



Archaeology
Data Service

ADS Guidelines: *Guides to Good Practice and Instructions for depositors*

*Kieron Niven, Digital Archivist: Data Standards
15th November 2022*

Key Resources

The image features a solid red background. In the upper left, the text "Key Resources" is written in a large, white, sans-serif font. Below the text, a thin yellow line meanders across the lower half of the image, creating a series of peaks and valleys. The line starts at the left edge, dips, rises, dips again, rises to a peak, dips, rises to another peak, dips, rises to a third peak, dips, and finally rises to the right edge. The overall effect is a minimalist, modern design.

This Presentation:

https://docs.google.com/presentation/d/1tZjVLbReOkwv2wyJj7sFZZL9_deTGZBpjLldTfrYZuY/

Guides to Good Practice:

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

Guidelines for Depositors:

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

Key Differences


Guides to Good Practice:

- General, broad guidelines for data production, documentation and archiving.
- Key considerations for producing data that can be easily archived.
- Considers formats etc. that may not be accepted by ADS.

Guidelines for Depositors:

- Specifics for depositing data with ADS: accepted file formats and metadata requirements.
- Licensing, guidance on structuring data, interface options, etc.

Guides to Good Practice (G2GP)

The background is a solid dark green. In the lower half, there are several overlapping, semi-transparent light green shapes that resemble stylized mountains or hills. A thin, bright green line runs horizontally across the bottom, with several peaks and valleys that follow the general contour of the light green shapes above it.

A Brief History of the G2GPs

ADS producing guidelines since 1998. Initially as part of the AHDS: five hard copy and online, all covered similar core elements. All collaborative efforts (wide pool) and aimed to engage with **community producing data**.

- 1998 **GIS: A Guide to Good Practice**
- 1998 **Archiving Aerial Photography and Remote Sensing Data**
- 1999 **Digital Archives from Excavation and Fieldwork** (+ Rev. 2nd Ed.)
- 2001 **Geophysical Survey Data in Archaeology**
- 2002 **CAD**
- 2002 **Creating and Using Virtual Reality: a Guide for the Arts and Humanities**

A Brief History of the G2GPs

Phase of Project-based development:

- 2005–6 **The Big Data project**

Explore the preservation, dissemination, and reuse potential of 'Big Data' datasets from marine survey, laser scanning, and lidar.

- 2006–9 **Virtual Exploration of Underwater Sites (VENUS)** (with INRAP):

Looked at data generation and preservation from underwater sites (using UAVs), specifically images, multibeam & sidescan sonar, vrml.

A Brief History of the G2GPs

- 2009–11 **Revised Guides to Good Practice Project** – major project

Working with teams in the US at the Uni. of Arkansas and Arizona State University to develop the basis of workflows for Digital Antiquity's tDAR repository and the ADS.

Opportunity to update existing ADS Guides. Wiki-based platform allowed a collaborative approach and created the current framework.

- Revised/updated: Aerial Survey, Geophysics, GIS, CAD
- New guides: Marine Remote Sensing, Laser Scanning, Photogrammetry
- New 'Common Components': Documents, Databases, Raster Images, etc.
- Create Integrated Archive & Project Level Sections

A Brief History of the G2GPs

Further development through European Projects

- 2012: **ACE Project Case Studies**

Bursaries to create data case studies through application of ADS procedures to data (db, GIS) held by INRAP (France) and Aristotle Uni. Of Thessaloniki (Greece).

- 2013–17: **ARIADNE development**

Assessment of project partner's guidelines. Development of three new guides.

- Dendrochronology (DANS) – TRiDaS standard
- 3D Models (DAI)
- Thermoluminescence Dating (ATHENA)

A quick look at the online G2GPs...



Guides to Good Practice:

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

NOTE: These will be moving to a new design (new website) but content will remain the same.

Instructions for Depositors

The background is a solid dark green. In the lower half, there is a lighter green, wavy line that resembles a stylized horizon or a series of connected peaks and valleys. Above this line, there is a darker green, semi-transparent shape that also follows a wavy, mountain-like profile, creating a layered effect.

Instructions for Depositors

First thing to note: the existing **Guidelines for Depositors** are being updated! Will be replaced with a new version (**Instructions for Depositors**), with clearer navigation, imminently!

Aimed at depositors. Four main sections

- Guidelines
- Preparing Datasets
- Interfaces
- Downloads and Metadata

Instructions for Depositors

Guidelines (overview)

- Provides an **Introduction to depositing** and the **licensing** options.
- An overview of Depositing with the ADS, the types of **data accepted**, and what we do with data as an **accredited repository**.
- Lists **How to Deposit** with ADS, the three main ways (OASIS, ADS-easy, direct deposit)
- **Costs** involved (the **charging policy**)
- General guidance on **File Management**, and a brief introduction to **Metadata**

Instructions for Depositors

Preparing Datasets

- Focuses on key elements of preparing data for deposit, i.e. specifics on **File Management** and **Structuring the Archive**.
- **File Naming** and **Version Control**.
- Also covers **Appraisal** and **Selection**, ensuring that the right data is archived.
- Briefly highlights **Accessibility** considerations.

Instructions for Depositors

Interfaces

- Focuses on how data is disseminated via the ADS website. Layout looks at the two main types of archive interface that ADS provide (**standardised** and **custom**) as well as some of the standard functionality and custom elements (3D viewers, searchable sections).

Instructions for Depositors

Downloads and Metadata

- Deposit licence example and checklist for depositing.
- **Accepted Data Types** presented as a table covering all file types and formats, alongside links to **Metadata** templates per data type, with **examples**.

A quick look at the Guidelines for Depositors

Guidelines for Depositors:

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

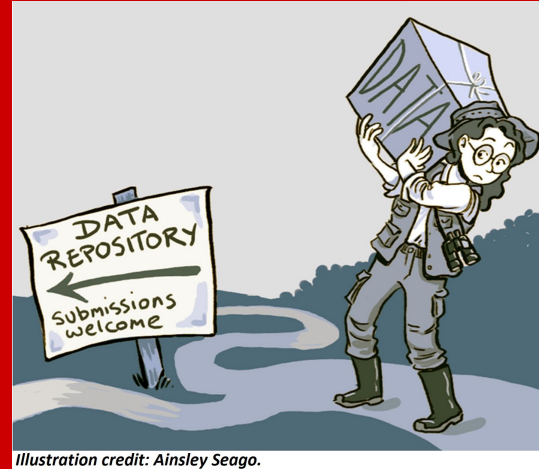


Illustration credit: Ainsley Seago.

Other Resources

DPC Tech. Watch and Case Study Publications (and more)

- <https://www.dpconline.org/digipres>

Library of Congress Sustainability of Digital Formats & Rec. Formats

- <https://www.loc.gov/preservation/digital/formats/index.html>
- <https://www.loc.gov/preservation/resources/rfs/TOC.html>

Other Repository Guidelines

- DANS
- SND



Archaeology
Data Service

ADS Guidelines: *Guides to Good Practice and Instructions for depositors*



Archaeology Data Service

Department of Archaeology

University of York

The King's Manor

Exhibition Square

York, YO1 7EP



www.archaeologydataservice.ac.uk



help@archaeologydataservice.ac.uk