

Figure 27 Button for editing and validating individual sections of the OASIS form

The HER can check that the information contained within the OASIS form is correct and appropriate and may wish to supplement the data with, for example, the inclusion of their own identifiers (HER or SMR number).

Each section of the form is validated separately. This means that the HER can validate the contents of the form as it is filled in and/or return to the form on different occasions, to suit different types of working practices.

Once the HER is satisfied with the contents of the section a box is available at the bottom of the screen which can be ticked (**Figure 28**).

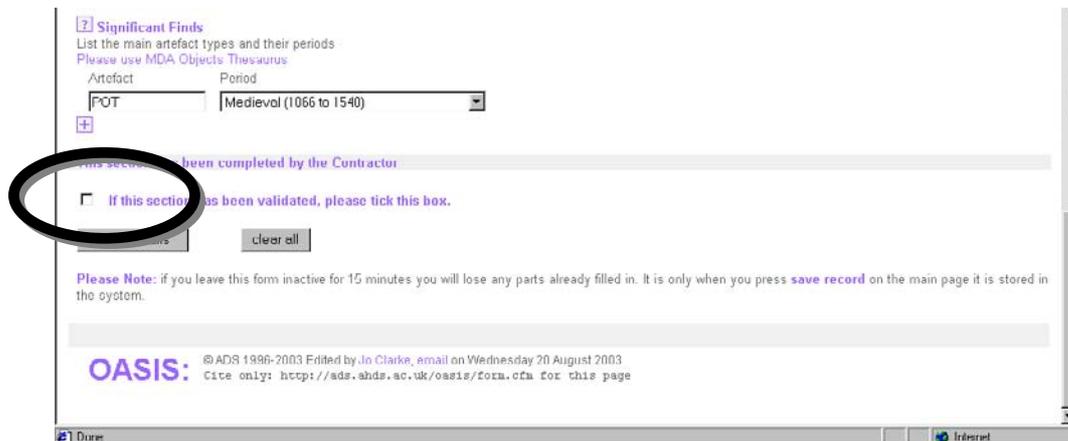


Figure 28 Tick box confirming a section's validation

Once the HER has validated all the sections of an OASIS form then the HER can 'sign off' the record on the front page of the record (**Figure 29**).

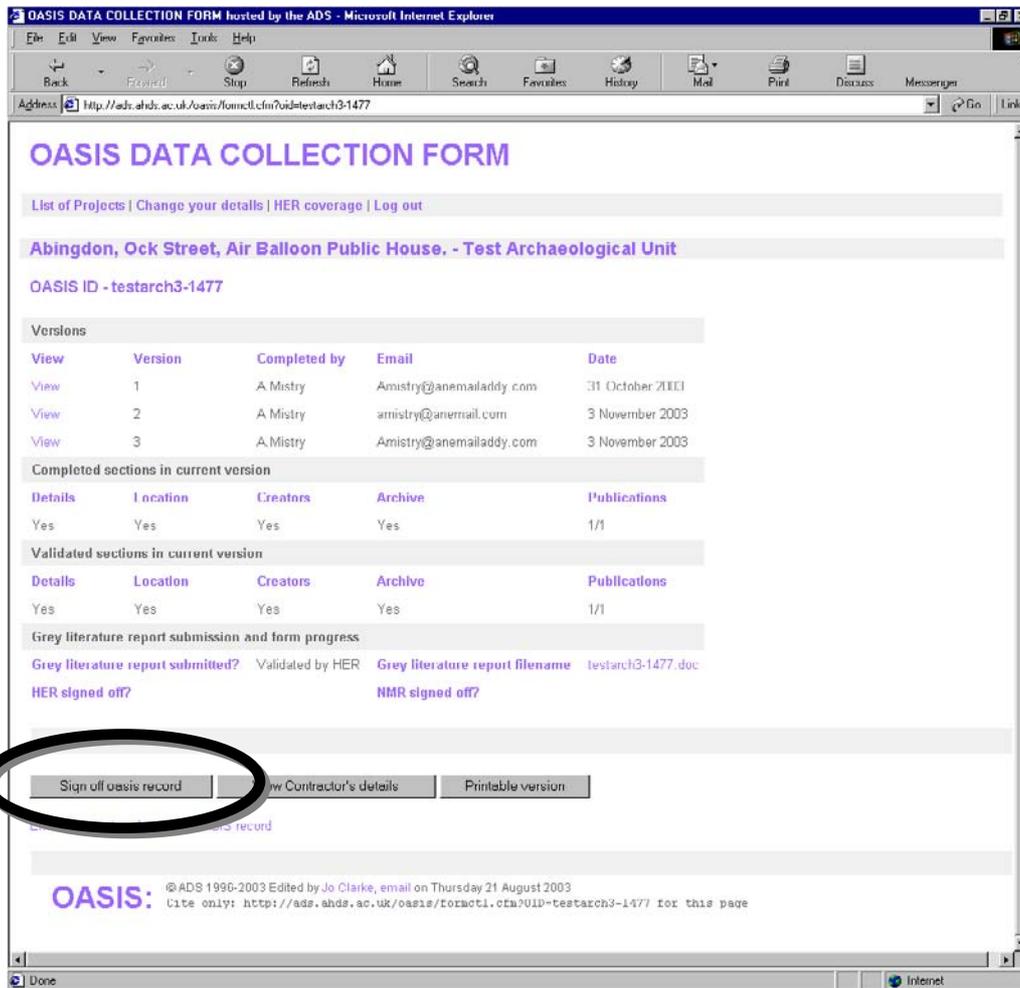


Figure 29 'Signing off' a record

This action instigates an e-mail to the NMR informing them that a validated OASIS record is available to be logged.

Verifying and deleting a contractor

An HER also has the ability to view and verify a contractor's details and, if necessary, delete users that have falsely registered a project within their area. This results in the unit, together with all of their submitted projects, being removed from the OASIS database.



Figure 30 Viewing a contractor's details

In order to view a contractor's details, the HER should first select one of the unit's projects from the Project screen. Once the project details are displayed, the unit's details can be verified by clicking on the *View Contractor's Details* button (**Figure 30**). Should the HER find that the unit has falsely registered within their area they can be deleted by clicking on the *Delete this User* button (**Figure 31**).

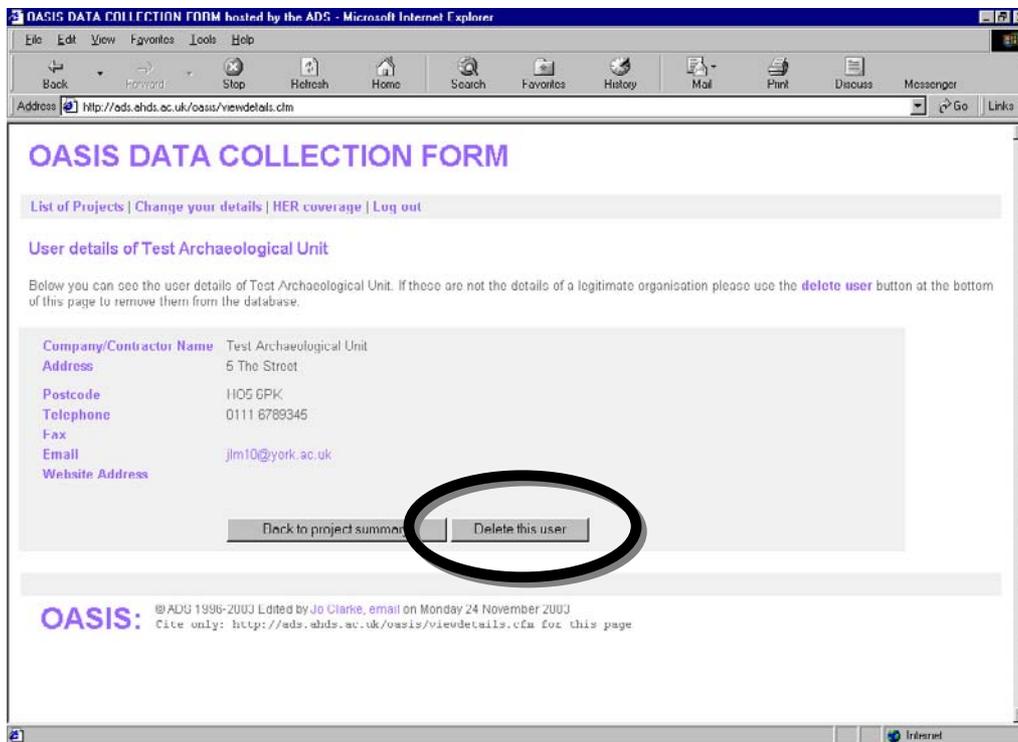


Figure 31 Verifying a contractor's details and deleting a user

In order to prevent accidental loss of records, units can only be deleted by the HER if they have submitted less than three projects and none of these have been 'signed off' by the HER. HERs wishing to delete units that have either more than three projects or 'signed off' projects should contact the OASIS Project technical team at oasis@ads.ahds.ac.uk.

Changing HER details

As with a unit and an NMR, an HER can also verify and edit their own details and password (see p.15 for further details). In addition however, an HER can also edit the administrative areas for which it has coverage (**Figure 32**). When changing its coverage, an HER has the option to cover multiple counties or districts or combinations of both (**Figure 33**). By using the 'add' and 'subtract' buttons, a user can 'drill down' and select individual districts for which it has coverage or can simply select overarching counties (which immediately selects all districts within that county). Once all changes have been made, the user should use the *Store selected areas* button to save the changes.

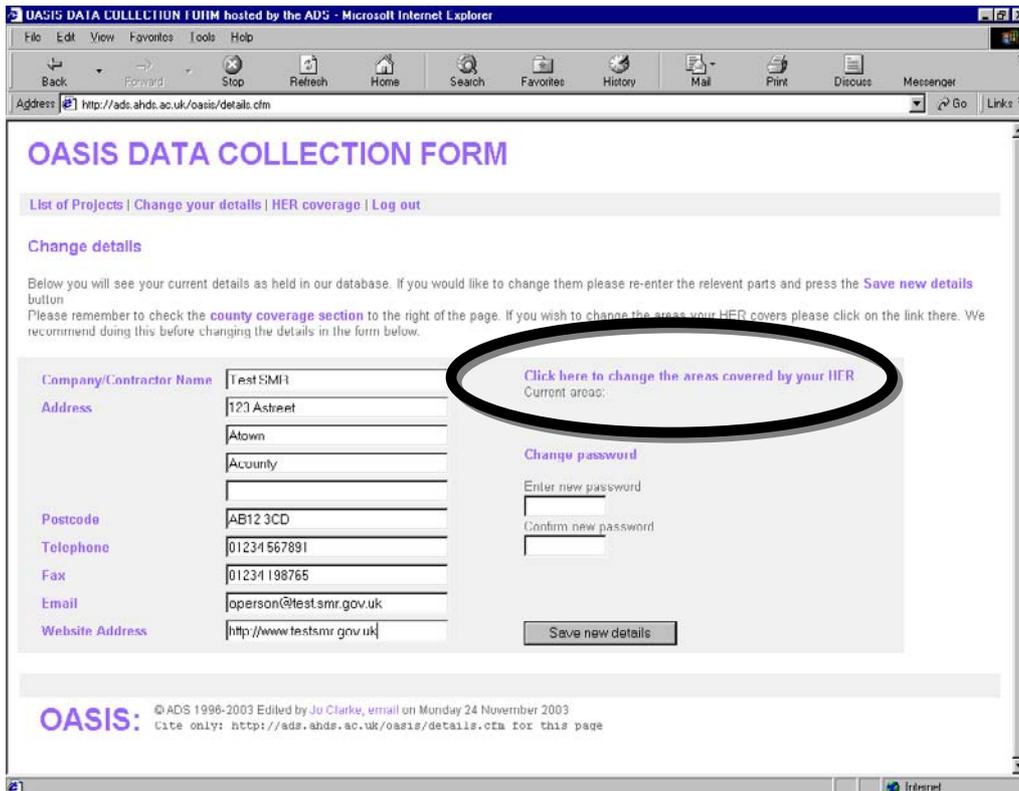


Figure 32 Changing HER details: Link (circled) to change the HER's coverage

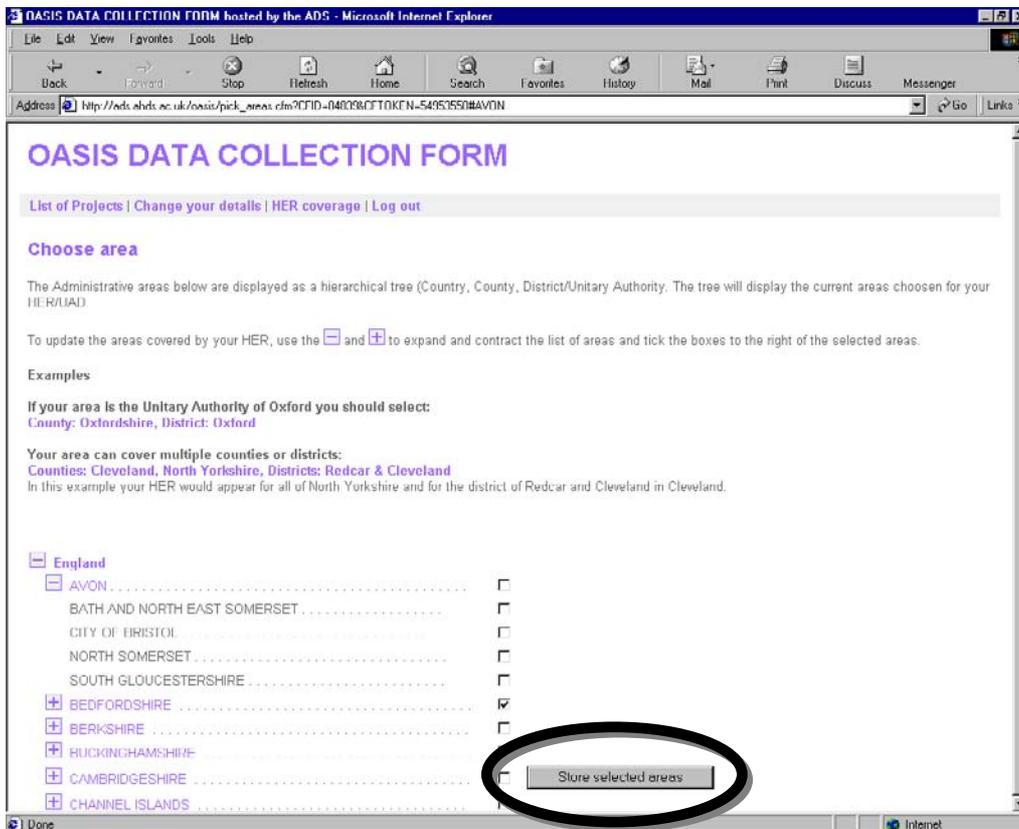


Figure 33 Selecting and storing the HER coverage

Downloading project data

OASIS data can be downloaded from the form so it can be pulled into an HER database without having to be re-typed. They can carry out this process at any time though it would make sense to wait until the record has been validated by the NMR before downloading. The record will still be available for download after the NMR have validated the record for inclusion in the English Heritage Excavation Index.

First the HER selects the new records that they wish to download into their database by ticking the buttons on the left hand side of the OASIS identifier (**Figure 34**). Records can be downloaded individually or in blocks and there is no limit to the number of records which can be downloaded at any one time. We would, however, recommend that HERs limit themselves to downloading batches of 20 in order to avoid creating overly large files.

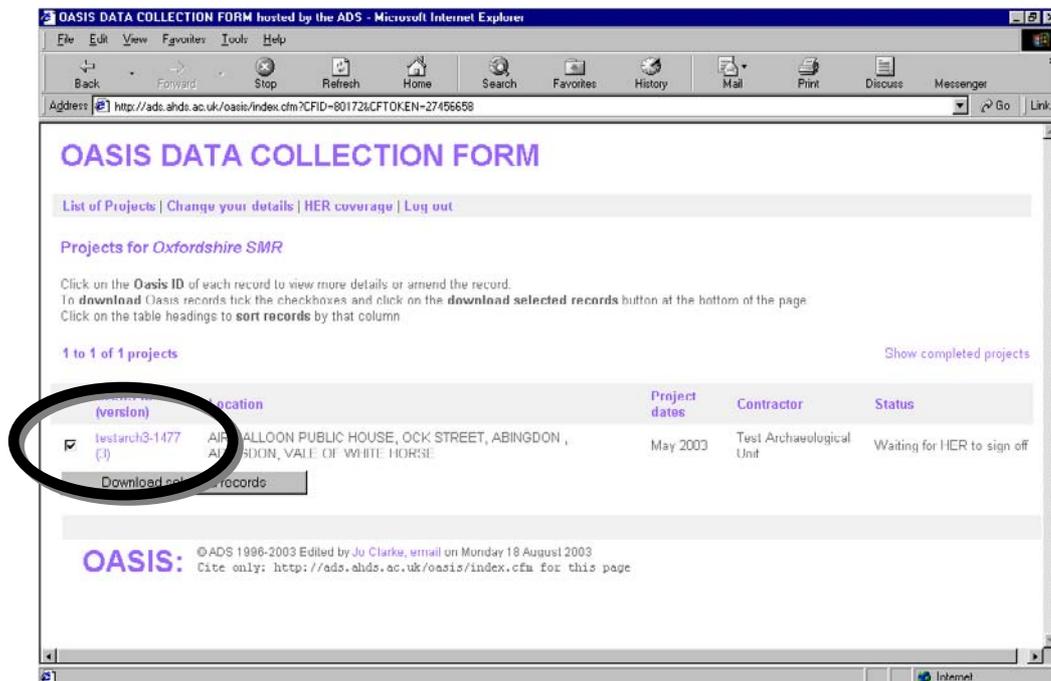


Figure 34 Selecting a record

The HER then selects all the OASIS fields that they wish to pull into their database (**Figure 35**).

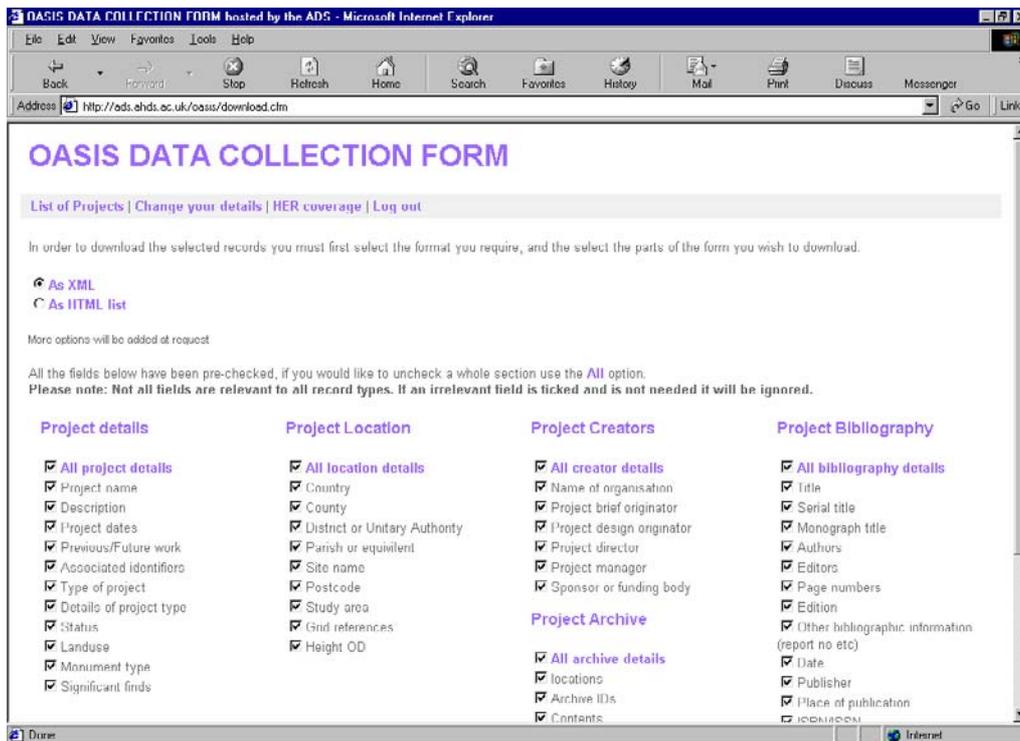


Figure 35 Selecting the format and desired fields to download

The individual fields can be selected for download as this data can be used for different purposes. For example, should an HER be involved in collating data for inclusion in annual reports or local society journals then a simple list of work undertaken locally can be generated, just including the details of the project's name, description, dates and the units involved.



Figure 36 Generating the file for download

The HER can then click on the *Generate text file* button at the bottom of the screen (**Figure 36**) to generate an XML file including this information

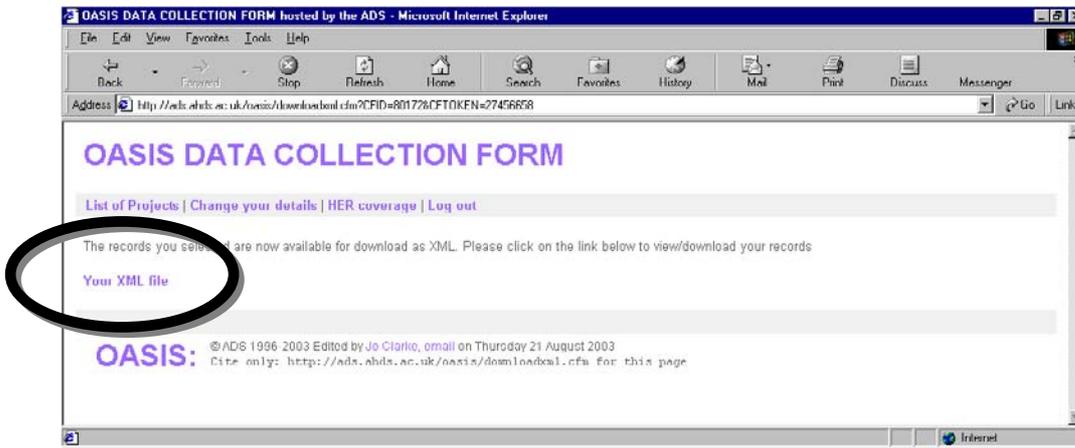


Figure 37 Accessing the downloaded data

An XML file (**Figure 38**) is then created containing the relevant project data and can be exported into an HER database with the aid of a loading script (not supplied by the ADS).

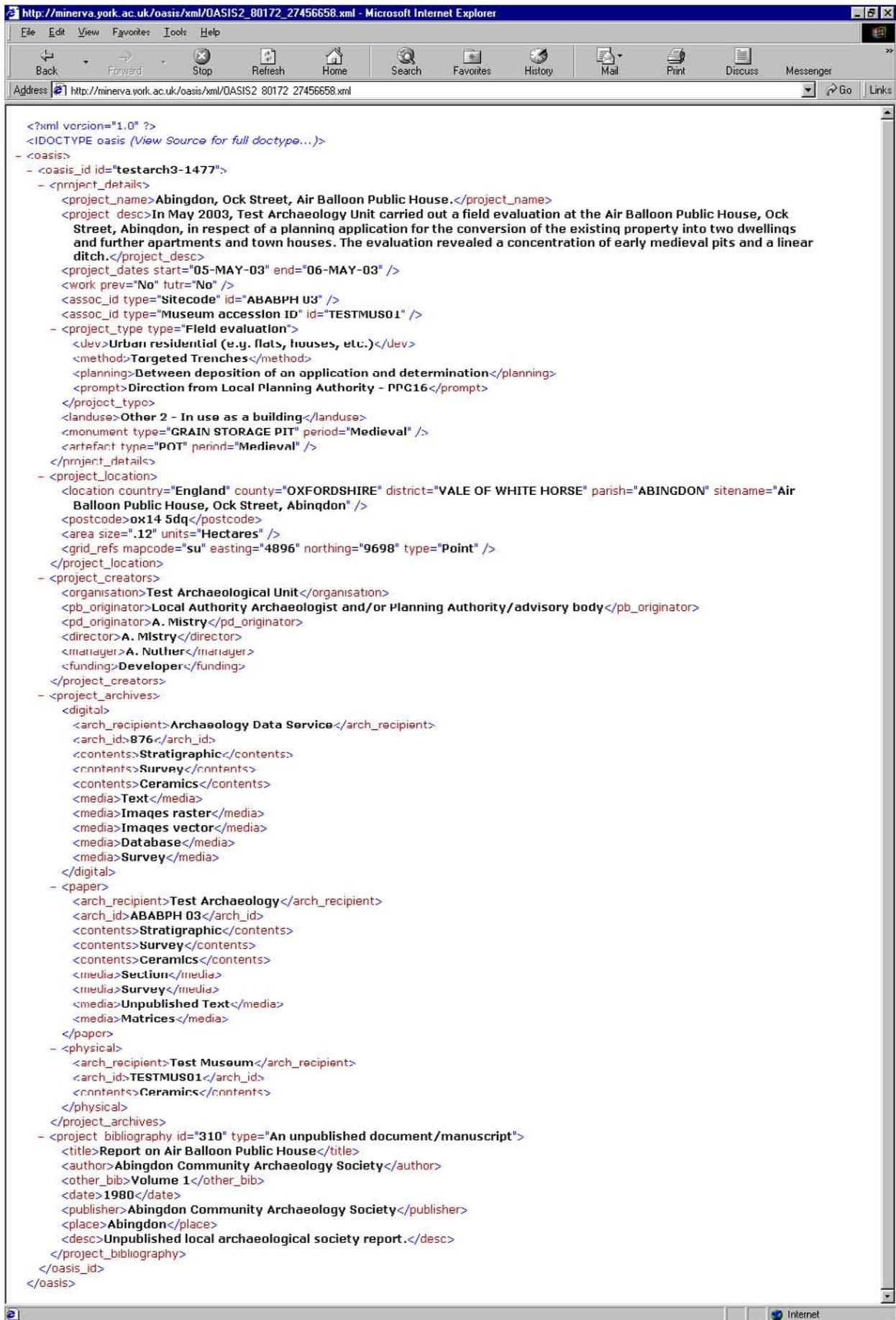


Figure 38 Project data exported as XML (online viewing requires XML compatible browser such as Internet Explorer 5 or Netscape 6 and higher versions).

THE NATIONAL MONUMENTS RECORD'S VIEW

E-mail alert

The National Monuments Record will receive an e-mail generated by the OASIS form alerting them to the fact that a new record has been verified by an HER in their country and is ready to be viewed and signed off by them (**Figure 39**).

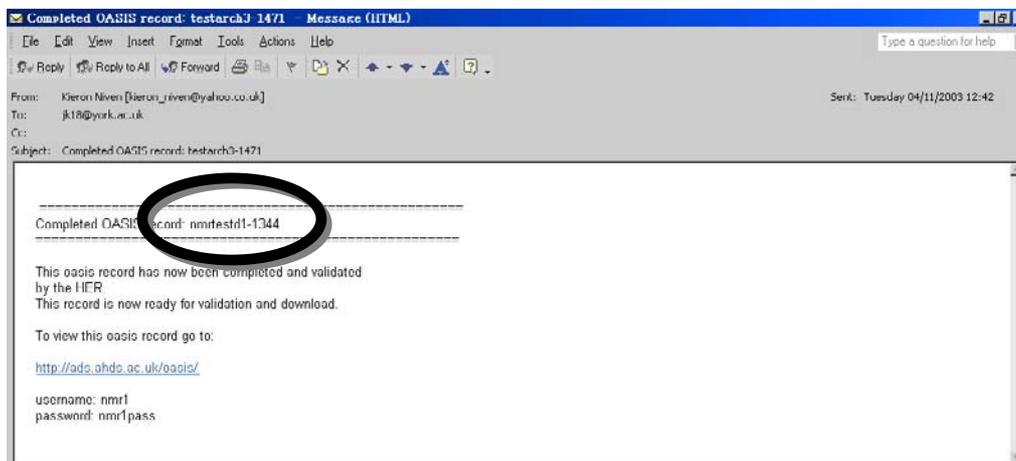


Figure 39 Example of a confirmation email sent to an NMR

List of projects

Once logged on to the OASIS system, a National Monuments Record will see a list of all of the projects in their country. The status bar on the right hand side of the screen (**Figure 40**) will show whether the project is ready for NMR validation, or is still undergoing completion/validation by the archaeological unit or HER.

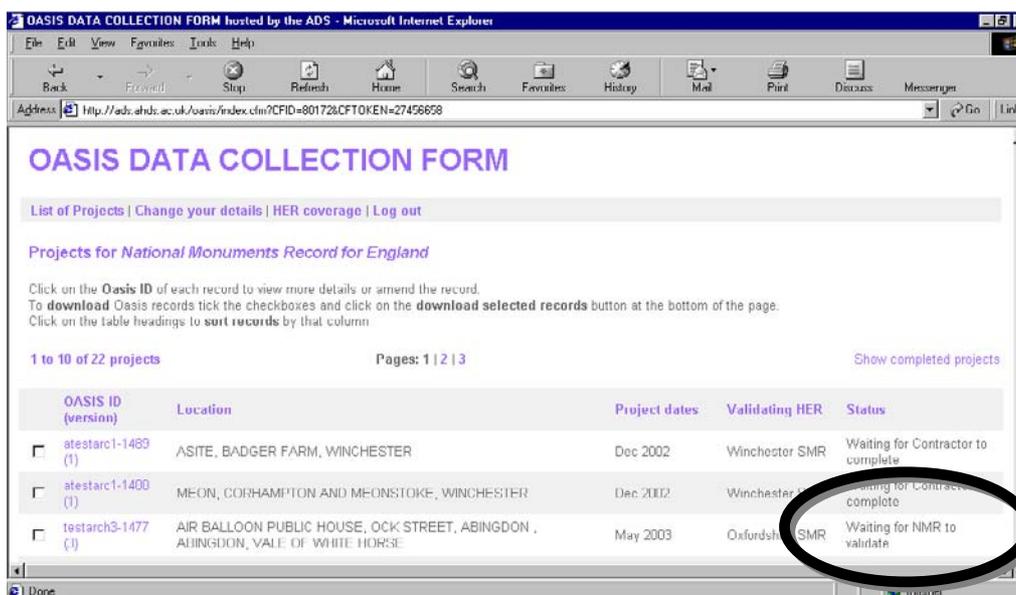


Figure 40 List of all projects together with status (circled)

Validating a project entry

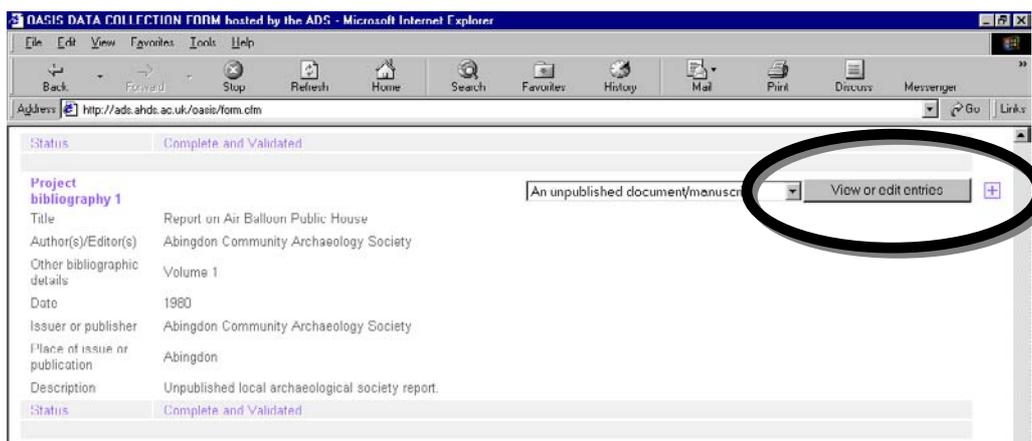


Figure 41 Viewing and editing entries in the NMR view

The NMR can view a project, amend and add to it as necessary by accessing the sections in the same way as an HER would (**Figure 41**, for instructions see p.37). For example, the NMR may want to allocate an NMR number to the event in the project details section of the form or check the terms used for consistency with published thesauri. Once they have viewed the data they can validate it and sign off the completed record (**Figure 42**).



Figure 42 Validating entries in the NMR view

Verifying and deleting units

As with an HER, an NMR has the ability to verify a unit's details and, if necessary, delete a unit and its projects from the OASIS database. For the vast majority of units this verification process will have been carried out by the HER before a record is signed off. For more details on this process, together with its restrictions, see p.39.

Changing NMR details

As with units and HERs, an NMR has the ability to edit its details and password, this process is explained on p.15.

Downloading project data

OASIS data can be downloaded from the form as an XML file so it can be pulled into an NMR database without having to re-type. See The Historic Environment Record's view for more detailed illustration of how this is done (p.42).

The end of the process

Once the final (complete) version of the OASIS form has been signed off by the NMR, then an e-mail alert message will be sent to the HER and the unit. This e-mail message will give notice that all previous versions of the OASIS record will be deleted within four weeks. This gives both the unit and the HER time to download previous versions of the form if they have not already done so. The completed final version of the form will be available to the unit, the HER and the NMR to download, but all edit functions will be disabled.

At this stage the contents of the OASIS record is not available on-line for consultation by the general public. The information gathered through the OASIS form by the NMR will be incorporated into the English heritage Excavation Index, hosted on line by the ADS. This index will be updated every six months. Once the OASIS forms have started to be used, the Excavation Index records will incorporate links to the grey literature reports, either held by the ADS, the HER or the Unit.

In addition the grey literature will be made available through a 'library catalogue' facility.

Appendix 1: ADS Deposit licence



Archaeology Data Service
Licence Form for Depositors



Title of Data Collection:

1. Parties and Contact Details

1.1 Printed Name.....
(hereafter 'the Depositor')

Signed

Date

Position

Institution

Address

.....

Telephone Fax

E-mail

1.2 Printed Name Dr Julian D. Richards for the University of York

Signed

Date

Position Director
Institution Archaeology Data Service
Address University of York
King's Manor
York, YO1 7EP
Telephone 01904 433954
Fax 01904 433939
E-mail jdr1@york.ac.uk

2. Introduction

- 2.1 The Depositor wishes to deposit material for archiving and distribution by the Archaeology Data Service of the University of York for education, private study, and research (“educational purposes”).
- 2.2 The Archaeology Data Service, is a partner in the Arts and Humanities Data Service (AHDS) funded by the Joint Information Systems Committee (JISC) to provide an archiving and distribution service for Arts and Humanities materials.
- 2.3 This agreement between the Depositor and the University of York acting on behalf of the Archaeology Data Service provides the legal permissions and warranties needed to allow Archaeology Data Service and the Arts and Humanities Data Service to preserve, and make accessible in a variety of formats and media, the deposited materials for educational purposes.
- 2.4 This is a non-exclusive licence, which ensures that copyright in the original data is not transferred by this agreement and provides other safeguards for the Depositor such as requesting acknowledgement in any publications arising from future research using the data. It permits use of the Data Collection only for non-commercial purposes, teaching, research and private study. Cataloguing information and documentation can be publicly available but access to the Data Collection will only be available to Authorised Users who have agreed to abide by licence conditions unless the Depositor has stated that the Data Collection can be available to any user.

3. Definitions and Interpretation

- 3.1 In this Agreement the following words have the following meanings:

‘Agreement’: this document including all of its terms and conditions.

‘Authorised user’: individuals authorised by AHDS to use the Data Collection or a member of an institution authorised by AHDS to use the Data Collection under a site licence.

‘the Data Collection’: the material to be provided by the Depositor under the title given on Page 1 of this Licence.

‘Commercial purposes’: use of the Data Collection for any reason direct or indirect which generates a profit.

‘Educational purposes’: use of the Data Collection for education, private study or research provided that such use does not generate a profit

4. Licence

- 4.1 The Depositor grants a non-exclusive licence of the Data Collection to the University of York to hold on behalf of the Archaeology Data Service for the duration of this Agreement for archiving, distribution and use for educational purposes. Such right shall include (but not be limited to) the right to:
 - 4.1.1 distribute copies of the data collection to authorised users in a variety of media formats.

- 4.1.2 promote and advertise the Data Collection in any publicity for the University of York, Archaeology Data Service, or the AHDS.
- 4.1.3 to catalogue, enhance, validate and document the Data Collection.
- 4.1.4 to electronically store, translate, copy, or re-arrange the Data Collection to ensure its future preservation and accessibility.
- 4.1.5 incorporate metadata or documentation in the Data Collection into public access catalogues for the Data Collections.

5. Depositor's rights and undertaking

- 5.1 The Depositor is free to use or publish the Data Collection elsewhere.
- 5.2 The Depositor does not warrant or guarantee the Data Collection in terms of the comprehensiveness, accuracy, reliability, or otherwise of its contents.
- 5.3 The Depositor hereby warrants and undertakes as follows:
 - 5.3.1 that the Depositor is the owner of the copyright and associated intellectual property rights in the whole Data Collection or is duly authorised by the owner, or owners, of these rights and is capable of granting under this agreement, a licence to hold and disseminate copies of the material.
 - 5.3.2 that the Data Collection is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person.
 - 5.3.3 that the Data Collection does not and will not contravene any laws, including but not limited to the law relating to defamation, or obscenity.
 - 5.3.4 that the Depositor is not under any obligation or disability created by law, contract or otherwise which would in any manner or to any extent prevent or restrict him from entering into and fully performing this Agreement.
 - 5.3.5 to notify the Archaeology Data Service of any change of copyright ownership affecting the Data Collection.
 - 5.3.6 to notify Archaeology Data Service of any confidentiality, privacy or data protection issues pertaining to the Data Collection.

6. The Archaeology Data Service's Rights and Responsibilities

- 6.1 The Archaeology Data Service shall:
 - 6.1.1 take reasonable measures to prevent unauthorised access to duplication of or distribution of the Data Collection whilst it is in the Archaeology Data Service's possession or under its control.
 - 6.1.2 permit authorised users to access and use the Data Collection, or any part of it. All subsequent access to and use of such material will be for the authorised user's educational purpose and may not be offered, whether for sale or not, to anyone who is not an authorised user.

- 6.1.3 draw the following notice to the attention of each authorised user as part of the authorisation process:

All material supplied via the Arts and Humanities Data Service is protected by copyright and other intellectual property rights, and duplication or sale of all or part of any of the datasets is not permitted, except that material may be duplicated by you for your research use or educational purposes in electronic or print form. You must obtain permission for any other use. Electronic or print copies may not be offered, whether for sale or otherwise to anyone who is not an authorised user.

- 6.1.4 request authorised users publishing any work based in whole or in part on the Data Collection to display information crediting its creator and Depositor and to declare that those who compiled the original Data Collection bear no responsibility for the further analysis or interpretation.
- 6.1.5 not be under any obligation to take legal action on behalf of the Depositor or other rights holders in the event of breach of intellectual property rights or any other right in the material deposited.
- 6.1.6 not be under any obligation to reproduce, transmit, broadcast, or display the Data Collection in the same formats or resolutions as those in which the material was deposited.
- 6.2 While every care will be taken to preserve the physical integrity of the Data Collection, the University of York shall incur no liability, either expressed or implicit, for the Data Collection or for the loss of or damage to any of the Data Collection.
- 6.3 The copyright in any additional data added by the Archaeology Data Service to the Data Collection, and any search software, user guides and documentation that are prepared by the Archaeology Data Service to assist authorised users in using the Data Collection shall belong to University of York on behalf of the Archaeology Data Service and any other parties that the Archaeology Data Service may choose to enter into an agreement with to produce such materials.

7. Royalties

- 7.1 No royalties shall be paid for the use of the Data Collection for educational purposes, archiving or publicity.

8. General

8.1 Communications

All notice under this Agreement shall be in writing and shall be sent to the address of the recipient set out in this Agreement or to such other address as the recipient may have notified from time to time. Any notice may be delivered personally or by first class post or by fax or by e-mail and shall be deemed to have been served if by hand when delivered, if by first class post 48 hours after posting, if by fax when confirmation of transmission is received and if by e-mail, when confirmation of receipt is received from the system of the recipient. If no reply is received to a notice under this agreement the consent of the recipient will be deemed to have been given after 30 days have elapsed from the issue of that notice.

- 8.2 **Successors**
This agreement is binding on and will benefit the successors and assigns of the parties.
- 8.3 **Entire Agreement**
This Agreement constitutes the entire agreement between the parties. No variation will be effective unless in writing signed by or on behalf of both parties.
- 8.4 **Invalidity**
If any part of this Agreement is held unlawful or unenforceable that part shall be struck out and the remainder of this Agreement shall remain in effect.
- 8.5 **Joint Venture**
This Agreement does not create any partnership or joint venture between the parties.
- 8.6 **Waiver**
No delay neglect or forbearance by either party in enforcing its rights under this Agreement shall be a waiver of or prejudice of those rights.
- 8.7 **Proper Law**
This Agreement is governed by the laws of England excluding any conflicts of law principles. Any dispute that may arise concerning this Agreement shall be decided by the High Court and the parties shall submit to its exclusive jurisdiction for that purpose.
- 8.8 **Term of the Agreement**
This Agreement shall take effect on execution hereof and shall continue for the duration of copyright in the Data Collection unless either party terminates this agreement.
- 8.9 **Termination**
- 8.9.1 In addition to any remedy, the University of York on the one hand and the Depositor on the other may terminate this agreement immediately without further obligation in the event of any breach of this Agreement which cannot be remedied or is not remedied within thirty (30) days of the party in breach being requested to do so by the other party.
- 8.9.2 Where there is no breach, either party may terminate this Agreement upon six months' notice. However where there is no breach and this Agreement is terminated by the Depositor during the term of this Agreement, the Archaeology Data Service shall be entitled to charge the Depositor for such costs as have been incurred in archiving and cataloguing the Data Collection, and any other investment of resources in the Data Collection prior to its withdrawal.
- 8.10 **Disclaimer**
The Depositor and the University of York shall be under no liability for any loss or for any failure to perform any obligation hereunder due to causes beyond their control, including but not limited to industrial disputes of whatever nature, Acts of God, hostilities, force majeure or any circumstances which they could not reasonably foresee and provide against.

Appendix 2: Project detail terminology

These definitions (as with the majority of the pick lists used throughout the OASIS form) have been developed and supplied to the project by the AIP. These definitions can also be found by clicking the help button within the on-line form.

Methods and techniques

Aerial photography

The principal event here is the plotting and analysis of aerial photographs and images relevant to a defined piece of land. The extent of such a survey is defined as the Interpretation and Mapping Unit as described by Whimster (*The Emerging Past*, 1989, 7-9).

Augering

Transect or area-based arrangements of drilled auger-holes or bore-holes used for the recovery or logging of deposit samples. Each hole would normally be individually numbered and recorded by means of an auger-hole log sheet. The extent of the survey is defined as the area sampled with sample points individually identified where possible.

Documentary search

Systematic search of available archaeological databases (e.g. SMR, NMR, ADS etc.); Cartographic, pictorial and historical documents; examination of secondary and statutory sources; Analysis of aerial photographs.

Environmental Sampling

The retrieval of samples from buried soils/features for laboratory analysis. With the aim of gathering information about past environments. Categories of environmental investigation include diatoms, mollusca, pollen and faunal remains. English Heritage have produced guidelines to sampling, recovery and post-ex.

Fieldwalking

The systematic study of ground surfaces and the collection or in-situ recording of visible archaeological material. This includes fieldwalking when carried out as line-walking or grid-collection. Other kinds of surface collection strategies are also included, for example transect or quadrat sampling. Any material recovered will be logged and stored by sample unit. The extent of such a survey is the land-parcel within which the survey took place, where possible recording the sample-units used within it (e.g. grid squares; survey lines and stints).

Geophysical - Magnetic Susceptibility

The systematic examination, recording and plotting of variations in the ability of defined components or horizons within a soil profile or deposit to become magnetised and thus reveal characteristics of which can be related the nature and intensity of certain land-use practices. The survey may be carried out with a field-coil or a probe for direct measurement, or through soil sampling and laboratory processing. The extent of this event type is defined by the limits of the survey grid within which data was collected.

Geophysical – Magnetometer

The systematic examination, recording and plotting of variations in the magnetic properties of the ground to locate and delimit buried features and deposits as anomalies. Such surveys are typically carried out using a fluxgate gradiometer, although other magnetometers are sometimes employed, and, increasingly, caesium gradiometers. The extent of this event type is defined by the limits of the survey grid within which data was collected.

Geophysical – Resistivity

The systematic examination, recording and plotting of variations in soil resistivity to locate and delimit buried features and deposits. The extent of this event type is defined by the limits of the survey grid within which data was collected.

Ground Penetrating Radar

The systematic examination, using blocks or transects, of the ground using continuous waves or short pulses of electromagnetic radiation to investigate the position, size, and nature of buried deposits and objects. The spatial extent of the event type is determined by the extent of the area surveyed.

Metal detectors

Structured scanning, usually on a grid or transect pattern, of the ground surface with an electronic device that produces a distinctive signal when ferrous and/or non-ferrous metal is in the vicinity of the detection coil. Metal objects located in this way are typically recovered from their context of preservation by hand with appropriate records kept of the sample unit in which the findspot lies. The spatial extent of this event type is determined by the limit of the survey area. Where transects and stints are used these can be mapped within the sample area.

Phosphate survey

The systematic sampling of a tract of land to determine areal variations in the concentration of phosphates within a defined horizon of the soil profile. The extent of the event type is taken to be the area covered by the sampling scheme adopted.

Sample trenches

Archaeologically excavated trenches (hand or Machine dug) organized within a pre-determined and statistically constituted sampling programme in which the topsoil and some or all of any underlying deposits are examined mechanically. The distribution and size of sample units (i.e. the trenches) will be arranged to provide a defined sample fraction of the whole area under study (e.g. 2%, 5%, 10% etc.) and according to a recognized sampling system (e.g. random; stratified; systematic etc.). The trenches are excavated for the purposes of determining the presence/absence, form, nature, preservation, age, construction, purpose, association and/or relationships of any buried archaeological features. The extent of the event type is defined by the limits of the area subject to the sampling scheme.

Survey/recording of fabric/structure

This involves the analytical recording, through essentially archaeological means, of buildings and structures through plans, elevations, photographs and other means, usually when they are undergoing structural modification or in advance of demolition. The IFA has published a standard relating to the investigation and recording of standing buildings and structures.

Targeted trenches

Archaeologically excavated trench (hand or Machine dug) in which some or all of the topsoil and any underlying deposits are removed mechanically, the area of investigation being placed over or across one or more known or suspected archaeological features (whether upstanding or not) for the purpose of determining their form, nature, preservation, age, construction, purpose, association and/or relationships. The extent of the event type is defined by the limits of the areas excavated.

Test pits

This includes all studies which aim to sample the content of the topsoil and the nature of sub-surface deposits through systematically positioned holes. Usually, the test-pits provide quantified volumetric samples of artefact density or environmental data. The extent of such a survey is defined by the limits of the block of land subject to the imposed systematic sampling grid or transect.

Topographic survey

The creation of a measured plan or map of visible archaeological features which may be depicted by symbolically or conventionally using hachures, symbols, or contour lines. The physical extent of the event will be defined as the area mapped.

Visual inspection

This involves a qualified archaeologist making a site visit to ascertain the nature and extent of the site location and surrounding environs with a chance to examine the archaeological potential of an area for further evaluation. This information can then be used to assist the evaluation strategy.

Investigation type

Open-area excavation

Complete systematic investigation, recording, and removal of archaeological deposits according to the normal principles of stratigraphic excavation. The size of an open-area excavation may vary from the examination of holes to take piles or foundations, through slit-trenches to clarify particular archaeological problems, to extensive trenches in excess of 100 square metres in extent.

Full Excavation

Complete systematic investigation, recording, and removal of archaeological deposits according to the normal principles of stratigraphic excavation. This assumes total excavation of all deposits across the whole development area.

Field Observation

This involves periodic visits to a development site by a qualified archaeologist for the purpose of recording archaeological deposits and recovering finds which have come to light since the previous visit. This work differs from a watching brief in that an archaeological presence is not maintained during groundwork and there are no powers to suspend work.

Full Survey

Survey of the whole site involving the systematic recording of dimensions of visible features, such that detailed drawings and reconstructions can be made. Examination and recording of the archaeological resource in the field, generally requiring access to the site recorded.

Systematic Field Walking

The systematic study of ground surfaces and the collection or in-situ recording of visible archaeological material. This includes fieldwalking when carried out as line-walking or grid-collection. Other kinds of surface collection strategies are also included, for example transect or quadrat sampling. Any material recovered will be logged and stored by sample unit. The extent of such a survey is the land-parcel within which the survey took place, where possible recording the sample-units used within it (e.g. grid squares; survey lines and stints).

Systematic Metal Detector Survey

Structured scanning, usually on a grid or transect pattern, of the ground surface with an electronic device that produces a distinctive signal when ferrous and/or non-ferrous metal is in the vicinity of the detection coil. Metal objects located in this way are typically recovered from their context of preservation by hand with appropriate records kept of the sample unit in which the findspot lies. The spatial extent of this event type is determined by the limit of the survey area. Where transects and stints are used these can be mapped within the sample area.

Part Excavation

Partial excavation of the site by systematic investigation, recording, and removal of archaeological deposits according to the normal principles of stratigraphic excavation to discover the nature and extent of any archaeological deposits without disturbing them.

Part Survey

Survey of selected areas of the site involving the systematic recording of dimensions of visible features, such that detailed drawings and reconstructions can be made. Examination and recording of the archaeological resource in the field, generally requiring access to the site recorded.

Salvage Excavation

Archaeological excavations which are carried out quickly in the face of modern construction, roads, pipelines, and other developments as increasingly post-determination evaluations are being authorised.

Salvage Record

This involves a qualified archaeologist making a site visit and monitoring the excavation of a hole by a building contractor or some other non-archaeologically trained person. During the work the archaeologist records any archaeological evidence that comes to light. Most likely to occur after development works have commenced.

Test-Pit Survey

This includes all studies which aim to sample the content of the topsoil and the nature of sub-surface deposits through systematically positioned holes. Usually, the test-pits provide quantified volumetric samples of artefact density or environmental data. The extent of such a survey is defined by the limits of the block of land subject to the imposed systematic sampling grid or transect.

Watching Brief

This involves a qualified archaeologist monitoring the excavation of a hole by a building contractor or some other non-archaeologically trained person. During the work the archaeologist records any archaeological evidence that comes to light. The watching brief is maintained throughout the groundwork, and there may be provision to suspend digging temporarily while records are made or finds recovered. The IFA has published a standard and guidance note relating to archaeological watching briefs and their conduct.