

## MOLA spreadsheet conventions – EX-PRO03 (SOUMS: A2003.17)

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

#### 1.23. Burnt Flint register (bflint01), 1 worksheet

Field name	Content
Site code	Unique identifier for each site
Context	Number assigned to a context
Method of Collection	Was the object recovered from Wet Sieved samples or was Hand collected
Sample No.	A single context may produce one or many samples, each of which will get a unique number within the site
Material	The material the object is made from
Object	The name of an object (or object type)
Weight (g)	Weight of the object in g
Bags	Number of bags present

#### 1.24. Borehole Summary (borehole01), 1 worksheet, 2 parts (a. 2003 work, b. 1923 Burial Ground discovery)

a.

Field name	Content
Trial Pit/Borehole	Number assigned to the trial pit or borehole
Ground Level	Height in m OD at ground level
Depth of Deposits	Thickness of deposits in m
Natural OD	Height in m OD of the natural deposits
Natural	Type of natural deposit
Comments	Any other useful information about the trial pit/borehole

b.

Field name	Content
Burial/Remains	Identifier for the burial or type of other remains
Find Number	Unique number given to a particular find
Depth	Location of remains below the surface recorded in ft
Approx. OD	Approximate level in relation to Ordnance Datum
Date	Recorded date of remains
Comments	Any other useful information about the burial/remains

#### 1.25. Bulk finds inventory (bulk01), 1 worksheet

Field name	Content
Site Code	Unique identifier for each site
Context no	Context number from which find was recovered, text, imported from Oracle
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
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.
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

### **1.26. 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