# Collection-level Metadata Form

Please complete this form as fully as possible with details of your collection. This data will form the basis of an entry about your collection in the ADS Catalogue, and underpins the computerised searching process that allows users to discover and retrieve information easily.

Please ensure that all data submitted is GDPR compliant. If you have any questions regarding this, please contact us.

☐ **Early DOI?** Please note that all information submitted in this form is final once the DOI is created. Any changes after that point may require a new DOI.

| **1. Project Name** | The name (and any alternatives) for the collection being deposited. This name should be meaningful as it will form part of the discovery metadata for your collection. This will also be the title which appears in the collections interface and under which the deposit licence is signed. | | | | | |
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| **2. Introduction** | A brief summary (200-500 words) of the main aims and objectives of the project that resulted in your data collection. This will appear on the first page of the interface for your collection. | | | | | |
|  | | | | | | |
| **3. Overview**  (optional) | A summary description (200-500 words) of the content of the collection, including the location of any other elements of a project i.e. artefact collections within a museum. This will appear on the Overview page of the interface for your collection. | | | | | |
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| **4. Interface Images** | The file names, related captions and copyright information, if appropriate, for two images to illustrate the Introduction and Overview pages. The image files must be supplied to ADS with this collection-level metadata form. | | | | | |
| **Introduction File Name:** |  | | | | | |
| **Image Caption:** |  | | | | | |
| **Overview File Name:** |  | | | | | |
| **Image Caption:** |  | | | | | |
| **5. Primary contact** | The individual with whom updates and potential updates will be given regarding the collection. | | | | | |
| **Name:** |  | | | | | |
| **Organisation:** |  | | | | | |
| **Email:** |  | | | | | |
| **6. Copyright Holder** | Copyright holders can be either individuals, organisations or individuals working on behalf of organisations (or both). Please list all applicable for the collection and add additional if required. | | | | | |
| **Name:** |  | | | | | |
| **Organisation:** |  | | | | | |
| **Address:** |  | | | | | |
| **Email:** |  | | | | | |
| **7. Licence Holder** | The licence holder is the individual, organisation, or the person who will sign the deposition licence on behalf of an organisation. This is usually the same as the main copyright holder. All the following fields are required. **Email cannot be to a shared account.** | | | | | |
| **Name:** |  | | | | | |
| **Organisation:** |  | | | | | |
| **Address:** |  | | | | | |
| **Email:** |  | | | | | |
| **8. Invoice Details** | The University of York will invoice on completion of the archiving. Details required are a name or organisation name, address and email address. A purchase order number should be provided if required. | | | | | |
| **Name:** |  | | | | | |
| **Organisation:** |  | | | | | |
| **Address:** |  | | | | | |
| **Email:** |  | | | | | |
| **Purchase Order Required:** | * Yes * No | | | | | |
| **Purchase Order:** |  | | | | | |
| **9. Data Creators** | The individuals, organisations or individuals working on behalf of organisations that the collection as a whole should be attributed to. Please list all applicable in the order you wish to appear in the collection. | | | | | |
| **Name/Orcid ID:** | Enter data creator 1’s name. | | | | DC1’s ORCID iD. | |
| **Organisation:** |  | | | | | |
| **Email:** |  | | | | | |
| **Name/Orcid ID:** | Enter data creator 2’s name. | | | | DC2’s ORCID iD. | |
| **Organisation:** |  | | | | | |
| **Email:** |  | | | | | |
| **Name/Orcid ID:** | Enter data creator 3’s name. | | | | DC3’s ORCID iD. | |
| **Organisation:** |  | | | | | |
| **Email:** |  | | | | | |
| **10. Project Funders**  (optional) | Any external bodies and institutions that provided financial support during the creation of the collection. List in order of financial contribution, highest first. Do not list individuals. | | | | | |
| **Organisation Name:** |  | | | | | |
| **Email/website:** |  | | | | | |
| **Organisation Name:** |  | | | | | |
| **Email/website:** |  | | | | | |
| **11. Languages** | The languages used within your collection. | | | | | |
|  | | | | | | |
| **12. Identifiers**  (optional) | Associated identifiers specific to the collection, these may be specific to your institution, or related to other regional and national referencing systems (e.g. ADS Tracking ID, OASIS ID, HER/SMR IDs, sitecodes, museum accession codes, etc.). | | | | | |
|  | | | | | | |
| **13. Project Dates** | The dates that the collection was created. Data creation and fieldwork dates may cover the same period and the fieldwork date may not be relevant to all collections. | | | | | |
| **Data Creation Dates:** | Please add start and end dates. | | | | | |
| **Fieldwork Dates:** | Please add start and end dates. | | | | | |
| **14. Subject Keywords** | Suggest keywords for the subject content of the collection. For example: event, evidence, object, maritime, monument, etc.  If possible, please use and indicate the thesauri which you are following. (See http://www.heritagedata.org/blog/vocabularies-provided/ for list of available vocabularies) | | | | | |
| **Keywords:** |  | | | | | |
| **15. Dates/Period** | Appropriate period keywords for your collection and a date range. | | | | | |
| **Period Keywords:** |  | | | | | |
| **Date Range (Gregorian BC/AD system):** |  | | | | | |
| **16. Location** | Please give the current location or locations and contemporary name(s) of the country, region, county, town or village, and grid references covered by the data collection where applicable. If names or administrative units were different during the time period covered by the collection, please record them separately. | | | | | |
| Country: |  | | | | | |
| County: |  | | | | | |
| District: |  | | | | | |
| Parish: |  | | | | | |
| Place: |  | | | | | |
| Coordinates |  | | | | | |
| Northing/Latitude: |  | | | | | |
| Easting/Longitude: |  | | | | | |
| **17. Related Resources**  (optional) | Full bibliographic references to any resources that are related to the collection. Include DOIs where possible. | | | | | |
| Associated Publications (any physical or digital publication that is connected with the collection): |  | | | | | |
| Associated Collections (physical or digital project, dataset or resource that is related to the collection. This can be an ADS resource or other): |  | | | | | |
| **18. Comments**  (optional) | Please enter in any comments relating to the collection not addressed above. | | | | | |
| Optional comments. | | | | | | |
|  |  | |  | |  | |

**Data types** - please indicate what data types your collection contains, the number of files, and tick the boxes to indicate that you have completed the appropriate metadata templates for each data type. Visit our [Instructions for Depositors](https://archaeologydataservice.ac.uk/help-guidance/instructions-for-depositors/) for more information. If you are filling this form out for an early DOI, please check which data you expect to deposit.

| **Type of Data** | **Depositing?** | **Metadata completed?** | **Number of Files** |
| --- | --- | --- | --- |
| **3D Models, Visualisation, and Virtual Reality** | ☐ | ☐ | Number of 3D Models, Visualisation, Virtual Reality files. |
| **Audio, Video, Moving Images** | ☐ | ☐ | Number of audio visual files. |
| **Binary and Plain Text (Documents)** | ☐ | ☐ | Number of binary and plain text files. |
| **CAD and Vector Graphics** | ☐ | ☐ | Number of CAD and vector graphics files. |
| **Databases and Spreadsheet** | ☐ | ☐ | Number of database files. |
| **Digital photography and Raster Images** | ☐ | ☐ | Number of image files. |
| **Geophysics (including GPR)** | ☐ | ☐ | Number of geophysics files. |
| **GIS Files** | ☐ | ☐ | Number of GIS files. |
| **Harris Matrices** | ☐ | ☐ | Number of Harris Matrices files. |
| **Laser Scanning** | ☐ | ☐ | Number of laser scanning files. |
| **LIDAR and Satellite Imagery** | ☐ | ☐ | Number of LIDAR files. |
| **Linked Data formats** | ☐ | ☐ | Number of Linked Data files. |
| **Markup Language** | ☐ | ☐ | Number of Markup Language files. |
| **Medical Imaging, Radiography and CT Scans** | ☐ | ☐ | Number of Medical Imaging, Radiography, CT Scans files. |
| **Photogrammetry** | ☐ | ☐ | Number of photogrammetry files. |
| **PTM and RTI** | ☐ | ☐ | Number of PTM and RTI files. |
| **Scientific Data** | ☐ | ☐ | Number of scientific data files.  Please provide additional details for this data type. |
| **Spreadsheet** | ☐ | ☐ | Number of spreadsheet files. |

The completed form should be submitted to the ADS in **digital** form along with the deposited data collection that it describes.