

# Deposit instructions for archaeological data

*This is an old version. The new instructions are currently only available in Dutch. The English translations of these new documents will follow as soon as possible.*

You are about to deposit data with DANS using the online archiving system EASY. This guide will assist you.

Your data will be archived according to the guidelines of the internationally recognized Data Seal of Approval<sup>1</sup>.

The documentation fields (metadata) comply with the guidelines of the Dublin Core standard<sup>2</sup>.

## How to deposit data in 7 steps



### 1. Prepare your data

Select the relevant data files. Check them for privacy aspects and file format issues against the guidelines issued by DANS.



### 2. Go to EASY

Log in at <http://easy.dans.knaw.nl>. If you are new to EASY, you will have to register for an account first.



### 3. Start the deposit procedure

Go to 'New deposit', select your discipline and click 'Start deposit'.



### 4. Documentation and access level

Describe the dataset and indicate whether it is open access or conditionally accessible.



### 5. Upload your data files

Select your data files and click 'Upload dataset'.



### 6. Submit your data files

Accept the license agreement and send your dataset to DANS by clicking the 'Submit' button



### 7. Publication by DANS

DANS will verify the dataset and publish it with the access level set by you. Your data have now been sustainably archived and will be accessible to others on a permanent basis.

<sup>1</sup> <http://www.datasealofapproval.org/>

<sup>2</sup> <http://dublincore.org/>



## Step 1: Prepare your data

When preparing your deposit you should select those data and documentation files from your research which might be relevant for use.

### Data files

The e-depot for Dutch Archaeology has been set up for original and reusable digital data. The nature and the extent of data will be very different for each type of research. In principle, all documentation saved in digital form, such as maps, field drawings, photographs, tables and the publication, could be added to the archives. For that reason, all files that may be relevant to archaeological research in the future should be saved in the e-depot.

Read more about selecting data for each type of research on the web site of the [e-Depot for Dutch Archaeology<sup>3</sup>](#) (EDNA).

### Metadata

Each dataset must also be accompanied by a number of metadocuments. It concerns a documented list of files (file metadata) and codebooks (attribute metadata).

The file list should not contain just a list of file names, but also a description of the contents of the files and interrelations between individual files.

When other researchers use your data, they should have information about the way in which the data have been collected. In many cases, a codebook and a publication about the research will be sufficient. Please make sure that your dataset contains this information.

### Preferred formats

DANS has a list of [preferred file formats<sup>4</sup>](#) available. When data are submitted in a preferred format, DANS guarantees their long-term preservation.

### File size

Files up to 100MB can be easily uploaded to EASY.

For larger datasets, it is recommended to make a zip file of the entire project. While uploading the zip file, EASY will unpack these compressed files and create all original directories and files in one go.

If your files are more than 100MB, you are advised to fill in all descriptive information of the research project, but to leave out the uploading. Send the files on CD-ROM or DVD to DANS. A data archivist will place the files in EASY.

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<sup>3</sup> <http://edna.dans.knaw.nl/>

<sup>4</sup> [http://www.dans.knaw.nl/en/content/data-archive/depositing-data#preferred\\_formats](http://www.dans.knaw.nl/en/content/data-archive/depositing-data#preferred_formats)



## Step 2: Go to EASY

Go to <http://easy.dans.knaw.nl> and log in. If you are new to Easy, click 'Register' and create an account first.

EASY's user interface is in English to enable data access by non-Dutch researchers.

The screenshot shows the 'Welcome to EASY' page. At the top, there is a navigation bar with links for 'Home', 'Browse', and 'Advanced search'. Below this is a search bar with a 'Search' button. In the top right corner, there are 'Register' and 'Log in' buttons, and a prominent blue 'New deposit' button. The main content area has two sections: 'Finding data' on the left and 'Depositing data' on the right. The 'Depositing data' section contains detailed instructions about how to deposit research data securely online. At the bottom of the page, there is a footer with links for 'DANS Data Archive', 'Legal information', and 'Property rights statement', along with build information: 'Version: 2.0-GA.9454' and 'Build: 2011-08-09 10:09'.

Figure 1: Homepage EASY



## Step 3: Start the deposit procedure

In EASY, go to 'New Deposit'. Then select the field Archaeology. When you click 'Start deposit' the deposit procedure is started.



## Step 4: Documentation and access level

After clicking 'Start deposit' you will see a succession of six metadata screens:

1. Primary information and intellectual ownership
2. Research project
3. Digital files
4. Upload files
5. Rights
6. Overview and submitting

### Documentation

These six screens contain seven required fields, marked with a red asterisk\*. Recording metadata is regarded as enrichment. The more fields you complete, the easier it will be for others to find and reuse your data. In addition, it will be easier for other archaeologists to understand the structure and contents. This will reduce the chance of misunderstanding and misuse.

You can import the metadata from a dataset you entered in EASY at an earlier date to use it as a basis for a new deposit by clicking 'My datasets' and the button 'Reuse'.

It is also possible to import the available information in EASY from Archis (see Figure 2.). Unique identification of each archaeological research in the Netherlands is very important. Only in that case, it will have been recorded unequivocally to which research project this dataset belongs. You can enter several Archis Research Registration Numbers for each dataset (formerly referred to as CIS code) by clicking on the plus sign behind the field.

### Language

If your file contains documentation in English, you are requested to complete the fields in English. If all available documentation is in Dutch only, you can complete the fields in Dutch.

### Save draft

At the bottom of each screen you will find these buttons:

|   |   |
|---|---|
|  Leave procedure | : Interrupt the deposit procedure   |
|  Save draft      | : Save any changes  |
|  Previous        | of  Next : Go to the previous or next screen |

After each step in the procedure your input is saved. If you want to save your input in between, click 'Save draft'. You can then log out of EASY, log in again later and resume the procedure where you left off. You will find your previously entered metadata as 'draft' under 'My datasets' as soon as you return.

 Clicking a question mark will open a Help screen with additional information about the corresponding metadata element.

 Clicking the plus sign will create an additional field for the same element.

## Screen 1: Primary information and intellectual ownership

The screenshot shows a web-based form for depositing dataset metadata. At the top, there's a navigation bar with links for 'Home', 'Browse', 'Advanced search', a search bar, and a 'Search' button. Below the navigation is a blue header bar with the text 'Deposit dataset - 1: Primary information and intellectual ownership'. The main form area contains several sections:

- Deposit:** A list of options: 1: Primary information and intellectual ownership, 2: Research project, 3: Digital files, 4: Upload files, 5: Rights, 6: Overview and submitting. To the right is a link 'Instructions'.
- Archis Onderzoeks-meldingsnr.:** An input field with a 'Import...' button.
- Title \***: An input field labeled 'Title of the research project'.
- Alternative title**: An input field.
- Creator \***: A section for the primary responsible person, with fields for '(Academic) Title(s)', 'Initials', 'Prefix', 'Surname', 'Digital Author ID (DAI)', and 'Organization'. To the right is the label 'Person or organization responsible for the dataset'.
- Contributor**: A section for other contributors, with fields for '(Academic) Title(s)', 'Initials', 'Prefix', 'Surname', 'Digital Author ID (DAI)', and 'Organization'. To the right is the label 'Person or organization that contributed to the dataset'.
- Date created (ISO 8601) \***: An input field with a date picker icon.
- Rights holder**: An input field.
- Publisher**: An input field.

Figure 2: Primary information and intellectual ownership

When quoting from a publication, always use the name(s) of the author(s), title, and date of the publication as reference. (see Figure 2). A similar principle also applies to datasets. Enter the name of the primarily responsible person for the research project (project manager), the name by which the project is known (or the title of the report) as well as the date (date created) on which the research and the accompanying data were completed, so that these data may be used to refer to the dataset. EASY will automatically add a unique, persistent web address (URL).

If desired, you can extend this description with additional information on other persons and organisations (contributors, rights holder, and publisher) that have contributed to the realisation of the dataset. It is also possible to document an additional subtitle or alternative title. By translating an English title into Dutch (at 'Alternative title') your dataset will appear more often in the search results of other researchers.

## Screen 2: Research project

The screenshot shows the 'Deposit dataset - 2: Research project' page. At the top, there's a navigation bar with links for Home, Browse, Advanced search, and a search bar. Below that is a sidebar with a 'Deposit' section containing numbered steps: 1: Primary information and intellectual ownership, 2: Research project, 3: Digital files, 4: Upload files, 5: Rights, and 6: Overview and submitting. The main content area has a 'Description' field (marked with a red asterisk) which is currently empty. Under 'Subject', there are two dropdown menus: 'Subject (ABR Complex)' and 'Subject'. In 'Temporal coverage', there are two dropdown menus: 'Temporal coverage (ABR)' and 'Temporal coverage'. Under 'Spatial coverage', there are sections for 'Spatial point' (with dropdowns for scheme and coordinates X and Y) and 'Spatial box' (with dropdowns for scheme and a map interface showing North, East, South, and West coordinates). The 'Identifier' field contains a dropdown menu and a text input. The 'Relation' field contains a dropdown menu, a title input, a URL input, and a 'Verify...' button. There's also a checkbox for 'Emphasize this relation'.

Figure 3: Research project

Figure 3 contains the information describing the contents of the entire research project. Key elements in this screen are a summary of one paragraph outlining the project in free text ('Description') and assigning various key words ('Subject' and 'Coverage').

The element 'Coverage' distinguishes between the location where the research was performed (spatial coverage), and the archaeological period (date) to which the research relates (temporal coverage).

In principle, you can use free text to fill in the Dublin Core fields. Preferably use short formulations to make the description and include concepts that characterise the dataset best.

In Dublin Core, it is also possible to use a drop-down list to fill in several of the fields. At 'Subject' you can, for instance, use the ABR complex type (Archaeological Basis Register, Archis 1992) to describe the type of research site and at 'Temporal coverage' you will find the ABR abbreviations for the date. By using these terms, it will be possible for others to perform a more targeted search. You are not obliged to use the drop down lists, you can still use free text to fill in the fields.

By documenting the coordinates at 'Spatial coverage', it will be possible to show the research site automatically on a distribution map (geographic search function). At 'Spatial coverage', the information can be filled in as a free text field (to specify, for instance the toponym, the city/town, municipality, and province), as a point (2 coordinates), and as a box (4 coordinates).

EASY automatically assigns a Persistent Identifier to your dataset. In the field 'Identifier', you can add unique characteristics to make your research project or files identifiable. Think in this context of the ISBN number, the Archis research number, the Archis Observation number, the project code, or the report number.

By means of the field 'Relation' you can link related datasets to each other. In this field you can refer, for instance, to a related dataset or website. Please fill in the title and the full web address under 'Url'. You can specify the type of relation by means of the drop-down list. For more information on this, please consult the help text in EASY.

### Screen 3: Digital Files

The screenshot shows the 'Deposit dataset - 3: Digital files' page. At the top, there's a navigation bar with 'Data Archiving and Networked Services' and a search bar. Below the header, the page title is 'Deposit dataset - 3: Digital files'. The form is divided into several sections:

- Deposit:** A list of steps: 1: Primary information and intellectual ownership, 2: Research project, 3: Digital files, 4: Upload files, 5: Rights, 6: Overview and submitting. An 'Instructions' link is also present.
- Type:** Fields for 'Type (DCMI resource type)' (set to 'Dataset') and 'Format (Internet Media Type)' (set to '-choose-').
- Format:** Fields for 'Format (Internet Media Type)' (set to '-choose-') and 'Language (ISO 639)' (set to '-choose-').
- Language:** Fields for 'Language (ISO 639)' (set to '-choose-') and 'Language' (set to '-choose-').
- Source:** A large text area for 'Source'.
- Date:** Fields for 'Date (ISO 8601)' (set to '-no scheme-') and 'Date' (set to '-no scheme-'). A note indicates the date format is '(yyyy[-mm][-dd])'.

Figure 4: Digital files

The screen 'Digital Files' (see Figure 4) contains information on the digital files deposited. The information relates both to technical aspects (Type and Format) and to substantive characteristics (Language, Source, and Date). The information to be filled in at 'Date' may, for instance be the excavation period or the end date of the project. The deposit date (date submitted) is added automatically upon submission.



## Step 5: Upload your data files

### Screen 4: Upload files

You can upload your datafiles using the 'Upload dataset' field.

Upload dataset [?](#)  [Browse...](#) [Upload](#)

Click the 'Browse' button to the right of the 'Upload dataset' field to find your file, select the dataset and then click 'Upload' to start transferring the data.

The screenshot shows the 'Deposit dataset - 4: Upload files' page. On the left, there's a sidebar with a navigation menu: 1: Primary information and intellectual ownership, 2: Research project, 3: Digital files, 4: Upload files (which is selected and highlighted in blue), 5: Rights, and 6: Overview and submitting. The main content area has a large input field labeled 'Upload dataset' with a question mark icon. To its right are two buttons: 'Bladeren...' and 'Upload'. Below the input field is a link 'Add the dataset files'. At the bottom of the page are several navigation buttons: 'Previous', 'Leave procedure', 'Save draft', and 'Next'.

Figure 5: Deposit dataset

## Documentation and access level - continued

### Screen 5: Rights

Here you indicate the conditions on which your data will be accessible.

The metadata of the project and metadata of the files are always open to the public. To indicate the access level of the files, choose one of the following options via 'Access Rights':

- Open access (direct access for registered users - default setting)
- Restricted: archaeology group (only accessible to archaeologists registered at EASY)
- Restricted: request permission (only for users who request permission in advance by means of a special e-mail message from EASY), or
- Other access (data are not available through EASY, but elsewhere)

Data Archiving and Networked Services

**DANS**

Home | Browse | Advanced search

Search

Deposit dataset - 5: Rights

Deposit: 1: Primary information and intellectual ownership  
2: Research project  
3: Digital files  
4: Upload files  
5: Rights  
6: Overview and submitting

Access rights:  Open access - Unrestricted access for all registered EASY users  
 Restricted: archaeology group - Access restricted to registered 'archaeology' group members  
 Restricted: request permission - Registered EASY users, but only after depositor permission is granted  
 Other access - The data are not available via Easy (they are either accessible in another way or elsewhere)

Date available: 2013-04-02

Remarks:

Instructions [\[?\]](#)

Date (yyyy-mm-dd) on which the dataset files will be made available (future date acts as an embargo):

Figure 6: Rights

The files are, in principle, made accessible immediately (default setting). It is, however, possible to impose a temporary embargo for a maximum period of two years after the deposit date at 'Date available'. After this period the dataset is made available according to the 'Access rights' setting. More information can be found by clicking the question mark.

Finally, you can indicate whether different restrictions apply to specific, specified files. You can indicate this in the free text field 'Remarks'.

The Remarks metadata field can be used for additional information about the dataset that you cannot enter elsewhere.

You can also use this field to communicate data use suggestions for future users, or to direct requests to the DANS data manager. This is particularly useful when depositing a dataset with both Open access and Restricted access files. In such cases you use the 'Remarks' field to indicate which files should be made available according to which access category.

The reuse conditions chosen by you are included in the final licence agreement, which you will receive by e-mail. This licence agreement will also include a full list of files deposited.



## Step 6: Submit your data files

**Data Archiving and Networked Services**

**DANS**

Home | Browse | Advanced search | Search | ?

**Deposit dataset - 6: Overview and submitting**

**Deposit:** 1: Primary information and intellectual ownership  
2: Research project  
3: Digital files  
4: Upload files  
5: Rights  
6: Overview and submitting Instructions ⓘ

**Licence \***  
In order to deposit a dataset, you must accept and understand the [Licence agreement \(PDF\)](#).  
Please note that this agreement includes that:  

- You grant DANS a non-exclusive licence to store and make available to third parties the above mentioned digital dataset, in accordance with the 'access' conditions you indicated.
- You declare that you are the holder of rights to the dataset and/or entitled to act in the present matter with the permission of other parties that hold rights.

Yes, I accept and understand the terms of the Licence agreement  
Note: the License agreement file will also be sent to you in an E-mail confirming your deposit action.

**Overview of supplied metadata**

|                           |   |
|---------------------------|---|
| Identifier                | Fedora Identifier: easy-dataset:54124                           |
| Type (DCMI resource type) | Dataset   |
| Access rights             | Open access - Unrestricted access for all registered EASY users |
| Date available            | 2013-04-02  |

Date (yyyy-mm-dd) on which the dataset file (future date acts as an embargo)

Add the dataset files

Upload dataset

Figure 7: Overview and submitting

### Screen 6: Overview and submitting

In this screen you will see an overview of all the metadata you entered. As soon as you have accepted the terms of the DANS Licence Agreement by selecting the box, you can click 'Submit' to complete the deposit.

After this you can no longer change or update the dataset. If you still want to apply changes, you should contact the DANS data manager.

The licence allows DANS to include the dataset in the archives and to make such information available to others under conditions the project leader has stipulated when the deposit was made.

By clicking the tick before 'I accept the terms [...]', you indicate to accept these general terms and conditions.

If all mandatory fields have been filled in and you are completely satisfied with the description of the files, you can close the deposit process by clicking 'Submit' and transfer the dataset to the data archivist at DANS. If you click the 'Submit' button, the system will check whether all mandatory fields have been filled in. After having submitted the dataset successfully, the unique identification assigned by DANS to the datasets, the Persistent Identifier, will appear on your screen. You will also receive a confirmation e-mail with the licence including the metadata submitted by you.



## Step 7: Publication by DANS

After you have deposited the data, a DANS data manager will process your dataset according to an established protocol<sup>5</sup>. If all the conditions are met, he or she will make the data publicly available with the access level and any embargos you may have set.

The data archivist's work will consist of checking the Dublin Core description and the readability of the files submitted. If this has not yet been done, the data archivist will also convert the files into a durable digital file format. This *preservation format* is often a simple text file format that is also used for exchange purposes (csv, dxf, mif/mid). The files will be archived both in the original (*native*) format and in the *preservation format*. In the presentation of the research project, the files will only be displayed in the *preservation format*. This will enable as many researchers as possible to reuse these data while using their own software.

On the basis of the list of files, the data archivist will be able to check whether the dataset is complete and all files have been described adequately. If necessary, for instance for reasons of clarity, the data archivist will adjust the directory structure, the file names, or the folder names for the presentation of the dataset.

Your data will now remain sustainably archived to be found and reused by others.

### More information

A lot of information about depositing research materials can be found in the FAQ's - Frequently Asked Questions<sup>6</sup>.

Visit the website [www.edna.nl](http://www.edna.nl) for specific information about the e-Depot Dutch Archaeology.

If you have any questions or issues, please contact the DANS data manager at <mailto:archeologie@dans.knaw.nl> or +31 (0)70 34 46 484.

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<sup>5</sup> [http://www.dans.knaw.nl/en/content/data-archive/depositing-data#data\\_processing\\_by\\_dans](http://www.dans.knaw.nl/en/content/data-archive/depositing-data#data_processing_by_dans)

<sup>6</sup> <http://www.dans.knaw.nl/content/data-archief/data-deponeren#contact>