CAPTURE survey on making and using archaeological data

This survey is carried out as a part of the CApturing Paradata for documenTing data creation and Use for the REsearch of the future (CAPTURE) research project. CAPTURE has received funding from the European Research Council (ERC) under the European Union's Horizon 2020 research and innovation programme (Grant agreement No. 818210).

CAPTURE investigates what information about the creation and use of archaeological research data ('paradata') that is needed to make the research data reusable in the future, and how to capture enough of that information. More information about the project can be found at www.uu.se/en/research/capture

We kindly invite you to share your experience and your views in this survey **if you have ever used** and/or **created and deposited archaeological data** (understood broadly, ranging from digital data to finds collections).

The aim of this survey is to identify

what information archaeologists who are or have been using different types of data need to know about the data to (re)use it effectively, and
what archaeologists who have produced consider it to be important for others to know about their data.

Participating in the survey takes approximately 20 minutes.

The data collected in the survey will be processed in full compliance with the European General Data Protection Regulation. No identifying information is collected.

This research study does not involve ethically sensitive procedures or gathering of ethically sensitive information. For research problems or questions regarding subjects, the Data Protection Officer at Uppsala University may be contacted through +46 18 471 10 00 and dataskyddsombud@uu.se or the Swedish Data Protection Authority through www.datainspektionen.se

Inquiries about the study or the research project can be sent to the principal investigator of the project, prof. Isto Huvila, firstname.lastname@abm.uu.se, tel. +46 18 471 3420.

The survey is conducted in collaboration with COST Action Archaeological Practices and Knowledge Work in the Digital Environment (ARKWORK).

Thank you very much for your valuable contribution!

How to fill in the paper survey
Below you can see how you mark an answer option in the check boxes, and how you change a selection.

 The answer option has been marked correctly

 The answer option has been marked incorrectly, the cross must be in the middle of the box

 The answer option has been marked incorrectly, the cross is too strong

 Changed selection, the answer option will <u>not</u> be counted as being marked

1. Have you ever used archaeological data collected or created by others?

☐ Yes

☐ No

2. When you use archaeological data collected or created by others, how important is it for you to know how the data was collected and/or created?

☐ Not at all important

☐ Slightly important

☐ Moderately important

☐ Very important

☐ Extremely important

5. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
References to project or funding body of data collection/creation	☐	☐	☐	☐	☐	☐
References to permissions granted for creating/collecting the data	☐	☐	☐	☐	☐	☐
References to legislation and official requirements directing the archaeological activity (e.g. national/federal legislation, requirements stated by a national heritage board)	☐	☐	☐	☐	☐	☐
References to guidelines followed (e.g. The London Charter, EAA Code of Practice for Fieldwork Training)	☐	☐	☐	☐	☐	☐

6. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Explanation of the general context of data creation/collection (e.g. field survey, investigation, excavation, laboratory analysis, archival research)	☐	☐	☐	☐	☐	☐
References to methods literature (e.g. field or lab manuals, handbooks) that informed data creation /collection when the data was created/collected (when applicable)	☐	☐	☐	☐	☐	☐
References to names of methods and/or standard operating procedures that informed data creation /collection (e.g. single context method, probabilistic sampling)	☐	☐	☐	☐	☐	☐
Reference to formal language used to structure the data (e.g. ontologies or classification systems like CIDOC-CRM)	☐	☐	☐	☐	☐	☐
References to documentation protocols and/or information systems (e.g. context sheets, field diaries, ArcGIS, Intrasis) used to structure the data collection process and/or the data	☐	☐	☐	☐	☐	☐

7. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Explanation of original purpose of data creation /collection (e.g. research questions, aims of study or data collection)	☐	☐	☐	☐	☐	☐
Narrative of how the data was collected/created (e.g. field/excavation/lab diary or notebook, text in report)	☐	☐	☐	☐	☐	☐
Data-creators' annotations (e.g. particularly noteworthy aspects of data set)	☐	☐	☐	☐	☐	☐
References to environmental conditions (e.g. weather, time of the day or year, conditions in laboratory/archive) when the data was created /collected	☐	☐	☐	☐	☐	☐
Explanation of what data was not collected, created or included in the dataset (e.g. incomplete or unreadable datafiles, auxiliary working notes, data of peripheral significance)	☐	☐	☐	☐	☐	☐

8. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
References to tools (e.g. trowel, shovel) used in fieldwork	☐	☐	☐	☐	☐	☐
References to measurement devices (e.g. total station, tape measure) used in fieldwork	☐	☐	☐	☐	☐	☐
References to analysis procedures (e.g. chemical analysis, C14 dating) used in conjunction with the fieldwork	☐	☐	☐	☐	☐	☐
References to type, model and settings of camera used in taking photographs	☐	☐	☐	☐	☐	☐
References to the names and versions of software packages, scripts and code used when processing digital data	☐	☐	☐	☐	☐	☐
Details on data processing procedures (e.g. how a software package was used including details on settings, extensions)	☐	☐	☐	☐	☐	☐

9. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Credentials of everyone involved in creating /collecting the data	☐	☐	☐	☐	☐	☐
Credentials of the person who is responsible for the project and data creation /collection	☐	☐	☐	☐	☐	☐
Names of everyone involved in creating /collecting the data	☐	☐	☐	☐	☐	☐
Name of the person who is responsible for the project and data creation	☐	☐	☐	☐	☐	☐

10. How useful it is to have the following information about the data you are using?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
How the data has been managed and curated since it was collected (incl. information on how it was eventually digitised)	☐	☐	☐	☐	☐	☐
Information about versions of the data set	☐	☐	☐	☐	☐	☐
How, where and by whom the data has been used so far	☐	☐	☐	☐	☐	☐
That the data has been reviewed through peer review/by journal reviewer/by data reviewer or repository curator	☐	☐	☐	☐	☐	☐
Instructions for how the dataset should be cited	☐	☐	☐	☐	☐	☐
Information about related data sets	☐	☐	☐	☐	☐	☐
Information about related publications	☐	☐	☐	☐	☐	☐

11. When you think back to your earlier (re)use of archaeological data, was it possible to use data in the way you had planned?

- [ ] Yes
- [ ] No

14. Have you ever deposited archaeological data in an archive or published archaeological data in a repository?

- [ ] Yes
- [ ] No

17. Which of the following tools do you use to document your data collection and creation procedures (choose all that apply)

- [ ] Handwritten notebooks
- [ ] Word processor or text editor (e.g. Microsoft Word, text editor)
- [ ] Online word processor or editor (e.g. Google Docs)
- [ ] Spreadsheet online or offline (e.g. Microsoft Excel, LibreOffice Calc)
- [ ] Dedicated notebook or diary software (e.g. Jupyter Notebook, DayOne)
- [ ] Project management software
- [ ] Taking photographs
- [ ] Audio recorder or recording software
- [ ] Video camera or recording software
- [ ] I don’t document how I collect or create data

18. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Reference to project or funding body of data collection/creation	☐	☐	☐	☐	☐	☐
References to permissions granted for creating/collecting the data (when applicable) for creating/collecting the data	☐	☐	☐	☐	☐	☐
References to legislation and official requirements directing the archaeological activity (e.g. national/federal legislation, requirements stated by a national heritage board)	☐	☐	☐	☐	☐	☐
References to guidelines followed (e.g. The London Charter, EAA Code of Practice for Fieldwork Training)	☐	☐	☐	☐	☐	☐

19. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Explanation of general context of data creation /collection (e.g. field survey, investigation, excavation, laboratory analysis, archival research)	☐	☐	☐	☐	☐	☐
References to methods literature (e.g. field or lab manuals, handbooks) that informed data creation /collection when the data was created/collected	☐	☐	☐	☐	☐	☐
References to names of methods and/or standard operating procedures that informed data creation /collection (e.g. single context method, probabilistic sampling)	☐	☐	☐	☐	☐	☐
Reference to formal language used to structure the data (e.g. ontologies or classification systems like CIDOC-CRM)	☐	☐	☐	☐	☐	☐
References to documentation protocols and/or information systems (e.g. context sheets, field diaries, ArcGIS, Intrasis) used to structure the data collection process and/or the data	☐	☐	☐	☐	☐	☐

20. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Explanation of original purpose of data creation /collection (e.g. research questions, aims of study or data collection)	☐	☐	☐	☐	☐	☐
Narrative of how the data was collected/created (e.g. field/excavation/lab diary or notebook, text in report)	☐	☐	☐	☐	☐	☐
Data-creators' annotations (e.g. particularly noteworthy aspects of data set)	☐	☐	☐	☐	☐	☐
References to environmental conditions (e.g. weather, time of the day or year, conditions in laboratory/archive) when the data was created /collected	☐	☐	☐	☐	☐	☐
Explanation of what data was not collected, created or included in the dataset (e.g. incomplete or unreadable datafiles, auxiliary working notes, data of peripheral significance)	☐	☐	☐	☐	☐	☐

21. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
References to tools (e.g. trowel, shovel) used in fieldwork	☐	☐	☐	☐	☐	☐
References to measurement devices (e.g. total station, tape measure) used in fieldwork	☐	☐	☐	☐	☐	☐
References to analysis procedures (e.g. chemical analysis, C14 dating) used in conjunction with the fieldwork	☐	☐	☐	☐	☐	☐
References to type, model and settings of camera used in taking photographs	☐	☐	☐	☐	☐	☐
References to the names and versions of software packages, scripts and code used when processing digital data	☐	☐	☐	☐	☐	☐
Details on data processing procedures (e.g. how a software package was used including details on settings, extensions)	☐	☐	☐	☐	☐	☐

22. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Not applicable in my research
Credentials of everyone involved in creating /collecting the data	☐	☐	☐	☐	☐	☐
Credentials of the person who is responsible for the project and data creation /collection	☐	☐	☐	☐	☐	☐
Names of everyone involved in creating /collecting the data	☐	☐	☐	☐	☐	☐
Name of the person who is responsible for the project and data creation	☐	☐	☐	☐	☐	☐

23. How important is it to include the following information when you are archiving or publishing an archaeological dataset?

	Not at all useful		Neutral		Absolutely essential	Don't know
How the data has been managed and curated since it was collected (incl. information on how it was eventually digitised)	☐	☐	☐	☐	☐	☐
Information about versions of the data set	☐	☐	☐	☐	☐	☐
How, where and by whom the data has been used so far	☐	☐	☐	☐	☐	☐
That the data has been reviewed through peer review/by journal reviewer/by data reviewer or repository curator	☐	☐	☐	☐	☐	☐
Instructions for how the dataset should be cited	☐	☐	☐	☐	☐	☐
Information about related data sets	☐	☐	☐	☐	☐	☐
Information about related publications	☐	☐	☐	☐	☐	☐

25. Where are you professionally based (e.g. location of your primary employing organisation)?

- [ ] Afghanistan
- [ ] Åland Islands
- [ ] Albania
- [ ] Algeria
- [ ] American Samoa
- [ ] Andorra
- [ ] Angola
- [ ] Anguilla
- [ ] Antarctica
- [ ] Antigua and Barbuda
- [ ] Argentina
- [ ] Armenia
- [ ] Aruba
- [ ] Australia
- [ ] Austria
- [ ] Azerbaijan
- [ ] Bahrain
- [ ] Bahamas
- [ ] Bangladesh
- [ ] Barbados
- [ ] Belarus
- [ ] Belgium
- [ ] Belize
- [ ] Benin
- [ ] Bermuda
- [ ] Bhutan
- [ ] Bolivia, Plurinational State of
- [ ] Bonaire, Sint Eustatius and Saba
- [ ] Bosnia and Herzegovina
- [ ] Botswana
- [ ] Bouvet Island
- [ ] Brazil
- [ ] British Indian Ocean Territory
- [ ] Brunei Darussalam
- [ ] Bulgaria
- [ ] Burkina Faso
- [ ] Burundi
- [ ] Cambodia
- [ ] Cameroon
- [ ] Canada

26. What type of organization are you working for?

- [ ] A university or public research organisation (such as an academy of sciences, a foundation or similar)
- [ ] A museum
- [ ] A governmental institution
- [ ] A private company or research institute
- [ ] I am not affiliated with an organisation (self-employed, freelancing or similar)
- [ ] If other, please specify

27. What describes best your current position in the organization?

- [ ] I am a permanent employee or self-employed
- [ ] I have a project-related contract (e.g. as researcher, field archaeologist,/technician, post-doc)
- [ ] I am a trainee, Ph.D. student, or student
- [ ] Volunteer
- [ ] Other, please specify

28. Which of the following describes best your main research-related activity?

- [ ] Director of an archaeological institute or research centre/laboratory
- [ ] Archaeological researcher / field archaeologist
- [ ] Manager of an institutional repository or other service that provides access to archaeological data (sets)
- [ ] Laboratory och archives based researcher
- [ ] Manager of project databases
- [ ] If other, please specify

29. How much influence you have on data management policies and practices that are directly relevant to your work?

- [ ] I make all the decisions myself
- [ ] I participate in making all decisions
- [ ] I make or participate in the making a part of the decisions myself
- [ ] I have a strong influence on decisions that are made
- [ ] I have some influence on decisions that are made
- [ ] I have no influence at all

30. Most common data related activities in your professional work (pick as many as applicable)

- [ ] Data acquisition (incl. creating, collecting)
- [ ] Data description
- [ ] Data use
- [ ] Data delivery
- [ ] Data reuse
- [ ] Data planning (for own or organisational purposes)
- [ ] Data planning (for others, outside of own organisation)
- [ ] If other, please specify

32. Gender

- [ ] Female
- [ ] Male
- [ ] Other
- [ ] Prefer not say