

ARCHAEOLOGICAL COLLABORATIONS OF THE DIGITAL ARCHIVE @ HISTORIC ENVIRONMENT SCOTLAND

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- Who are we and what do we do?
- Working with the Scottish archaeological units to improve our services
- Case study: Kirkdale Archaeology and the 30 year archive



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Our **mission** is to

- **Enhance** knowledge and understanding of Scotland's historic environment.
- **Protect**, conserve and manage the historic environment for the enjoyment, enrichment and benefit of everyone – now, and in the future.
- **Share** and celebrate our cultural heritage with the world.



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Digital



Physical



- 320,000 records of archaeological sites, buildings, industry and maritime heritage
- 1.3 million catalogue entries
- 5 million+ drawings, photographs, negatives and manuscripts relating Scotland's Historic Environment
- 330,000 digital images available online

<https://canmore.org.uk/>

CANMORE
NATIONAL RECORD OF THE HISTORIC ENVIRONMENT

Part of Historic Environment Scotland

Home About MyCanmore Search Galleries Search Room Guidance Enquiries

A NATIONAL THEATRE
ROWAND ANDERSON STUDENTSHIP 1940

The online catalogue to Scotland's archaeology, buildings, industrial and maritime heritage

[Learn More](#)

Search Site Records
Details of over 320,000 buildings, archaeological, industrial and maritime sites across Scotland and beyond.

[Search Sites](#)

Search Collections
Want to search by collection? Discover what we hold. Consult the online catalogue of photographs, drawings and manuscripts and view over 350,000 images.

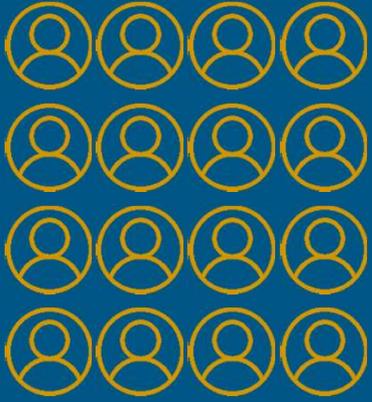
[Search Archive](#)

Search Our Thesaurus
Want to search for a particular monument type? Use the thesaurus to search using standard terms applied to the records.

[Search Terms](#)

Archaeology InSites
Join us every Tuesday and Friday as we explore hidden treasures from Scotland's archaeological past. Discover twelve ages, starting in deep prehistory and journeying through time.

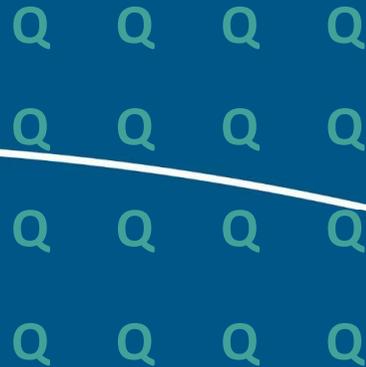
[Take a look](#)



16 respondents

Archaeological units digital archive survey 2017

16 questions



25 days

2017 OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



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Aims of the survey:

Provide the digital archive team with clarification on what the barriers were for depositing digital material

Highlight areas and services we can improve on

Give the units an opportunity to voice their concerns and issues

Find out what we are doing right

Identify the different approaches to digital archiving and the procedures of the units

Estimate the size of the backlogs the units have (if any)

Evaluate the expectations of the units



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Regularity Barriers Backlog Size Frequent/Small
Infrequent/Large Elsewhere Company Guidelines
Detailed Guidelines Online Expectations Availability
of Material Easier Well Improve Canmore

We are considering ways to improve how we catalogue and make digital material publicly available. One approach would be to only catalogue highlights from a deposit (such as a selection of images and the final report) which would be made available online. The rest of the material would be archived and made available on request, but would not be catalogued or made online via Canmore. We would not be prescriptive over what material was included in the highlights; this would be a decision for depositors. What do you think of this approach? Would you be happy to choose a selection of files to appear online?

Recommendations:

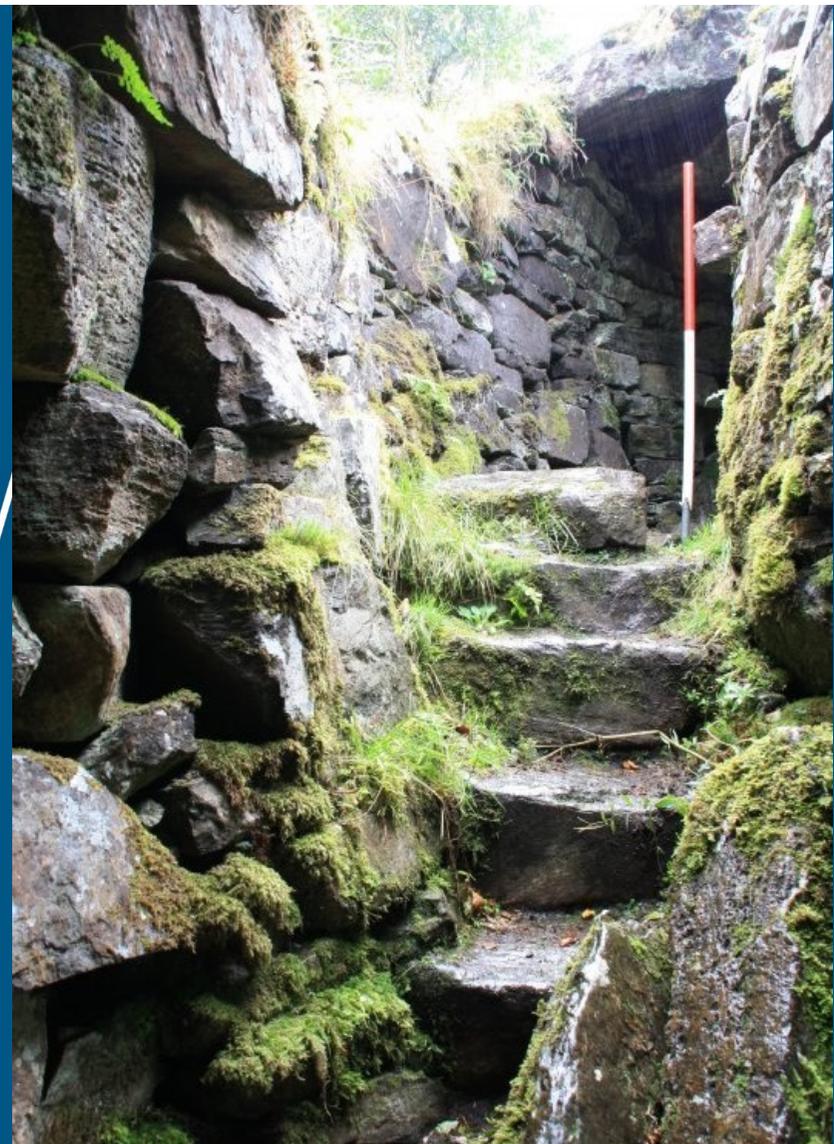
Online resources

Digital archive deposit guidance

Infrastructure

Service

Future proofing



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Online resources

Create an **online resource, accessible on Canmore**, which includes information for the archaeological units who wish to deposit digital material, including:

- a. Clarification of the **difference between the physical and digital** archives, the systems for depositing to each, and the teams who manage them. 
- b. **Contact details** for the digital archive team (to be updated when and as needed). 
- c. An **updated list of file types** that can be deposited in the digital archive 
- d. A **workflow diagram** which shows the stages of digital archiving. 

Digital archive deposit guidance

The **deposition process to the digital archive needs to be streamlined**. The existing forms and guidelines need to be revisited. There are several things we could undertake:

- a. Create **clearer, simpler, updated and improved guidelines / instructions**
- b. **The deposition forms need to be updated** so they are easier to use and understand.
- c. Consider introducing an approach where we have a highlight selection of digital material online.
- d. Look into **simpler and clearer ways for the units to prepare material for deposition, to speed up the process.**

Investigate the potential of the 'Windows Command Prompt'

- e. Create a **minimum standard Code of Practice** for depositors



Infrastructure

Changing or promoting aspects of existing infrastructure could aid in the digital archiving process.

a. Encourage the archaeological units to make **deposits via WeTransfer or DropBox.**



b. **Purchase a quarantine laptop** that can be taken out to units and used to directly download material straight into a quarantine PC.



c. Consider a future set up where depositors can deposit their digital archive through an **'online submission portal'**.



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Service

We need to improve aspects of the service we are providing to depositors, and continue to provide the positive services we are achieving.

a. We should be aiming to achieve cataloguing within the expected timeframe of the depositors. The digital archive team should **aim to catalogue at least the minimum standard** (summary, report and selection of images) **in less than 12 months, and the full archive catalogued within 2 years.**

b. Provide confirmation of receipt of deposits to archaeological units. 

c. **Set up a digital archives email address** for all DA staff to see, keep track and **make sure confirmation of receipt of deposit is provided to depositors.** 

d. Provide feedback on if a deposit has been created sufficiently, and if all data has been put into the accession database. 

Future proofing

As we improve services and procedures, and the archaeological units begin to deposit their backlogs, **we need to be prepared to deal with the large amount of data** that will be coming in. We also need to put in place resource to deal with the existing backlog of material which has yet to be processed.

a. **The digital archive needs to prepare for the potential deposit of large amounts of data.**

Engaging with and helping units to deposit will be greatly beneficial, but the digital archive team needs to have the resource to cope with the amount of data

b. Acquire resource to **deal with the existing backlog** of accessions which the archaeological units have deposited over the years.





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Case study: Kirkdale Archaeology



289 Sites



c. 1500 interventions



1977 – 2017 (40 years)



1 ½ staff working on
(full time)



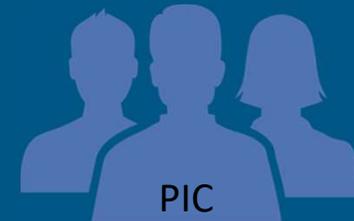
c.14,000 digital files



Archives



Collections



PIC

Historic Environment
Scotland teams



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Thank you!

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