

SPECIMENS RECORD KEY

FOR CATALOGUING ARCHAEOLOGICAL ARTIFACTS IN NEWFOUNDLAND AND LABRADOR

The following guidelines are for entering artifact data into the **Specimens Record** database. Please contact the Provincial Archaeology Office (PAO) if you have any questions.

General Notes:

- Fill in as many of the fields as is possible for the nature of your collection; if you have no data to go into a particular field, leave it blank
- Do not combine fields that are currently separate
- Be consistent in how you enter data throughout a field
- Do not use codes, abbreviations or initials for any data.
- If your site has been worked on before, ensure you are starting your catalogue work with the next available catalogue number. The Rooms Provincial Museum Division can provide you with next available number.
- A provincial database for faunal requirements has not yet been standardized. If you have one specific to your faunal items that can be submitted separately, please provide in a .csv, or a similar format.
- Utilize the examples below and on the examples tab in the Specimens Record database template for details on spacing and capitalization etc.

Blue Section: Site and Cultural Information

Borden Number: Enter the Borden Number of the site as provided by the PAO in the following format - upper case/lower case, upper case /lower case and the number of the site separated with a dash. Numbers from 1 to 9 should be recorded as 01 to 09. **An entry is mandatory.**

Examples: EeBi-01

Site Name: Enter the site name as recorded by the PAO. Do not enter the word "site". **An entry is mandatory.**

Examples: Phillip's Garden

Catalogue Number: Enter the individual catalogue number of the artifact as a numeric entry only. Use catalogue extension field for any alphanumeric requirements. **An entry is mandatory.**

Example: 27

Catalogue Extension: Enter any other catalogue number elements that complete the number.

Examples: a
a-c

Culture: Use the drop-down menu in the database to select the Culture associated with the artifact. **(Refer to Authority List).**

Cultural Phase/Complex: Use the drop-down menu in the database to select the Culture Phase/Complex associated with the artifact. **(Refer to Authority List).**

Grey Section: Artifact Description Information

Object: Enter the name of the object. Classification terms and descriptive modifiers should not be included here. If the artifact is only a portion of the original object, enter the name of the whole object. The name of the portion should be entered in the object Portion field. If object is unidentifiable, the term “undetermined” should be used. **An entry is mandatory.**

This field should be used in conjunction with the next field: Object Type. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: nail
scraper
undetermined

Object Type Enter the type of the object if it is known. This field should be used in conjunction with the previous field Object. For example a chafing dish would have “dish” in the Object field, and “chafing” in the Object Type field. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: chafing [for a dish]
side-notched [for a biface]
bellarmine [for a bottle]

Material: Enter the material(s) of which the item is composed. For composite artifacts enter the materials from the most to the least predominant. Enter the general term followed by a comma and the specific term, if known. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: wood, pine
metal, iron
chert, Ramah
stone; bone; wood

Complete/Incomplete: Use the drop-down menu in the Specimens Record database to select whether the item is complete or incomplete.

Portion: Enter the name of the portion of the item. Do not use this field if the item is "Complete". If the state of the object is "Incomplete", there must be an entry in this field. Separate multiple entries with a semicolon. If portion is unidentifiable, the term "undetermined" should be used. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: handle; rim
proximal

Quantity: Enter the number of items. Enter a whole number only. If the quantity is imprecise do not use this field, but place the data in the Cataloguer Remarks field.

Colour: Enter the colour(s) represented in the item. Enter colours from the most to the least predominant. Separate multiple entries with a semicolon. Use basic colours and avoid terms like "blueish purple" or "soft dusty rose". Instead use blue or purple and rose. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: light green; red; black

**Manufacturing
Technique:**

Enter the method or technique used to manufacture the item. Enter the techniques from the most to the least predominant. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples: carved
moulded
pressure flaked
hard hammered

Associated Date:

Enter the date associated with the item if known.

Examples: 3000 B.P.
18th Century
1920s
Victorian

Dating Technique

Enter the dating technique or process used to arrive at the associated date. If the date is determined by physical attributes then describe these attributes.

Examples: Carbon 14
Dendrochronology
Physical Attributes (style,
decoration)

Description:

Enter the descriptive information about the artifact; there can be some repetition from data already in other fields as this field is often good for helping with searches. Use this field particularly to capture information if it does not occur in any other field. **Refer to the Term Examples tab for the types of words that should go in this field.**

Examples:
Burnt grease on inside
Glass-like, convex working edge, tapered sides
Coarse earthenware, pink, buff body with
greenish-brown glaze on interior.

Yellow Section: Measurement Information

NOTE: ALL measurements are to be expressed in numeric format ONLY and as a single dimension.

- Length:** Enter the maximum length of the object expressed in millimetres.
- Width:** Enter the maximum width of the object expressed in millimetres.
- Height:** Enter the maximum height of the object expressed in millimetres.
- Thickness:** Enter the maximum thickness of the object expressed in millimetres.
- Outside Diameter:** Enter the outside diameter of the object expressed in millimetres.
- Inside Diameter:** Enter the inside diameter of the object expressed in millimetres.
- Bore Diameter:** Enter the diameter of the bore of the item. This field is used for the bore diameter of such things as a pipe stem or the suspension hole of a pendant. This is usually measured in units of /64". Enter a single measurement.
- Weight:** Enter the overall weight of the object expressed in grams. Enter a single weight.

Orange Section: Artifact Collection Information

- Permit Number:** Enter the collector's permit number as issued by the PAO.
- Collector/Excavator:** Enter the name(s) of the person(s) who collected or excavated the item. **(Not the Name of the Permit Holder)**. Enter names of individuals in a consistent manner. Do not use initials, unless to distinguish between individuals with the same name **(Not J.S. or M.A.J.)**.

Examples: John Smith
Mary A. Jones

Collection Date: Enter the field collection date of the item. Enter the date in a consistent format throughout.

Examples: July 15, 2015
15-Jul-2015

Collection Method: Use the drop-down menu in the Specimens Record database to select the Collection Method of the item.

Associated Features: Enter all the excavation features in which the item was associated. Separate multiple entries with a semicolon.

Examples: tent ring
hearth
cache

Stratum Enter the name or number designating the Stratum in which the item was excavated.

Event: Enter the name or number designating the Event in which the item was excavated.

Lot: Enter the name or number designating the Lot in which the item was excavated.

Grid Co-ordinates: Enter the grid co-ordinates of the reference corner in relation to the main datum point or grid 0,0 point.

Example: N4W16

Collection Unit: Enter the type of collection unit in which the item was found and, if necessary, a specific numeric location term.

Examples: Test pit 1
Test trench
Area B
Square 23

North/South Measure: Enter the measurement of the north/south distance from the east/west baseline to the location of the item. The measurement is to be preceded by an "N" for North or an "S" for South.

Example: N4.20
S23.18

East/West Measure: Enter the measurement of the east/west distance from the north/south baseline to the location of the item. The measurement is to be preceded by an “E” for East or a “W” for West.

Example: E20.98
W123.49

Depth Below Datum: Enter the vertical distance of the item above or below the datum point in centimetres. If the measurement is above datum indicate the measurement with a “+” sign in front of number.

Examples: 33.9
+107.2

Depth Below Surface: Enter the measurement of the depth below surface of the item in centimetres. This is the vertical distance between the ground surface and the depth of the item.

Example: 112.6

Green Section: Cataloguer Information

Cataloguer: Enter the name(s) of the person(s) responsible for providing catalogue data on the item. Enter names of individuals a consistent manner. Do not use initials, unless to distinguish between individuals with the same name (**Not J.S. or M.A.J.**).

Examples: John Smith
Mary A. Jones

Catalogue Date: Enter the date on which specimen record form was completed. Enter the date in a consistent format throughout.

Examples: July 15, 2015
15-Jul-2015

Cataloguer Remarks: Enter cataloguer's remarks pertinent to the item. Enter data not already included in any other field.