

Advanced Archaeological Digital Data Management

This two-hour SAA online seminar will explore the practical aspects of good data management: how to organize materials during the life of a project, tools and methods that they can integrate into their existing projects and workflows to ensure data is prepared preservation and accessibility once a project is complete. The course can be taken as a follow up from the Introduction to Archaeological Digital Data Management or can be taken as a standalone course. The intended seminar audience includes archaeological project managers, PIs, curators and researchers. Archaeologists working in CRM, government agency, and academic portions of the profession will find the information provided relevant and of use in their day-to-day and longer-term professional activities. Any archaeologist or related professional who works with digital archaeological information will benefit from the course.

Click here for up-to-date details.

<http://www.saa.org/AbouttheSociety/OnlineSeminars/tabid/1503/Default.aspx#34>

1.Educational Focus: Archaeology relies heavily on digital data: photographs taken in the field, GIS information, analytical and descriptive data sets, project reports, etc. Without a well thought-out approach to data management, important information will be overlooked or lost because it is forgotten, misplaced or damaged. Good digital data management requires attention to the means of data storage, aspects of archiving data, how data are to be preserved, and the curation of data so that is discoverable, accessible and usable. This two-hour online seminar will explore the practical aspects of good data management: how to organize materials during the life of a project, tools and methods that they can integrate into their existing projects and workflows to ensure data is prepared preservation and accessibility once a project is complete. The course can be taken as a follow up from the Introduction to Archaeological Digital Data Management or can be taken as a standalone course. The intended seminar audience includes archaeological project managers, PIs, curators and researchers. Archaeologists working in CRM, government agency, and academic portions of the profession will find the information provided relevant and of use in their day-to-day and longer-term professional activities. Any archaeologist or related professional who works with digital archaeological information will benefit from the course.

The goals of the seminar are to:

1. Briefly discuss the importance of effective and efficient management for digital archaeological data.
2. Outline good principles and practices of data management.
3. Explore these principles in depth by look at the interrelated aspects of data management: Storage, Archiving, Preservation, and Curation.

The objectives for the course are to enable participants to:

1. identify good digital data management practice as it relates to the topics of data storage, data archiving, long-term preservation, and the access and reuse of digital data;
2. organize their digital materials during the life of a project and prepare them for curation and preservation;
3. produce a data management plan for a current or future projects.

Course Outline:

Part I: Introduction (15 minutes) Introduction to instructors, course and the importance of effective and efficient management for digital archaeological data.

Part II (60 minutes) In-depth look at data management topics and best practices

- 15 minutes – Storage during the life of a project: importance of back-ups and methods for keeping track of versions; specific approaches
- 15 minutes – Archiving digital materials: importance of file types and documentation, preparing materials to be preserved, deciding what to archive; specific information regarding file types
- 15 minutes – Preservation: What digital repositories do to preserve your files;
- 15 minutes – Curation: the difference between preservation and curation; making materials accessible; tools for using curated data

Part III (30 minutes) Pulling together best practices

- 15 minutes – Example workflow on how to organize their digital materials during the life of a project and prepare them for curation and preservation based on the principles discussed in part II
- 15 minutes – Writing a data management plan: examples, resources, requirements

Part IV (15 minutes) Conclusion & Questions

2.Expert Instructors: All instructors must be subject matter experts. An expert is defined by the Register as a professional who has mastery of the method and theory of the subject matter as demonstrated in practice, teaching, research, or publication. Instructors must also demonstrate proficiency in the specific principles of the activity being taught. In team –taught programs, instructors must be subject matter experts in the field(s) for which they are responsible.

Francis P. McManamon is the Executive Director of Digital Antiquity. Issues and topics related to the management of archaeological data and information is one of his professional focuses. Digital Antiquity develops and maintains tDAR (the Digital Archaeological Record), an international repository for data and documents related to archaeology and archaeological investigations. Jodi Reeves Flores is a Digital Curator at the Center for Digital Antiquity.

3.Lack of Commercialism: CPE instructional materials must be for educational purposes. Program materials promoting goods or services are unacceptable. Participants will not be required to purchase any instructional materials. We will provide a copy of the first reference listed below to individuals who sign up for the online course. The seminar will consist of a PowerPoint presentation on methods for better data management and curation that can be applied without use of a specific service/software/etc. Reference will be made the following materials and provide examples of tools p

Caring for Digital Data in Archaeology:

A Guide to Good Practice A Guide to Good Practice provides information on the best way to create, manage, and document digital material produced during the course of an archaeological project. The Guide was developed by the Archaeological Data Service (ADS) and The Center for Digital Antiquity. It is published by Oxbow Books and can be purchased through Amazon and other book sellers. Course participants will receive a complimentary copy.

Guides to Good Practice

A set of detailed online texts by the Archaeology Data Service and the Center for Digital Antiquity. Archaeology Data Service, University of York, UK. <http://guides.archaeologydataservice.ac.uk/>

DMPTool:

Guidance and Resources for your Data Management Plan The DMPTool is a service of the University of California Curation Center of the California Digital Library. The free, web-based tool helps researchers create data management plans that can be tailored for specific funding agencies. <https://dmp.cdlib.org/>

The Digital Archaeological Record (tDAR)

An online archaeological repository: it is free to access and download resources from the repository. A fee is charged to upload resources on to tDAR that is used to preserve the files and maintain the repository. tDAR is a developed, managed and maintained by the Center for Digital Antiquity, a non-profit organization whose key objectives is to foster the use of tDAR and ensure its financial, technical, and professional sustainability.

As a repository whose functions center around the preservation of and providing access to archaeological information and research results, tDAR is uniquely qualified to facilitate the program's learning activities.

<http://www.tdar.org/>