Model

- ISO standard 14721
- Established by the Consultative Committee for Space Data Systems (CCSDS)

Core Trust Seal

- Merging of DSA and World Data System (WDS)
- Simple guidelines for data producers, repositories & users
- Accreditation Process

NESTOR

- Extended self-assessment process based on the DIN 31644 standard “Criteria for trustworthy digital archives”

ISO 16363 Audit