



making sense of heritage

Archaeological Diving Unit Archive Cataloguing Project

Closure Report



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Archaeological Diving Unit Archive Cataloguing Project

Closure Report

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Front Cover: ADU Diver Ian Oxley Surveying Erme Estuary Designated Site

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Summary

The Archaeological Diving Unit Archive Cataloguing project was undertaken by Wessex Archaeology on behalf of English Heritage to make this previously inaccessible archaeological resource publicly available to interested parties such as designated wreck licensees. The collection of folders, notebooks, slides, negatives, audio-visual tapes, compact discs and zip disks was reviewed, organised, catalogued and researched to create a useful resource for wreck researchers that is searchable through the English Heritage online catalogue (<http://www.englishheritagearchives.org.uk/>) and available for viewing at the English Heritage archives facility in Swindon.

The project was undertaken in collaboration with a range of staff at English Heritage and Wessex Archaeology and was completed on time and within budget. Monthly reports ensured that regular progress checks were made throughout the project. The success of the project is demonstrated by the fact that English Heritage is already looking to complete a similar project on another collection.



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The Primary Cataloguer was Peta Knott with the assistance of Secondary Cataloguer Andrea Hamel and Geophysicist Louise Tizzard. Victoria Cooper and Euan McNeill managed the project for Wessex Archaeology Coastal & Marine. Bob Myers of AVP Studios completed the audio-visual digitisation. Graphics were produced by Ken Lymer. Quality Control was provided by Euan McNeill.



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1 PROJECT BACKGROUND

1.1.1 The Archaeological Diving Unit (ADU) Archive is a significant collection of material relating to the investigation of designated and non-designated wrecks in United Kingdom waters between 1986 and 2003. This project has developed a fully researched catalogue of the archive which will be accessible through the English Heritage Archives online catalogue and which will be available for viewing at the Swindon Archives Facility.

1.1.2 The ADU, based at the University of St Andrews, was contracted by the Department of Culture, Media and Sport (DCMS) and its predecessor Government Departments, to provide advice on historic wreck sites either designated under The Protection of Wreck Act 1973 or candidates for such designation. The contract's geographical limit included the Territorial Waters of the UK but the archive for this current cataloguing project was limited to English waters.

1.1.3 The aim of the project was to create a catalogue of the ADU Archive and make it available to researchers. The objectives were as follows:

- **O1:** *prepare catalogue structure and review AMIE maritime thesaurus;*
- **O2:** *process holdings as per the summary shelf list and appraisal through the creation of a full catalogue of the collection;*
- **O3:** *create a list of loaned items which can be pursued and recovered from borrowers;*
- **O4:** *arrange for digitisation of Video Tapes (VT) to MPEG 4 files for digital storage;*
- **O5:** *assess the worth of video footage in consultation with Ian Oxley of English Heritage and the ADU Cataloguing Project staff;*
- **O6:** *deaccession non-ADU collection material to appropriate people or organisations; and*
- **O7:** *create a comprehensive list of all reports written by ADU and Finding Aids (additional aim post-project design).*

2 METHDOLOGY AND RESULTS

2.1 Stage 1

Initial Audit

2.1.1 At the commencement of the ADU Archive Cataloguing Project, the collection was briefly audited to check for accuracy of the holdings numbers stated in the September 2014



Report. The holdings numbers given in the project tender are indicated in the third column below while the revised extents from the initial audit are given in the fourth column and the actual numbers given in the fifth column.

AMIE No.	Holdings	Tender Extent	Revised Extent	Actual Extent
ADU01/01	Wreck Folders	42 ring binders and 4 box files	37	39
ADU01/02	Subject Folders	127	154	81
ADU01/03	Dive Notebooks	20 notebooks, 1 bundle, 1 folder	29	29
ADU01/04	DV tapes	167	148	147
ADU01/05	Hi8 tapes	142	162	159
ADU01/06	Cassettes	52	56	62
ADU01/07	VHS tapes	37	40	39
ADU01/08	Fieldwork Slides	Approx. 3709	Approx. 4392	2837
ADU01/09	35mm Negatives	241 strips	314 strips	1542 negs
ADU01/10	Compact Discs	0	16	16
ADU01/11	Zip Disks	24	25	22
ADU01/12	Digital Reports	0	0	17 folders
ADU01/13	Teaching Slides	Part of ADU01/08	Part of ADU01/08	1010
ADU01/14	Printed Reports	Not located yet	Not located yet	2
ADU01/15	Fieldwork Folders	Part of ADU01/01	Part of ADU01/01	9
ADU01/16	Miscellaneous	0	0	3
ADU01	Total - negatives	4326	5059	4472
ADU01	Total	4567	5373	6014

Table 1: ADU Archive Extent Numbers

- 2.1.2 The increase in holdings extents is due to the collection being quickly estimated for the tender and the initial audit was a more in depth and accurate estimate of the holdings. The final extents were an accurate count of how many items were catalogued in AMIE and that included individual slides and negatives. As negatives had previously been estimated by strips this lead to incompatibility of extent numbers. Discounting the negatives, there was a distinct decrease in collection numbers actually catalogued due to deaccessioning of non-ADU material. However, overall the final extent was greater due to the accurate count of each individual slide and negative.

Cataloguing Structure (O1)

- 2.1.3 The cataloguing structure outlined in the tender application was deemed to be inappropriate for this collection and for the English Heritage Archive. In consultation with Archive Resources Team Leader Keith Austin and Cataloguing Team Leader, Rachel Diddams, a more suitable catalogue structure was created that accommodated the atypical ADU collection within the standard English Heritage archive structure.
- 2.1.4 The Level 2 ADU collection (ADU01) was divided into Level 3 Series based primarily on material type and then on content. See Appendix 1 for graphic representation of the cataloguing structure.
- 2.1.5 The printed material divided neatly into four separate series based on subject matter and format. The Wreck Folders (ADU01/01) contained designated wreck information but several also contained slim line folders which were later identified as copies of important documents required in the field. As they were duplicates and served a separate purpose and were not comprehensive across all red folders, the Fieldwork Folders were given a



unique series (ADU01/15). The Subject Folders (ADU01/02) contained un-designated wreck information and maritime topics. The Wreck Folders, Subject Folders and Fieldwork Folders were all catalogued to Level 4 leaving scope to catalogue the individual papers at Level 5 if required in the future. The Dive Notebooks Series (ADU01/03) contained ADU divers' personal accounts of dive seasons' events or activities related to the dive vessels and was catalogued to Level 5 as they were all discrete entities with no further lower divisions required.

- 2.1.6 The audio-visual tapes in the ADU collection were initially stored by wreck but these were sorted into tape types of DV, Hi8, Cassette and VHS to comply with English Heritage Archive standards. Each of these four tape types became its own series. DV (ADU01/04), Hi8 (ADU01/05), and Cassette (ADU01/06) tape series mainly recorded underwater dives undertaken by ADU or occasionally above water footage that was still related to ADU activities. The VHS series (ADU01/07) contained: copies of underwater ADU dives, other dive activities or television documentaries. The DV and Hi8 tapes were catalogued as Level 5 as their content only recorded one dive. The Cassette and VHS tape series were catalogued to Level 4 giving scope for cataloguing each side of the cassette separately at Level 5 or each individual program on the VHS tape at some point in the future.
 - 2.1.7 Some of the Hi8 and DV tapes had been digitised and transferred onto CD and this became series ADU01/10 which was catalogued at Level 4 as there were multiple dives on each CD.
 - 2.1.8 Another digital format type within the ADU collection was the zip disks (ADU01/11). These contained a range of data from images to navigation files, databases and geophysical information. Each zip disk was catalogued at Level 3.5 giving scope for the complicated folder structures on each disk to be catalogued at Level 4 and the files at Level 5.
 - 2.1.9 Digital versions of most ADU reports (ADU01/12) were organised by year and catalogued to Level 4 with room to catalogue each individual report to Level 5 in the future.
 - 2.1.10 The 35mm slides (ADU01/08) were catalogued in sheets of up to 24 slides at Level 4 leaving scope for the individual slides to be catalogued at Level 5 should time and detailed information become available. Part way through the cataloguing process, a clear division within the slides was identified – those that recorded the ADU's activities and those that were used by the organisation for research or teaching. This latter category was created into a separate series (ADU01/13) and also catalogued in sheets at Level 4.
 - 2.1.11 The negatives series (ADU01/09) was also catalogued as sheets of negative strips at Level 4 leaving room for individual negatives to be catalogued at Level 5 in the future.
 - 2.1.12 Printed versions of most ADU reports (ADU01/14) were catalogued at Level 4 in the two folders in which they are housed, once again leaving scope for each report to be catalogued at Level 5.
 - 2.1.13 A few different material types that did not fit into any other series were grouped together as Miscellaneous Series (ADU01/16) and catalogued at Level 4.
- Review Maritime Thesaurus on AMIE (O1)*
- 2.1.14 Reviewed the AMIE maritime thesaurus and had the Data Standards Unit add several new terms to fulfil the requirements of the ADU archive. This took place throughout the project as the need arose.



- 'Archaeological Dive Site' to Thematic and Broad Subject (September 2014 Report)
- 'Video – Digital' to Extents (January 2015 Report)
- 'Data – Digital' to Extents (January 2015 Report)
- '35mm Film File Sheet' to Extents (January 2015 Report)

2.2 Stage 2

Digitising Audio-Visual Tapes (O4 and O5)

- 2.2.1 Each of the four audio-visual tape types had a range of handwritten metadata either on the tape or tape cover which included: date, diver, wreck name and dive time. This information could be correlated with a complete list of ADU dives to either fill in gaps in information on the tapes or to resolve a conflict of information. Within each tape type, the items were then sorted alphabetically by wreck name and then chronologically within each wreck division. Each tape was catalogued on AMIE using this basic information and a unique AMIE number written on the tape and cover where appropriate.
- 2.2.2 Each audio-visual recording was noted against the relevant ADU dive and duplicates between tape types noted. All DV and Hi8 tapes except for those that had already been digitised and placed on CD were prepared to be sent to the external contractor for digitising along with any VHS tapes that were not duplicates of DV or Hi8 tapes or non-wreck TV programmes.
- 2.2.3 The digitising of the selected video tapes was a variation on the initial project. 307 audio-visual tapes were delivered to the sub-contractor AVP Studios for digitising. All tapes were transferred to digital format and then converted into MPEG4 format. During this process 6 tapes were identified as blank.
- 2.2.4 Due to several inaccuracies identified in the labelling of the tapes, all digitised videos were reviewed by the Primary Cataloguer, mostly in fast forward, to ensure the correct information was added to AMIE for each recording.

2.3 Stage 3

Priority Cataloguing (O2)

- 2.3.1 A few examples of each collection type was catalogued allowing the Primary Cataloguer to become more familiar with the collection and also to calculate individual cataloguing times and therefore the overall time to catalogue the revised larger collection.

AMIE No.	Record Type	Revised Extent	Individual Time	Collective Time
ADU01/01	Wreck Folder Series	1	5 minutes	5 minutes
ADU01/04	DV Tapes Series	1	5 minutes	5 minutes
ADU01/08	35mm Slide Series	1	2 minutes	2 minutes
ADU01/01/001	Wreck Folder	37	30 minutes	18 hours 30 mins
ADU01/02/001	Subject Folder	154	15 minutes	38 hours 30 mins
ADU01/03/001	Dive Notebook	29	20 minutes	10 hours
ADU01/04/001	DV Tape	148	3 minutes	7 hours 20 mins
ADU01/05/001	Hi8 Tape	162	3 minutes	8 hours
ADU01/06/001	Cassette	56	3 minutes	2 hours 50 mins
ADU01/07/001	VHS tape	40	3 minutes	2 hours 10 mins
ADU01/08/001	35mm Slide Sheet	4392	10 minutes	35 hours
ADU01/09/001	Negatives	55 sheets	10 minutes	9 hours 10 mins



ADU01/10/01	Compact Discs	16	5 minutes	1 hour 20 mins
ADU01	Total			145 hours

Table 2: Estimated Cataloguing Time

- 2.3.2 The overall cataloguing time was calculated to be within the existing project design time and therefore no alterations to the project were required.

Transferred Zip Disks Data to Hard Drive

- 2.3.3 A zip disk reader was purchased by Wessex Archaeology and used to transfer the zip disk data to a hard drive. This information was then reviewed by the Primary and Secondary Cataloguers and added to the AMIE catalogue. There were some difficulties in reading some files, particularly Access databases that had broken links, or proprietary computer files or navigation files. Many of these files were initially identified as geophysical or navigation files and therefore a geophysicist at Wessex Archaeology was consulted to identify the nature of the file types and whether they were associated with outdated software or required specialist software to read. The geophysicist gave a list of file types with explanations of whether they could be read or how to read them. This was added to the AMIE catalogue for series ADU01/11.

- 2.3.4 The zip disk data is presently on hard drives at the Swindon Archives Facility and will be added to the English Heritage Archive server when space becomes available.

Cataloguing the ADU Archive (O2)

- 2.3.5 The collection was strategically catalogued by series starting with what was perceived to be the more straight forward holdings and progressing to the extents which contained less metadata. As is indicated in Table 2, different archive items took different lengths of time to catalogue depending on their material types, state of conservation, and level of research required to make them a valuable archive source. On average, throughout the project, 24.25 items per day were catalogued.

- 2.3.6 The Wreck Folders (ADU01/01) and Subject Folders (ADU01/02) were catalogued first to allow the cataloguer to become more familiar with the collection content and also the AMIE system. The tapes (ADU01/04-07) were also prioritised and catalogued using the information on the labels before being prepared for digital transfer in December 2014.

- 2.3.7 The 35mm slides were prioritised and briefly catalogued in preparation for a meeting in October 2014 with former ADU member and current English Heritage employee Ian Oxley. He viewed the slides and assisted with identification of the many unlabelled slides. He also highlighted the fact that the ADU had an extensive teaching slide collection which was not directly related to their fieldwork. For greater clarity of the slide collection, it was decided to create two separate series: Fieldwork Slides ADU01/08 and Teaching Slides ADU01/13.

Consultation with external experts (O2)

- 2.3.8 At various stages throughout the project, external experts were consulted to fill gaps of information in the collection. Former ADU members Ian Oxley and Antony Firth provided in-person information about the 35mm slides early on in the project. Towards the end of the project, contact was finally made with former long term ADU member Steve Liscoe who gave great insight to the slides and video collections through remote consultation. Screen shots or digitised images were emailed to him and he responded with great detail on each occasion. Steve Liscoe was also able to explain the anomalous slides with no relevance to the ADU collection and even provide details for their appropriate deaccession.

- 2.3.9 Apart from the former ADU staff, another external expert was consulted. Wessex Archaeology geophysicist Louise Tizzard was able to provide details on unreadable digital files stores on the zip disks. She was able to give details about whether they were readable and what their content might be. This was of great use to the collection and augmented the ADU01/11 series.

Augmenting the Catalogue (O2)

- 2.3.10 Throughout the project, ADU archive records were continually compared and researched to ensure unity of information and strong links between records where necessary. It was often the case that slight variations on wreck site names were used at different time periods or different record types. All wreck site names were standardised according to the WebGIS names. On several occasions, comparison of records revealed further information about the archive items. An example of this is item ADU01/02/75 which is a single piece of paper with '17 APRIL 2001' geophysics data and 'Wish Road' written on it. Comparison of records with the ADU dive list and WebGIS records determined that this item related to the Roman Tile site.

Quality Assurance of the Records

- 2.3.11 Quality assurance took place at several stages throughout the project. An initial QA of 130 items was completed by Cataloguing Team Leader Rachel Diddams which identified a few categories in the catalogue that had been missed and also identified that the incorrect copyright statement had been used. This was corrected for all subsequent cataloguing. A more comprehensive QA took place in early January by the Cataloguing Manager Helen Shalders who highlighted several issues that were either clarified, dealt with or were in progress (QA Progress Report January 2015). A final QA was completed by Helen Shalders in the final week of the project to ensure that all records were to standard. A ten percent check of the records proved that they were no problems with the catalogue records.

List of ADU Reports and Finding Aids (O7)

- 2.3.12 Due to the complexity of the ADU archive, numerous spreadsheets were produced to create order to the collection. The initial spreadsheet correlated all AMIE records to particular dives allowing corrections in dates and locations or filling in of missing data. A list of all 35mm slides was also produced to create a logical order to this collection. The 35mm negatives were treated similarly. Details of the zip disks were included in a spreadsheet. Another spreadsheet listed all ADU reports and whether digital or hard copy formats were included in the archive. A list of AMIE series for the collection was also produced. English Heritage recommended that these be retained as Finding Aids. They were completed within budget.

Loan List (O3)

- 2.3.13 The majority of loaned items were 35mm slides along with two Hi8 tapes that had already been returned. The bulk of the 35mm slides were in plastic sheets stored in archive boxes. However during the cataloguing process it was identified that a number of 35mm slides were in a small slide box and these were identified as loans that had not been returned to their original location. There were still many loaned slides that were outstanding which were incorporated into the loan list. The loan list spreadsheet is located on the English Heritage server at S:\NMR Archives\NMR Archives Cataloguing\Archaeology Diving Unit\End Products.

Deaccession of Non-ADU Holdings (O6)

- 2.3.14 Throughout the cataloguing process, many non-ADU collection items were identified that required deaccession.



- 2.3.15 Within most of the Wreck Folders (ADU01/01), a beige folder was identified as containing wreck material that had been created by Steve Waring from English Heritage rather than the ADU. These folders were removed from the ADU collection and transferred to English Heritage.
- 2.3.16 A large pile of folders and papers were also identified as non-ADU related. This included: eighteen folders of material created by the Royal Commission on the Historical Monuments of England regarding wrecks and maritime archaeology, one folder of loose papers created by the Royal Commission on the Historical Monuments of England regarding the Nautical Archaeology Society's Diving with a Purpose programme, one folder regarding Poole Harbour Commissioners Historic Archive and many loose papers relating to the wrecks and the National Monuments Record. These were all transferred internally to the relevant section of English Heritage.
- 2.3.17 Many items within the ADU collection were identified as relating to ADU work on non-English wrecks. These were mainly 35mm slides (ADU01/08) as well as some correspondence and one Hi8 tape. These were transferred to the relevant government archives in Northern Ireland, Scotland and Wales.
- 2.3.18 Also within the 35mm slides a number of slides were found to have no relevance to ADU activities and were therefore separated for deaccession. Over three hundred slides were examined and found to record personal holidays or non-ADU fieldwork or have unidentifiable subject matter. Consultation with a former ADU member, Steve Liscoe, revealed potential owners of these slides. One hundred and forty-six slides have been sent to Steve Liscoe to be returned to former ADU Director Martin Dean. Sixty seven of the slides belonged to the Keith Muckelroy collection and while several of them had been integrated into the ADU Fieldwork Series (ADU01/08), many of them had no relevance to ADU work and were deaccessioned from the collection and sent to Colin Martin, the keeper of Muckelroy's Estate.

3 PROMOTION OF ARCHIVE

- 3.1.1 Three blogs were written to promote the archive. The first one was published on the Wessex Archaeology website at the beginning of the project on 22 October 2014 <http://www.wessexarch.co.uk/blogs/news/2014/10/22/archiving-archaeology> and described the content of the archive and how it would be useful for researchers. The ADU project also appeared in a Wessex Archaeology blog on 11 February 2015 about the International Shipwreck Conference <http://www.wessexarch.co.uk/blogs/news/2015/02/11/33rd-international-shipwreck-conference>. The final blog appeared on the Wessex Archaeology website in March 2015 to announce the conclusion of the cataloguing project and its availability online. All blogs were shared on the English Heritage Twitter account to spread the information to their followers.
- 3.1.2 A video showing the range and content of the ADU archive was created and shown at a trade stand at the International Shipwreck Conference in Plymouth 7 February 2015.

4 PROJECT EVALUATION

4.1 Lessons Learned

Identify lesson learned

- 4.1.1 Overall, the lesson learnt was that this was a very successful project. The project team consisting of English Heritage and Wessex Archaeology staff worked well together. There

was a particularly strong connection between the Cataloguing Manager Helen Shalders and the Primary Cataloguer Peta Knott which along with a strong support network of EH staff prevented any delays in work caused by the Cataloguing Manager not working in the office five days a week.

- 4.1.2 Having the Primary Cataloguer work at the Swindon Archives Facility for the duration of the project was an efficient and effective way of completing the project. Easy access to the collection, cataloguing system and support staff was essential for this project and could not have been achieved remotely. The Primary Cataloguer was able to work from home or the Wessex Archaeology Salisbury office on occasion and this proved particularly useful when viewing the digitised videos as the English Heritage computer was not powerful enough to cope with the large files.
- 4.1.3 Early on in the project, the Primary Cataloguer was introduced to a range of staff at English Heritage who later proved to be useful contacts when dealing with arising issues in the collection. The Conservation staff were helpful in advising on stable storage of the 35mm slides, the Archives Resources team provided advice on organising the collection into series. In short, any issue that arose was quickly solved by the relevant member of staff ensuring an efficient cataloguing project.
- 4.1.4 Consulting with past ADU employers was a crucial stage of this project as it provided information that could not have been gained in any other manner. Former ADU members Ian Oxley and Antony Firth were consulted when they were visiting the Swindon Facilities for other purposes. They gave some insight to unlabelled slides and this information was added to the catalogue. The most useful source of information came from former ADU member Steve Liscoe. After several attempts, contact was finally made with him towards the end of the project. Numerous emails between Steve Liscoe and the Primary Cataloguer provided useful information about the slide collection and explained non-ADU material that could be deaccessioned from the ADU archive.
- 4.1.5 The three stages of the project design correctly predicted that a flexible timetable would be required for this project. Even so, the project did not chronologically follow the stages listed in the project design. For example, changes to the maritime thesaurus were not completed as per the project design by September 2014. While it was reviewed in September, the majority of changes were made in January and February 2015 as the need arose. As it was a simple task of the Data Standards Unit adding a few terms, it was not an issue for the project.
- 4.1.6 Spreadsheets were created by the Primary Cataloguer for her own purposes and to aid in establishing familiarity and order in the collection. EH staff valued these spreadsheets and suggested that they be retained as Finding Aids.

4.2 Recommendations

- **Recommendation: ensure strong working relationship**
 - Ensure a strong working relationship between the English Heritage supervisor, in this case Helen Shalders, and the main contract worker, in this case Peta Knott. Also, ensure that the contractor is introduced to the diverse support network of EH staff early on in the project including the Archive Resource Team Leader, Conservation staff, Data Standards Unit and Data Training and Documentation Supervisor. This will prevent any delays in the project as the contractor will have a range of staff to consult as matters arise.
- **Recommendation: Flexible Project Design Timetable**

- A flexible project design timetable will allow for changes and developments in the project as the cataloguer becomes more familiar with the collection. Often very little is known about a donated collection and it is not until the cataloguing and researching begins that the full extent of the collection is known. While major milestones in the ADU archive project were followed such as preparing the videos for digitising, the cataloguing timetable was determined by the Primary Cataloguer, such as prioritising the slides as the former ADU member Ian Oxley was going to be available for consultation on the unlabelled slides.
- **Recommendation: Consult Former Creators of the Collection Early**
 - Consult former creators of the collection early on in the project and contact as many as possible as each will contribute different information to the archive. Consultation with former ADU members was begun early on in the project (October 2014 Report) with Ian Oxley and Antony Firth providing details on unlabelled slides. However it was not until January 2015 that contact was made with Steve Liscoe who was one of the longest serving ADU members and the person who dealt most with the collection prior to its transfer to English Heritage. His involvement with the project at an earlier stage may well have speeded up the cataloguing process by providing details of the collection that were researched through a longer process.
- **Recommendation: In-person Consultation with Former Collection Creators**
 - In-person consultation with former collection creators part way through the project would be of benefit to ensure correct and detailed information is available about the collection. While the mostly online consultation with former ADU staff was sufficient for the scope of this project, there may have been some benefit in allowing Steve Liscoe to view the collection in-person and recording the information he imparted. Digitisation of certain slides and screen shots of anomaly videos provided sufficient information for this project.
- **Recommendations: Create Finding Aids**
 - Future projects of this nature should strongly consider creating finding aids in conjunction with the AMIE database. This will allow the cataloguer to become more familiar with the collection and also to bring order to the collection where necessary as sometimes it is not practical to catalogue the collection as is. This was the case with the 35mm slides in the ADU collection where they required some reorganisation to form two distinct collections of fieldwork (ADU01/08) and teaching slides (ADU01/13). The finding aid spreadsheets also provide backups for the likely technical problems with AMIE.

5 POST-PROJECT EVALUATION PLAN

Did the project achieve the stated Aims and Objectives?

- 5.1.1 **Aim:** produce a catalogue of the ADU archive that will enable researchers to identify relevant material ahead of visiting Swindon and improve public access to the ADU archive holdings.

Achieved: catalogued 1076 items on AMIE and made them available through English Heritage Archives online catalogue. Promoted the ADU archive to the key interested party of designated wreck licensees through several blogs and at the International Shipwreck Conference.

Aim: prioritise the audio-visual material in the collection for future programmes of digitisation supporting both long term preservation and access and to transfer such VT as is of meaningful content and quality to an appropriate digital format to allow open access to future users.

Achieved: assessed all audio-visual material and identified duplicates, blank tapes and possible mis-labelling. Included appropriate information on the AMIE catalogue to allow future users to identify relevant videos for their research purposes.

5.1.2 **Objective:** prepare catalogue structure and review AMIE maritime thesaurus.

Achieved: in consultation with English Heritage staff, amended the project design catalogue structure to a more appropriate arrangement that followed the standard English Heritage archive structure. See Appendix 1.

Reviewed the AMIE maritime thesaurus and had several new terms added to fulfil the requirements of the ADU archive. See Section 2.1.14.

5.1.3 **Objective:** process holdings as per the Summary Shelf List and Appraisal through the creation of a full catalogue of the collection.

Achieved: created 1076 records in 16 series with detailed information for each record including cross referencing across the collection.

5.1.4 **Objective:** create a list of loaned items which can be pursued and recovered from borrowers.

Achieved: created a list of outstanding loaned items including the person or organisation to whom they had been loaned. Also identified items whose return from loan had not been noted.

5.1.5 **Objective:** arrange for digitisation of VTs to MPEG 4 files for digital storage.

Achieved: deposited 307 tapes with AVP Studios for transfer to digital MPEG4 format. Tested a sample of transferred videos before all tapes were digitised to check for content and quality. Retrieved all 307 tapes and returned them to the archive.

5.1.6 **Objective:** assess the worth of video footage in consultation with Ian Oxley of English Heritage and the ADU Cataloguing Project staff.

Achieved: reviewed all the digital copies to assess accuracy of labelling, content and quality. All digitised video records in the online catalogue give information about the content, sound and picture quality, underwater visibility where appropriate and give warning in a few cases where bad language is on the recording or non-ADU footage is included. Several videos sent for digitising were found to be blank or unable to be read.

5.1.7 **Objective:** deaccession non-ADU collection material to appropriate people or organisations

Achieved: assessed non-ADU items in the collection and identified the appropriate location for them. Completed English Heritage deaccession paperwork and prepared the items for postage.

- Personal digital photographs sent by dropbox to Mark Lawrence;

- Muckelroy 35mm slide collection posted to Steve Liscoe to pass on to Colin Martin on behalf of the Muckelroy Estate;
- Personal 35mm slides and negatives posted to Steve Liscoe to be passed on to Martin Dean;
- Scottish wreck material (35mm slides and a Hi8 tape) posted to the Royal Commission on Ancient and Historical Monuments of Scotland;
- Northern Irish wreck material (35mm slides) posted to the Department of Environment; and
- Welsh wreck material (35mm slides) posted to the Royal Commission on Ancient and Historic Monuments of Wales.

5.1.8 **Objective:** create a comprehensive list of all reports written by ADU (additional aim post-project design).

Achieved: assembled a complete list of reports produced by the ADU from 1986-2002 including whether they are in digital, hard copy or both formats in the ADU archive.

Which project processes worked successfully and why?

- 5.1.9 Completing the project in the Swindon Archives Facility was an efficient way to complete the project. Having the collection, cataloguing system, Primary Cataloguer and support staff all in one location at Swindon was the only way that this project could have been successfully completed.
- 5.1.10 Having the Secondary Cataloguer assist towards the end of the project reduced stress and allowed for any unplanned absences from work by the Primary Cataloguer. Also it was useful to have a fresh pair of eyes review the collection and ensure quality cataloguing had taken place.
- 5.1.11 Having external consultants in the form of former ADU staff and Wessex experts allowed for detailed information to be recorded about the collection both in the content and format of the individual records.
- 5.1.12 The transfer of zip disks was a smooth process and took place at Wessex Archaeology Salisbury office. It was fortunate to have continued access to the zip disk reader post transfer so that when blank folders were identified on the hard drive, it could be proved that they were genuinely blank and no error of transfer had taken place.
- 5.1.13 The transfer of audio-visual tapes by a local Swindon sub-contractor took place very smoothly. AVP Studios were exceptional in completing this task and assured the safety of the videos in a fire proof cabinet when not in use. They offered to run a batch of videos to test before the bulk of the collection was transferred. The studio was happy to ensure that all videos were rewound to the beginning to comply with conservation requirements. The owner Bob Myers was available for consultation when required and obliged by transferring a tape that had been overlooked in the main part of the process with no extra charge. The transfers took place smoothly and quickly as the contractor had at least 6 transfer stations set up at any one time and diligent checking of the end product took place regularly. The close proximity of the studios to the archive centre also streamlined the transfer process however it should be noted that transport of the archive items was completed in a personal car and contingencies should be made for future projects.

Which project processes encountered problems and why?

- 5.1.14 The process of using English Heritage computers often encountered problems as the system is known to be old and overloaded. As was expected by English Heritage staff, the rather old AMIE cataloguing system regularly froze. Consultation with Kieran Byrne, Data Training and Documentation Supervisor either fixed the problem or developed work-arounds to allow cataloguing to continue. Similarly, the WebGIS programme regularly froze until EH staff recommended having firefox installed. As predicted, this fixed the error (September 2014 Report).
- 5.1.15 Some aspects of cataloguing encountered problems due to lack of information and poor previous arrangement of the collection. This was the case with the 35mm slides and Wreck and Subject Folders. However consultation with former ADU members resolved the 35mm slide issues which lead to two slide series being created and many slides deaccessioned to more appropriate private and public collections (October 2014 Report). English Heritage archive staff provided guidance on arranging the Wreck and Subject folders in a logical order (November 2014 Report).
- 5.1.16 This project encountered many small issues in cataloguing and rehousing this atypical collection compared to other English Heritage archive collections. The ADU Archive consisted of paper based as well as digital material and a range of different audio-visual tapes along with negatives and 35mm slides. English Heritage archives are typically photographs or paper based items. English Heritage archives also tend to be land based rather than foreshore or underwater locations as was most common with the ADU Archive. However, through clear discussion with English Heritage staff and slight adaptation of English Heritage archive system, it was possible to accommodate the different subject matter and material type with relative ease.
- 5.1.17 Promotion of the ADU Archive through English Heritage streams proved to be a slow process due to it being a large organisation and one that is transitioning to become Historic England. This issue was solved by Wessex Archaeology releasing the blogs, with English Heritage's approval ensuring that the information was made available to the public and future researchers of the collection.

Did quality-assurance procedures work well?

- 5.1.18 The Quality Assurance procedures worked well as the accepted English Heritage methods were used and several sessions of checks were undertaken throughout the project completed by the Cataloguing Team Leader and Cataloguing Manager. All issues that were highlighted during these checks were quickly implemented to ensure correct cataloguing practices took place.

Was the Project Team sufficiently skilled, trained and empowered?

- 5.1.19 The Project Team had sufficient archive skills, received appropriate training and were able to call upon relevant English Heritage staff to efficiently complete the project.
- 5.1.20 The two contract cataloguing staff received initial training in AMIE and WebGIS which was sufficient to allow cataloguing to commence. While these contract staff were competent in cataloguing, the AMIE and WebGIS systems were quite complex and took some time to learn all aspects of the programs. As issues arose during the cataloguing process, either due to the cataloguer's inexperience or the unusual nature and content of the ADU archive, the project team were able to consult Kieran Byrne, Data Training and Documentation Supervisor, to gain further training or to solve the problem.

- 5.1.21 As was predicted, additions were required to the AMIE catalogue to accommodate the ADU archive. The project team were able to work with the data standards team to find appropriate terms within the EH standards and have them added to the system. See Section 2.1.14
- 5.1.22 The ADU collection was atypical of the usual English Heritage Archive of photographs and papers and this proved to be a challenge for cataloguing and storage of the archive material. However the project team were able to consult with archives staff to find appropriate housings in which to place the catalogued items.

Were sufficient Risk strategies in place and managed?

- 5.1.23 Potential risks were identified in the Project Design and managed accordingly:

Risk: Cataloguing time is longer than 25 items per day

Resolution: One of the first tasks completed was to catalogue a few of each archive series and to calculate the individual cataloguing time and then extrapolate this to the entire collection. These calculations proved that it was possible to complete the cataloguing process within the allocated time frame.

Risk: More than 2500 items require cataloguing

Resolution: Constant review of the archive numbers and prioritising certain aspects of the collection kept the collection numbers in check. A backup risk management strategy was to not catalogue all items down to Level 5. It was decided that it was not practical to catalogue all of the slides and negatives to Level 5 both due to time constraints and to lack of information about large sections of the collection. As only a small selection of slides were digitised, it was only relevant to catalogue the digitised images to Level 5 and leave the remainder at Level 4 but with the potential to be catalogued individually at a later date.

Risk: Unknown quantities of poorly labelled or unlabelled materials

Resolution: The initial review of the collection focussed on levels of associated metadata as well as pure numbers of collection items. Cross referencing of collection records with the list of ADU dives also allowed for correction of small errors and reconciling of conflicting information. Also, as the cataloguer became more familiar with the collection certain connections between collection records could be made which provided supporting documentation and a stronger catalogue. Throughout the project, relationships with former ADU members were developed either through in person or email consultation, they provided supporting information and identified unlabelled materials.

Risk: Transfer of data requires longer than predicted

Resolution: The transfer of both zip disk data and videos was completed early in the project to allow sufficient extra time for these tasks should they be needed. Both these transfers were undertaken with no delays.

Risk: Non-availability of key Wessex Archaeology or English Heritage staff

Resolution: A sufficient support network of English Heritage staff was developed to allow work to continue even when the key English Heritage member was not available.

Likewise, English Heritage allowed Wessex Archaeology staff to have flexible work hours and locations to fit in with other work commitments.

Risk: Resource programming constraints

Resolution: The Second Cataloguer was brought in for a week to cover leave taken by the Primary Cataloguer over Christmas. The Primary Cataloguer was also allowed flexible work arrangements which allowed working from home during an ongoing illness but work still got done.

Risk: Critical failure of English Heritage computer network

Resolution: Spreadsheets were created to track the creation of AMIE records and this proved useful during times of technical upheaval allowing work to progress without the main system being available. English Heritage also had back up protocols in place to ensure no loss of data.

Risk: Infestation of project files through viral attack

Resolution: English Heritage's standard procedures for digital attack were followed including password access to computers and programs and only using registered hard drives for transfer of digitised footage.

Were allocated time and resources sufficient?

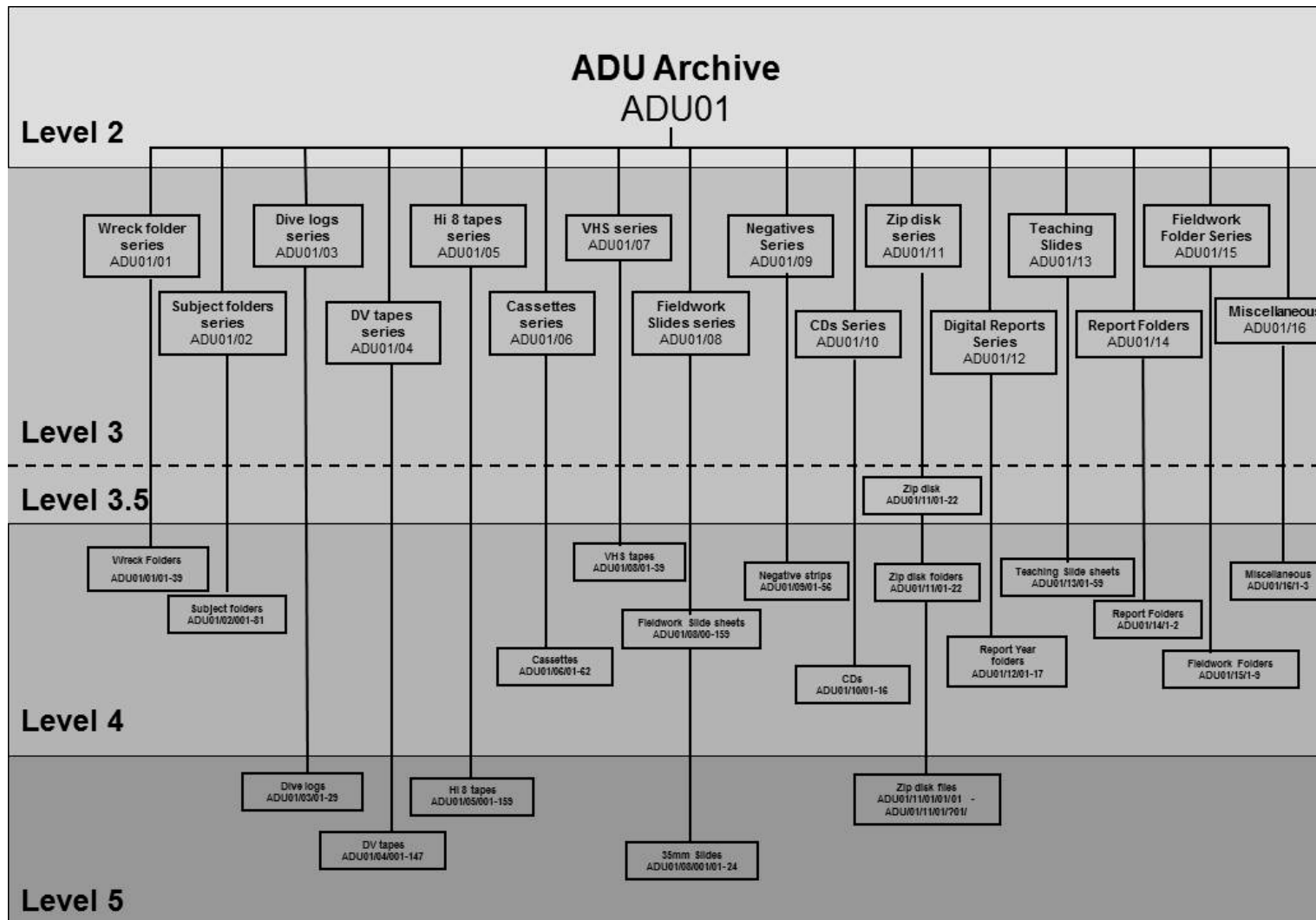
- 5.1.24 Allocated time and resources were sufficient for this project which was completed on time and in budget. The Primary Cataloguer was able to complete the assigned tasks with a week of assistance from the Secondary Cataloguer to make up for some holidays taken. It was also reassuring to have the Secondary Cataloguer as back up, should any unforeseen circumstances have taken place. Sufficient resources were always easily forthcoming for this project whether it was appropriate storage materials for the collection or hard drives for video transfer to required software to complete cataloguing.

6 CONCLUSION

- 6.1.1 The Archaeological Diving Unit Archive Cataloguing Project was extremely successful, coming in on time and in budget and achieving the aim of creating a fully researched catalogue of the extensive ADU Archive and making it publicly accessible. The project would not have been possible without the support of the English Heritage greater Archives team, former ADU members and certain Wessex Archaeology staff. Through these connections, detailed information about the ADU Archive was located and added into the AMIE catalogue and made accessible through the English Heritage online catalogue. This archive will now be available to interested researchers and will provide an excellent resource for current designated wreck licensees to find out the history of archaeological investigations on their site and to monitor the condition of their wreck.
- 6.1.2 It can be safely said that all parties were satisfied with the success of this project so much so that currently other collections are being looked at for a similar treatment. As the first of its kind, this project developed techniques and forged relationships to prove that a collection can be successfully catalogued by an outside contractor using the English Heritage systems and create a successful publicly accessible archive.



APPENDIX 1





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