Historic Environment Scotland

Guidelines for Depositing Digital Material via ShareFile

Prior to depositing any digital material with HES, please ensure you have a signed depositor's agreement. If you do not have this in place, we will be unable to process your deposit. For further information, please consult the depositors information on Canmore or contact the Acquisitions and Loans Manager at archives@hes.scot.

Please also contact the Digital Archive team at digital.archives@hes.scot to discuss your deposit in advance.

When depositing Digital Archive material, please consult the '*Guidelines for Archiving of Archaeological Projects*' which provides guidance on information required, accepted file formats, and advice on file and directory naming.

Please ensure all ShareFile deposits include a completed Digital Deposit Form– these are available on the depositors information page on Canmore or by contacting digital.archives@hes.scot.

ShareFile

HES has developed ShareFile as the method for online file transfer to the Digital Archive.

You can access the HES Archives ShareFile here:

https://hes-scotland.sharefile.eu/remote/53b50da8-3d9e-404d-bb65-f8c13e718d87

ShareFile allows transferring of files up to a maximum of 100GB **per file** and has unlimited upload.

Email

First Name

Last Name

Company

Project Code(s) (comma separated)

File Information Form included (yes/no)

Total File Size for Deposit (GB)

Total Number of Files in Deposit

Drag files here

Browse files

Upload

You must complete the minimum information fields before the form will allow you to upload any files. All fields other than 'Project Code' is a mandatory field. Please use one ShareFile transfer for each individual project you wish to deposit.

Preparing your Digital Archive folder structure

When preparing your digital material for deposit, we recommend creating a folder structure. An example structure could be as follows:
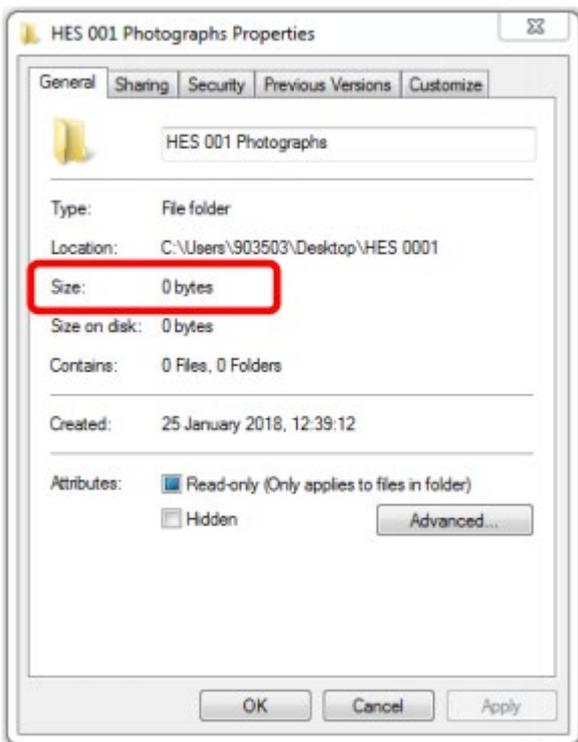
The ShareFile system does not allow folders to be uploaded only single files, however, to retain your folder structure you can create a zipped folder and upload this as a single file to ShareFile ensuring it is less than 100GB in size.

To find out the size of a folder, right click on the folder itself and a list of options will appear. At the bottom of this list there is the option 'Properties'. Select this option.

A new window will open with five tabs, the first tab ('general') will provide you with information about the size of the folder. Make sure this does not exceed 100GB.

Once you have completed the ShareFile information form, and selected the files to upload, click 'Upload'. This will then automatically notify Digital Archive staff.

The Digital Archive aims to download all new ShareFile deposits within 14 days of receiving the email notification.

Any questions can be directed to digital.archives@hes.scot

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