APPENDIX 2. MVPP DATA RECORDING PROTOCOLS

1 BACKGROUND

This document has been prepared as part of the *Medway Valley Palaeolithic Project*, funded by the Aggregates Levy through English Heritage. It provides a comprehensive list of data recorded, and data recording protocols, for Palaeolithic artefacts and sites. The range of data recorded is focused on providing a range of information relevant to:

- Technological and typological characterisation of assemblages
- Provenance/context of collections/assemblages
- Associated biological remains
- History of collection
- Surviving collections
- Survival and accessibility of sediments at find-spots

The database can also be used for recording information about Quaternary sites without Palaeolithic artefactual remains.

2 A NATIONAL PALAEOLITHIC RESOURCE PREDICTIVE MODEL

Besides serving the immediate needs of the MVPP, the data identified, and the organisational structure of the database, are seen as a model for gathering information about the Palaeolithic heritage across the country. The data collected include a number of areas selected as relevant to the characterisation of bodies of Pleistocene sediment (including bodies of sand/gravel aggregate) and assessment of their importance. This is seen as being of particular benefit for curatorial work on development control. The range of data also includes areas relevant to other heritage needs such as education, concerning, for instance, the location of major surviving collections and the accessibility of surviving sediments.

In conjunction with a GIS base map, showing topography and Quaternary geology, and informed by appropriate expert analysis, the data identified here can serve as the foundation for assessment of the national Palaeolithic resource, leading towards:

- Regional research frameworks
- Delineation and characterisation of resource areas
- Categorisation of significance and potential for resource areas (Eg. High, Medium, Low, None)
- Relevance of resource areas to specific research priorities

3 RECORDING PHILOSOPHY AND RELATIONAL STRUCTURE

The data collected is anticipated to function as part of an HER. The data has a relational structure. Different tables of data have been collected, linked on key fields such as Field event, Source and Holding institution. The data collected ranges from very specific information on individual artefacts to summary information about artefact assemblages, and other remains (for instance biological) from individual sites.

Having identified a comprehensive range of data relevant to present curatorial, and also research, needs it will be relatively easy for the database to be updated as new information comes to light, and for this information to be taken account of in revising characterisation of resource areas and assessment of significance. Thus the database is seen as organic in nature, with potential to grow with both (i) regular additions of data on new find-spots and (ii) updating/modification of queries following changing research priorities and criteria of significance.

In a previous project (the *Thames Estuary Survey of Mineral Extraction Sites*) it was attempted to characterise the significance of individual find-spots in three specific areas: (i) research potential of

existing artefact collections; (ii) significance of surviving deposits; and (iii) community/education potential of sites and surviving collections. Different tables of data were then prepared to address each of these areas. However it was found than many categories of data were relevant to more than one of these areas, leading to duplication of recording. In the revised approach of MVPP, all potentially relevant data is recorded just once, and then varied combinations of the overall dataset can be retrieved as desired for various areas of enquiry. Thus, in the new MVPP database, it will be relatively simple for a range of queries to be constructed, focused on retrieval of different datasets, according to what is thought to be of relevance to any particular area of enquiry. These queries can be saved for repeated use, and can also be updated and modified as required.

Thus the database is insulated against long term drift of research priorities. If it transpires that a key piece of data is not presently included in the database, then it will also be possible to modify the underlying structure in the future, although it is hoped that the existing dataset is comprehensive.

For resource characterisation and assessment of significance, expert specialist input will be initially required to identify key zones of surviving sediment. After this has taken place, and the use and relative significance of various criteria explored, then it should be possible, as new site information is added, for county curatorial staff to use the database unaided. For instance, the presence of biological, or perhaps even hominid, remains could be a key factor in identifying deposits as significant. If a query for significance is prepared that weights these factors highly, then if a new site in a sediment zone is found with biological remains, and added to the database, then this information will automatically be taken account of when assessing significance of that sediment zone. Thus, if biological remains had not previously been found, a different (and higher) assessment of significance will be produced if a query is made concerning impact of any development in that sediment zone.

Certain aspects of updating, such as the discovery of major new sediment bodies, might require further specialist input, which needs to be subject to curatorial review.

4 INTEGRATION AND COLLABORATION WITH OTHER PROJECTS

In accordance with discussions with English Heritage at the outset of the project, this recording protocol has been circulated to other related projects, particularly

- Palaeolithic Rivers of SW England
- Trent Valley Palaeolithic Project
- National Ice Age Network

The PRSWE and TVPP projects were consulted over, and agreed to follow, a slightly earlier draft of the artefact and field event recoding protocols. As the MVPP progressed, various additions to the data collected were thought desirable, leading to the more comprehensive set of data identified in this document. Most of the additions concern recording of field event information, rather than artefact recording, which is being done by all three projects in a very similar way. Part of the purpose of MVPP is to serve as a pilot for collection and use of such data. What will be required is, as part of the reporting process, to consider, in conjunction with PRSWE, TVPP and NIAN which data should form the agreed foundation of any future *Palaeolithic Resource Predictive Model*, and where these should involve additions or subtractions to the various datasets presently being recorded.

5 LITHIC ARTEFACTS

Field	*Description*
Artefact ID	Unique MVPP number allocated to each artefact studied
Field event ID	MVPP field code or site-code for other previous events — links to *Field Event* table
Site subdivision	Information referring to secondary site subdivisions, for instance a specific pit within an area of general quarrying.
Unit provenance	More detailed provenance to specific context within formation, where possible
Finder/collector name	Name of original finder, or name of collector/donor
Finder/collector date	Date of artefact discovery, if known
Finder/collector ref	Original ref. number given by finder/collector/donor
Museum	The location where the artefact is currently kept
Museum accession ref	The accession number allocated to the artefact by the institute in which it is currently held.
Museum accession date	The date on which the artefact was accessioned by the institute in which it is currently held.
Artefact category	General description of the type of artefact, in this case: - Percussor [no types or T1, T2, T3] - Raw material [no types or T1, T2, T3] - Tested nodule [no types or T1, T2, T3] - Core [var. types — see Annex 1; no T1, T2 or T3] - Debitage [three types — see Annex 1; T1, T2 for flakes and blades] - Flake-tool [var. types — see Annex 1; T1 for notches] - Handaxe (c-tool) [var. types — see Annex 1; T1, T2 and T3 options] - Handaxe (f-tool) [var. types — see Annex 1; T1, T2 and T3 options]
Artefact type	Basic classification for each artefact type — see ANNEX 1
T1	Butt working for handaxes; type of debitage (handaxe or other) — see ANNEX 1
T2	Type of tranchet for handaxes; stage for handaxe manufacturing debitage (tranchet, thinning or other) — see ANNEX 1
T3	Twist direction, if present, for handaxe (S or Z, viewed looking down on tip)
Breakage	Yes — broken, No — whole
Raw material type	Basic artefact lithology, generally flint or coarser chert — see ANNEX 1
Raw material source	Condition of the raw material prior to artefact manufacture, for instance a fresh-from-Chalk flint nodule or one collected from river gravels — see ANNEX 1
Frost-fracturing	0 — None 1 — Present, uncertain whether before or after knapping 11 — Present, before knapping 12 — Present, after knapping
Burning	Present/Absent
Post-dep. surface polishing	Present/Absent
Artefact condition	1 — Mint — As freshly knapped 2 — Sharp/fresh — Sharp to handle, ridges unaffected, but slight abrasion edges 3 — Slightly rolled/rolled — Ridges slightly abraded, edges lightly–moderately battered, smooth to touch 4 — Very rolled — Ridges very abraded, all edges moderately–heavily battered 5 — Extremely rolled — Almost a beach pebble, ridges non-existent or vestigial, heavily battered surfaces
Plan view	Separate digital photo record of plan view [no scale*], named following unique artefact ID, suffix F [for Front]. Artefact oriented with butt (for handaxes) or striking platform/proximal end (for flakes/flake-tools) at left side of photo frame, and measured long axis parallel with bottom of frame
Side view	Separate digital photo record of side-view [no scale*], named following unique artefact ID, suffix S [for Side]
Maximum length	Length of the artefact measured along longest axis of minimum enclosing rectangle (taking account of bilateral symmetry for handaxes); for flakes and

	flake tools measured orthogonal to striking platform away from point of percussion (note made of width in "Notes" for very wide squat flakes); for various chunks and asymmetrical cores just maximum dimension
Maximum thickness	Maximum thickness for handaxes
Selected for abrasion study	Yes or no — [abrasion study following Chambers methodology]
Face 1, zone 1, ridge A	Width 10^{-6}m
Face 1, zone 1, ridge B	"
Face 1, zone 2, ridge A	Width 10^{-6}m
Face 1, zone 2, ridge B	"
Face 1, zone 3, ridge A	Width 10^{-6}m
Face 1, zone 3, ridge B	"
Face 1, zone 4, ridge A	Width 10^{-6}m
Face 1, zone 4, ridge B	"
Face 1, zone 5, ridge A	Width 10^{-6}m
Face 1, zone 5, ridge B	"
Face 1, zone 6, ridge A	Width 10^{-6}m
Face 1, zone 6, ridge B	"
Face 2, zone 1, ridge A	Width 10^{-6}m
Face 2, zone 1, ridge B	"
Face 2, zone 2, ridge A	Width 10^{-6}m
Face 2, zone 2, ridge B	"
Face 2, zone 3, ridge A	Width 10^{-6}m
Face 2, zone 3, ridge B	"
Face 2, zone 4, ridge A	Width 10^{-6}m
Face 2, zone 4, ridge B	"
Face 2, zone 5, ridge A	Width 10^{-6}m
Face 2, zone 5, ridge B	"
Face 2, zone 6, ridge A	Width 10^{-6}m
Face 2, zone 6, ridge B	"
***Width [Roe B]**	Width of minimum enclosing rectangle
***Roe 1 — B/L**	Ratio of B and L of minimum enclosing rectangle
***Roe 2 — L1/L**	L1 [distance from butt to point of maximum width]/L [maximum length]
***Roe 3 — B1/B2**	B1 [width 20% down from tip]/B2 [width 20% up from base]
***Roe 4 — Th/B**	Th [maximum thickness]/B [width]
Notes	Any general notes on artefact
Source IDs — artefact	Published reference/s to specific artefact, links to source IDs in *Sources* table

*Generated by CGI — Computer Generated Interface

6 FIELD EVENTS

6.1 Site ID and location

Field	*Description*
*** Field event ID**	Unique MVPP field-code, code of past event [Same as site-code allocated by previous investigators, if applicable, but if this already used in MVPP, then need to create new past event code for MVPP]
Field event IDs — related	Related field events, link to other Field event IDs in *Field events* table
*** Site location**	General location of site, based primarily on the SRPP/ERPP report, although modified where new information available
*** Site name**	Name by which the site is most commonly known, generally as referred to in the SRPP/ERPP report
MVPP site ID	Unique number allocated to site for this project
SMR Number	Eg **TQ 65 NE 12** where relevant – NOT KE1234
Survey	SRPP/ERPP volume
Map	Map number within SRPP/ERPP volume
Find-spot	SRPP/ERPP find-spot number within map
NGR E	National grid reference easting
NGR N	National grid reference northing
*** OS Grid reference**	NGR in form 100km square and 8-digit reference
Accuracy	Known accuracy of site location: General, Estimated or Accurate
m OD	Altitudinal range of Pleistocene deposits investigated
Geomorphological situation	Short summary of topographic situation
Bedrock geology	Mapped bedrock (pre-Pleistocene) geology according BGS
Pleistocene geology	Short summary of Pleistocene deposits present
Pleistocene attribution	Lithostratigraphic attribution of Pleistocene deposits present
Quantity of surviving sediments	0 — None 1 — Unknown 3 — Small amounts 3 — Moderate presence 4 — Abundant
Accessibility of surviving sediments	0 — NA (no deposits surviving) 1 — Poor (covered by roads or housing; no faces or very inaccessible faces) 2 — Moderate (some access to areas of surviving sediment; some faces with potential for cleaning but restricted/difficult access) 3 — Good (easy access to areas of surviving sediment; easy access to faces for cleaning)

* Information needed for KCC/ECC SMR for non-MVPP events

6.2 History of investigation

Field	*Description*
*** Field event ID**	Unique MVPP field-code, past event code
Previous investigator event ID/site code, if different from above	Site-code allocated by previous investigators, if applicable
Archaeological background	Short summary of Palaeolithic archaeological background to site
Fieldwork event summary	Information about recognition/distinction of field event
Reason for investigation	Summary objectives of fieldwork at site, if applicable
Fieldwork event type	Restricted options, code for type of fieldwork event: - collection - controlled collection - controlled excavation - fieldwalking
*** Fieldwork event methods**	Selection from MIDAS/OASIS option list of intervention types, eg.: - casual find - test pits - open-area excavation - boreholes - section clearance - environmental sampling - OSL dosimetry - geophysical
*** Date of investigation (start)**	DD/MM/YYYY if known, otherwise estimate or unknown
*** Date of investigation (finish)**	DD/MM/YYYY if known, otherwise estimate or unknown
*** Display date**	Single date or date-range, selected as representative indicator
*** Display date qualifier**	As per KCC thesaurus
*** Investigator**	Name of individual/s
*** Investigating organisation**	Name of organisation, where applicable
OSL dating	Attempted — Y/N
"	Result — MI Stage or calendar
"	Confidence rating — Low, Medium, High
Amino acid dating	"
"	"
"	"
Biostratigraphic dating	"
"	"
"	"
U series dating	"
"	"
"	"
Other dating	"
"	"
"	"
*** Source/s IDs — event**	Key reference/s for event, links to source IDs in *Sources* table
Source/s IDs — related	Related reference/s, links to source IDs in *Sources* table

* Information needed for KCC/ECC SMR for non-MVPP events

6.3 Palaeolithic artefacts

Field	*Description*
*** Field event ID**	Unique MVPP field-code, past event code
*** Artefactual material**	Summary of remains present, 10–20 words
*** Period**	Attribution to basic period following SMR categories: - Palaeolithic [combinations of: L, L/M, M & U] - Lower Pal - Middle Pal - Lower/Middle Pal - Upper Pal
Artefacts — reported overall abundance	0 — None known 1 — Small (1–9 artefacts) 2 — Medium (10–99 artefacts) 3 — Large (≥ 100 artefacts)
Artefacts — condition	0 — NA 1 — Generally rolled (cf. condition 4–5) 2 — Fresh and rolled (cf. condition 2–5) 3 — Generally fresh/mint
Artefacts — extant collection holdings	As for "reported overall abundance"
Artefacts — collection holders, IDs	Summary names of institutions or individuals holding main collections, suffixed by abundance category for each – (N); full names in separate data table
Handaxes (c-tools & on flakes)	Reported quantity, using abundance categories above
Flake-tools (except Levallois flakes)	Reported quantity, using abundance categories above
Cores (except Levallois cores)	Reported quantity, using abundance categories above
Levallois (flakes & cores)	Reported quantity, using abundance categories above
Debitage	Reported quantity, using abundance categories above
Bone/antler (modified, cut-marked or tool)	Reported quantity, using abundance categories above
Clactonian industry	Reported quantity, using abundance categories above
Bout coupé	Reported quantity, using abundance categories above
Upper Pal material	Reported quantity, using abundance categories above
Long Blade material	Reported quantity, using abundance categories above
Dep. history — unknown	Reported quantity, using abundance categories above
Dep. history — residual	Reported quantity, using abundance categories above
Dep. history — major fluvial	Reported quantity, using abundance categories above
Dep. history — minor fluvial	Reported quantity, using abundance categories above
Depositional history — local colluvial/solifluction (primary)	Reported quantity, using abundance categories above
Depositional history — colluvial/solifluction (derived)	Reported quantity, using abundance categories above
Depositional history — primary context undisturbed	Reported quantity, using abundance categories above

* Information needed for KCC/ECC SMR for non-MVPP events

6.4 Biological remains

Field	*Description*
*** Field event ID**	Unique MVPP field-code, past event code
Biological material	Summary of biological remains present, 10–20 words
Hominid remains	Present/Absent
Mammalian remains — Presence/abundance (reported),	- NA - Absent - Rare - Mod. common - Abundant
" Condition	- NA - Always poor - Sometimes good - Gen. good
" Collection holdings	- None known - Small (1–9 specimens/sample aliquots/slides) - Medium (10–99 ditto) - Large (≥ 100 ditto)
" Collection holders:	- names of institutions or individuals holding main collections
Small vertebrates	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Pollen	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Plant macro-fossils	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Diatoms	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Insects	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Molluscs	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Foraminifera	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Ostracods	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above
Charcoal	Ditto options for presence/abundance above
"	Ditto options for condition above
"	Ditto options for collection holdings above
"	Ditto options for collection holders above

7 SOURCES

Field	*Description*
Source ID	Unique individual source code, based on author/originator and date — eg. Roe 1968a, SRPP 2, ERPP 1
Author/s, originator/s	Full name/s and initials of source authors
Source type	Thesaurus list — Eg. Published paper in edited book, paper in journal, photo, monograph, archive notebook, pers. comm.
Location	Holding archive/institution, source
Contribution/paper title	Eg. Palaeolithic archaeology at Swan Valley School ...
Title (Monograph, book, periodical)	Eg. *The Lower and Middle Palaeolithic Periods in Britain*, *Proceedings of the Prehistoric Society*
Editors (for edited book titles)	Full name/s and initials of editors of edited books
Date of origination / publication	YYYY
Series name and/or volume number	Volume number of periodical series, but for some book series, name and volume number, Eg. CBA Research Report 38
Page range	pp–pp
ISBN	If available
Publisher name	Eg. Routledge
Publisher location	Eg. London
Summary	Very short text summary (20 words max)
Field event ID	Links to Field event ID in *Field events* table

8 COLLECTION HOLDING INSTITUTIONS

Field	*Description*
Holding institution ID	Unique individual institution code, based on initial letters — eg. NHM or BM (FH)
Curator contact	Name of curator contact, if known
Postal address	
Town	
County	
Post-code	
Telephone no.	
Email	
Related Field event ID/s	Links to Field event ID/s in *Field events* table/s

ANNEX 1. LITHIC ARTEFACT RECORDING

Artefact categories	
Percussor	Evidence of focused battering, can appear on cores/core-tools, can have some working to facilitate handling
Raw material	No sign of working, but clearly a manuport
Tested nodule	Nodule with only a couple of flakes off, no sign of whether a core or core-tool
Core (nodular)	Flakes removed, generally reasonably large, from natural lump of raw material and no sign of preferential edge/part for use
Core-on-flake	When a flake is used as a core — interpretation of this depends upon consideration that the flakes removed are the desired end-products
Debitage	Waste from knapping
Flake-tool	Worked flake; working can be backing (eg. possible interpretation as backed knife), retouching (eg. to form scraping edge), notching or difficult-to-interpret removal of various small flakes that are not viable as tools in their own right, although not making any obvious sense
Handaxe (core-tool)	Usually evidence of preferential edge/part for use, often bifacially worked and attention to straightening, attention to opposing handle, removal small shaping flakes of no use in themselves
Handaxe (flake-tool)	Ditto, made on flake; sometimes overall shape is suggestive, although one should have clear remnants of flake platform and/or ventral surface to be sure of recognition

Types of core	
Indeterminate	Unclassifiable to any of others, also when cannot be established because broken
Fixed platform	Repeated large flakes off single platform, without any sign of preferential treatment or shape predetermination (else core-type is Levallois); can be used when evidence of more than one episode of flaking from different platforms, as long as strong adherence to each platform; special cases such as Frindsbury, where flakes struck off flake-core, often from proximal end and parallel with ventral surface, referred to by descriptions in "Notes"
Globular	Migrating platform globular or bi-conical core
Bifacial alternating	Core with knob of cortex remaining opposing bifacially flaked edge that doesn't look like tool
Levallois	Deliberately shaped to produce privileged flakes of predetermined form — can be single or recurrent; can be flakes, blades or points
Mousterian	Radial flaking off single or opposing faces lenticular core; problem of distinguishing from crude biface or unstruck Levallois core
Broad blade	Special category of Levalloisian core where broad blades are produced in series from one face of a core, without side-trimming. Eg. Crayford brickearths
Prismatic	Typical Upper Palaeolithic core with cresting of core prior to blade removal
Janus flake	Large flake with platform re-prepared specifically so as to produce a large Janus flake, which is interpreted as the deliberately sought end-product

Types of handaxe [core-tool and flake-tool handaxes]		
	Wymer type	
Unspecific	-	Indeterminate, unclassifiable to other categories
Unknown		Eg. when broken, and looks
Rough-out/abandoned	-	Pieces which appear to have been abandoned before completion, for instance because of frost-fracturing, persistent failure to achieve thinning, or breakage
Simple/proto	Proto	Includes McNabb and Ashton's "non-classic" handaxes, simple bifacial or unifacial edges opposed to natural handles
Crude pointed	D, E	Large (≥10cm) pointed/sub-pointed biface, no soft-hammer, thick, wavy edges, thicker and heavier at butt

Pointed	F	Well-made pointed handaxe with clear butt, straight-ish sides and thinned towards tip, can be any size; butt can be unworked or crudely worked
Ficron	M	Very pointed with symmetrical concave sides and well-defined heavy butt, cf. Furze Platt
Sub-cordate	G	Progression from type F with convex sides, often more rounded point, thick/heavy butt, widest part of handaxe well towards butt; butt can be unworked, crudely worked [if plano-convex, mention in notes]
Cordate	J	Cutting edge all round tool with thinning and shaping around butt, centre of gravity near middle, bit more rounded than sub-cordate, but still has clear tip, with widest part of handaxe towards butt
Sub-ovate	GK	Much more ovate version of sub-cordate; tip is smoothly rounded without any well-defined point, widest part of handaxe is nearer middle of long axis, clear working to shape/thin butt and sides as convex curve, although not as much as for true ovate or cordate
Ovate	K	Cutting edge and thinning/shaping all round, centre of gravity near middle, more rounded at base than cordate with widest part of handaxe towards middle, usually one end recognisable as tip by being more elongated from widest part of handaxe and often tranchet sharpened
Cleaver	H	Key characteristic is straight cutting edge at tip end, transverse to main longitudinal orientation of tool
Bout coupé	N	Flat-butted cordate, trimmed all round butt, but with distinct corners between gently convex base and sides
Side chopper	L	Segmental chopping tool, one knapped bifacial edge or sharper edge opposed by flat edge or natural backing; crucial distinction with cleaver is that business edge is parallel with main longitudinal axis rather than transverse

Types of flake-tool	
Unspecific	General, indeterminate
Levallois	Large flake of predetermined form, usually radially prepared, but can also be triangular point, sometimes without secondary retouch, but often with
Notched	Various types of notched flake-tools — see T1 in table below
Backed knife	Blunting/backing retouch opposite/beside natural cutting edge to facilitate handling and use
Scraper	General flaked scraping edge, needs consideration of whether secondary flaking is blunting/backing or forming the working edge
Saw	Unifacial/bifacial sharpening of edge/edges to form sawing edge on flake
Denticulate	Series of small notching flakes in row along sharp edge of flake
Uniface	Extensive unifacial working of large flake; generally larger scale than for a saw, and around majority of flake perimeter
Janus positive	Large Janus flake that is interpreted as having been deliberately made as a type of tool
Used edge	Unretouched flake that has signs of macro use-wear/damage on robust sharp edge

Types of raw material	
Flint — indeterminate	-
Flint — Bullhead Bed	Dark green cortex, usually orange/brown stain under cortex
Flint — banded, marbled, "Devil's eye"	Bands of translucent flint with more opaque, flecked flint, often with knot of dark glossy flint at centre
Quartzite	Coarser granular texture, usually red/pale brown, coarse-grained, opaque
Chert	Slightly granular texture, fairly transparent but frosted/flecked, can be any colour, although often pale brown/"honey-coloured"
Lignite	Dark and glossy brown/black, much less dense than flint, surprisingly light in hand

Types of raw material source *	
Indeterminate	-
Fresh Chalk	Not obviously rolled, unabraded cortex, rough to touch, not smooth or shiny
Rolled/abraded	Cortex worn smooth, shiny

* has to be considered in relation to artefact condition — problem of interpreting status of derivation before depositional and post-depositional processes

Categories of artefact condition	
Mint	As freshly knapped
Sharp/fresh	Sharp to handle, ridges unaffected, but slight abrasion edges
Slightly rolled/rolled	Ridges slightly abraded, edges lightly–moderately battered, smooth to touch
Very rolled	Ridges very abraded, all edges moderately–heavily battered
Extremely rolled	Almost a beach pebble, ridges non-existent or vestigial, heavily battered surfaces

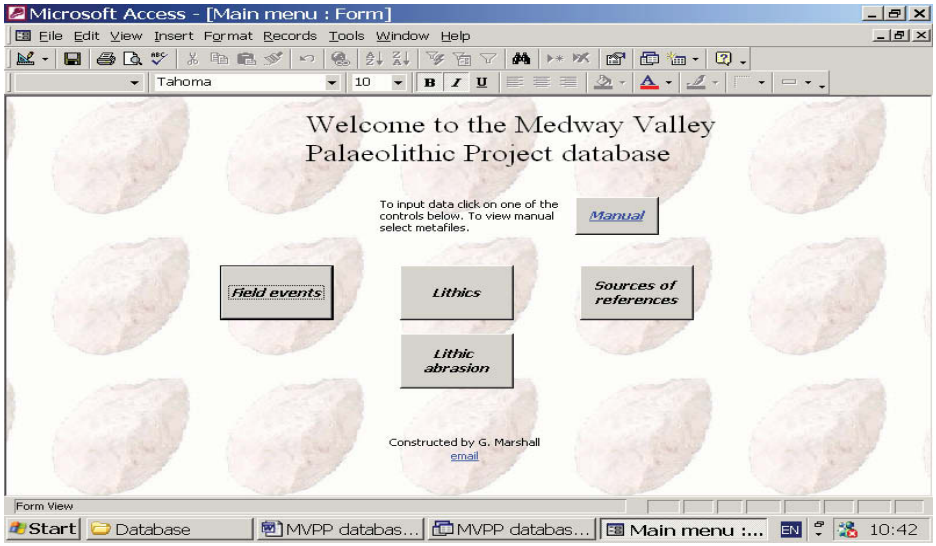
Artefact categories	Types	T1	T2	T3
Percussor	NA	NA	NA	NA
Raw material	NA	NA	NA	NA
Tested nodule	NA	NA	NA	NA
Core (nodular)	As per list above	NA	NA	NA
Core-on-flake	As per nodular core list, plus Janus	NA	NA	NA
Debitage	Flake	Unspecific	NA	NA
		Handaxe manufacturing	Tranchet	NA
			Thinning	NA
			Other	NA
	Blade	Unspecific	NA	NA
		Crested	NA	NA
	Chunk	NA	NA	NA
	Flake-flake	Notching flake	NA	NA
		Janus flake	NA	NA
		Scraper retouch	NA	NA
Flake-tool	As per list above, except for "Notched"	NA	NA	NA
	Notched	Single "Clactonian"	NA	NA
		Multiple "Clactonian"	NA	NA
		Janus negative	NA	NA
		Retouched	NA	NA
Handaxes (core-tool and flake-tool)	As per list above	**Butt working**	**Tranchet-sharpening ***	**End-twist**
		Indeterminate	Indeterminate	None
		Untrimmed — entirely cortex or natural fracture	Absent — no tranchet	Indeterminate
		Slightly trimmed — over 50% cortex or natural fracture	Left — struck from left [removal underneath and tip away, can be on more than one face, as long as consistently from left]	S – viewed from above tip
		Mostly trimmed — less than 50% cortex or natural fracture	Right — struck from right [removal underneath and tip away, can be on more than one face, as long as consistently from left]	Z – viewed from above tip
		Wholly trimmed	Complex — struck from both left and right	

* Tranchet-sharpening

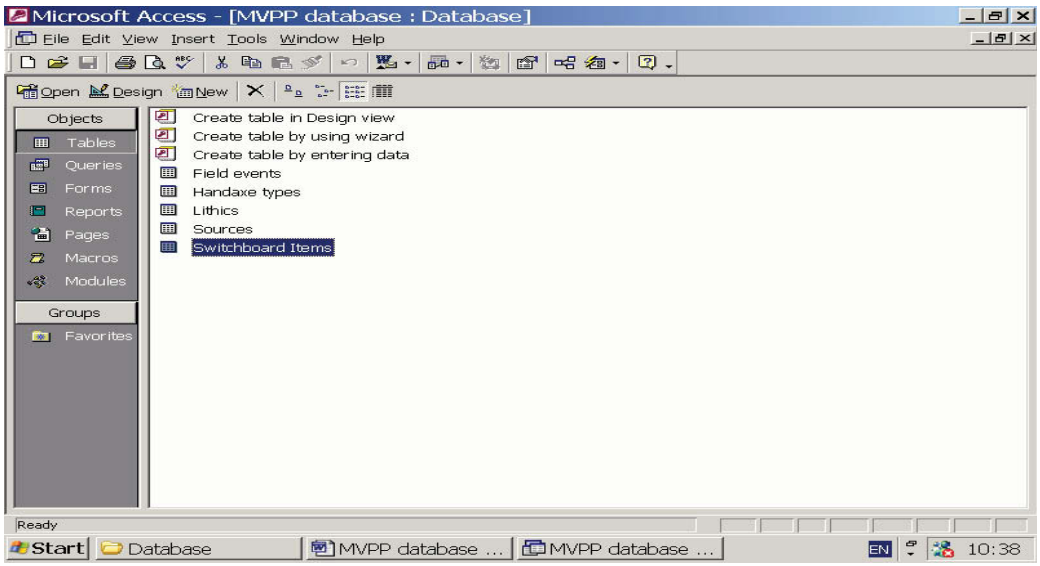
ANNEX 2. DATA ENTRY WITH CUSTOM ACCESS FORM

Introduction

The Medway Valley Palaeolithic Project (MVPP) database was written using Access 2003. Although fully functioning it is undergoing continual development guided by observations made during use in the field. These are primarily cosmetic though and relate primarily to making the database as foolproof as possible. Some additions are planned for Querying the data and producing reports, however these will be added at a later stage once data entry is complete and analysis begun.



The database comprises three Tables in which the primary data is stored, linked to which are four Forms into which data is entered. On initially launching the database, the *Main menu* Form illustrated above opens automatically.
By clicking on the grey boxes on this Form, the individual data entry Forms can be opened. In addition, the *Main menu* Form also contains a link that can be clicked to view the database manual. It can also be minimised or closed down completely to enable the normal Access Database window to be viewed as below.



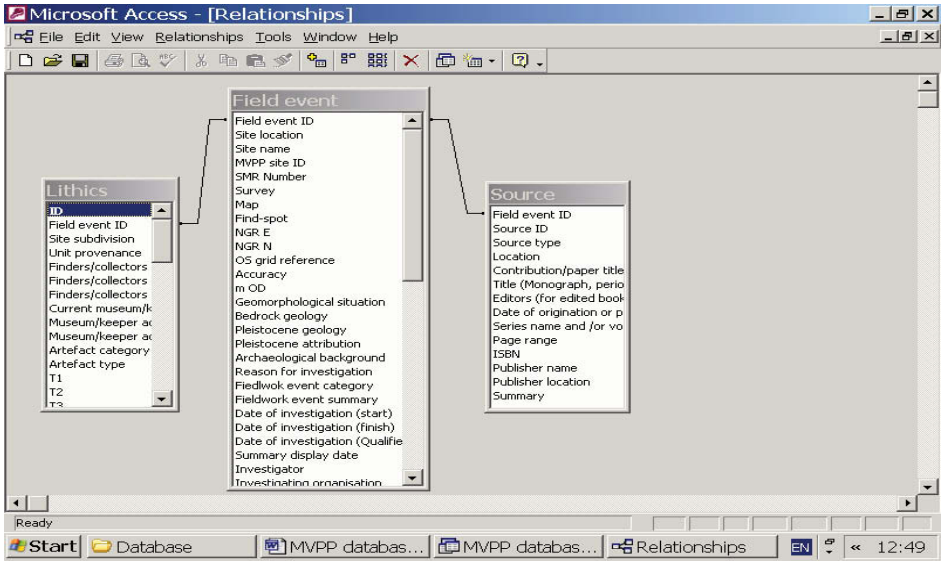
From here, Tables, Queries, Forms, and Reports can be viewed. The *Main menu* Form can also be reopened again from here.

Database structure

The database consists of the following three tables:

- Field event
- Lithics
- Source

The three Tables are arranged on the basis of topic, so for instance everything to do with the individual lithic artefacts will be found in *Lithics*. All information relevant to how the collection was generated is stored in *Field event* along with background information to the archaeological, geological and biological context of the site. Bibliographic and other sources of information are stored in the *Source* Table. All three tables are linked relationally through the data entry field "Field event ID" as shown below.



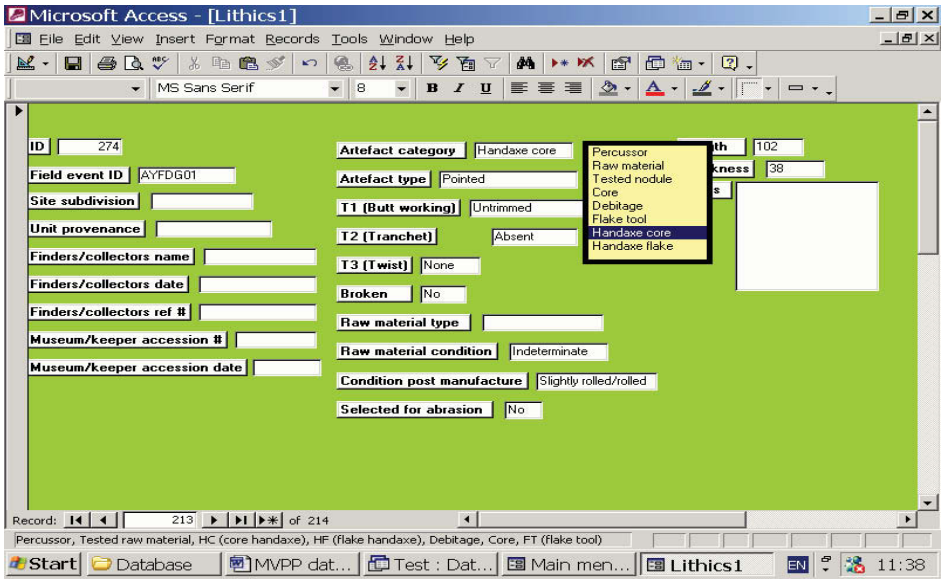
"Field event ID" is a code given by the MVPP to each collection episode. Sites can contain any number of field events. Field events are defined as different if generated by different collectors or at different periods of time. They consists of letters followed by numbers, so for instance material from Ham Hill Pits would be referred to as HHP, followed by a running sequence of numbers from 01 to n, where n is the number of separate field collections episodes encountered on this project.

Data entry

Data is entered into the three Tables using one of four Forms as follows:

- Field events – linked to the *Field event* Table
- Lithics – Linked to the *Lithics* Table
- Lithic abrasion – Linked to the *Lithics* Table
- Sources of references – Linked to the *Source* Table.

As outlined earlier these can be accessed directly from the *Main menu* Form which opens automatically when the database is opened, or by selecting the required Form in the normal Access Database window. Data entry is then simply a matter of either typing into fields as they receive the cursor, or selecting options from a series of list boxes which pop-up. The majority of Field entries must be freely typed, so instance "Site name" in the *Field events* Form. Other data Fields are instead selected by clicking options from the pop-up list boxes. These occur on the *Lithics* data entry Form only as shown below for "Artefact Category".



By having to select from fixed options in list boxes, validation of the Lithic data is ensured. The pop-up boxes are controlled using macros that either display or remove boxes depending on the options selected in previous list boxes. In addition, depending on the combination of options selected in the initial boxes, all subsequent fields not applicable are automatically filled in the relevant table as N/A.

Future development

Although the database is fully functioning and has performed extremely well so far, additional tweaks and updates are planned. These have been highlighted as of potential value during the initial museum visit data entry phase, and are listed below:

- Remove security issues to do with Macros
- Incorporate additional Queries and Reports as guided by subsequent data analysis
- Link artefact images into both Forms and Reports
- Incorporate additional warnings when users attempt to edit existing data
- Provide validation for Tables as well as that already existing for Forms. This will limit data entry error in *Lithics* when using Tables rather than Forms, although this is not advised
- Incorporate a full manual of which this report will be part
- Develop additional help pop-ups for individual Field entries.