

Built Legacy



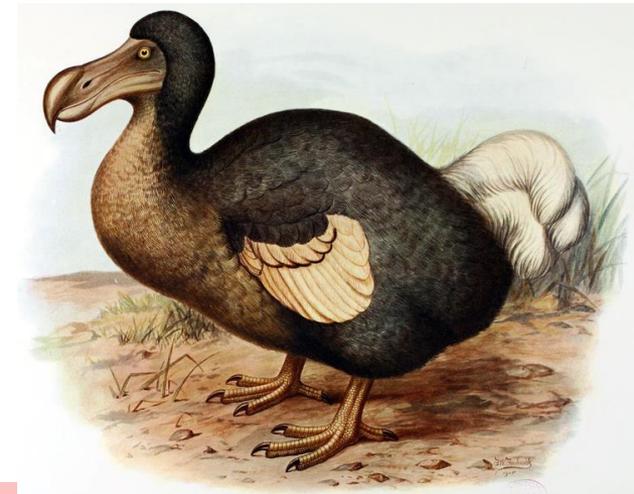
Preserving the results of
historic building investigations
with the Archaeology Data
Service

Louisa Matthews
Collections Development Manager

Exercise: Gone the way of the Dodo?

- Set out the dates to form a timeline
- Hardware
 - Guess the release date
 - Draw a line long the timeline for how long you think it was in use for
- Software
 - Can you guess when the providers last offered support for these formats?

You have 10 minutes!



Introduction

- What is digital preservation?
- Why is it necessary?
- What does it involve?
- What's in it for me?
- What should I do?
- How should I go about it?

What is digital preservation?

“In library and archival science, digital preservation is a formal endeavour to ensure that digital information of continuing value remains accessible and usable... The goal of digital preservation is the accurate rendering of authenticated content over time”

Wikipedia

“Digital Preservation Refers to the series of managed activities necessary to ensure continued access to digital materials for as long as necessary. Digital preservation... refers to all of the *actions* required to maintain access to digital materials beyond the limits of *media* failure or *technological* and *organisational* change.”

Digital Preservation Coalition

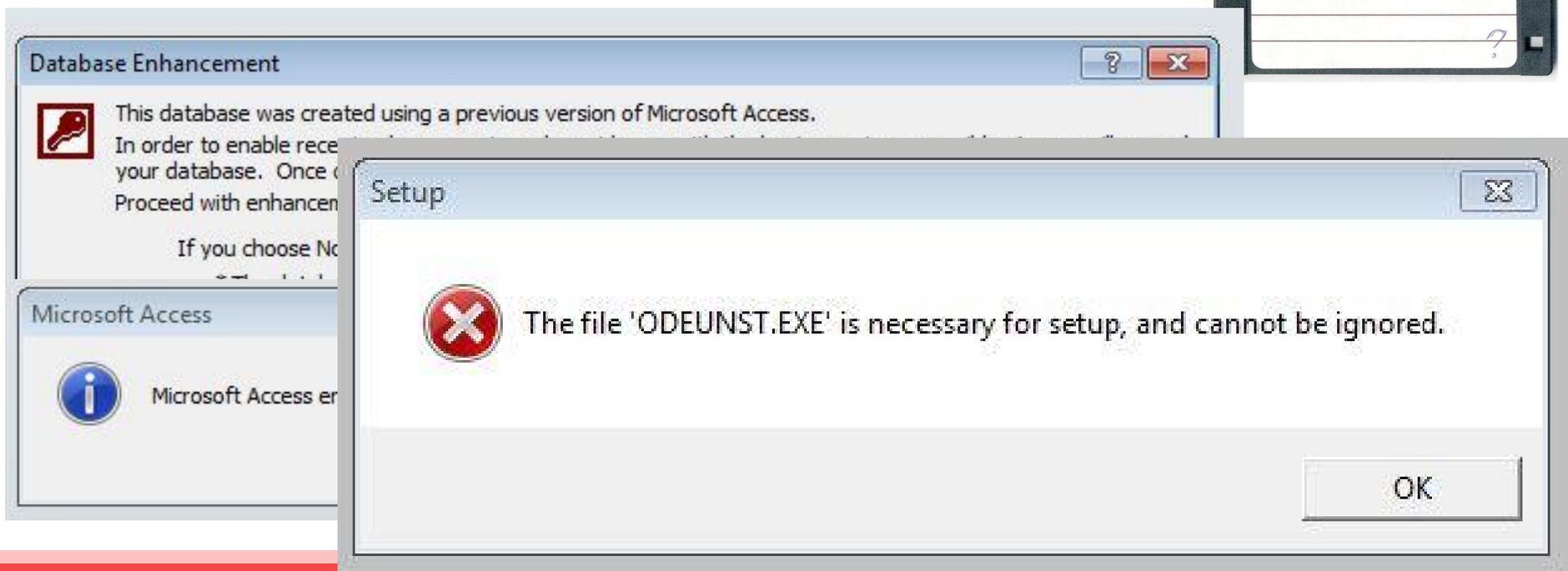
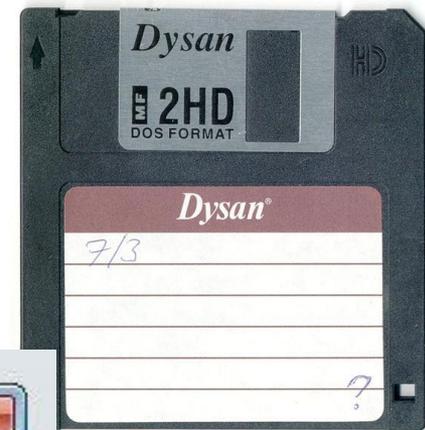
Why is digital preservation necessary?

“The rate of change in computing technologies is such that information can be rendered inaccessible **within a decade...**”

Joint Information Systems Committee: Why Digital Preservation?

Why preservation: Obsolescence

- Hardware
- Formats



Why Preservation: Memory / Access failure

- **Documentation**

What is this? Where is it?

Can I use this picture in my report?

Who took it?



© Waterman
Infrastructure &
Environment Ltd
(2017)

- **Access**

“Dear former employer,

I need my project from a few years ago, can I have a copy please...?”



Santeri Viinamäki [CC BY-SA 4.0 (<https://creativecommons.org/licenses/by-sa/4.0>)]

What does preservation involve? Similarities with Traditional Preservation

- Material needs to be assessed
- Material needs to have a plan made for its long-term survival
- The plan must be appropriate to the material



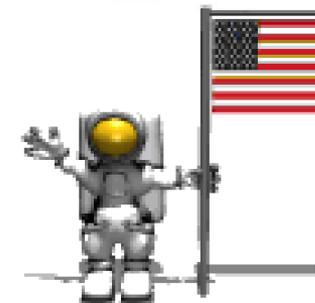
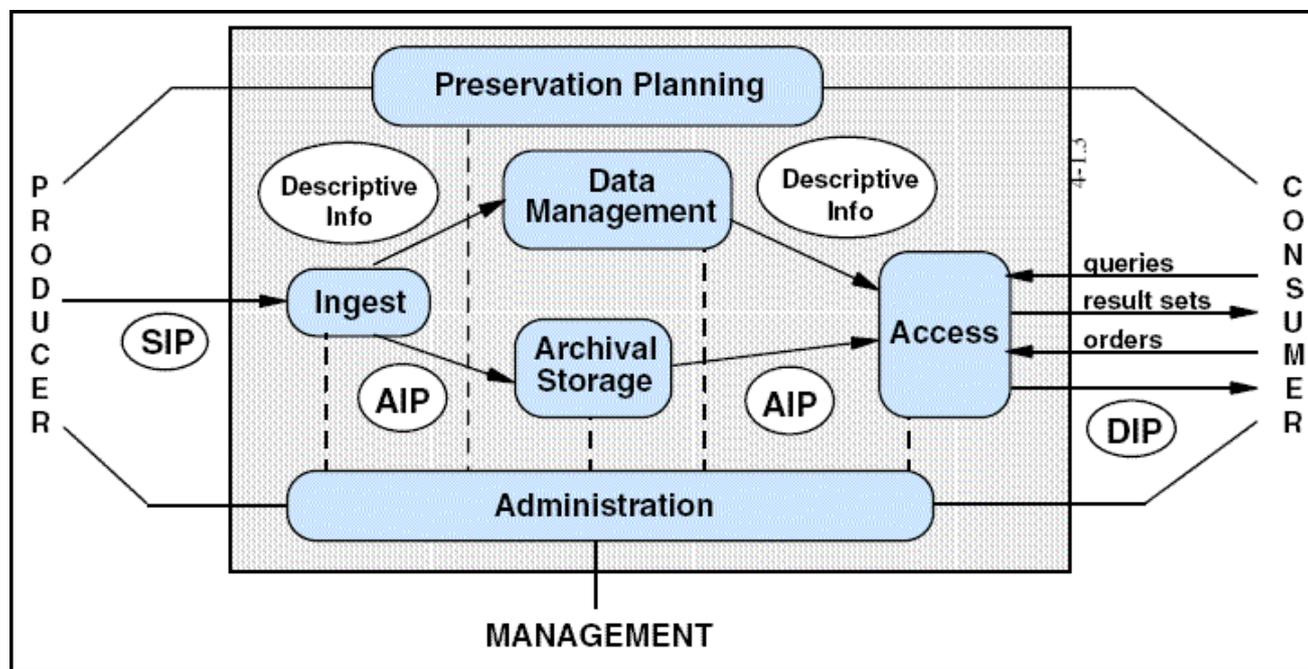
- The correct conservation work must be done to the material
- The material must be monitored and further conservation or remedial work carried out as appropriate
- It should be carried out by professionals who keep up to date with the latest advances



What does preservation involve? Accreditation

How do you know you can trust the way we preserve our data?

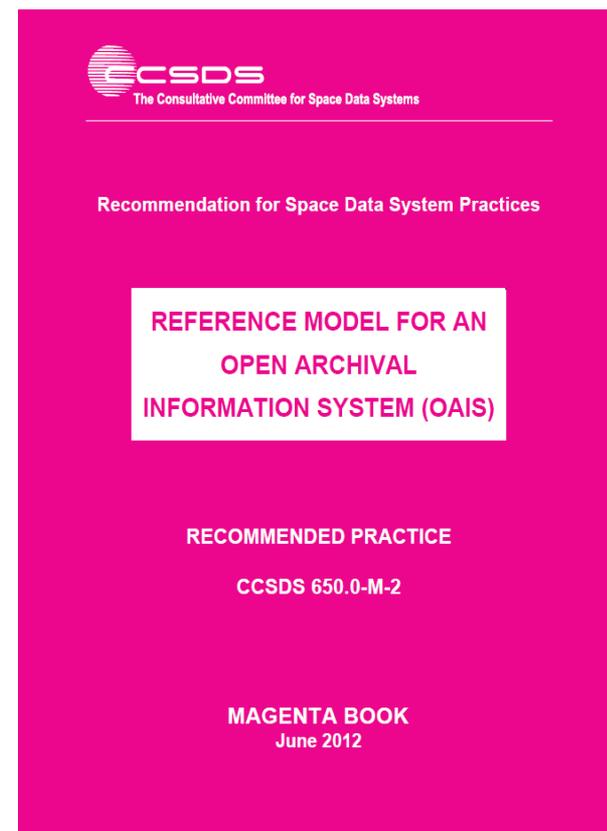
- We hold a Data Seal of Approval
- We follow the Open Archival Information System (OAIS) reference model



What does preservation involve?

Digital Preservation Standards

- **Submission Information Package (SIP):**
Original data supplied by the producer (creator or depositor) including documentation to facilitate archiving and reuse.
- **Archival Information Package (AIP):**
Data generated from the SIP and the long-term Preservation package managed within the OAIS
Including administrative, technical and reuse documentation.
- **Dissemination Information Package (DIP):**
Data generated from the SIP/AIP and made available to consumers (users) including documentation to facilitate use.



What does preservation involve?

Policies

In common with traditional archives

- A collections policy
- Selection and retention, review and disposal
- Sensitive data, DPA/GDPR, FoI policies and protocols
- Human Tissue Act 2004
- Licensing and copyright
- Terms and conditions of use
- Charging policy

Digital Only

- ADS Preservation Policy
- ADS Repository Operations
- ADS Ingest Manual
- Copyright Infringement Policy

What does preservation involve?

Ingest

Data transfer

Virus check

Media and file readability check

Check file formats are suitable for deposit

Documentation and integrity check

Record details of SIP in Collection Management System

Standardise file names

<http://archaeologydataservice.ac.uk>

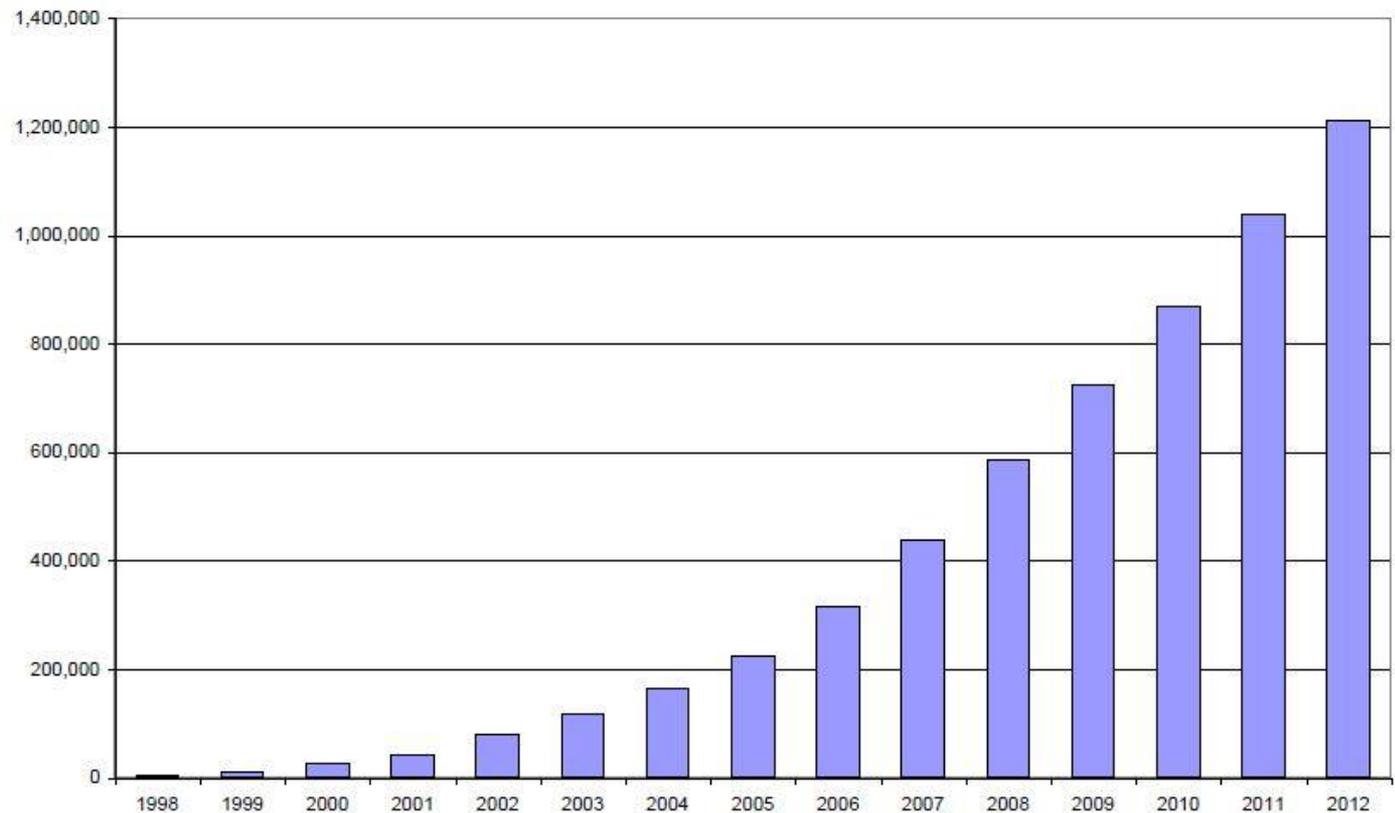
<http://archaeologydataservice.ac.uk>

Copy to data server

What's in it for me?

Visibility!

Figure 5.2: Cumulative website accesses, 1998-2012



Source: Beagrie *et al*
2013 *The Value and
Impact of the
Archaeology Data
Service*

What's in it for me?

I gave it the archive... on a CD... in a box...
in their store... about here



Discovery!

Where's your stuff if
you, or someone else,
wants it again?

OR...

Image © Lucasfilm Ltd

What's in it for me?

It's here...
help
yourself!

Brixworth Church Survey: data digitisation and analysis

David Parsons (FSA), D S Sutherland, 2015

- Introduction
- Overview
- Downloads
- Metadata
- Usage Statistics

Data copyright © Dr David Parsons (FSA), Alex Turner, George Hammerschmidt, Christina Unwin, Dr D S Sutherland unless otherwise stated

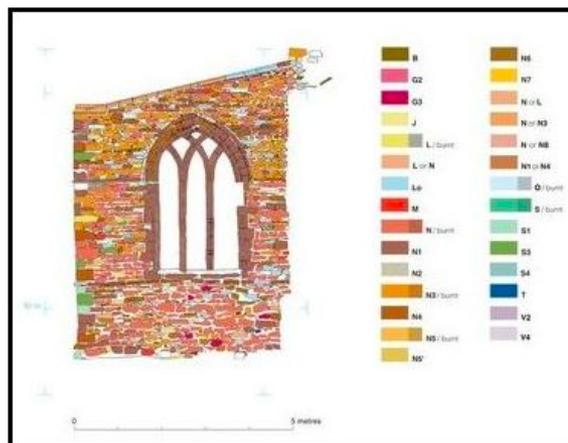
Introduction

The Brixworth Archaeological Research Committee was founded in 1972 and wound up in 2015.

From 1976 a fieldwork project had as its aim the stone-by-stone recording of all the exposed fabric of All Saints' Church, which continued sporadically into the early 1990s, as opportunities for surveying arose. A large number of stone types is present in the fabric and the recording included the petrological identification of each individual building stone.

The survey methods, results and interpretation are published in D Parsons and D S Sutherland, *The Anglo-Saxon Church of*

All Saints, Brixworth, Northamptonshire: survey, excavation and analysis, 1972-2010, (Oxbow Books Ltd, 2013), supplemented by D Parsons, 'All Saints' Church, Brixworth, Northamptonshire: the development of the fabric c.1100 to 1865', *Journal of the British Archaeological Association*, 166 (2013), 1-30.



Primary contact

What's in it for me?

- Risk Management
 - File migrations / data recovery
- Adherence to ClfA best practice
 - 3.4.6 The digital archive should conform to recognised standards and guidelines on how data should be structured, preserved and accessed, as summarised in AAF 2007 and made available by the Archaeology Data Service.
 - 3.5.4 All born digital material should be included in the archive, together with appropriate digital material compiled from paper records.
 - 3.5.5 Digital archive material should be deposited with a trusted digital repository, where data migration and backup procedures are in place, and the integrity of the digital archive is maintained.

Assessment in advance of conversion from bookshop to sandwich shop (A1 to A3).



78 Low Petergate, 1970s – Before and After Alterations

Late C17th and c1760, later modification to Petergate in 1771.

19th Century shop front



a) 1973 Before Renovation

b) 1977 After Renovation

The corner of Low Petergate (York Archives, Y.11520)

Historic Building Planning Files, York Archives

Intangibles?



What should I do?

Everyone has a part to play:

- Development Management Advisors (Archaeologists / Conservation Officers)
- Contractors
- Archives / Museums



What should I do?

- Recognise data is as fragile and vulnerable
- Stop archiving data as objects rather than computerised information
- Raise awareness of what's involved in digital preservation



What should I do?

Development Management Advisors

- Specify that data management plans are put in place in WSIs / Briefs
- Recommend standards and best practices
- Specify the deposit of digital data with a Trusted Digital Repository (ADS)
- Talk about the costs of digital archiving and make sure they're understood

What should I do? Museums & Archives

- Stop accepting CDs and DVDs in documentation boxes (or otherwise)
- Specify the deposit of digital data with a Trusted Digital Repository (ADS)
- Point to the ADS cost calculator for digital data
- Talk to ADS about access to digital data from units and researchers working in your collecting area

What should I do? Contracting Units

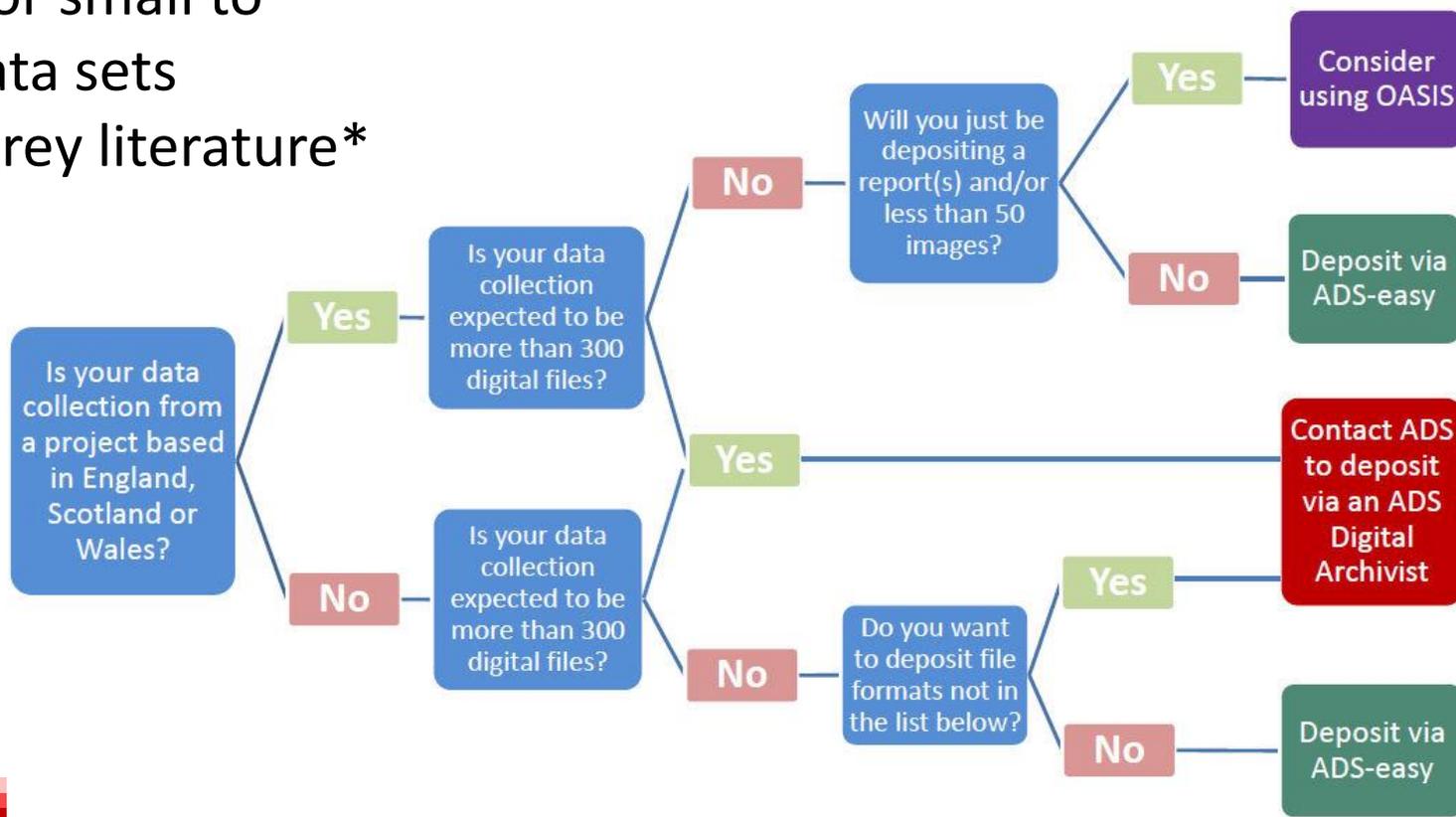
Put in place a data management plan and implement it!

The plan should cover:

- The data you will be creating
- How and when this will be documented (the standards to follow; the naming conventions to use)
- Where data will be stored during the project
- Who is responsible for data security and backups
- Obtaining permission from the owners of the IPR to preserve and distribute the data
- Where data will be deposited after the project

How do I go about preservation? Depositing with ADS

1. **Traditional deposit** for large datasets
2. **ADS-easy** for small to medium data sets
3. **OASIS** for grey literature*



Tools for you: OASIS

Add up to 150 digital photographs with your report for £150+VAT

OASIS
Online AccesS to the Index of archaeological investigationS

Main Menu England Scotland Wales OASIS form Blog Log in

Main Menu

- HOME
- PARTNERS
- DOCUMENT ARCHIVE
- PUBLICATIONS
- TECHNICAL INFORMATION
- CONTACTS
- FAQ

OASIS

About

The OASIS project brings together a number of strategic partners: the Archaeology Data Service, English Heritage, Historic Scotland, the Royal Commission on the Ancient and Historical Monuments of Scotland and the Royal Commission on the Ancient and Historical Monuments of Wales under the umbrella of the University of York.

The overall aim of the OASIS project is to provide an on line index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork and a similar increase in fieldwork undertaken by volunteers. As part of this overall vision, the OASIS data capture form has been designed to help in the flow of information from data producers, such as contracting units and community groups, through to local and national data managers, such as HERs and NMRs. The resulting information will be validated by the relevant NMR (English Heritage's Excavation Index and the RCAHMS' CANMORE records) and passed onto the ADS for inclusion in its on line catalogue ArchSearch. The inclusion of information in ArchSearch will enable users to search for the latest information pertaining to a particular site, type of monument and so on and either provide direct web links through to the grey literature reports or at least act as a pointer to the physical holding place of a report or archive. Grey literature reports are also being made available directly through the ADS Library, where it is possible to search and retrieve reports based on a variety of different data fields. It is hoped that the OASIS project will facilitate the rapid flow of information from producer to user.

Current page: Main
Last visited: Main, PARTNERS, England.

File submission and form progress

Grey literature report submitted?	Yes	Grey literature report filename/s	jensdigg1-270054_2.pdf [3,061.88kb]
Report release delay specified?	Yes	Release delay	Release into ADS library once signed off
Images submitted?	No	Image filename/s	
Boundary file submitted?	Yes	Boundary filename	jensdigg1-270054.zip [1.78kb]
HER signed off?		NMR signed off?	

Upload images Update project entry Request record re-opened Printable version

Email Test SMR about this OASIS record

Tools for you: ADS-easy

ads easy ARCHAEOLOGY DATA SERVICE

Home Costing Calculator Help [Login]

Welcome to ads-easy

ads-easy is a system into which you can upload digital files and associated metadata from archaeological fieldwork and research; on submission these files will be delivered to the ADS for inclusion in our archive.

When should you use ads-easy?

At least for the time being, ads-easy is best used for small to medium sized archives, by which we mean archives of around 300 files of a common type. The system works best with projects that contain straightforward file types such as text, images, spreadsheets and CAD files. ads-easy complements the use of the [OASIS system](#) so is especially useful for depositing the digital outputs of small fieldwork projects where you are happy with a simple archive interface i.e. you don't want an online GiD interface or something similar.

ads-easy can also accept audio, databases and geophysics files but we currently exclude the upload of 3D laser scanning and larger files due to the limitations of using the web to upload large files.

If you are uncertain about whether you should use ads-easy please [get in touch](#) and we can talk to you about the options.

Registering for ads-easy

Please [click here to register for ads-easy](#). If you have already registered, please click on the login link on the menu bar above.

Latest news from the ADS

- March 2013: [Five new archives added to Southampton's Designated Archaeology Collections Programme](#)
- March 2013: [Archaeological and cultural heritage investigations on the site of the London 2012 Olympic and Paralympic Games](#)
- February 2013: [ADS maritime records discoverable through the MEDIN portal](#)
- February 2013: [Re-release of the HMJ Underhill Archive](#)
- January 2013: [The ADS' growing Grey Literature Library](#)
- January 2013: [The Archaeological Journal of the Royal Archaeological Institute at ADS](#)
- December 2012: [Scottish Archaeological Internet Reports at the ADS](#)

legal statement | contact

ads JISC THE UNIVERSITY of York

Traditional Deposit

Name	Date modified	Type	Size
Drawing_Archive	21/06/2018 09:59	File folder	
Photographic_Archive	21/06/2018 10:02	File folder	
ADS_raster_metadata_template.xls	22/05/2017 15:13	Microsoft Excel 97...	55 KB
EED13235_Drawing_Register_ES.xlsx	22/05/2017 15:16	Microsoft Excel W...	13 KB
EED13235_Photographic_Register.xlsx	22/03/2017 09:33	Microsoft Excel W...	14 KB
Phoenix_Place_ADS_vector_metadata_template.xls	25/05/2017 16:33	Microsoft Excel 97...	30 KB

Name	Date modified	Type	Size	File name	Caption	Subject Keyword 1	Subject Keyword 2	Subject Keyword 3	Period term 1 (MIDAS)	Period term 2 (MIDAS)	Period date (BC date to be prefixed using a m...)	Start date	End date
IMG_9068.jpg	16/03/2017 10:36	JPG File	9,262 KB	IMG_9068	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9069.jpg	16/03/2017 10:37	JPG File	9,951 KB	IMG_9069	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9070.jpg	16/03/2017 10:39	JPG File	9,250 KB	IMG_9070	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9071.jpg	16/03/2017 10:39	JPG File	9,043 KB	IMG_9071	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9072.jpg	16/03/2017 10:40	JPG File	9,353 KB	IMG_9072	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9073.jpg	16/03/2017 10:40	JPG File	8,042 KB	IMG_9073	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9074.jpg	16/03/2017 10:41	JPG File	8,925 KB	IMG_9074	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9075.jpg	16/03/2017 10:41	JPG File	8,100 KB	IMG_9075	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9076.jpg	16/03/2017 10:42	JPG File	7,177 KB	IMG_9076	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9077.jpg	16/03/2017 10:43	JPG File	8,333 KB	IMG_9077	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9078.jpg	16/03/2017 10:44	JPG File	7,022 KB	IMG_9078	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9079.jpg	16/03/2017 10:45	JPG File	8,620 KB	IMG_9079	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9080.jpg	16/03/2017 10:45	JPG File	8,239 KB	IMG_9080	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9081.jpg	16/03/2017 10:46	JPG File	8,422 KB	IMG_9081	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9082.jpg	16/03/2017 10:47	JPG File	7,487 KB	IMG_9082	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		
IMG_9083.jpg	16/03/2017 10:47	JPG File	9,343 KB	IMG_9083	External Walls of Site	Industrial	Metal Industry Site	Metal Working Site	Post Medieval	Victorian	1800		

Metadata

- Data about data!
 - For preservation
 - For discovery
 - Collection
 - File
- What goes in your spreadsheet goes straight into our database. If your description says ‘Wall’ how will this distinguish it from the 5,000 or so other files that depict a wall?

Contact us

- Deposit
 - <http://archaeologydataservice.ac.uk/deposit.xhtml>
- Costings
 - <http://archaeologydataservice.ac.uk/easy/costing>
 - collections@archaeologydataservice.ac.uk
- General Help
 - help@archaeologydataservice.ac.uk

Exercise: What's this?!