# The Dig Digital Directory

The Dig Digital resource is an Archaeological Archives Forum initiative and CIfA toolkit supporting good practice for digital data management.

This directory acts a guide and index to the online resource.

Work Digital
Think Archive
Create Access

This directory provides links to web-based resources and guidance supporting the management of digital data in archaeological projects.

The dig digital resource is a CIfA good practice toolkit.
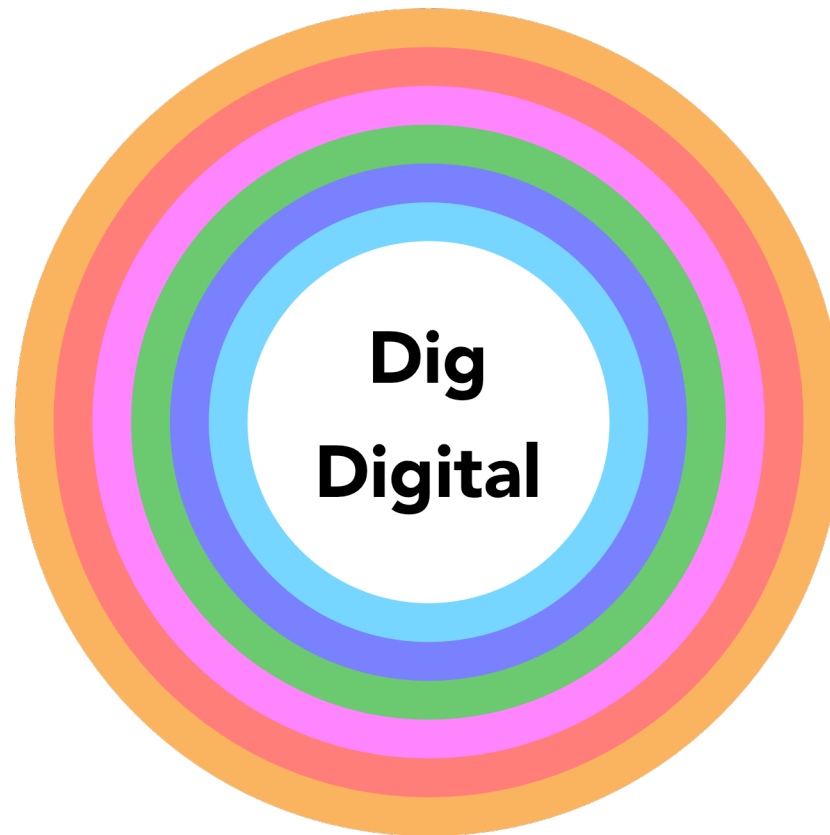
Dig Digital

Intro

Standards

Planning

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Resources

Dig Digital. Work Digital. Think Archive. Create Access.

Use FAIR principles when collecting, managing and planning to archive digital data - Findable, Accessible, Interoperable, Reusable

A Data Management Plan (DMP) is required as part of initial project planning and included in key documentation (WSI or PD)

The DMP should be updated at key stages as the project is delivered, such as an assessment stage or review point

Not all digital material needs to be deposited – an active Selection Policy should consider how and why digital data is selected for inclusion in the Archaeological Project Archive

CIfA Standards and guidance require that archaeological material is kept in a stable, ordered and accessible archive. For digital data this means a Trusted Digital Repository

Museums without Core Trust Seal accreditation are not Trusted Digital Repositories and not equipped to store digital data in perpetuity

Good habits for digital data include file naming conventions, consistent folder structures and timely metadata creation

Costs of digital archiving can be estimated at the start of a project using ADS cost calculator – actively managing archives reduces the cost of archiving

How you intend to collect digital data should be articulated in the project DMP, signposting relevant best practice guidelines or standards

Processes which support deposition of digital data can be embedded into project delivery and save time at the end of the project

Digital data management within archaeological projects will be reviewed as part of the CIfA Registered Organisation Scheme

Using best practice guidance and advice for digital archives can save money

The **Dig Digital** resource has been created for the <u>Archaeological Archives Forum</u> and delivered as part of the Historic England funded project: 7796 Creating a Sectoral Standard and Guidance for Managing Digital Data. The resource has been developed by DigVentures in partnership with CIfA, and can be found online here: **<u>www.archaeologists.net/digdigital</u>**

Dig Digital aims to provide support for those creating digital data in archaeology, helping archaeologists manage digital data throughout projects and enabling the production of complete, ordered and stable archives that meet professional standards.

CIfA standards and guidance underpin archaeological archives management and apply to all components – the finds, documents and digital data. A tailored approach to the practical implementation of those standards needs to be considered for each element and digital material is no exception.

By implementing these standards, we ensure that our work is accessible to the public, and to colleagues, researchers and educators.

How to use this document

This document acts as a directory, breaking down the Dig Digital resource into a series of hub and spoke diagrams with embedded links to online content. Links are shown as <u>underlined text</u>.

Each tabbed section summarises an area of digital data management which corresponds with pages in the Dig Digital resource, which you can go to using the link at the top of each page. Links will take you to relevant online content or you can hop to the <u>resources</u> page for links to specific tools developed as part of this project.

The tabbed section headers also correspond with the <u>Dig Digital health check</u>, a simple questionnaire and action plan for individuals and organisations to support everyday data management.

Dig Digital

Standards | Planning | Document | Structure | Process | Deposit

FAIR stands for:
- Findable
- Accessible
- Interoperable
- Reusable

Review Infosheet #1 on FAIR principles

FAIR principles

Read the original FAIR principles paper

A repository will have clear standards for data and metadata

The repository must be available for public access

Ideally, the TDR will have achieved Core Trust Seal status

Current Core Trust Seal TDRs include:
ADS
HES

Trusted digital repositories

Standards

Check expectations for digital archives across the UK nations Infosheet #3 - Digital archives In the UK

Data Standards

Data standards used should be outlined in the data management plan

Standards might be technical or operational, and refer to data collection, vocabulary, storage, management or processing

Understand the professional and ethical responsibilities by reading CIfA's Standard for archaeological archives

Read Infosheet #2 to learn more about other CIfA Standards and digital archives

ADS Guides to Good Practice includes lots of information and links to data standards relevant to archaeology

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Discuss with repository

Check they are a trusted digital repository

Review deposition guidelines and consider all costs, including preparation and deposition

Discuss special requirements for different types of data. For an example, see Infosheet #9 - geophysics

Data Management Plans

Read the Dig Digital DMP checklist and guidance

Use the editable Dig Digital DMP and create an organisational template

Tailor the DMP to each project and assign roles to the project team

Include the DMP with key documents, like the WSI and Assessment reports

Embed good practice

Use the Dig Digital health check to build an action plan to embed good practice

Align operational procedures to good practice standards and guidelines where possible

Review and update

The DMP is an organic document - keep it updated

Discuss the archive with stakeholders, such as the monitoring archaeologist, and regional museum

Keep up to date with good practice guidance for all project elements

Review expected deposition costs and resource needs at each stage

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OASIS

An OASIS record supports Findability of the project and archive

OASIS supports links between data producers, managers and repositories

Make sure that the HER is informed of the project

Metadata

Metadata refers to information about your data at both collection and file levels

Metadata will inform both humans and machines about your archive and how it can be accessed

Documentation is the supporting information which enhances and explains the data

Read Infosheet #4 to learn about metadata and review our Quick Guide for some tips

Data can be embargoed on deposition - discuss access requirements with the TDR

Include information about data sharing and copyright in your DMP

Make sure clients and stakeholders are aware that the project archive will be made publicly accessible

The repository will ask you to sign an Open Access licence on deposition, so they can share the archive

Data sharing and copyright

Check your archive for personal data or images which should not be shared

Review your organisation's GDPR policy

GDPR and personal data

Dig Digital

Standards   **Planning**   **Document**   Structure   **Process**   **Deposit**

Use stable, open file formats suitable for long-term preservation

Folders and files

Review how your data is stored and backed up through all project stages

Ensure the project team is aware of data storage responsibilities - from the field to the archive

Ask the TDR about formats suitable for deposition

Be aware of any changes to digital processes which impact analogue records

Think about the organisation of your project archive and relationships between files

Security and backup

Name and version control

Using clear filenames and folder structure supports user access and avoids confusion

Use consistent and clear file naming and version control conventions

Team access

Communicate about file management processes

Read Quick Guide #3 to learn about file names and management

Make sure specialists have access to all relevant data, and vice versa

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Be clear about roles in the DMP

Communicate roles and responsibility expectations to team members

Roles and responsibility

If roles change, make sure the DMP is updated

Selection should consider project aims, significance, and potential

Don't forget data which supports specialist work, see Infosheet #5

Selection is a process which needs to be planned, discussed and documented

Infosheet #6 introduces selection for digital archives

Selection strategy

Project stages and tasks

Embed digital data management within project stages and tasks

Consider creating an organisational data management policy or manual

Monitoring

Infosheet #7 describes digital data archives for project monitors

Monitoring begins at planning stages, with the inclusion of a DMP in the project design or WSI

Project monitors can check the DMP is updated throughout the project

Deposition of the archive can be signposted on OASIS and a DMP included with the archive

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Standards | **Planning** | **Document** | **Structure** | **Process** | **Deposit**

Keep the DMP updated to support plans for deposition from the outset

Planning for deposition

Use file formats which are open and provide access to raw data - like spreadsheets, rather than tables embedded in pdfs

Provide information about data processing, and include both raw and processed data

Consider preparing a data paper to accompany your data archive

Be clear about deposition cost and prep, so you can plan resources

Communicate with the TDR prior to deposition

Museums are not TDRs, but may hold the physical archive, so keep them in the loop. See Infosheet #8.

Planning for re-use

Supporting preservation

Use controlled terms and standard vocabularies where possible - check UK heritage standards

Interoperable archives

By depositing with a TDR, you are supporting long-term preservation

Making archives accessible and ensuring they are stored in an accessible format is a requirement of CIfA Standards

Make sure metadata is comprehensive and richly describes all parts of the data archive

Dig Digital

Dig Digital

The buttons below provide direct links to Dig Digital resources.

All the tools, infosheets and guides created as part of the Dig Digital toolkit can also be found on the resources webpage here:

www.archaeologists.net/digdigital/downloads

Resource list

Background

Work digital. Think archive. Create access.

Tools

Health check and action plan.

Data Management Plan - template

Data Management Plan - checklist

Infosheets

#1 FAIR Principles

#2 CIfA Standards

#3 Across the UK

#4 Metadata

#5 Specialists

#6 Selection

#7 Monitoring

#8 Museums

#9 Geophysics

Quick guides

#1 Data Management Plans

#2 Metadata & documentation

#3 Files & folders