

CTRL 1 Post-Excavation: Small Finds Database

Starting

The database has been designed to contain multiple event codes. You will not be able to enter data into the database until you have selected the event code for the archaeological event which covers the finds that you are about to record. This is done by selecting the event code from the drop-down list in the top right hand corner of the screen.

Wordlists

Several of the wordlists are purely advisory. These include Object identification, Material, Material2, Function. Terms for these fields that do not exist in the existing lists can be added directly in the boxes supplied, if required.

Object Description

This field corresponds to the finds catalogue description and should therefore be completed appropriately. The data collected by specialists will be posted on the Archaeological Data Service website and abbreviations should therefore be kept to an absolute minimum.

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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