MOLA spreadsheet conventions

MOL Archaeology use the following conventions on deposited worksheets/ spreadsheets which conform to structures set out by LAARC Standards. All data fields are formatted as text, unless explicitly stated otherwise.

1. SPREADSHEETS

1.1. Bibliography (biblio01), 1 worksheet

Field name	Content
SiteCode	Unique identifier for each site
Author	Author(s) of the report/publication
Year	Year the report/publication was submitted/published
Subject	Short description of report/publication or applicable period
FileName	Name of the digital file if applicable
Reference	Title of the report/publication
Type	The type of work
Month	Month in which report was submitted/published, if applicable

1.2. Context Register (context_reg01), 1 worksheet *

Field name	Content
Context	Number assigned to a context
Description/Type	Description of context
Trench	Trench number in which context is found, if applicable
Area	Area of site in which context is found (usually arbitrary grid reference), if applicable
Plan	Plan number on which context is located including single-context plans, see plan register for cross referencing
Section	Section number on which context is located, see section register for cross referencing
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

* For Standing building recording this worksheet may also include:

Drawing Sheet No.	No. of the Drawing sheet corresponding to the Context
Phase	Building phase

1.3. Environmental Sample Register (enviro_reg01), 1 worksheet

Field name	Content
Context No	Context number in which sample was recovered, see context register for cross referencing
Sample No	Number assigned to a sample
Trench/Area	Trench number or area (usually arbitrary grid reference) in which sample was recovered
Sample Type	Description of sample type
Litres	Volume of sample

Processing method	Method used to process the sample; field found only on tab delimited version
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

1.4. Ecofacts Inventory (ecov01), 1 worksheet

Field name	Content
Context	Context number in which sample was recovered
Sample No.	Number assigned to a sample
Method of Collection	Whether material collected by hand, wet sieved or flotation
Mesh Size (mm)	Size of mesh used for flotation
Category of Sample	The category of material resulting from the sample processing
Type of Ecofact Remains	The type of material resulting from the sample processing
Box No	Number assigned to the box at finds archive checking stage
Box Size	The size of the box in which the material is stored
Bag Count	Number of bags of processed samples for relevant context and sample number
Phial/Crystal Box	Number of phials/crystal boxes of processed samples for relevant context and sample number
Hazard	Designation as hazardous
Discarded	Whether the material has been discarded prior to archiving
Comments	Any other useful information about the material

1.5. Finds Inventory (finv01), 1 worksheet

Field name	Content
Context no	Context number from which find was recovered, text, imported from Oracle
Method of Collection	Whether material collected by hand, wet sieving or flotation
Sample Number	The sample number from which the find was recovered
Material	The material the object is made from, text, imported from Oracle
Object name	The name of an object (or object type), text, imported from Oracle, if not applicable field marked with a hyphen
Period/Century	Period or century the object has been dated from, text, imported from Oracle, if not applicable field marked with a hyphen
Bulk/Registered find no	The registered find number for an object or designation as bulk, text/number, imported from Oracle

Complete	Whether a registered find is complete or more than half remains or in the case of bulk objects whether there are whole objects in the context, text, registered finds info imported from Oracle, bulk info manually imported, if not applicable field marked with a hyphen
Displayable	Whether an object is suitably preserved/complete to be displayable, text, registered finds info imported from Oracle, bulk finds info manually updated, if not applicable field marked with a hyphen
X-ray no	The number of the plate on which the X-ray of a find is on, text/number, registered finds info imported from Oracle, bulk info manually updated
Comments	Any info that has been inputted into the notes field on registered and bulk find sheets also any additional info manually entered after checking, text, if not applicable for bulk field marked with a hyphen, if not applicable for registered finds field left empty
Discarded	Used only to record if bulk objects have not been retained, usually only applies to building material, text, only applies to contexts where all of a type of material has been discarded, if not applicable field left empty
Box ID	The number of the box that the object is in designated at finds archive checking stage, number, if not applicable: discarded objects - field left empty, small objects in multi-site box – multi shown.
Box Size	The size of the box in which the material is stored
Num of bags	The number of bags of the type of material for the context that record applies to, number, only used for bulk finds, for registered finds field left empty

1.6. Image Register (image_reg01), 1 worksheet

Field name	Content
Archive_Num (.jpg)	Unique reference number for image
Sitecode	Unique identifier for each site
Direction	Direction of view
Comments	Description of image, including facing, and context numbers/ registered finds numbers, if applicable
Appointment Date	Date of capture of image
Accession Number	Registered Find number as applicable
Material	The material the object is made from
Object	The name of an object (or object type)
Context	Specific context depicted in image
Subject Keyword	Keyword relating to subject of image

Period Term 1	Period of feature depicted in image
Period Term 2	Secondary period of feature depicted in image
Creator Organisation	Creator of image
Copyright Holder	Copyright holder
Publication	Reference to where image appears in reports and/or publications

1.7. Plan Register (plan_reg01), 1 worksheet *

Field name	Content
Plan No.	Number assigned to a plan, either single-context numbering or arbitrary numbering for multi-context plans
Location	Location of the planned area, usually a trench number or arbitrary grid reference
Scale	Scale of the plan (e.g. 1:20), formatted as text field
Description	Description of plan, including any context and section numbers, if applicable
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

1.8. Section Register (section_reg01), 1 worksheet *

Field name	Content
Section	Number assigned to section
Trench	Trench number in which section is found
Scale	Scale of the section (e.g. 1:10), formatted as text field
Datum Level	Level of the datum for section, in mOD if not explicitly stated
Description & Facing	Cardinal direction the section is facing and description, including context numbers if applicable
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

* For Standing building recording this worksheet may also include:

Drawing Sheet No.	No. of the Drawing sheet corresponding to the Section

1.9. Standing Building Drawing Register (sbr_drg_reg01), 1 worksheet

Field name	Content
Drawing sheet no	Number assigned to drawing sheet, which may contain more than one sketch on it
Area	Location of the sketch within the building, refers to a Key on the drawing and adheres to the format set out in 2.1 below
Scale	Scale of the sketch (e.g. 1:20 or nts), formatted as text field

Facing	Facing of the sketch if section, elevation, or sectional-elevation. If plans are on the sheet, "P" will appear in this field for each sketch. If any sort of perspective drawing is on the sheet "Pr" will appear in the field.
Description	Description of each sketch on the drawing sheet
Digital filename	Name of digital file, if applicable
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

1.10. Supplementary Drawing Register (supp_dwg_reg01), 1 worksheet

Field name	Content
Section	Number assigned to section, if applicable
Plan	Number assigned to plan, if applicable
Trench	Trench number in which object is found
Scale	Scale of the drawing (e.g. 1:10), formatted as text field
Datum Level	Level of the datum for section, in mOD if not explicitly stated, as applicable
Description	Description of drawing
Name	Person who created drawing
Date	Date of creation of drawing

1.11. Index of Archaeological Association (iaa01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Subgroup	Subgroup number (a subgroup is a collation of contexts (i.e. actions) that together form a single event that will have one applicable date
Basic Int	Code representing context interpretation, see FIELD_VALIDATION_TABLES.xls
Plan	Plan(s) on which context is depicted
Basic Proc Int	Code representing the basic process to which the context belongs (**C**onstruction, **U**se, **D**isuse or a combination of these)
Sections	Section(s) on which context is depicted
Group	Group number (a group will unite subgroups on more interpretative criteria, i.e. date, location, function)
Landuse Int	Code representing landuse interpretation (land use bundles together groups to form the evidence for a spatially and functionally meaningful interpretation of the use of the site in the period in question), see FIELD_VALIDATION_TABLES.xls
Landuse Proc	Code representing the basic process to which the landuse belongs (**C**onstruction, **U**se, **D**isuse or a combination of these)
Period	Period number (period is defined by

archaeological evidence for site-wide change)

Context Comments	Narrative description of the context
Subgroup Comments	Narrative description of the subgroup
Group Comments	Narrative description of the group
Period Comments	Narrative description of the period

1.12. Flint Data (flint_data01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Context	Context number from which flint was recovered, text, imported from Oracle
General group	Description of worked flint general groupings (see FINDS_VALIDATION_TABLES.xls)
Total number	Number of flints in context group
Weight (gms)	Total weight of flints in context group
Comments	Any info that has been manually entered after checking, free text

1.13. Timber Drawing Register (timber_dwg_reg01), 1 worksheet *

Field name	Content
Drawing No.	Number assigned to the timber drawing
Location	Location of the drawn timber, usually a trench number or arbitrary grid reference
Scale	Scale of the drawing (e.g. 1:20), formatted as text field
Description	Description of drawing, including any context and section numbers, if applicable
Name	Person who created register entry; field found only on Excel version
Date	Date of creation of entry; field formatted as Date and found only on Excel version

1.14. Pottery Data (xpot_data01), 2 worksheets
Worksheet 1

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Period	Requires a period code (see below)
Fabric	Requires a fabric code. Validated by the list of currently acceptable fabric codes held in FINDS_VALIDATION_TABLES.xls
Fabric cert	A question mark indicates whether the fabric identification is uncertain
Form	Requires a form code. Validated by the list of currently acceptable form codes held in FINDS_VALIDATION_TABLES.xls
Form cert	A question mark indicates whether the form identification is uncertain
Decor	Requires a decoration code. Validated by the list of currently acceptable decoration codes held in FINDS_VALIDATION_TABLES.xls

Acc no	The registered find number for an object, if applicable
Sooted	Indication of whether sherd is sooted
Abraided	Indication of whether sherd is abraided
Burnt	Indication of whether sherd is burnt
Residue	Indication of whether sherd has residue
Laminated	Indication of whether sherd is laminated
Worn	Indication of whether sherd is worn through use
Kiln-waste	Indication of whether sherd is kiln waste
Sher count	Contains the number of sherds
Samp sherd count	Contains the number of sherds of this type recovered from sampling carried out for environmental purposes.
ENV	Pottery quantification measure. Estimated number of vessels or the number of distinct vessels represented by the sherds of this type within the assemblage.
Weight	Weight of sherds of this type in gms
Comments	Any info that has been manually entered after checking, free text

Worksheet 2

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Pottery type	Combination of Period code and POT
Pottery assemblage (Early date)	Earliest date of the range assigned to the assemblage
Pottery assemblage (Late date)	Latest date of the range assigned to the assemblage
Ass. Size	Size of the assemblage – Small (S), Medium (M), Large (L), Very Large (VL)
Int or Res	Intrusive or residual to the context
Comments	Any info that has been manually entered after checking, free text

1.15. Building Material data (bm_data01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Fabric	Fabric number referring to a fabric type example held in FINDS_VALIDATION_TABLES.xls
Form	Name given to particular shape of stone building material (roofing, paving, rubble etc) and ceramic building material (floor, wall, brick etc) as held in FINDS_VALIDATION_TABLES.xls
Form cert?	Refers to use of '?' where form identification is uncertain
Weight	Weight of the material in grammes
Amount	Number of fragments
Corners	Number of corners present
Comments	Any info that has been manually entered after checking, free text

Early date	Earliest date of the fabric range assigned to the assemblage
Late date	Latest date of the fabric range assigned to the assemblage
Material	Stone, ceramic etc.

1.16. Clay Tobacco Pipe data (ctp_data01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Acc No	The registered find number for an object, if assigned
Form	This records the form of a clay tobacco pipe bowl according to recognised typologies, validated by FINDS_VALIDATION_TABLES.xls
Form code	Code allotted to the Form above, validated by FINDS_VALIDATION_TABLES.xls
Form E date	Earliest date for the Form above, validated by FINDS_VALIDATION_TABLES.xls
Form L date	Latest date for the Form above, validated by FINDS_VALIDATION_TABLES.xls
Decor 1	This records the primary decoration on clay tobacco pipes, validated by FINDS_VALIDATION_TABLES.xls
Décor 2	This records secondary decoration on clay tobacco pipes, validated by FINDS_VALIDATION_TABLES.xls
Décor 3	This records decoration on clay tobacco pipes in addition to primary and secondary types, validated by FINDS_VALIDATION_TABLES.xls
Bowls	This records the number of clay pipe bowls present in an indivudual record by form and accession number (if assigned)
Stems	This records the number of clay tobacco pipe stem fragments present in an individual record
Mouthpieces	This records the number of clay tobacco pipe mouthpieces present in an individual record
Comments	Any info that has been manually entered after checking, free text
Marks	This records initials, symbols, names or other personal marks made by a clay tobacco pipe maker
Mark Type	This records the type of clay tobacco pipe maker's mark as either incuse or relief
Mark Method	This records the method of forming a clay tobacco pipe maker's mark as either stamped or moulded
Mark Position	This records the position on a clay tobacco pipe of a maker's mark, validated by FINDS_VALIDATION_TABLES.xls
Milling	This records the presence and extent of milling around the top of a clay pipe bowl, with the extent indicated numerically in quadrants
Burnishing	This records the presence, extent and quality of burnishing on clay pipe bowl and stem

Tip	This records the form of the tip or mouthpiece of a clay tobacco pipe, validated by FINDS_VALIDATION_TABLES.xls
Tip Finish	This records the type of finish applied to a clay tobacco pipe tip or mouthpiece, validated by FINDS_VALIDATION_TABLES.xls
Rim Finish	This records the type of rim finish on the bowl of a clay tobacco pipe
State	This records the state or condition of a clay tobacco pipe, relating to both use and post-depositional activity
Intern Mark	This records the presence of a manufacturing mark inside the base of the bowl of a clay pipe
Bore	This records the stem bore of clay tobacco pipes in the standard measurement of 64ths of an inch

1.17. Coin Data (coin_data01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Acc No	The registered find number for an object, if assigned
Material	A material code, currently one of Gold (GOLD), Orichalcum (ORIC), Copper-alloy (COPP), Lead (LEAD), Silver (SILV)
Period	Requires a period code (see below)
Completeness	Denotes whether the whole coin (W) or half (H) is present
Type	A code indicating the coin type COPY JETTON TOKEN
Regime	A single letter indicating the regime that gave rise to the coinage, R for Roman. E for English, O for Other, N for Nurmberg, T for Tournai
Ruler	Records a code indicating the ruler under which the coin was struck. Validated by the codes held in the FINDS_VALIDATION_TABLES.xls
Reece Period	Code for Period allotted to coin according to system set out by Richard Reece (see below)
E Date	The earliest date or Terminus Post Quem (TPQ) which has been assigned to this entity. It indicates the estimated date from which the entity was available for inclusion in the archaeological record.
L Date	The latest date or terminus ante quem (TAQ) which has been assigned to this entity. It indicates the estimated date after which the entity was no longer made or available. Consequently, its appearance in assemblages after this date becomes increasingly less likely although importantly, not impossible.
Denomination	Requires a code indicating the denomination of the coinage. Validated by the codes held in the FINDS_VALIDATION_TABLES.xls

Diameter	Maximum diameter in mm
Mint	Records a code indicating the mint at which the coin was struck. Validated by the codes held in the FINDS_VALIDATION_TABLES.xls
Moneyer	Requires a code for the moneyer, currently free text (May 2010)
Condition	Records the condition of the coin, where known, WORN, CORR or blank
References	Note of any reference relevant to the coin. Free text

1.18a. Animal Bone Data (anbn_data01), 1 worksheet (older sites based on ABONE1d)

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Sample	Sample number. A single context may produce one or many samples, each of which will get a unqiue number within the site
Bags	Records the number of bags
Weight	Records overall weight of the sample in gms.
Amount	Records the overall number of fragments in the sample as a whole
Fragment	Records the overall number of fragments
Preservation	Records the preservation
Mixed	Field indicating whether the sample is considered mixed.
Mammals	Records the rough amount of larger mammal bones present in the sample 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Small Mammals	Records the rough amount of smaller mammal bones present in the sample 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Fish	Records the rough amount of fish bones present in the sample 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Birds	Records the rough amount of bird bones present in the sample 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Amphibians	Records the rough amount of amphibian bones present in the sample 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Mandibles	Records the number of mandibles present in the sample.
Measurable	Records the number of measureable bones present in the sample.
Epiphyses	Records the amount of epiphyses present in the sample.
Long bones	Records the number of long bones present in the sample.
Comments	Any info that has been manually entered after checking, free text

1.18b Animal Bone Data (anbn_data01)1worksheet (newer sites based on Combined Reports ABONE1A)

Field name	Content
Context	Number assigned to a context
Sample	Sample number. A single context may produce one or many samples, each of which will get a unique number within the site, 0 = hand retrieval
Preservation	Records the preservation
Weight	Records overall weight of the sample in gms.(this is not always done)
Cattle	records presence
Pig	records presence
Dog	records presence
Game	records presence
Exotic	records presence
Sheep/goat	records presence
Horse	records presence
Poultry	records presence
foetal/neonate	records presence
L mam (large mammal)	records presence bone count1 = 1-10, 2 = 11-100, 3 = >100 0 = na
M mam (medium mammal)	records presence bone count 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
S mam (small mammal)	records presence bone count 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
VS mam (very small mammal)	records presence bone count1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Bird	records presence bone count 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Fish	records presence bone count 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Amphibian	records presence bone count 1 = 1-10, 2 = 11-100, 3 = >100 0 = na
Epiphyses	Records the amount of epiphyses present in the sample.
Mandibles	Records the number of mandibles present in the sample.
Measurable	Records the number of measureable bones present in the sample.
Complete	Records number of complete bones
Butchery	Records evidence of butchery bone count
Pathology	Records evidence of pathology bone count
Burnt	Records evidence of burning bone count
Gnawed	Records evidence of gnawing bone count
Worked	Records evidence of working bone count

1.18c Animal Bone Data (anbn_data0) 2 worksheets
WORKSHEET 1 (based on ABONE3)

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Sample	Sample number. A single context may produce one or many samples, each of which will get a unique number within the site, 0 = hand retrieval
SPECIES	Records species of animal
Bone	Records type of bone
Part	Records proportion or part of bone on a scale of 1-5
Prop	records proportion of bone present
Age	Records age of animal if known eg J = juvenile A= adult SA=sub adult FN = Foetal/neonate
Fusion Prox An	records state of fusion
Fushion Distal Pos	records state of fusion
Sex	Records sex
FC	records fragment count
Comments	Any info that has been manually entered after checking, free text

WORKSHEET 2 (based on ABONE6)

Field name	Content
Sitecode	Unique identifier for each site
Context	Number assigned to a context
Acc No	Accessioned find number if applicable
SPECIES	Records species of animal
Frag count	Records number of fragments
Bone	Records type of bone
State	Records modifications/states e.g. Burnng, Butchery, Gnawing etc
Comments	Any info that has been manually entered after checking, free text

1.19. Deposit Survival Form (dsf01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Project type	Type of site work, dropdown choice of watching brief, evaluation, excavation or geoarch
Start date	Month and year when work on this phase began
End date	Month and year when work on this phase ended
Type of natural	Primary type of natural deposit present, dropdown choice of brickearh, gravel, London clay, mixed or not seen
Highest natural mOD	Highest point that primary natural deposit was observed
Lowest natural mOD	Lowest point that primary natural deposit was observed

Slope	Direction of slope of primary natural deposit, dropdown choice of NS, SN, EW, WE, NESW, SWNE, NWSE, SENW
Truncation	Is the primary natural truncated, yes, no or unknown
Truncation comments	General comments to explain what was truncating the natural etc., free text
Type of natural	Secondary type of natural deposit present, dropdown choice of brickearh, gravel, London clay, mixed or not seen
Highest natural mOD	Highest point that secondary natural deposit was observed
Lowest natural mOD	Lowest point that secondary natural deposit was observed
Slope	Direction of slope of secondary natural deposit, dropdown choice of NS, SN, EW, WE, NESW, SWNE, NWSE, SENW
Truncation	Is the secondary natural truncated, yes, no or unknown
Modern height mOD	Height of the modern ground level
Height of archaeology mOD	Highest point at which archaeological deposits were observed
Extent of archaeology	Rough extent of surviving archaeology on site, expressed as a percentage; none = 0%, low = 25%, medium = 50%, high = 75%, full = 100%
Comments	General comments on the site and phase of work
Recorder	Name of person entering the data

1.20. Deposit Survival Form Periods (dsf_period01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Project type	Type of site work, dropdown choice of watching brief, evaluation, excavation or geoarch
Start date	Month and year when work on this phase began
Period	Period represented by the stratigraphy present, dropdown choice of post-medieval, later medieval, early medieval (Saxon), Roman, prehistoric (undated), Paleolithic, Mesolithic, Neolithic, Bronze Age, Iron Age, early Roman, late Roman, early Saxon, middle Saxon, late Saxon/Saxo-Norman, early post-medieval, later post-medieval, unknown
Average height	Height in mOD of the top of the period stratigraphy
Minimum cut depth	Highest point of cut features of this period in mOD
Maximum cut depth	Lowest point for cut features of this period in mOD
Average thickness	Average thickness of the stratigraphy for this period in m
Comments	Any other useful information about the stratigraphy for this period

1.21. Botany Data (bot_data01), 1 worksheet

Field name	Content
Sitecode	Unique identifier for each site
Sample	A single context may produce one or many samples, each of which will get a unqiue number within the site
Context	Number assigned to a context
Processed volume	Records volume of residue left following flotation
Flot volume	Records volume of the flot in millilitres 1000=1litre.
Process	Records a code indicating the processing method that generated the identified constituent, e.g. F=Flotation
XXX	
Abundance	Records the abundance of the constituent (charred, waterlogged or mineralised), as 1 occasional 2 moderate 3 abundant.
XXX	
Diversity	Records the diversity of the constituent (charred, waterlogged or mineralised), as 1 low 2 medium 3 high
Comments	Any other useful information about the sample. Free text

1.22. Post Roman Glass Data (glass_data01), 1 worksheet

Field name	Content
Site code	Unique identifier for each site
Context	Number assigned to a context
Accession No	The registered find number for an object or designation as bulk (0), imported from Oracle
Colour	Records the colour of the fragment as found in FND_GLASS_COLOUR_LOV
Type	Broad term for type of glass as found in FND_GLASS_FORM_LOV
Technique	Manufacturing technique used to make the object as found in FND_BULK_GLASS_TECH
Form	Records the glass vessel form as found in FND_GLASS_FORM_LOV
?	Records if there is a query as to the form of the object
Function	Records function of vessel as found in FND_GLASS_FORM_LOV.xls
Décor	Records any decoration of the glass vessel present as found in FND_BULK_GLASS_DECOR_LOV
Rim	Records any rim type that may be present as found in FND_BULK_GLASS_RIM_LOV
Base	Records any base shape present as found in FND_BULK_GLASS_BASE_LOV

State	A letter or combinations of: B Burnt, A Abraded, S Sooted sherd, L Laminated, R Sherd with residue, W Sherd worn through use, M mended
Fragment count	Contains the total number of glass fragments for this row
Sieved frag count	Contains the number of sherds of this type recovered from the sampling carried out for environmental purposes
ENV	This field records the estimated number of vessels (ENV) that the combination of tech, colour, and/or form and decoration provided on this row has broken into.
Weight	Total weight of the glass recorded on this row as measured in grammes (gms).
Handles	A boolean field -indicates if a fragment has a portion of the handle present.
Bodies	A boolean field - indicates if a fragment has a body sherds present.
Necks	A boolean field - indicates if a fragment has a portion of the neck present.
Comments	Comment field. Free text.

1.23. Image Register (for mainly non digital images) (image_reg01), 1 worksheet

Field name	Content
Image Ref No	Unique reference number for image
Description	Description of image, including facing, and context numbers/ registered finds numbers, if applicable
B&W Neg No	Range of numbers of black and white images
B&W Contact	No. of Contact Card produced (as applicable)
Slide Number	No. of slides per image
Slide Master	Slide Master included?
Other Print	Hard copy prints
Digital – Archival Master	Digital image file name
Digital – Edited	Edited digital image file name
Copyright	Copyright holder
Publications	Reference to where image appears in reports and/or publications

2. KEYS

2.1. Standing Building Drawing Register: "Area" Key
The "Area" is designated by an alphanumeric code signifying the floor followed by a number signifying a particular room. The room number should be designated on a sketch plan within the archive. Therefore, the second room on the first floor would be written as 1F2.
A key will usually be included in the report but the codes will be:

```
Code    Floor
B       Basement
G       Ground floor
1F      First floor
2F      Second floor
Etc.
```

2.2 Finds Inventory: "Complete" key

If an object is complete or more than half remains of the object this can be recorded on Oracle and this information will be automatically inputted to the Finds Inventory. For bulk material if there is a whole object in the bulk material of a context this will be recorded in the "Complete" field regardless of whether or not there is more of a material for that context that is not complete.

```
Code            Complete
W               Complete object
H               At least half an object remains
```

2.3 Finds Inventory: "Displayable" key

If an object is displayable this information will have be inputted in to Oracle and the information will be automatically updated to the finds inventory.

```
Code            Displayable
Y               Yes, the object is displayable
```

2.4 Finds Inventory: "Comments" key

This field is for any additional information pertinent to an object e.g. If it is made from more than one material, the info is generally imported from Oracle, though is also sometimes added manually

The most common info to be found may be:

Code	Description/Comments
WS	Whether the object was found as a result of wet sieving (this applies to bulk and registered finds)
DECO	If a registered find is decorated
MARK	Whether an object has a makers mark, applies to registered finds
STAMP	Whether pottery has a stamp, often applies to mortaria

A more detailed description of the object may be provided in the Comment field particularly if the object has been studied by a specialist. This may include info about the shape of the object or the date that has been assigned to it. Most commonly this information will be filled in as self-explanatory descriptions.

If a registered find object has not been identified but its possible identity is known this may be put in the Comments field, a list of registered finds objects and their Oracle code can be found in REG FIND LOV.xls

If a registered find is made up of a composite of materials, under 'Object name' the record will be 'Composite', the materials the object is made from will then be listed in the Comments field, this information is imported from Oracle where codes for material names will have been used. A complete list of registered finds materials can be found in REG FIND LOV.xls

If a pottery specialist has looked at an object the pottery type may be recorded in the Comments field a list of pottery types and their specialist codes can be found in POTTERY LOV.xls

If there are a number of fragments or sherds to an object then this may be recorded in the 'Comment' Field:

Code   Description/Comment
FRAG   Number of fragments of an object
SHERD   Number of sherds of pottery or glass

If the glass has been looked a specialist the specialist information may have been included in 'Comments'. The abbreviations can be found in GLASS LOV.xls

2.5 Pottery Data/Coin Data: "Period" key
The period abbreviations used are as follows:

Prehistoric: late neolithic (LN) early bronze age (BE) etc. Period (eg bronze) preceeds qualifier, (eg late, middle etc)
Roman: R
Post Roman: Saxon (S), Medieval (M), Post-medieval (PM)
Unknown: UNK

2.6 Coin Data "Reece Period" key
The numbers used equate to the following periods:

Reece Coin Period	Date
1	Up to 43
2	43-54
3	54-68
4	69-96
5	96-117
6	117-138
7	138-161
8	161-180
9	180-192

10	193-222
11	223-238
12	238-259
13	259-275
14	275-296
15	296-317
16	317-330
17	330-348
18	348-364
19	364-378
20	378-388
21	388-402
22	402-445
23	445-498
unid	