ADS-EASY ACCESSION CHECKLIST (VERSION 2020)

DIGITAL ARHIVISTS
ARCHAEOLOGY DATA SERVICE
https://archaeologydataservice.ac.uk/

Created date:	22 August 2017
Last updated:	17 January 2020
Review Due:	31 March 2021
Authors:	Jo Gilham, Kieron Niven, Ray Moore, Paul Young, Teagan Zoldoske, Jenny Obrien, Digital Archivists
Maintained by:	Digital Archivists
Required Action:	
Status:	Live
Location:	https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml

1.   Purpose of this document

1.0.1 This document provides an overview of the procedures carried out with regard to accessions received via ADS-easy[1] and OASIS Images.[2] Details of the entire process are available internally, with further documentation within in the ADS Ingest Manual[3] and Repository Operations.[4] This checklist follows the procedures outlined in the general Accession Checklist[5] but aspects of the process are carried out programmatically during ingest.

2.   Accession checklist[6]

2.0.1 Please use with reference to ADS Ingest Procedures Manual.**Error! Bookmark not defined.**

2.0.2 There are currently two methods by which data can be deposited:

- OASIS images - for image only submissions (check restrictions, currently 150 digital images)**Error! Bookmark not defined.**
- ADS Easy - for documents, images, databases, spreadsheets, GIS, geophysics and vector graphics**Error! Bookmark not defined.**

2.0.3 The accessioning of data from ADS-easy follows the same process associated that of a standard collection although parts of the process will have been completed for you. There should be, for example, no need to check formats and virus checks as the ADS-easy system should do this for you.

2.1 Importing Data

2.1.1 The first stage in both is to import the ADS-easy project metadata via the ADS-easy CMS[7] pages.

1. Locate submission and 'Import Data'.
2. Review collection metadata
3. Add people information from the CMS to the collection metadata
4. Create new project within the CMS.
5. Check metadata has been successfully imported and where needed enhance.
6. Check that the collection has been identified with the correct submission stream
7. Make sure that checklist has been created

---

[1] https://archaeologydataservice.ac.uk/easy/
[2] https://oasis.ac.uk/form/ {Restricted Access}
[3] https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#Ingest
[4] https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp
[5] https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml
[6] A fuller and more expansive version of this document is available internally.
[7] The ADS maintains a bespoke Collections Management System (CMS) used to document archives and to preserve collection metadata.

2.2 Accessioning data

8. Import the data
9. Preview and check metadata
10. Copy ADS-easy files to local servers
11. Checking that all the data has been imported
12. Manual media and file readability checks

2.3 Import ADS-easy metadata into the CMS

13. Add file level metadata to the OMS
14. Manually check that the metadata has been imported

2.4 Technical metadata creation and metadata checks

15. Run DROID[8]
16. Update Collection Level Metadata

2.5 Notification

17. Acknowledge receipt of data
18. Issue the deposit licence
19. When the licence is returned
20. Update the checklist
21. Complete

---

[8] DROID is used to generate technical file level metadata. For more information see
https://www.nationalarchives.gov.uk/information-management/manage-information/preserving-digital-records/droid/