Implementation of the Data Seal of Approval

The Data Seal of Approval board hereby confirms that the Trusted Digital repository Archaeology Data Service complies with the guidelines version 2014-2017 set by the Data Seal of Approval Board.
The afore-mentioned repository has therefore acquired the Data Seal of Approval of 2013 on November 7, 2013.

The Trusted Digital repository is allowed to place an image of the Data Seal of Approval logo corresponding to the guidelines version date on their website. This image must link to this file which is hosted on the Data Seal of Approval website.

Yours sincerely,

The Data Seal of Approval Board

Assessment Information

Guidelines Version: 2014-2017 | July 19, 2013
Guidelines Information Booklet: DSA-booklet_2014-2017.pdf
All Guidelines Documentation: Documentation

Repository: Archaeology Data Service
Seal Acquiry Date: Nov. 07, 2013

For the latest version of the awarded DSA   http://assessment.datasealofapproval.org/seals/
for this repository please visit our website:

Previously Acquired Seals: Seal date: March 10, 2011
                                             Guidelines version: 2010 | June 1, 2010

This repository is owned by: **Archaeology Data Service**
                                             The King's Manor
                                             Department of Archaeology University of York
                                             Exhibition Square
                                             YO1 7EP York
                                             North Yorkshire
                                             United Kingdom

                                             T +44 (0)1904 323954
                                             E help@archaeologydataservice.ac.uk
                                             W http://archaeologydataservice.ac.uk/

Assessment

0. Repository Context

Applicant Entry

Self-assessment statement:

The Archaeology Data Service supports research, learning and teaching with freely available, high quality and dependable digital resources. It does this by preserving digital data in the long term, and by promoting and disseminating a broad range of data in archaeology. The ADS promotes good practice in the use of digital data in archaeology, it provides technical advice to the research community, and supports the deployment of digital technologies. http://archaeologydataservice.ac.uk/

Outsourced Partner reference in the Application

Our relationship with the UK Data Archive at the University of Essex forms part of our preservation policy; our back up strategy utilises their deep storage facilty (http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1.3.1.pdf)

This relationship is outlined in guideline 6 on the data repository applies documented processes and procedures for managing data storage.

All urls accessed 25th September 2013.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

1. The data producer deposits the data in a data repository with sufficient information for others to assess the quality of the data, and compliance with disciplinary and ethical norms.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The types of dataset that the ADS accept into the archive are described in our Collections Policy. See in particular sections 2.3.1 to 2.3.2.3 which discuss how we assess the intellectual content of any potential dataset plus its reuse value, whether it is adequately documented and its suitability for digital preservation.

Collections Policy: http://archaeologydataservice.ac.uk/advice/collectionsPolicy

More specific advice and guidance for data producers on metadata and documentation that should be associated with an archive can be found in our Guidelines for Depositors and also our Guides to Good Practice Series which is in the process of being reworked and updated.

Guidelines for Depositors: http://archaeologydataservice.ac.uk/advice/guidelinesForDepositors

Guides to Good Practice: http://guides.archaeologydataservice.ac.uk/

Where data is submitted for archive that does not have appropriate contextual information, this is highlighted at the ingest stage and the data producer will be contacted and asked to supply more information. The data is only accepted into the archive once this information is supplied.

This process is documented in the ADS Ingest Procedures Manual

Ingest Procedures Manual available from: http://archaeologydataservice.ac.uk/advice/preservation

All URL's accessed 16th August 2013

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

There is no word in the self assessment on "compliance with disciplinary and ethical norms".

2. The data producer provides the data in formats recommended by the data repository.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Advice and guidance on file formats that we accept is available on our website. These guidelines are kept under monthly review in a meeting of the digital archivists where discussions about changes to file formats and new software releases are discussed..

Guidelines for Depositors:
http://archaeologydataservice.ac.uk/advice/depositCreate2#section-depositCreate2-2.2.1.OverviewOfPreferredDataFormats

During the process of accessioning data into the archive, digital archivists check that all deposited files are suitable for ingest. This adherence to an established and well-practiced policy of accepted file formats is observed in order that a suitable migration path for all data can be created. This process is documented in our Ingest Procedures Manual.

Ingest Procedures Manual: http://archaeologydataservice.ac.uk/attach/preservation/ADS_ingest_manual_V2.pdf

The Guides to Good Practice have recently been updated in collaboration with others working in the field of digital preservation. The Guides are aimed at data producers and are intended to help them think about the life cycle of the data they are producing, ensuring that if data is intended for archiving, it is in suitable file formats and with the correct documentation to enable deposition within a digital archive. The revised Guides have been designed to be used online, rather than as a hard copy publication, thereby facilitating future updating to keep abreast of changes in available technologies standards and requirements.

Guides to Good Practice: http://guides.archaeologydataservice.ac.uk/

All URL's accessed 16th August 2013

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

3. The data producer provides the data together with the metadata requested by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Comprehensive advice and guidance on metadata is provided to our data producers. EWach collection should be accompanied by a metadata record based on the Dublin Core standard. Furthermore, the Guidelines for Depositors contain information about documentation required for different types of data. For more complex data types such as databases, Geographic Information Systems and Geophysics, there are templates that the data producer can download and complete in order to ensure data submitted to the archive has the correct level of documentation.

Guidelines for Depositors:
http://archaeologydataservice.ac.uk/advice/depositCreate2#section-depositCreate2-2.2.1.OverviewOfPreferredDataFormats

A template for the recording of project level metadata is also available from the Guidelines for Depositors page. Digital archivists use this data to record and catalogue the collection and to create resource discovery metadata.

Guidelines for Depositors:
http://archaeologydataservice.ac.uk/advice/depositCreate3#section-depositCreate3-2.3.Part3DocumentingTheProject

During the process of accessioning data into the archive, digital archivists check that all deposited files are accompanied by appropriate levels of metadata and documentation. This is documented in our Ingest Procedures Manual. If deposited files are not accompanied by accurate or acceptable metadata a digital archivist will contact the depositors and ask for further metadata or clarification. When this is not forthcoming then the deposit may be rejected. Should the deposit be deemed important enough to accept with less metadata than would be ideal, occasionally the deposit is accepted and disseminated with 'health warnings' should its reuse potential be compromised.

Ingest Procedures Manual available from: http://archaeologydataservice.ac.uk/advice/preservation

We have updated our Guides to Good Practice series which includes further advice on documentation and metadata and includes details of technologies not covered in the Guidelines for Depositors (such as laser scanning and marine remote sensing).

Guides to Good Practice: http://guides.archaeologydataservice.ac.uk/

All URLs access 16th August 2013

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

4. The data repository has an explicit mission in the area of digital archiving and promulgates it.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Our Preservation Policy, ratified by the ADS Management Committee, is available on-line and the first paragraph of this can be seen as our mission statement.

"The Archaeology Data Service (ADS) supports research, learning and teaching with high quality and dependable digital resources. It does this by preserving digital data in the long term, and by promoting and disseminating a broad range of data in archaeology. The ADS promotes good practice in the use of digital data in archaeology, it provides technical advice to the research community, and supports the deployment of digital technologies."

Preservation Policy: http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1.3.1.pdf

By taking a lead in developing the Guides to Good Practice we engage with both the archaeological and digital preservation communities to work in promoting the use of good standards in digital archiving.

Guides to Good Practice: http://guides.archaeologydataservice.ac.uk/

We employ a member of staff (Communications and Access Manager) whose remit it is to promote the work of the ADS both in the area of standards development and digital preservation but also in the reuse of the digital resources which can be accessed via the ADS website. This is done through a range of visits to University Archaeology Departments, a high level of visibility at archaeology conferences both in the UK and internationally and through the use of social media.

In terms of succession planning, we have a preservation legacy fund which would help us preserve data if the ADS were to be succeeded by a different body. This preservation legacy fund is mentioned in our Preservation Policy (section 6.3.2).

The terms of our depositor licence agreements enable us to pass data on to another body for preservation if the need arises.

Sample deposit licence: http://archaeologydataservice.ac.uk/attach/guidelinesForDepositors/ads_licence_form.pdf

All URLs accessed 16th August 2013

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Concerning succession planning the Preservation Policy does nor make clear whether the University of York formally takes any responsiblity when the ADS would cease to exist.

5. The data repository uses due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

All data producers who wish to deposit with us have to sign a deposit licence. The ADS will not accept materials for archive which have unclear ownership or unresolved rights issues.

Sample deposit licence: http://archaeologydataservice.ac.uk/attach/guidelinesForDepositors/ads_licence_form.pdf

We also have a published policy on the deposition of personal, confidential and sensitive personal data.

Guidance on the Deposition of Sensitive Digital Data:
http://archaeologydataservice.ac.uk/advice/sensitiveDataPolicy

Access to archived data by consumers is governed by our Copyright and Liability Statements and Common Access Agreement.

Copyright and Liability Statements and Common Access Agreement:
http://archaeologydataservice.ac.uk/advice/termsOfUseAndAccess

When requested alternative arrangements can be enacted which meet other established copyright and legal statements of use and reuse (national and international), particularly Creative Commons (CC-BY). This is accomplished through an addendum to the standard licence agreement. All data served by this special licence is marked accordingly.

The ADS is also governed by the legal statements of its host institution, the University of York

University of York Legal Statements: http://www.york.ac.uk/docs/disclaimer/disclaimer.htm

All URLs accessed 16th August 2013

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

Minor, formal point: The University of York Disclaimer, mentioned in the self assessment, concerns the website of the University. At first sight (from the home page of the ADS) it is not totally clear that this concerns the ADS website as well. This is, however clearklly the case, as, according to the self assessment, "the ADS is also governed by the legal statements of its host institution, the University of York".

6. The data repository applies documented processes and procedures for managing data storage.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

All of our processes and procedures are documented in our Preservation Policy. Section 6.3.1 of the policy describes the backup strategy, which utilises a deep storage facility at the UK Data Archive at the University of Essex.

Preservation Policy: http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1.3.1.pdf

Data recovery provisions are detailed in our Disaster Recovery Plan. This is available on our internal staff wiki and printed copies are held elsewhere.

Disaster Recovery Plan: http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=DisasterRecoveryPlan and available as Google Docs (internal access only)

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

The Disaster Recovery Plan could not be consulted.

7. The data repository has a plan for long-term preservation of its digital assets.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The ADS follows the Open Archival Information System Reference Model (OAIS) and uses a number of migration types in order to preserve data: normalisation, version migration, format migration and refreshment. These are discussed in more detail in our Preservation Policy.

Preservation Policy: http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1-1.pdf

Consistency and validation checks on the data within the Submission Information Package are carried out as part of the Ingest process. These checks vary depending on the nature of the files that are deposited with us. They are carried out to ensure that the data is suitable for archiving and future migrations. This process is documented within our Ingest Procedures Manual.

Ingest Manual: http://archaeologydataservice.ac.uk/attach/preservation/ADS_ingest_manual_V2.pdf

File migration is often carried out at the point when we ingest the data into our archive. However, further migrations may need to be carried out at a later date to stop future obsolescence. These migrations are documented within the ADS' Collections Management System creating a record of all processes enacted on files, allowing Archivists to manage current and future migrations. The ADS have procedures in place to review the file types that we have in our collections and plan for migrations where appropriate. Review is carried out on an annual basis by the Archival and Technical team at the ADS.

File migrations: http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=FileMigration (internal access only)

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

The File Migrations document could not be consulted.

8. Archiving takes place according to explicit work flows across the data life cycle.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Archiving is carried out in accordance with the procedures set out in the following two documents:

ADS Ingest Manual: http://archaeologydataservice.ac.uk/attach/preservation/ADS_ingest_manual_V2.pdf

ADS Repository Operations:
http://archaeologydataservice.ac.uk/attach/preservation/ADS_Repository_Operations_V2.pdf

Internally, this documentation is reinforced by procedural documentation within the Collections Management System, which promotes a consistent archival workflow. The Collections Management System also allows the documentation of the data life cycle.

Collection Management System: http://medea.york.ac.uk:8888/cms3/ (internal access only).

Specifics on the migration paths for individual types of file are recorded in the data procedures manuals. A separate manual exists for each of the following groups of files:

• Audio
• Binary and plain text
• CAD and vector graphics
• Databases
• Geophysics
• GIS
• GPR

- Lidar
- Moving images
- Photogrammetry
- PTM & RTI
- Raster images
- Spreadsheets
- Statistics
- Virtual reality
- Websites and marked up text

Data Procedures: http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=DataProcedures (internal access only)

Changes to preservation procedures for a particular file type are discussed in a monthly meeting of Archival and Technical Staff, (the minutes of which are made available on the staff wiki) and the relevant data procedures document is updated accordingly.

Migration of a batch of files within our archive may become necessary for a number of reasons including:

* version change (many formats change or evolve over time)

* format obsolescence (a format is or is becoming deprecated)

* another format becomes a more attractive preservation option

As with migrations during accessioning it is important that the significant properties of a file are retained. As such migrations are likely to be complex involving the DIPs or AIPs of multiple resources and multiple systems a migration plan is drawn up before commencing operations. As all files and processes are documented within the Collection Management System the management of the migration workflow can be more effectively achieved.

Public access to the Ingest Manual, Repository Operations and Preservation Policy assures transparency and intelligibility to data producers over the archiving process and the handling of their data.

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

9. The data repository assumes responsibility from the data producers for access and availability of the digital objects.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

A deposit licence must be signed by the data producer before we will accept their data for archiving. We will not carry out any work on submitted data until such a time as the licence has been signed and returned to us. The data producer must sign the licence to verify that they hold the copyright for the data in question and that they are happy for the ADS to archive and distribute the data for educational purposes on their behalf.

Sample deposit licence: http://archaeologydataservice.ac.uk/attach/guidelinesForDepositors/ads_licence_form.pdf

We have a Disaster Recovery Plan which covers such a wide range of issues, such as hardware failure, theft, data loss and flooding.

Disaster Recovery Plan:
http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=DisasterRecoveryPlan and available as Google Docs (internal access only)

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

10. The data repository enables the users to discover and use the data and refer to them in a persistent way.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Data is made available on our website in a selected number of file formats that are useful to our data consumers. We try to ensure that the file types we make available are ones which are widely used by our designated community or where software is freely available to view the files.

A set of internal wiki pages (data procedures) used by ADS archivists documents which file formats we should make available to data consumers. This ensures consistency between individual collections within our holdings.

Data Procedures: http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=DataProcedures (internal access only)

Search facilities into the archives are available on the ADS website. Searching can be carried out through 'Archsearch' and Archive specific searches, using a combination of a keyword search and a facetted classification browser and map based interface.

Archsearch: http://archaeologydataservice.ac.uk/archsearch/.

ADS Archives listing and search: http://archaeologydataservice.ac.uk/archives/

Resource discovery metadata about our holdings is available as a web service. OAI targets are routinely set up on request.

Each year we review our web-interface and work to enhance elements, for example including a use statistics page to each of the individual collections.

Permanent urls have been allocated to ADS archives for some years now and we are committed to ensuring the stability of these. Recently this work has been enhanced by the allocation (minting) of Digital Object Identifiers (DOIs) for each archive collection and each report within the Grey Literature Library. The ADS uses the Digital Object Identifier (DOI) System for uniquely identifying its digital content. The DOI System is an ISO International Standard and managed by an open membership consortium including both commercial and non-commercial partners.

DOIs are persistent identifiers which can be used to consistently and accurately reference digital objects and/or content. Within the ADS, DOIs are used to reference digital archives, and in the future selected individual digital files. The DOIs provide a way for the ADS resources to be cited in a similar fashion to traditional scholarly materials. DOIs can be thought of as a combination of a URL and an ISBN number.

Each DOI has metadata associated with it, such as subject, location (URL), publisher, creator, etc. While the metadata can change for a DOI, the actual DOI name will never change. This allows for an archive's DOI to be permanent while the actual location of the archive can change. In this sense, citing a DOI is much more robust and permanent than merely citing a URL, since the DOI will always resolve to the current location of the archive.

DataCite home page: http://datacite.org/

Library of Unpublished Fieldwork Reports: http://archaeologydataservice.ac.uk/archives/view/greylit/

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

11. The data repository ensures the integrity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

3. In progress: We are in the implementation phase.

Self-assessment statement:

Fixity information is currently stored for all files in the form of an MD5 checksum. These checksum values are checked and compared when the files are moved or when that specific collection is worked on. This process is documented in our Ingest Procedures Manual

Ingest Procedures Manual: http://archaeologydataservice.ac.uk/attach/preservation/ADS_ingest_manual_V2.pdf

The implementation of workflows that allow for the creation of file level metadata was accomplished through the ADS+ project. These methodologies allow the ADS to programmatically identify, generate checksums and other metadata for each digital object within our collections. This is accomplished using the National Archives file profiling tool (DROID) and the online registry of technical information (PRONOM). This data is held in a Fedora Commons compliant system within the Collections Management System where it readily accessible manually or programmatically (internal access only). This file level metadata allows for automated checking of fixity values in order to ensure the integrity of digital objects in our care, but also for more effective management of collections.

ADS+ project page: http://archaeologydataservice.ac.uk/research/ADSplus

DROID: http://www.nationalarchives.gov.uk/information-management/our-services/dc-file-profiling-tool.htm

PRONOM: http://www.nationalarchives.gov.uk/PRONOM/Default.aspx

Collection Management System: http://medea.york.ac.uk:8888/cms3/ (internal access only).

For the majority of ADS collections, versioning isn't an issue. For the most part the data that we ingest is in a finished and complete state. For some collections however, a regular program of updates and additions is agreed with the data producer. In such cases we add an 'edition number' to the directory name for that collection in order to keep track of the number of versions we have received. Unless a specific request has been made by the data producer, only the most recent version of the data that we hold will be made available to the data consumers. The process of assigning edition numbers to directories is documented in the ADS Repository Operations document.

ADS Repository Operations:
http://archaeologydataservice.ac.uk/attach/preservation/ADS_Repository_Operations_V2.pdf

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

The self assessment does not totally make clear why and how far this guideline is still in the mplementation phase, as the ADS+ project is finished.

12. The data repository ensures the authenticity of the digital objects and the metadata.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

We have a document on our internal wiki which gives guidelines to ADS archival staff on what to do if they have to edit or update archived data. Though as a rule we discourage any edits to data once the data has been deposited with us, there are some occasions where we need to edit the content. We will only do this with the explicit permission of the data producer and with a fully documented audit trail within the Collection Management System.

ADS guidelines on editing and updating archived data:
http://minerva3.york.ac.uk:8282/wiki/Wiki.jsp?page=EditingData (internal access only)

Collection Management System: http://medea.york.ac.uk:8888/cms3/ (internal access only).

Migration of data is a key part of our archiving work. Where file migrations need to take place, we have a series of documents that help ensure that it is done correctly and consistently. This is accomplished through a series of checklists within our Collection Management System which digital archivists must work through in order to ensure all steps of the process are carried out. This includes assessing the significant properties of the files in question and checking that these significant properties are preserved (checking is carried out on a sample of the data files – it is not always feasible to check all files).

Procedure checklists: http://medea.york.ac.uk:8888/cms3/ (internal access only)

The processes that we go through in order to accession and archive a collection are described and documented in the Ingest Manual. A more detailed description of the structure of our Archival Information Packages can be found in the ADS Repository Operations document.

ADS Ingest Manual: http://archaeologydataservice.ac.uk/advice/preservation

ADS Repository Operations:

http://archaeologydataservice.ac.uk/attach/preservation/ADS_Repository_Operations_V2.pdf

All changes to files by our archivists – whether edits to content, or file format migrations, are recorded in the Process metadata section of our Collections Management System. Descriptive metadata relating to the collection as a whole is also stored in our Collections Management System.

Collection Management System: http://medea.york.ac.uk:8888/cms3/ (internal access only).

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

13. The technical infrastructure explicitly supports the tasks and functions described in internationally accepted archival standards like OAIS.

Minimum Required Statement of Compliance:

3. In progress: We are in the implementation phase.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The ADS has adopted the OAIS reference model. We carry out the six mandatory responsibilities and can map our activities to the OAIS data model. The following publication describes how we carry out each of the six mandatory responsibilities:

Mitcham, J. & Richards, J. (2011) "Digital archiving at the Archaeology Data Service: a quest for OAIS compliance", in eds E. Jerem & V. Szevere'nyi, (eds) On the road to reconstructing the past, Proc. 36th Int. Conf. on Computer Applications and Quantative Methods in Archaeology (CAA), Budapest, Hungary, 2008. (a copy of this article can be made available on request)

Our Preservation Policy and Repository Operations documentation also describes our work within the framework of OAIS.

Preservation Policy: http://archaeologydataservice.ac.uk/attach/preservation/PreservationPolicyV1.3.1.pdf

ADS Repository Operations:
http://archaeologydataservice.ac.uk/attach/preservation/ADS_Repository_Operations_V2.pdf

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

14. The data consumer complies with access regulations set by the data repository.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Terms of access to all of our collections are defined by our Copyright and Liability Statements and Common Access Agreement. All users have to agree with these in order to access the archives. The terms state that the data should only be used for teaching, learning and research purposes, should not be used for commercial gain and that sources should be correctly acknowledged.

Copyright and Liability Statements and Common Access Agreement:
http://archaeologydataservice.ac.uk/advice/termsOfUseAndAccess

These terms of use are applied in the majority of circumstances, except when special licences are requested by depositors for alternative access/reuse measures, e.g. use of Creative Commons.

We have procedures in place to follow should we become aware of improper use of the resources we host.

Copyright Infringement: http://archaeologydataservice.ac.uk/advice/copyrightInfringement

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

15. The data consumer conforms to and agrees with any codes of conduct that are generally accepted in the relevant sector for the exchange and proper use of knowledge and information.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

Terms of access to all of our collections are defined by our Copyright and Liability Statements and Common Access Agreement. All users have to agree with these in order to access the archives. The terms state that the data should only be used for teaching, learning and research purposes, should not be used for commercial gain and that sources should be correctly acknowledged.

Copyright and Liability Statements and Common Access Agreement:
http://archaeologydataservice.ac.uk/advice/termsOfUseAndAccess

These terms of use are applied in the majority of circumstances, except when special licences are requested by depositors for alternative access/reuse measures, e.g. use of Creative Commons.

We have procedures in place to follow should we become aware of improper use of the resources we host.

Copyright Infringement: http://archaeologydataservice.ac.uk/advice/copyrightInfringement

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

There is no reference in the self assessment to general or special (archaeological) codes of conduct. There is also no reference on the webpage http://archaeologydataservice.ac.uk/advice/termsOfUseAndAccess on how Common Access Agreement relates to relevant legislation or codes of conduct.

16. The data consumer respects the applicable licences of the data repository regarding the use of the data.

Minimum Required Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Applicant Entry

Statement of Compliance:

4. Implemented: This guideline has been fully implemented for the needs of our repository.

Self-assessment statement:

The main issue here is being aware of breaches of terms and conditions. This is very hard to police. We do have one notable incident in which the terms of access to our collections was breached and we were forced to act accordingly. This has given us an action plan to follow for any future incidents of this nature. The action plan is documented in the following case study:

Copyright and intellectual property rights – a case study from the web face:
http://archaeologydataservice.ac.uk/advice/copyrightInfringement

Reviewer Entry

Accept or send back to applicant for modification:

Accept

Comments:

From the case study mentioned here it follows implicitly that the ADS in fact has measures at hand when ntellectual property rights are not complied with.