



ARCHAEOLOGY
DATA SERVICE



UNIVERSITY
of York

Depositing with the ADS

Dr Katie Green
ADS Collections Development Manager





SMALL DATASETS

ADS-easy is an online tool for depositing small to medium datasets of **up to 1000 files** of common formats. ADS-easy automates the ingest of data into our systems allowing us to provide a **cheaper** service.



LARGE DATASETS

For large datasets or complex data formats not accepted by ADS-easy, or if you wish to have a special interface for your dataset, please contact the ADS directly to discuss deposition.



Deposit up to **1000 files**, each file up to **100MB** of the following types:

- Documents and Reports (.txt .doc .docx .pdf .odt)
- CAD and Vector Graphics (dwg .dxf .svg)
- Databases (.mbd .accdb odb .json .csv .dbf .rdf .xml .tsv)
- Spreadsheets (.txt .csv .ods .xlsx .xls)
- Digital photography and Raster Images (.jpg .tif .bmp .png .gif .dng)
- GIS Files (.shp +associated files)
- Geophysics (including GPR) up to **50ha**

Costing Calculator

i Plan ahead for preservation and include the cost for archiving into your tender, project design or grant application.

The ADS costing calculator can be used to generate a quotation for depositing your dataset via ADS-easy. ADS-easy **restrictions** apply. If you have an archive that does not meet the ADS-easy criteria please **contact us** for a bespoke quotation.

Data Type:

Data Type	File Extension	Quantity	File Preservation Cost	Remove
Databases	accdb	1 files	£6.00	<input type="button" value="x"/>
Documents & Reports	docx	1 files	£2.00	<input type="button" value="x"/>
Photographs & Images	jpg, tif	300 files (150 free)	£42.35	<input type="button" value="x"/>
GIS	shp (& assoc files)	1 files	£6.00	<input type="button" value="x"/>

Costing:

Number of Files	303
Startup Fee (Ingest, Interface, Admin, Management Costs)	£150.00
Subtotal (exc. VAT)	£206.35
TOTAL (inc. VAT)	£247.62

Collections Team

collections@archaeologydataservice.ac.uk

For larger and more complex datasets, and/or datasets with specialist requirements

- 3D Models and Data
- Audio
- Binary and Plain Text
- CAD and Vector Graphics
- Databases and Spreadsheets
- Digital photography and Raster Images
- Geophysics (including GPR)
- GIS Files
- Harris Matrices
- Laser Scanning
- LIDAR and Satellite Imagery
- Linked Data formats
- Markup Language
- Medical Imaging, Radiography and CT Scans
- Photogrammetry
- PTM and RTI
- Scientific Data
- Virtual Reality Files
- Video and Moving Images

ads

ARCHAEOLOGY
DATA SERVICE

HOMESEARCHDEPOSITRESEARCHADVICEABOUTGALLERYHELP

GUIDELINES FOR DEPOSITORS: Downloads

Version 4.1 April 2021

Guideline quick links

Navigate to a section of the guidelines using the links below:

[Guidelines](#) [Preparing Datasets](#) [Interfaces](#) [Downloads and metadata](#)

Downloads and Quick Links

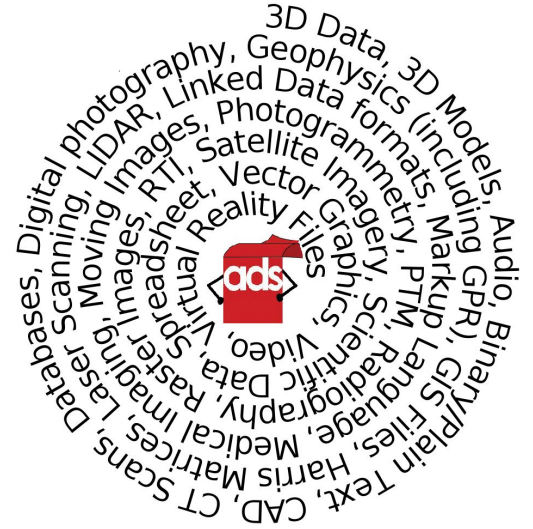
Data Type Requirements

This table lists all file types we accept with a template of the required metadata associated with each type. Click on the data type to learn more about that specific type.

Data Type	Preferred File Format	Accepted File Format	Metadata Template Download Type	Example
Collection-level Metadata			Microsoft Word Open Office Document	
HS2 Collection-level Metadata (for HS2 collections only)			Microsoft Word Open Office Document	
3D Models, Visualisation, and Virtual Reality	Virtual Reality Modelling Language .vml Wavefront OBJ File .obj (+ .mtl + jpg textures) 3D models from laser scanning or photogrammetry should be archived along with the original scan or image datasets (see sections below).	Adobe Portable Document Format (3D) .pdf This is accepted for dissemination purposes only, it is not suitable for preservation of 3D data. STL .stl	Microsoft Excel Open Office Spreadsheet	
Audio	Broadcast Wave Format .bwf Waveform Audio .wav	Advanced Audio Coding .aac Audio Interchange File .aif Flac .flac MPEG3 .mp3 Speex .ogg	Microsoft Excel Open Office Spreadsheet csv	
Binary and Plain Text (Documents)	Microsoft Word .doc/.docx OpenDocument Text .odt	Plain text .txt Portable Document Format .pdf Rich Text Format .rtf Text encoding, DTD or schema .xml, .sgml, .html, .xhtml	Microsoft Excel Open Office Spreadsheet csv	Text PDF
CAD and	AutoCAD Drawing (2018 or later) .dwg Drawing Interchange Format	AutoCAD Drawing (2017 or earlier) .dwg	Microsoft Excel Open Office Spreadsheet	Vector PDF

Provide the Collections Team with:

- **Project name**
- Brief description of project or dataset
- Contact details of primary depositor
- An estimate of the **number of files per data format** to be deposited
- an estimate of total **file size**
- Name of funding body (if applicable)
- Estimate of expected deposit date
- If you **require a map or query interface** to help users navigate data
- Any other information you think would help us understand your dataset



Sending Data

- Online data transfer method of choice (i.e. DropBox or WeTransfer)
- Provide ADS access to a shared drive (i.e. GoogleDrive, One Drive)
- University of York Drop Off Service
- By post (i.e on Hard Drive, USB etc. which ADS can return).

Must be accompanied by **Collections Level Metadata** and **File level Metadata**

Contact ADS if you have metadata queries.