

A guide to the deposit of geoscientific records



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The National Geological Records Centre (NGRC) is part of the British Geological Survey's National Geoscience Data Centre which is funded by the Government via the Natural Environment Research Council. Its remit is to acquire, store and manage geological and earth science information, and to use and make this information available to others.

National Geoscience Data Centre (NGDC)



The National Geoscience Data Centre (NGDC) holds extensive collections of data, from paper records, through rock and fossil collections, to digital maps and databases. These records are an invaluable source of detailed geological and land use information that can be used to support a wide range of commercial and academic investigations and research.

Collections policy - NGRC UK Geological Archive

The NGRC collects site specific geological information, including terrestrial, coastal and marine information for the UK including records, samples and related analysis, site specific geological information for non-UK locations where BGS has taken lead responsibility in the work, information which improves the understanding of the geological environment both at surface and at depth and information related to the exploitation of the geology of an area, geohazards, land use or related processes which affect the surface or subsurface.

It does not collect published material, scientific geological information for areas outside of the UK, non-site specific scientific / industry related information, administrative records, personal papers or records deposited on long term loan.

NGRC collections

A wide range of records are managed by the NGRC and all non-confidential material is available for inspection at specific BGS offices or, alternatively copies of records can be provided. The main collections comprise the records of boreholes, shafts and wells from all forms of drilling and site investigation work. There are over 1 million records dating back to around 1740, and ranging from one metre to several thousand metres in depth. About 30,000 new records are received every year. There are records of boreholes drilled for water, and additional information is held in the National Well Record Archive.

The Survey has statutory rights of access to records, core and samples from boreholes drilled to depths greater than 30m for mineral exploration and 15m for water supply assessment. However most of the records held in the NGRC collections are from boreholes of shallower depth, that have been deposited voluntarily by external parties engaged in site investigations.

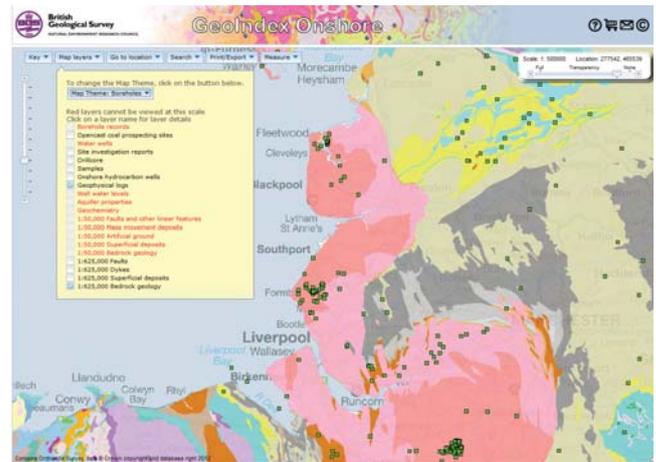
The NGRC also holds mining information, oil and gas exploration records, field maps, field notebooks, manuscript geological maps, and site investigation reports that contain borehole records, trial pit data, and laboratory test data, as well as information relating to all aspects of geoscience.

Ensuring preservation and reducing your storage costs

There is a heavy investment of time and resources in collecting and maintaining your data. Long term preservation is essential if your investment is to be safeguarded. Data collections deposited with the NGRC are preserved and where appropriate are migrated through changing technologies to ensure that they will remain accessible in the future. Digital data is stored on secure servers and duplicated on back-up servers. In addition, digital raster back-up copies of many paper records are produced by scanning. This allows greater flexibility in the provision and dissemination of data, both internally and externally, by use of up-to-date electronic methods.

Providing access

- Easy identifications of available data using the BGS internet GIS tools at <http://www.bgs.ac.uk/geoindex>
- Easy access to data for site-specific enquiries



Contributing to the wider community

By depositing records you are helping to:

- preserve your data for future use
- encourage development of new areas for research
- increasing the quantity and quality of geoscience data available to the wider community.

Security



BGS will take all reasonable care to preserve records from theft, loss or destruction but beyond this will not be liable for any loss or damage. NGRC staff make every effort to ensure that records are kept secure at all times. While held by the NGRC records are kept secure and held in a protected fire-proof area. The BGS site is covered by 24-hour security, and access to buildings is controlled by timed swipe/ID cards. As a Place of Deposit for Public Records the NGRC is regularly inspected by the National Archive and has to meet acceptable standards based on BS5454: 2000 Recommendations for storage and exhibition of archival documents.

Quid Pro Quo agreements and discounts

The BGS will waive retrieval charges normally applied to external parties, where regular donation of documents/data to the archive by an external party is of benefit to BGS research activities and the National Archive. Such acquisitions and related waivers are considered as a quid pro quo exchange of information. Waivers do not apply to payments required for the preparation of individual geological reports, or value-added interpretation of data. For further information, please contact the Data Collection Officer on 0115 936 3021, or e-mail: geodata@bgs.ac.uk.

Please contact the NGRC to discuss your donation with the Data Collection Officer, on 0115 9363021 or e-mail geodata@bgs.ac.uk, who will provide you with further information, and arrange to meet with you to discuss any queries that you have or assess your data collection. Alternatively you are welcome to come and visit the Records Centre, and view our archives and holdings.

Types of deposit (see Appendix 3 - Terms of Deposit form for further information)

- Transfer - transfer of the physical custody of the information but not legal ownership.
- Deposit / gift - transfer of the physical custody as well as legal ownership of the information.
- Loan - temporary transfer of physical custody of the information.

Formats

We accept a wide variety of formats including digital, AGS and microfilm, as well as data in paper form. Digital files are preferable if available and in particular AGS data. Digital formats reduce storage and transit costs and data can be processed more readily in many instances.

AGS Format

"The Association of Geotechnical and Geoenvironmental Specialists (AGS) is a non-profit making trade association established to improve the profile and quality of geotechnical and geoenvironmental engineering. The membership comprises UK organisations and individuals having a common interest in the business of site investigation, geotechnics, geoenvironmental engineering, engineering geology, geochemistry, hydrogeology, and other related disciplines."

The AGS Format file is a text file, containing tables of information on all aspects of the geotechnical site investigation. The purpose of the AGS Format is to provide a means of transferring geotechnical and geoenvironmental data between parties.

Paper / Microfilm

The BGS will either retain the original records or borrow and copy/scan the information. The BGS will agree a timescale for processing and returning the records and will negotiate the best way to order and transport the data. For security the data will be collected by NGRC staff using our own transport. If the data are collected from you, it is helpful if they are provided in file order and any available index is supplied with the records.

Sending your data

The BGS can accept full site investigation reports (please provide maps in pdf or tiff format). You can send your data to us in most standard formats, but the following ways are the most convenient:

- Email. Files that are smaller than 10mb can be sent to: agsdata@bgs.ac.uk.
- Files over 10mb can be sent on CD/DVD or zip disk
- You can also send large amounts of data very easily via File Transfer Protocol (FTP) [ftp.bgs.ac.uk](ftp://ftp.bgs.ac.uk).

Please ensure that your data has National Grid references and where possible please supply a map of any borehole locations.

If you have another type of electronic software, please contact us to discuss the possibility of transferring your data to a format which can be viewed using our systems.

The NGRC has the right to return to the depositor any records not judged to merit permanent preservation, or by agreement with the depositor, dispose of them.

Can we collect the data?

Where possible with large hardcopy collections the NGRC will organise collection of the data causing minimum inconvenience to you. We have various local offices which may be convenient for depositing records.

Archive scanning service

This is an opportunity for organisations to reduce their storage/working space by having it converted to a digital format, such as pdf. The BGS would collect, scan and return or securely dispose of hardcopy records, and supply a digital copy and index. Please contact the Data Collection Officer for further information.

Are there any charges for depositing data?

There is no charge to an organisation for the regular deposit of data with the NGRC or for small donations. The long-term preservation and management of deposited data is a public service for the benefit of future geological research. However, the NGRC only has limited public funding sufficient to deal with its routine level of donations. Therefore any company wishing to make a very large donation, which would consume a significant proportion of the available resources, will be asked to contribute a single one off payment or 'endowment fee' towards the curation costs. The level of this fee will be mutually beneficial and is negotiable.

Copyright and ownership considerations

The BGS acknowledges that the copyright of the records is still vested with data donors or with the clients/organisations who commissioned the work. When paper records are scanned, the copyright of scanned images will be jointly vested in BGS and the donor. If commercial confidentiality is requested, images are not passed to external third parties without the express permission of the data donor.

The ownership of the information itself and that of the copyright and other intellectual property rights must be clearly established before a data collection is deposited. The BGS can offer advice and guidance about intellectual property rights, including copyright.

Commercial-in-Confidence information

The NGRC is a 'Place of Deposit for Public Records'. As a National Archive it is in everyone's interest to make as much information available as possible. The normal period of Commercial-in-Confidence cover is 4 years. If you have specific requirements beyond this period these can be arranged with the Data Collection Officer. All records held are treated as Public Records and will therefore be subject to release after the restricted period, even if initially held as commercial-in-confidence.

The NGRC follows a strict quality procedure before releasing confidential data. Please ensure that you fill in a Terms of Deposit form (Appendix 3) when depositing your data so that this can be held on file for future administration purposes.

How will we use the data?

The BGS uses the information to assist in its geological mapping programme and other research activities. All users of geoscience information benefit from accurate and reliable geological maps and the records donated to the NGRC are a key element in their development. Unless specifically instructed, where data is held on open file, it will also be made available to external enquirers with the appropriate conditions of use (which includes the Exclusion of Liability, see Appendix 1). The data will be treated as a Public Record and therefore subject to release in accordance with current legislation.

All the information received will be registered, spatially referenced and indexed using ORACLE database tables. To facilitate access to data, BGS will scan paper records and hold the images within an information retrieval system. The existence of the data and the geographic location will be available externally via the BGS Enquiry Service and the BGS web sites (www.bgs.ac.uk/geoindex). If records have no restrictions then they will be accessible via the BGS web site.

The GeoIndex

The BGS provides a spatial index to its data holdings, which forms an unrivalled national collection of geoscience data. Your data will be added to this, once it has been registered and entered onto our system. The GeoIndex is an element of the free BGS web service to the geoscience community. It uses state-of-the-art web-enabled Geographical Information System (GIS) technology to show the locations of major datasets collected or acquired by the BGS, both within the UK and overseas, since 1835.

The GeoIndex is accessible via the BGS web site: <http://www.bgs.ac.uk/geoindex>

Where data are designated Commercial-in-Confidence, only limited index information is made available to the public.

Development work and refinements will continue to add value to the records so that they can be used for new purposes in conjunction with other data.

Useful links

BGS website:	http://www.bgs.ac.uk/
NGDC home page:	http://www.bgs.ac.uk/programmes/infoserv/ngdc/home.html
Enquiries home page:	http://www.bgs.ac.uk/scripts/enquiries/home.cfm
GeoIndex:	http://www.bgs.ac.uk/gioindex
Borehole ordering service:	http://www.bgs.ac.uk/boreholes/home.html
NHDA home page:	http://www.bgs.ac.uk/nhda/home.html
BGS datasets:	http://www.bgs.ac.uk/discoverymetadata/home.html

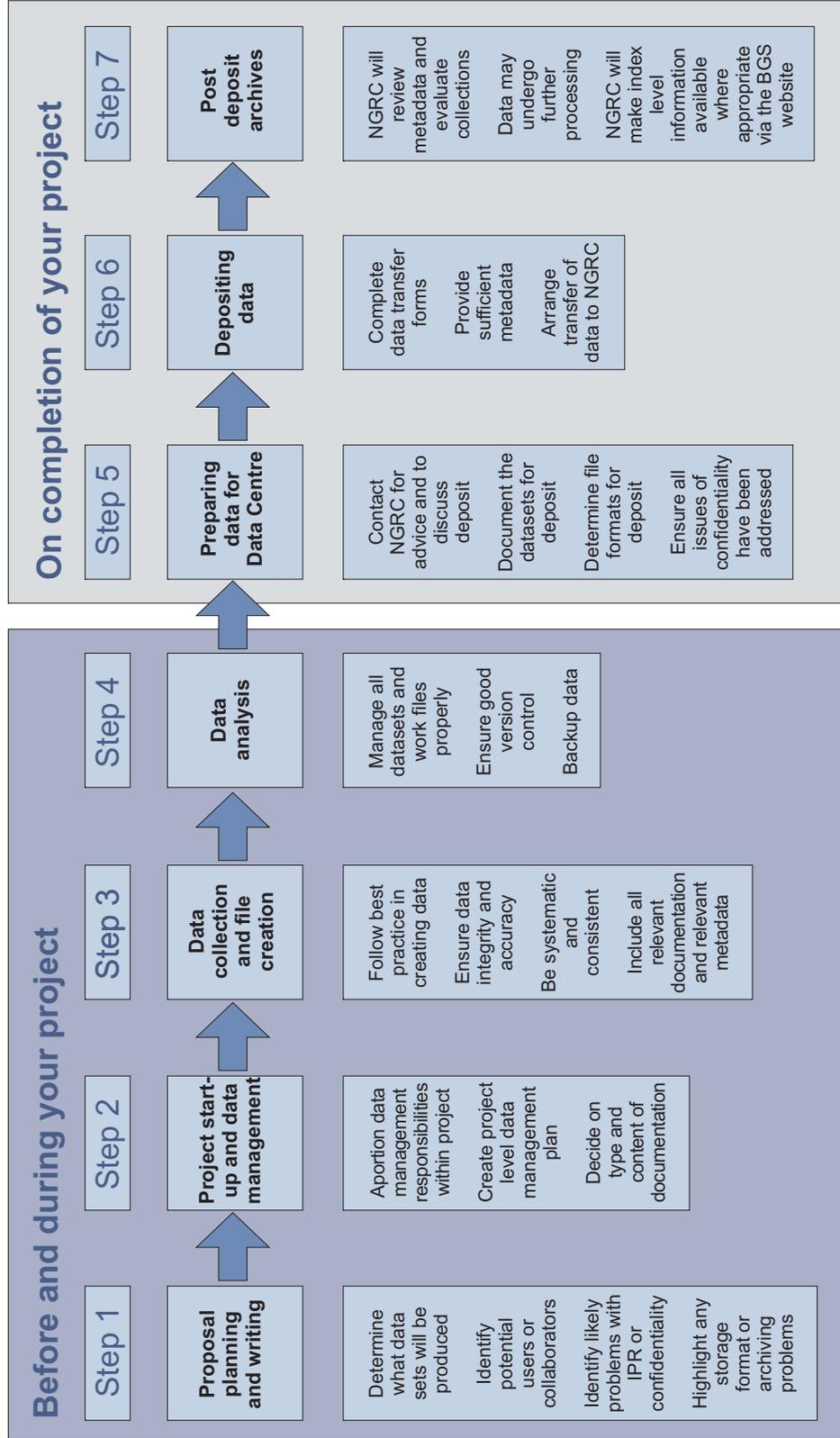
Contact details

For further information about the deposit of data please contact:

Data Collection Officer
National Geological Records Centre,
British Geological Survey,
Keyworth,
Nottingham, NG12 5GG

Tel: 0115 936 3021
E mail: geodata@bgs.ac.uk
Website: <http://www.bgs.ac.uk>

Appendix 1: The data life cycle



Appendix 2: Exclusion of Liability

The following information is provided to all users of data from the NGRC.

The use of information provided by the British Geological Survey (BGS) is at your own risk. Please read any warnings given about the limitations of the information.

In view of the disparate sources of information at the BGS's disposal, including much material donated to the BGS that is accepted in good faith as being accurate, the Natural Environment Research Council gives no warranty as to the quality or accuracy of the information or its suitability for any use. All implied conditions relating to the quality or suitability of the information, and all liabilities arising from the supply of the information (including any liability arising in negligence) are excluded to the fullest extent permitted by law.

The BGS draws customers or recipient's attention to the following considerations that may affect the quality or accuracy of information supplied:

- Geological observations are made according to the prevailing understanding of the subject at the time. The quality of such observations may be affected by subsequent advances in knowledge, improved methods of interpretation, and better access to sampling locations.
- Raw data may have been transcribed from analogue to digital format, or may have been acquired by means of automated measuring techniques. Although such processes are subjected to quality control to ensure reliability where possible, some raw data may have been processed without human intervention and may in consequence contain undetected errors.
- Detail clearly defined and accurately depicted on large-scale maps may be lost when small-scale maps are derived from them.
- Although samples and records are maintained with all reasonable care, there may be some deterioration in the long term.
- The most appropriate techniques for copying original records are used, but there may be some loss of detail and dimensional distortion when such records are copied.
- Data may be compiled from the disparate sources of information at BGS's disposal, including material donated to BGS by third parties, and may not have been subject to any verification or other quality control process.
- Data, information and related records, which have been donated to BGS have been produced for a specific purpose, and that may affect the type and completeness of the data recorded and any interpretation. The nature and purpose of data collection, and the age of the resultant material may render it unsuitable for certain applications/uses. You must verify the suitability of the material for their intended usage.
- The data, information and related records supplied by BGS should not be taken as a substitute for specialist interpretations, professional advice and/or detailed site investigations. You must seek professional advice before making technical interpretations on the basis of the materials provided.

If a report or other output is produced for you on the basis of data you have provided to BGS, or your own data input into a BGS system, please do not rely on it as a source of information about other areas or geological features, as the report may omit important details.



British Geological Survey

NATURAL ENVIRONMENT RESEARCH COUNCIL

NATIONAL GEOLOGICAL RECORDS CENTRE

Terms of deposit

Please complete and return to: The Records Manager, National Geological Records Centre, British Geological Survey, Keyworth, Nottingham, NG12 5GG, Email: geodata@bgs.ac.uk, Fax: 0115 9363276

Depositor:

Organisation: _____

Address: _____

Tel / email: _____

Contact name: _____

Position: _____

Scope:

What is covered? _____

Ownership:

We are sole / joint owners of the records: (delete as appropriate)

Type of deposit:
(please tick appropriate box)

The BGS acknowledges that the copyright of the records is still vested with data donors or with the clients/organisations who commissioned the work unless transferred to BGS. When paper records are scanned, the copyright of scanned images will be jointly vested in BGS and the donor.

Transfer
Transfer of the physical custody of the information but not legal ownership.

Deposit / Gift
Transfer of the physical custody as well as legal ownership of the information.

Loan Loan period _____
Temporary transfer of physical custody of the information

Copyright
Transfer of copyright ownership of the information.

Deposited:
(please tick appropriate box)

Under statute: Voluntarily:

Access & use:

The NGRC is a 'Place of Deposit for Public Records'. As a National Archive it is in everyone's interest to make as much information available as possible. If required, the normal period of Commercial-in-Confidence cover is 4 years. Requirements beyond this period can be discussed and negotiated.

The BGS does maintain Commercial-in-Confidence information but is bound by current legislation and may be obliged to release information under controlled procedures.

If commercial confidentiality is requested, images are not passed to external third parties without the express permission of the data donor.

BGS is required under EU Environmental Legislation and the Public Records Act to provide information about the availability of data. BGS will make its high level index available to enquirers. This will provide minimal information about the existence of data and their location, but other details will not be released.

The BGS uses the information to assist in its geological mapping programme and other research activities. Unless specifically instructed, where data is held on open file, it will also be made available to external enquirers with the appropriate conditions of use (which includes the Exclusion of Liability, see Appendix 1). Please note that the data we provide is only raw data, and none of the advice or interpretative information is given to third parties.

(please tick appropriate box)

Open-file: Confidential: Period: 1 | 2 | 3 | 4 yrs

Further information:

<u>Confidential records only:</u>	Please select
We wish to be contacted prior to release of records	Yes / No
Our client must be contacted prior to the release of records	Yes / No

Retention:

Priority will be given to unique versions of information. Copies will be taken but may be securely destroyed if converted to digital images.

If your records are to be removed from NGRC would you require their return?	Yes / No
If not, could they be offered to another NERC Centre?	Yes / No

Signature:

Date:

NGRC Use Only

Agreement no.:
