

OH-SMArt Archiving Workshop Report

Olivia Brum and Sanneke Stigter, 2 February 2024

On January 24th, 2024, the OH-SMArt Archiving workshop for museum and heritage institution employees took place at the University of Amsterdam (UvA), focused on the quick and easy deposit of interview materials. The workshop was organized as part of the PDI-SSH funded project *Oral History – Stories at the Museum Around Artworks* (OH-SMArt) and was led by Dr. Jetze Touber (Data Station Manager Humanities), Drs. Widia Mahabier (Data Manager), and Chris Baars (Senior Information Systems Officer) from project partner DANS (an institute residing under the KNAW). The workshop was hosted by Dr. Sanneke Stigter and Olivia Brum, MSc both from the UvA.

During the workshop, participants from the Kröller-Müller Museum, Amsterdam Museum, Rijksmuseum, Stedelijk Museum Amsterdam, Museum Boijmans van Beuningen, Stichting Reis van de Razzia, and Stichting Archief en Documentatiecentrum van de Nederlandse Psychologie (ADNG) were introduced to the minimum viable product of DANS-KNAW's deposit pipeline, which includes the OH-SMArt deposit form. Since this was a beta version, participants were asked for their first-hand experience of the form's functionality and what other features would specifically be helpful to them in their work.

Before the workshop, participants had been instructed on how to register for an account in the Data Station for Social Sciences and Humanities (SSH) and obtain an EduID, a proxy academic account that allows non-university affiliated parties to access academic resources via the SURF environment. They had also been informed on how to prepare their interview materials for deposit, giving them the opportunity to deposit their own records to the Data Station SSH as part of the workshop.

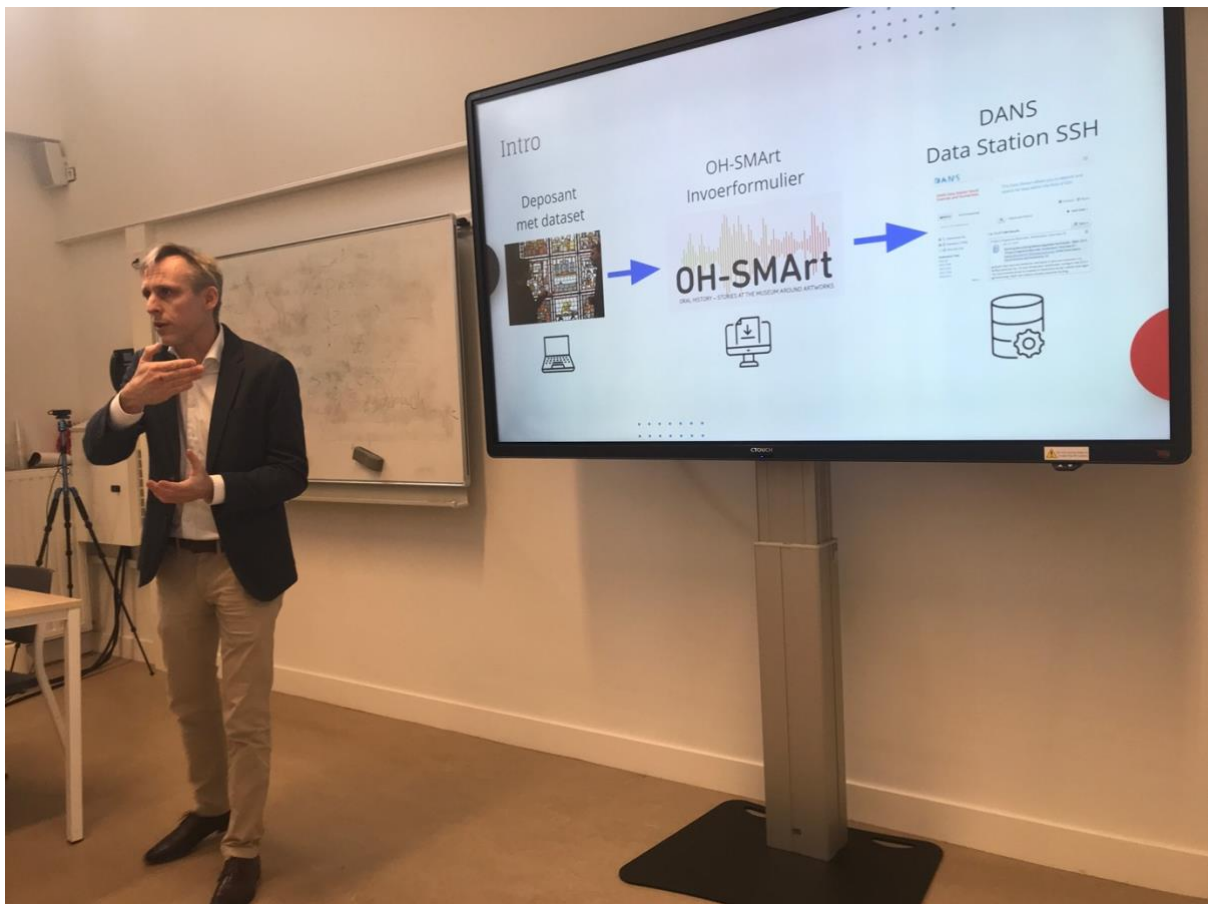
After a brief explanation by Jetze Touber, one of the participants illustrated for the group how to access the OH-SMArt deposit form and which metadata (information about the datasets) is expected to accompany the data deposit. Then participants began to start practicing depositing their interview materials, raising questions, such as in what language the metadata should be, how to link multiple interviews carried out over one project, and whether it would be possible to work on several depositions at the same time. Although it is possible to save and pause the deposition, at the moment it is not yet possible to work on several datasets. The preferred language of the metadata depends on the language of the interview, unless international reach is a consideration, then English is better. Linking multiple interviews is done through later curation of the data by a data manager, if the information is indicated under 'relations' entry. The type of relation can be left blank if it is unclear, or simply a 'relation'.

Other questions included who should be put down as a contact for the deposited interview material, as the beta form automatically makes the submitter the point of contact. This is ideally a general email address of the depositing institution, which can also be added later. This could be for a data steward or a library but should not be an individual's work email. Other results of the workshop included finetuning of the deposit, curation and publication of several datasets submitted by participants.

Feedback from participants was compiled by DANS-KNAW and will be made accessible below as work is continued on improving the beta version of the OH-SMART deposit form. In the meantime, the beta form can continue to be used to deposit interview materials. For further instructions, see below.

1. In order to use the OH-SMART deposit form, would-be depositors from non-academic institutions need to first create an EduID. This can be done while making an account at the [Data Station SSH](#) and selecting “eduID” under “Use another account.” It will then give you a prompt to make your own.
2. Given an EduID and a Data Station SSH account you can then retrieve your API key, which although it only needs to be done is an integral step. This can be found under “API token” when logged into the [Data Station SSH](#).
3. Your API key needs to then be copied and pasted into the field under “Your settings” in the [OH-SMART deposit form](#) in order to sync the two platforms for the automatic submission of your files for approval in the Data Station SSH.
4. When depositing files in the future, depositors then only need to log in to the OH-SMART deposit form, <https://ohsmart.datastations.nl>. Bookmark it for quick and easy access.

For further questions contact Widia Mahabier (widia.mahabier@dans.knaw.nl) or Jetze Touber (jetze.touber@dans.knaw.nl) at DANS-KNAW.



Dr. Jetze Touber, DANS Datastation Manager Humanities, introducing the OH-SMART Deposition Interface.
Photo: Sanneke Stigter



Workshop participants from the Amsterdam Museum, Kröller-Müller, and ADNG receiving instruction from Chris Baars.
Photo: Sanneke Stigter



Workshop participants from the Museum Boijmans van Beuningen receiving instruction from Drs. Widia Mahabier.
Photo: Sanneke Stigter