

CTRL Section 1: Post-Roman Pottery database

Starting

Copy the file to a convenient location on the hard-drive. If it has been delivered on CD-Rom it will be flagged as read-onl. Before you can enter data , you should right-click the file and select properties. On the general page of the dialog box untick the box that says read-only .

Open the file using Microsoft Access 97. The data capture screen will appear.

To configure the screen select first the specialism (Anglo-Saxon or medieval pottery). Then select the event code, for the pottery that you wish to record. When you wish to record the pottery for another event, select the new event code.

The fields

Many of the fields construct lookup lists as data is added into them. Generally with these fields enter a suitable value and when you attempt to move to the next field you will be prompted for a description of the value you chose to define a particular piece of pottery

Fabric Fields

Fabric Group: A broad preset classification of possible fabric types

Fabric Type: A code describing a more detailed type of fabric. Entering a value not in the list will result in a prompt to describe the new value. See the description of Component Type below for an example of how this works.

Form Fields

Three fields have been provided for describing the form of the vessels following the Medieval Pottery Research Group system. Enter the values between the dots in the fields from left to right:

4	1	1
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MPRG code: 4.1.1

Component Fields

Component Part: This field is limited to the values in the list and describes the various components that make up a pottery vessel.

Component Type: This field is based on the value in **Component Part**. It accepts numeric values only. Can be used to define particular component types. An example would be R (rim) in component part and a value of 101 (meaning perhaps squared rim). To define a new component type enter the number you wish to assign to the actual description and press TAB or ENTER to move to the next field. A small form will pop-up asking for a description of the number you entered.

Comments

Since the data will be posted on the Archaeological Data Service website abbreviations should be kept to an absolute minimum.

Decoration Fields

Decoration is described using multiple entries: one for each type of decoration. The first field is the type of decoration (applied for example) and the second field describes the motif of the decoration. Some types of decoration have only a single possible motif value (Y meaning that the decoration is present), which must be selected.

A free text is automatically updated with all the decoration codes in alphabetical order once individual records for the decoration of the sherd family have been entered. This field can be used to find all the sherds with similar decoration.

Dating

The database requires that objects are dated used numerical values to define a date range to which the object is typologically dated

The numerical values represent years with a negative value representing years BC and a positive value represents years AD

There are two fields: Minimum Date and Maximum Date which define the beginning date for the date range and the end date for the range. Both values must always be filled in

There is a third field Date range description that is a free text field for describing the date range. Once a numerical date range has been described, this value will be automatically filled in for every small find assigned to that date range. Therefore specific comments about an object's dating should be included in the object description field

Some examples of the dating field:

Minimum Date	Maximum Date	Date range Description
200	299	Third century AD
150	250	Mid second to mid third century AD
-800	-600	Early Iron Age
362	362	A precise date
233	350	Early to mid third century to mid fourth century AD
1850	2000	Modern
361	370	A slightly less precise date

The value 2000 should be used to indicate the end of a modern date range

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Transfer of data to Oxford Archaeology

Once the finds for an event have been recorded, the database should be copied, renamed to the event code and given a Final prefix

Example:

ARC AWC 98_Final.mdb

The database should then be returned to:

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