Archive Information Form

Please complete this form as fully as possible with details of your DEBS archive. This information will form the basis of an entry about your DEBS archive in the ADS Catalogue and will underpin the computerised searching process that allows users to discover your archive.

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| **1. Project Name** - the name (and any alternatives) for the DEBS archive (data) being deposited. This name should be as descriptive as possible because it will help people to search for your archive, and understand what the data relates to. This will also be the title which appears in the archives interface on the ADS website, and will match the name on the archive’s deposit licence.  *Example:* [Bulmer Burial Space Survey 2005](https://archaeologydataservice.ac.uk/archives/view/bulmer_debs_2020/index.cfm) |
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| **2. Introduction** - a brief summary (200-500 words) of the main aims and objectives of the survey or project. This will appear on the [first page of the ADS interface for your archive (click for example)](https://archaeologydataservice.ac.uk/archives/view/bulmer_debs_2020/index.cfm). |
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| **3. Main Project Image** - the file name and any related caption and copyright information for a single image that can be used to [illustrate your archive on the ADS website](https://archaeologydataservice.ac.uk/archives/view/bulmer_debs_2020/index.cfm). The image should be supplied to ADS with this form. |
| **File Name:**  **Caption:**  **Copyright:** |
| **4. Languages** - this refers to any languages, in addition to English, that are used within your data collection. For example, the text of an inscription might include quotations in other languages, such as Latin, Greek or Arabic. |
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| **5. Identifiers** - any identifiers associated with your archive. These may be specific to your project or related to other regional and national referencing systems e.g. [OASIS IDs](http://debs.ac.uk/oasis.html), Historic Environment Records IDs, museum accession codes, Church Care IDs, National Biodiversity Network IDs etc. *If you have completed this information in an OASIS form you can instead simply state that this information is provided in OASIS and give the OASIS ID number.* |
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| **6. Related Resources** – this should be a list of any resources such as digital or paper publications, websites, databases or other archive collections that are related to your archive. Full bibliographic references and DOIs (Digital Object Identifiers) should be included where possible. *If you have completed this information in an OASIS form you can instead simply provide the OASIS ID number in section 5.* |
| **Associated Publications** (any physical or digital publication that is connected with your archive):  **Associated Collections** (physical or digital archives or resources that are related to your archive): |
| **7. Project Dates** - This should be the start and end dates of the time period over which the data was created.  If you collected your data on paper forms and then digitised later using the [DEBS Data Entry Tools](http://debs.ac.uk/dataentry.html), you may need to include two time periods. *If you have completed this information in an OASIS form you can instead simply state this here and provide the OASIS ID number in section 5.*  *Example:* Fieldwork/Survey Dates: 1st June 2019 to 20th August 2019. Data Creation Dates:1st November 2019 to 31st January 2020. |
| **Data Creation Dates:**  **Fieldwork Dates:** |
| **8. Project Funders** - this should list the organisation name (and address, if available) of any external bodies that provided financial support for the creation and/or deposition of the dataset. List multiple funders in order of financial contribution with the highest contributor first. |
| **Organisation Name:**  **Address:**  **Organisation Name:**  **Address:** |
| **9. Copyright** **Holder** - the name of the copyright holders for the dataset. It is possible that the dataset may have more than one copyright holder, please list them all. Copyright holders can be individuals, organisations, societies, or individuals working on behalf of organisations. |
| **Name:**  **Organisation:**  **Address:**  **Email:** |
| **10. Licence Holder** - the deposit licence holder is the person responsible for agreeing to the deposit licence agreements terms and conditions. If a person is agreeing to the licence on behalf of an organisation please provide the organisation's name. Please include a valid email address as the e-licence will be sent to this address. |
| **Name:**  **Organisation:**  **Address:**  **Email:** |
| **11. Invoice Details** - this should include the name and email address of where the invoice should be sent. If your organisation requires a purchase order number to be quoted on invoices, please let the ADS know here. If you already know the purchase order, please provide the number. |
| **Name:**  **Email:** |
| **12. Data Creators** - this should list the individuals or organisations that the dataset should be attributed to. This does not have to list all members of a community group, as it may be more appropriate to name the group, however, you may also want to identify key individuals. |
| **Name:**  **Organisation:**  **Address:**  **Email:**  **Name:**  **Organisation:**  **Address:**  **Email:**  **Name:**  **Organisation:**  **Address:**  **Email:** |
| **13. Subject Keywords** - please identify keywords for your archive.  *If you have completed this information in an OASIS form you can state this here instead and provide the OASIS ID number in section 5.* |
| **Type of Investigation:** Graveyard Survey  **Type(s) of Site:** Inhumation Cemetery, Cremation Cemetery, Mixed Cemetery, Church, Garden of Rest, Cemetery Chapel, Crematorium (*delete as appropriate*)  **Type(s) of Monument:** Ledger Stone, Grave Marker, Low Grave Monument, Grave Kerbs, Tomb, Grave Cross, Grave Sculpture, Headstone, Wall Monument, Pedestal Tomb, Funerary Building, Columbarium, Mausoleum, Burial Vault (*delete as appropriate*) |
| **14. Dates/Period** - This should include a timeframe using the Gregorian calendar (e.g. 1780-1965) and appropriate period keywords for your site and monuments. |
| **Period Keywords** (*delete those that don’t apply*)   * **Medieval 1066 to 1540** * **Post Medieval 1540 to 1901** * **Tudor 1485 to 1603** * **Elizabethan 1558 to 1603** * **Stuart 1603 to 1714** * **Jacobean 1603 to 1625** * **Hanoverian 1714 to 1837** * **Georgian 1714 to 1830** * **Victorian 1837 to 1901** * **20th Century 1901 to 2000**   + **Early 20th Century 1901 to 1932**   + **Edwardian 1902 to 1910**   + **First World War 1914 to 1918**   + **Mid 20th Century 1933 to 1966**   + **Second World War 1939 to 1945**   + **Cold War 1946 to 1991**   + **Late 20th Century 1967 to 2000** * **21st Century 2001 to 2100** * **Uncertain**   **Date Range** (Gregorian BC/AD system): |
| **15. Location -** this should be the current location and contemporary name of the country, region, county, town or village, and OSGB grid references or lat/long coordinates of the burial space covered by your DEBS archive – you can use a [grid reference finder to help you](https://gridreferencefinder.com/). *If you have completed this information in an OASIS form you can state this here instead and provide the OASIS ID number in section 5.* |
| **Country:**  **County:**  **District:**  **Place name:**  **Parish:**  **Grid References**  **Latitude:**  **Longitude:** |
| **15. Data** - In this field you should indicate the number of files of each data format that are accompanying your DEBS archive (i.e. Google Spreadsheet, 1 .docx, 100 .tif images, 2 .dwg plans). Please provide links to online resources (e.g. Google Spreadsheet) |
| **Documents** (local code lists etc)**:**  **Plans:**  **Photographs:**  **Other** (provide details below)**:** |

This form should be submitted to the ADS in **digital** form along with the deposited data collection that it describes.