



ARCHAEOLOGY
DATA SERVICE



UNIVERSITY
of York

The Archaeology Data Service in Great Britain

Dr Katie Green



Archaeology Data Service



- [CoreTrustSeal](#) Certified
- Established in 1996
- Based at the University of York
- Staff of 15
- International collecting remit
- Data from industry, higher education, general public
- Depositor funded



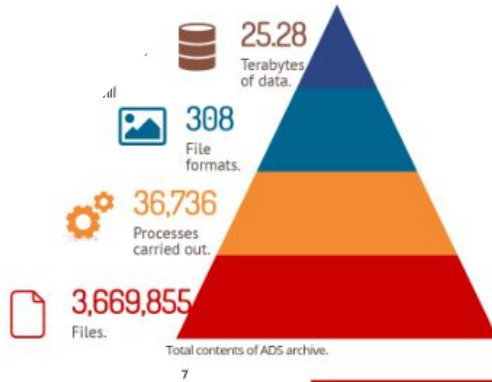


“ is to support research, learning and teaching with freely available, high quality and dependable digital resources by preserving and disseminating digital data in the long term..

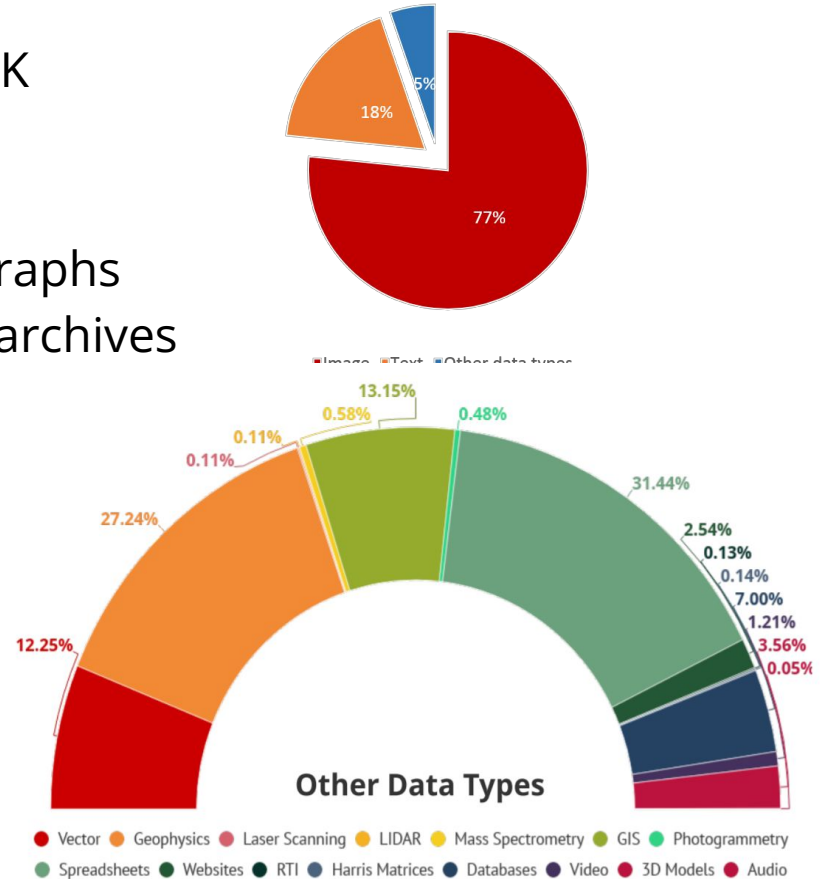
”

Open Access to:

- 1.4m metadata records of UK archaeology
- >65,000 UK reports
- >45,000 Articles and Monographs
- >2100 International project archives



The [ADS Archive](#) by Data Type



Visited by:

2020 User Statistics



739,881

Unique Visitors



2,034,066

Unique Page Views



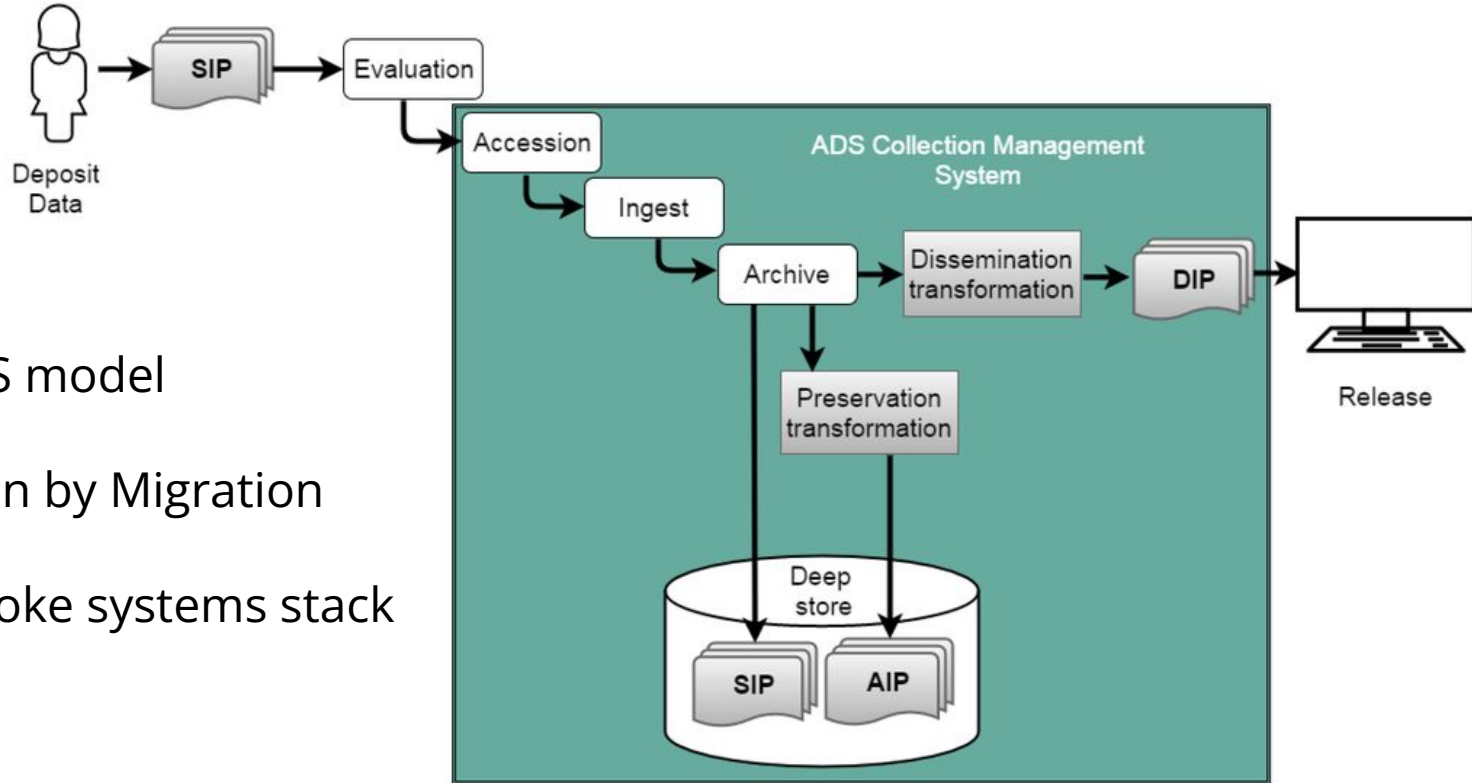
410,816

Downloads

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

The screenshot shows the homepage of the Archaeology Data Service (ADS). At the top is a red navigation bar with the ADS logo and menu items: HOME, SEARCH, DEPOSIT, RESEARCH, ADVICE, ABOUT, GALLERY, HELP. Below the navigation bar is a featured collection section with a background image of a hand-drawn architectural plan of a church. The featured collection is titled "Archaeology at Glastonbury Abbey on-line: The Lady Chapel". A red text box on the right side of the featured collection reads: "The Archaeology Data Service is the only accredited digital repository in the UK for heritage data, with over 20 years of experience supporting research, learning and teaching with free, high quality and dependable digital resources." Below the featured collection are three main content blocks: "NEWS" (Introducing Unpath'd Waters - a new innovative project that aims to reshape the future of UK marine heritage), "SEARCH" (The ADS disseminates a broad range of digital heritage data that are free to access and re-use. This includes data rich archives, unpublished reports, journals and metadata records), and another "NEWS" block (Digital Archiving in Archaeology: The State of the Art. A special issue of Internet Archaeology sponsored by COST Action, SEADDA and the EAC). At the bottom of the page is a footer with links for "University of York Legal Statements | Website Terms and Conditions | Cookies | Privacy Policy | Accessibility" and "Contact Us". The footer also contains logos for ADS, re3data.org, University of York, World Data System, and Core Trust Seal.

Preservation



- Follow OAIS model
- Preservation by Migration
- Use a bespoke systems stack

Digital Archiving in the UK

Crossrail: Archaeological Investigations Conducted in Advance of Construction of the Elizabeth Line

Image © Crossrail Ltd, Museum of London Archaeology

Commercial Archaeology



The image shows an archaeological excavation site. In the foreground, a woman in a pink shirt and brown pants is kneeling and pointing towards a large pile of dark, charred remains, likely wood or bone, scattered across the ground. To her left, another person in a blue shirt is leaning over, working on the site. In the background, a man in a light blue shirt and a yellow hat is kneeling and working. A woman in a yellow jacket is sitting on the right, writing on a white clipboard. Various pieces of equipment, including buckets and bags, are scattered around the site. A prominent red banner with the word "Academic" in white text is overlaid on the left side of the image.

Academic

**Star Carr and Lake Flixton
University of York Research Project.
Image © University of York**



Independent Sector

Whitworth Park Community
Archaeology and History Project
Image © Whitworth Park Community
Archaeology and History Project

UK Archaeology Landscape

- England
- Scotland
- Wales
- Northern Ireland
- Isle of Man
- Channel Islands



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA



DfC

Department
for Communities
www.communities-ni.gov.uk

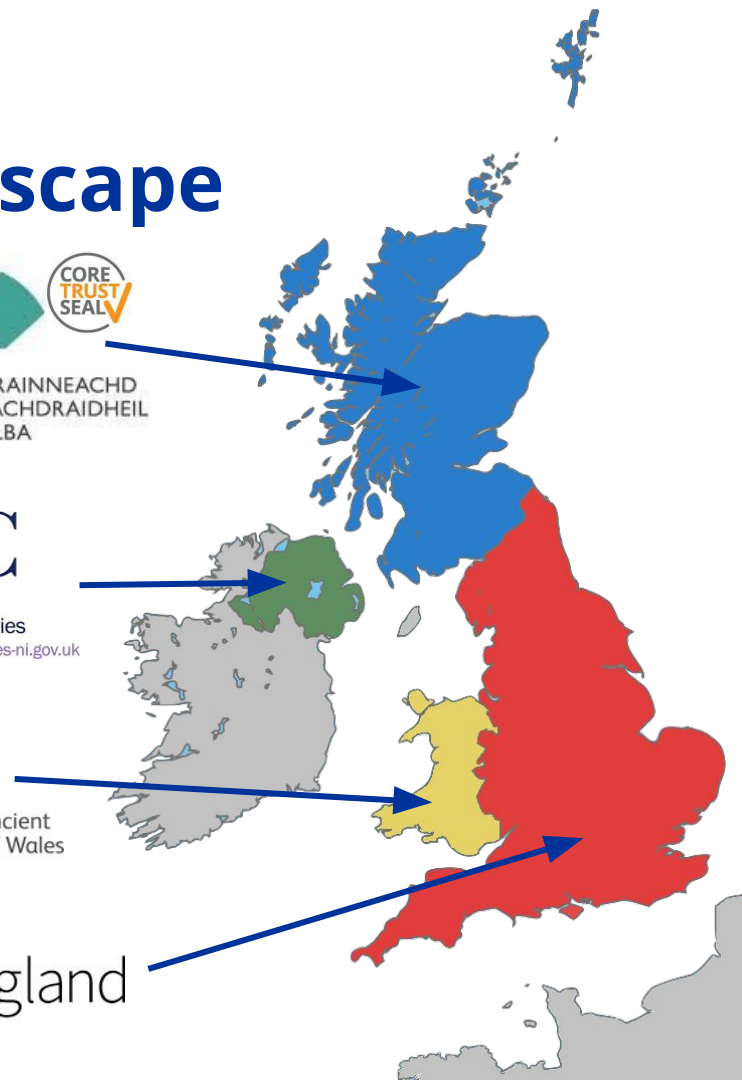


Comisiwn Brenhinol
Henebion Cymru

Royal Commission on the Ancient
and Historical Monuments of Wales



Historic England



England

- No national repository
- No legislation
- Reliance on local and regional policy.
- 106 member organisations of ALGAO.
- Digital data deposited alongside physical archives with museums

National Planning Policy Framework

'local planning authorities should require developers to record and advance understanding of the significance of any heritage assets to be lost (wholly or in part) in a manner proportionate to their importance and the impact and to make this evidence (and any archive generated) publicly accessible.' (paragraph 199)

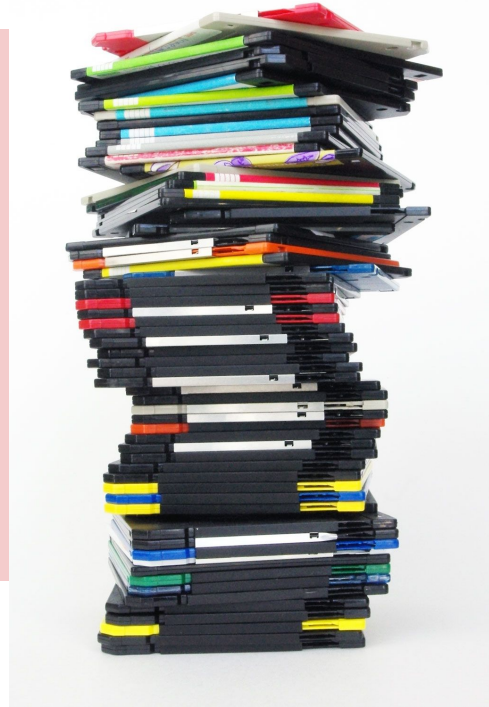
'Copies of evidence should be deposited with the relevant historic environment record, and any archives with a local museum or other public depository.' (footnote 64)

The Scale of the Problem

Between 2013 and 2018, c. **43,000** archaeological projects are estimated to have taken place via the English planning system

Digital archives deposited with ADS over the same time period = **424**

Less than **1%** of field projects result in deposition of the digital archive with a specialist repository



Source: ALGAO: England - Planning for Archives: Opportunities and Omissions, 2019.

England

ADS now the mandated repository for over 30 local authorities and museums

Historic England Response to Mendoza Review

“The curation of digital archaeological documentary archives should be performed by specialised **Trusted Digital Repositories** which provide Digital Object Identifier (DOI) services and registration and are charged with the long-term maintenance and migration of digital records, such as the **Archaeology Data Service**”

The ADS also acts as the recommended Trusted Digital Repository for digital data generated from projects undertaken within the historic environment, on behalf of the following Local Authorities and Museums

Birmingham City Council + Birmingham Museum Trust
The ADS is a recommended repository for Birmingham Museum Trust. Current guidance from Birmingham Museum Trust states that digital archives should be transferred to a Trusted Digital Repository to ensure preservation and accessibility. Deposition with the Archaeology Data Service (ADS) is strongly recommended. This can currently be achieved either through the transfer of files to ADS (including the use of ADS easy), or through the ADS web portal for small sites with only digital images. All born digital material SHOULD be archived digitally.

Buckinghamshire County Council
The ADS is the preferred repository for digital archives for Buckinghamshire County Council as stipulated in their [Buckinghamshire County Council Archaeological Database for County Old Web](#).

Devon County Museum
Buckinghamshire County Council Old Web states that the digital archive should be deposited with an accredited digital repository. The preferred repository for the digital archive in Buckinghamshire is the Archaeology Data Service.

Cambridgeshire County Council
ADS is a recommended repository for Cambridgeshire County Council. Current guidance from Cambridgeshire County Council states that projects with a digital archive should be deposited with a publicly accessible repository with CoreTrust data such as the Archaeology Data Service.

Chippenham Museum
[Chippenham Museum Guidance and Conditions for the Preservation and Deposition of Archaeological Archives](#) state that digital data must be transferred to a Trusted Digital Repository (such as the Archaeology Data Service) to ensure preservation and accessibility. All born digital material SHOULD be archived digitally in an agreed technical format. Contributors are advised to not create new digital data unless they are willing to deposit such data.

City of York Council
The ADS is the [preferred](#) repository for archaeological holdings existing underpin within the City of York.


Crawley Museum
Crawley Museum Deposition guidance states that all digital archives connected with the collection should have a Data Management Plan and be deposited with the Archaeology Data Service (ADS), which is a Core Trust. Best accredited digital repository that ensures the long-term preservation of digital data.

Derbyshire County Council
The ADS is the mandated repository for Derbyshire County Council. For museums, Derby, Stafford, Sutton and Chesterfield, along with the Derbyshire Naturalists' Club, called 'national' born archaeological inventories in Derbyshire. Their standards state that digital data should be deposited with the Archaeology Data Service.

Devon County Council + Seven Museums
The ADS is the recommended repository for digital archaeological archives as part of the [Strategy for curating archaeological work in the county](#). Current guidance from Devon County Council states that a 'Digital archive must be deposited with a Trusted Digital Repository and must be publicly accessible, in accordance with the National Planning Policy Framework (2018). It is understood that the only suitable repository for digital archaeological archives is the Archaeology Data Service (ADS)'.

Durham County Council and Darlington Borough Council
The ADS is a recommended repository for Durham County Council and Darlington Borough Council. [Guidance](#) from Durham County Council states that if necessary resources do not have a Trusted Repository then all born digital aspects of the archive should be archived with the Archaeology Data Service (ADS).

Gloucestershire County Council, Gloucester City Council and Gloucester Museum Group
The [Guidance for the Creation, Curation and Transfer of Archaeological Archives in Gloucestershire](#) states that Digital Archives should be transferred to a



**Think Archive / Work
Digital**

Think Archive / Work Digital Project

Project Manager:



Dr Manda Forster MCifA FSAScot

digventures.com

Director of Operations



Historic England

Project Aims

- Understand how digital data is currently used and managed
- Signpost how different digital data should be collected and stored
- Highlight relevant technical guidance and relate that to industry standards
- Provide step-by-step guidance for practitioners at all stages of an archaeological project
- Explain how born digital data can form part of a sustainable archaeological archive



Project Structure

A) Understand current situation

- Lack of confidence
- Lack of real knowledge of digital archiving practice
- Low implementation of practical tools such as DMPs

Summary of question 5.4: **'In your experience, to what extent is digital data actively managed during project delivery in the following ways'**, adapted from Parker Wooding and Forster 2018, table 3.

	All projects	Some projects	Rarely	Not at all
Data Management Plans	33	34	41	23
Metadata planning	29	51	31	18
Filename conventions	61	40	24	12
Selection Strategy	39	51	28	14
Metadata tables	17	47	38	30
Accessible data	10	56	34	31
Archived	60	56	10	7

Project Structure

B) Review CfA Standards & guidance: Recommendations:

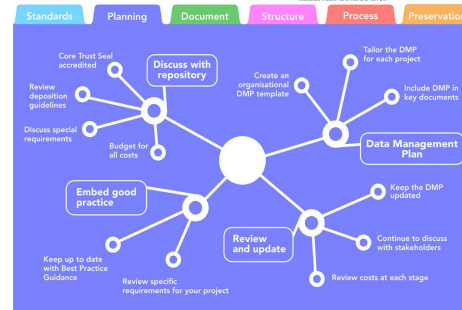
- Digital data managed to the same standard as all components of the Project Archive.
- Project planning documentation, includes a Data Management Plan (DMP).
- DMP should be consistent with the example provided as part of this resource.
- Digital data reviewed as part of the overarching selection process for the project archive.
- Repository for digital archives must be a Trusted Digital Repository.
- Repository should be notified early in the project and identified in the DMP.
- DMP updated throughout the project, changes in agreement with Project stakeholders.
- Final version of the DMP included with Archaeological Archive.



Project Structure

C) Provision of guidance

- Written guidance document (<https://digventures.com/projects/digital-archives/>)
- Webpage and resources (<https://www.archaeologists.net/digdigital/>)
- Workshops and promotion



Work Digital. Think Archive. Create Access.
A guide to managing digital data generated from archaeological investigations

Chartered Institute for Archaeologists

Standards Planning Document Structure Process Preservation

Introduction

The Dig Digital online resource has been created for the Archaeological Archives Forum¹ (<https://archaeologists.net/archaeological-archives-forum/>) and delivered as part of the Historic England funded project 7796: Creating a Sectoral Standard and Guidance for Managing Digital Data. The resource has been developed by DigVentures in partnership with CIFA.

The Dig Digital guidance aims to provide support for those creating digital data in archaeology, helping archaeologists manage digital data throughout projects and enabling the production of complete, ordered and stable archives which meet professional standards. This online resource links existing CIFA standards to digital materials, signposting good practice information and technical standards, and providing practical advice about how to achieve those standards.

CIFA standards and guidance underpin archaeological archives management and apply to all components – the finds, documents and digital data. A tailored approach to the practical implementation of those standards needs to be considered for each element and digital material is no exception.

By implementing these standards, we ensure that our work is accessible to the public, and to colleagues, [wherever they work and where](#).

Standards

Planning

Document

Structure

Process

Deposition

Resources

Glossary

Dig Digital Health Check
105 MB



What's in the resource?

The Toolbox

T1: Health Check & Action Plan

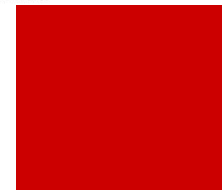
Work Digital. Think Archive. Create Access. Digital Archives Health Check		Action Plan.			
Area	Questions	Yes / No	What do you need to know?	Who needs to know it?	When do you need to know it?
Standards	Are you familiar with how CifA Standards relate to digital data in archaeological projects?				
Standards	Have you recently reviewed relevant data standards and updated organisational methodology?				
Planning	Do you use a Data Management Plan for all archaeological projects? <i>If yes, check your DMP against the following questions and the WD/TA DMP template.</i>				
Planning	Do you normally contact the relevant data repository at the beginning of the project to review guidelines, discuss specialist requirements and estimate costs?				
Planning	Do you have an inbuilt review process at key stages of project delivery, which includes updating the Data Management Plan?				
Document	Do you set up an OASIS record for each project, and update as the project progresses?				
Document	Do you have a process in place for collecting metadata for the digital files in your project in the format required by the repository?				
Document	Do you have a GDPR compliant Privacy Policy which considers the management of digital personal data?				
Document	Do you have appropriate data-sharing agreements in place with third parties, processes in place which record any data sharing restrictions for data?				
Structure	Do you use a consistent folder structure for the storage of digital project files?				
Structure	Do you manage version control of files and documents with consistently applied naming conventions?				
Structure	Do you ensure that all data relating to your project is collected and stored in an accessible place as part of the working project archive (eg including external specialist data, or specialist teams within an organisation)?				
Structure	Do you maintain a security copy and backup of your digital data?				
Process	Do you have clear roles and responsibilities for project staff (including subcontractors) with regards to digital data (including ethical/legal compliance)?				
Process	Are digital processes included in organisational documents, such as an Operations Manual or Data Management Policy?				
Process	Do you have a strategy in place for selection of data for long-term preservation in each project?				
Process	Do you have quality assurance processes in place for data collection and management?				

This document forms part of the Work Digital / Think Archive guidance for digital archives prepared by DigVentures, on behalf of Archaeological Archives Forum and in partnership with the Chartered Institute for Archaeologists. The project was funded by Historic England (Project No. 7796).

Dig Digital Toolkit

<https://www.archaeologists.net/digdigital/>

Still areas to add but publicly available



What's in the resource?

The Toolbox

T1: Health Check & Action Plan

T2: DMP Checklist and editable template

Dig Digital Toolkit

<https://www.archaeologists.net/digdigital/>

Still areas to add but publicly available

Section 1: Project Administration
<ul style="list-style-type: none">• Key project details, unique identifiers and contacts
Section 2: Data Collection
<ul style="list-style-type: none">• What data will you collect or create?• How will the data be collected or created?
Section 3: Documentation and Metadata
<ul style="list-style-type: none">• What documentation and metadata will accompany the data?
Section 4: Ethics and Legal Compliance
<ul style="list-style-type: none">• How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?
Section 5: Storage and Backup
<ul style="list-style-type: none">• How will the data be stored, accessed and backed up during the research?
Section 6: Selection and Preservation
<ul style="list-style-type: none">• Which should be retained, shared, and/or preserved?• What is the long-term preservation plan for the dataset?• Have you contacted the data repository?• Have the costs of archiving been fully considered?
Section 7: Data Sharing and Accessibility
<ul style="list-style-type: none">• How will you share the data and make it accessible?• Are any restrictions on data sharing required?
Section 8: Responsibilities
<ul style="list-style-type: none">• Who will be responsible for data management?

What's in the resource?

The Toolbox

T1: Health Check & Action Plan

T2: DMP Checklist and editable template

T3: Digital archive workflow example

T4: Metadata workflow example and editable template

T5: OASIS workflow example

Dig Digital Toolkit

<https://www.archaeologists.net/digdigital/>

Still areas to add but publicly available

What's in the resource?

Flash Cards

FC1: ClfA Standards

FC2: The DMP

FC3: Files and folders

FC4: Selection strategy

FC5: FAIR principles

FC6: Depositing digital data

FC7: Security copy and backup

Case Studies

CS1: Digital archives across the UK

CS2: Understanding FAIR principles

CS3: Selection strategies and digital data

CS4: Digital archives and archaeological excavation

CS5: Maritime archaeology

CS6: Geophysics and digital data

CS7: Specialist data and digital archives

CS8: Monitoring and briefs

CS9: The OASIS user journey

Summary

- Please explore and use the Dig Digital toolkit:
<https://www.archaeologists.net/digdigital>
- Ongoing process
- Just one of many projects
- ADS is seeing an improvement
 - More digital archives being deposited
 - Archive quality is improving
 - Digital data types are increasing
 - DMPs being deposited with Archives



ARCHAEOLOGY
DATA SERVICE



UNIVERSITY
of York

Thank You

Archaeology Data Service

<http://archaeologydataservice.ac.uk>

Department of Archaeology

The King's Manor

University of York

York, YO1 7EP

