DAACS Cataloging Manual: General Artifacts

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DAACS CATALOGING MANUAL:
GENERAL ARTIFACTS

Introduction

The General Artifacts Table in DAACS provides a catch-all cataloging scheme for those artifacts not included in the Bead, Buckles, Button, Ceramic, Faunal, Glass Vessel, Tobacco Pipe, and Utensil Tables.

Nails, bricks, and lithics, for example, should all be cataloged as General Artifacts. Note that some *material types* overlap between the General Artifacts Table and the other main artifact tables. For instance, window glass should always be entered into the General Artifacts Table. Even though there is a Glass Vessel table, it is intended only for vessels such as tablewares and bottles. Likewise, ceramics such as floor tiles should be entered into the General Artifacts Table, while ceramic vessels such as plates or mugs should be entered into the Ceramics Table.

Another possible point of confusion is the relationship between the General Artifacts Table and the Faunal table. Artifacts such as shell and eggshell are cataloged into the General Artifacts table. Mammal, fish, and reptile bones are cataloged into the Faunal Table.

This section begins with a discussion of the fields in the main General Artifact Table followed by a list of cataloging protocols for common General Artifacts. Note that each General Artifact is cataloged as one of the following categories: Ceramic, Composite, Faunal, Glass, Metal, Mineral, Organic, or Stone. The cataloging protocols for this section are loosely organized by these different Category types. For example, to find the protocols for cataloging nails, one should look under the subheading for Metal Artifacts. There is also a section for Miscellaneous Artifacts that includes instructions for cataloging modern artifacts and others that do not intuitively fall under any of the aforementioned categories.

1. General Artifact Table

1.01 Artifact Count
Generally refers to the number of individual objects being cataloged in an entry. See batching rules for particular artifact types in Section 12.2, below. Note that for some artifact types the count does not always include every single small artifact fragment in the batch. With charcoal, for example, only pieces larger than 10 mm in any one direction are counted for "Artifact Count" even though all pieces, no matter how small, are weighed in the batch.

1.02 Category
The general material class, such as "Ceramic" or "Organic," to which the artifact belongs.

1.03 General Artifact Form
We infer a Form for each artifact that essentially describes what the object is (for example, a Nail, a Walnut Shell, or a fragment of Window Glass). Many artifacts will have Unidentified forms.

1.04 Completeness
For most artifacts, choose "Complete," "Incomplete," or "Unidentifiable." Nails, Spikes, and Straight Pins have different cataloging protocols for the Completeness field. See those particular sections for specific cataloging instructions.

1.05 Burned?
The default for this field is "No". If an object is burned, enter "Yes" in this field.

1.06 Mended?
The default for this field is "No". If the artifact is mended to another artifact, enter "Yes" in this field. Put the Artifact ID of the artifact (or artifacts) to which it is mended in the Notes field.

1.07 Post-Manufacturing Modification
Post-Manufacturing Modification is a field seen in all of the different artifact categories. Use this field when an artifact appears to have been physically modified in order to change its original function. Examples include grinding down a piece of ceramic to form a gaming piece, knapping glass, drilling a hole in a coin to make a pendant, etc. Other examples include hand-etched window glass and repair marks.

Catalog the object as it would be cataloged in its original form. For example, if you have a drilled Spanish Real, catalog it is as "Coin, Spanish" for Form with the Manufacturing Technique as "Stamped." Enter "Yes" under Post-Manufacturing Modification and describe in the notes that the coin has been drilled. Do not catalog the coin as "Pendant" for Form or "Drilled" for Manufacturing Technique.

1.08 Conservation
The default for this field is "No Conservation". If an object has been conserved, enter "Yes" in this field and enter the conservation information into the Notes field.

1.09 Coin Date
If the artifact is a coin with a legible date, enter the date in this field.

1.10 Material and Manufacturing Technique
The material and manufacturing technique fields are recorded in a separate, related data table that allows us to record multiple types of materials and manufacturing techniques for a single artifact. If, for example, a cataloger has a bone-handled jackknife, they would be able to record "Iron" and "Forged" for the blade and "Bone" and "Carved" for the handle.

2. General Artifact Measurements

2.1 Object Length, Width, Height, and Weight
Take these measurements for every object (that can't be batched) except for nails and unless otherwise noted in Section 3. For nails, weigh each nail and, if complete, enter its length in millimeters in the Nail Length field.

2.2 Brick Size*
Decide on form (e.g., Brick Bat, Brick Fragment, Brick/Daub). Brick Size choices are 1/4, 5/8, 1-1/4, and 2-1/2 inch, measured using the USA Standard Testing Sieves. For non-batched artifacts, simply record Brick Size (often 2-1/2 inch if identifiable as Brick Bat or Brick Fragment) in the Measurements table. For batched artifacts, count and weigh (i.e., batch) by size class. Record the size as the smallest-sized sieve through which the artifact WILL NOT pass.

Even though we use a total of four-size classes (2-1/2", 1-1/4", 5/8", and 1/4") for brick, we use only three sieves (2-1/2", 1-1/4", and 5/8") to sort the brick, brick frags, and brick/daub by size. Brick caught in the 2-1/2 " screen is cataloged as that size; brick caught in the 1-1/4 " screen is cataloged as that size, and so on. Since we do not have a 1/4 " screen, anything that falls through the 5/8" screen is cataloged in the 1/4" size class.

*This field is only used by the Monticello Archaeology Department; this information is not recorded for any DAACS site.

3. Cataloging Protocols for Common General Artifacts

3.1 Glass Artifacts

Glass vessels, such as bottles, tablewares, jars, etc., should be cataloged into the Glass Vessel Table. Other objects made of glass (excluding beads, which are in the Bead Table) such as window glass and paste jewels are entered into the General Artifacts Table.

3.1.1 Lamp Chimney

Lamp Chimney is a glass tube that surrounds the flame on an oil lamp. It is used to control air drafts. It can be identified by its cylindrical shape and by its relative thinness.

Catalog as follows:

> Category: Glass
> Form: Lamp Chimney
> Material: Glass
> Manufacturing Technique: Almost always Blown. If you have seam lines or other visible evidence of molding, list Manufacturing Technique as Molded.

3.1.2 Various Types of Flat Glass - flat glass is batched according to Form, except for plate glass, which should be further subdivided by color.

- **"Plate Glass"**

Plate glass is a strong, cast, and polished glass containing few impurities. It was used for mirrors and large windows. The following discussion applies to plate glass used for windows. See the next section on **Mirror Glass** for how to catalog plate glass with evidence of mirroring.

DAACS uses the following three criteria to define plate glass:

1. Thickness: Plate glass is always at least 2.6mm thick.
2. Matteness: Any sherd thicker than 2.6mm whose surface is matte in appearance (as opposed to shiny) should be cataloged as plate glass. If the surface of a thick sherd is very shiny, the glass is probably a modern piece of plate glass. In that case, we will catalog a shiny, thick sherd as Window Glass.
3. Color: Once thickness and matteness have been identified, plate glass should be separated into two color categories: Gray and Clear to Light Green.

Use the following protocols when cataloging plate glass:

        Category: Glass
        Form: Glass, plate
        Material: Glass
        Manufacturing Technique: Cast

- If the plate glass is gray, enter the following into the Notes field:

"These gray sherds are equal to or thicker than 2.6mm. They are either mirror or window glass. However, they have no diagnostic mirror attributes, such as foil or silvering."

- If the plate glass is clear to green in color, enter the following into the Notes field:

"These clear-to-light green sherds are equal to or thicker than 2.6mm."

Plate glass can be batched, unless the sherds have diagnostic attributes such as finished edges or incising/writing. The only measurement that needs to be taken for any type of window or plate glass is weight.

- **"Mirror Glass"**

Mirror glass appears identical to plate glass, except that mirror glass has evidence of foil or silvering on one surface.

Catalog as follows:

        Category: Glass
        Form: Mirror
        Material: Glass
        Manufacturing Technique: Usually Cast. Modern mirror glass should be
                Machine Made.

Note: There is no need to include the metal silvering as a separate Material type.

- **"Window Glass, crown"**

"Crown glass was made by blowing a sphere of glass on a blowpipe. An iron rod, called a pontil, was attached to the sphere opposite the blowpipe. The blowpipe was then broken off the sphere and the sphere was rotated on the pontil rod while it was reheated. The hole left by the blow pipe would open due to centrifugal force, would gradually assume a bell shape, and eventually flatten into a disk called a "table of glass" (Colonial Williamsburg Standard Operating Manual).

"Crown glass has a smooth surface due to the fire-polishing caused by the reheating. In cross section, the surfaces will not be parallel. The center portion of the disk will always be thicker, tapering to the edges. The center of the disk was the least salable as it contained the scar, or "bull's eye," left by the pontil rod. Tables of glass were relatively small in diameter and would yield a limited number of small panes" (Colonial Williamsburg Standard Operating Manual).

Catalog as follows:

        Category: Glass
        Form: Window Glass, crown

Material: Glass
Manufacturing Technique: Blown

- "**Window Glass, cylinder**"

"Cylinder glass was made by blowing an elongated, closed tube of glass. The ends of the tube were cut off first and the open-ended tube was then cut lengthwise. Reheating on an iron table allowed the cylinder to relax and flattened into a rectangle of glass. Cylinder glass did not have the smooth, fire-polished surface of crown glass, but it could be cut into larger pieces, thus yielding more panes of glass than was possible from the crown glass method" (Colonial Williamsburg Standard Operating Manual).

Catalog as follows:

Category: Glass
Form: Window Glass, cylinder
Material: Glass
Manufacturing Technique: Blown

- "**Window Glass, privacy**"

Privacy glass has been frosted, colored, or heavily molded to prevent people from seeing through it.

Catalog as follows:

Category: Glass
Form: Window Glass, privacy
Material: Glass
Manufacturing Technique: Machine Made

- "**Window Glass, safety**"

Safety glass has wire mesh running through its interior. Sometimes the wire mesh is absent, but the glass still retains impressions from the mesh in it.

Catalog as follows:

Category: Glass
Form: Window Glass, safety
Material: Glass
Manufacturing Technique: Machine Made

Note: There is no need to include the wire mesh as a separate material.

- "**Window Glass**" (General)

Unless there is strong evidence that a sherd is crown, cylinder, privacy, safety, or plate glass, catalog flat glass as follows:

Category: Glass
Form: Window Glass
Material: Glass
Manufacturing Technique: Indeterminate

All window glass can be batched by type regardless of color or decomposition, unless the sherds have distinctive characteristics such as finished edges or incising/writing. If you have hand-incising or writing, catalog separately and list as Post-Manufacturing Modification. For both batched and single sherds, the only measurements that need to be taken are count and weight.

NOTE: Plate glass should not be cataloged as window glass. It is distinguished from window glass because it is greater than 2.6mm thick and has a matte finish. See the above section on **Plate Glass** for a more detailed discussion of this artifact class.

3.2 Metal Artifacts

3.2.01 Aluminum Foil

Aluminum foil should be cataloged as follows:

Category: Metal
Form: Foil
Completeness: Incomplete
Material: Aluminum
Manufacturing Technique: Machine Made [THIS IS A CHANGE!]

Aluminum foil can be batched. The only measurements that need to be taken are count and weight.

3.2.02 Coins

Category: Metal
One of the following Forms:
- Coin, American
- Coin, Danish
- Coin, Dutch
- Coin, English
- Coin, Irish
- Coin, Jamaican
- Coin, Spanish
- Coin, unid
- Coin, Virginia
Completeness: As Appropriate
Material: As Appropriate
Manufacturing Technique: Stamped

Describe the coin as thoroughly as possible in the Notes field. Include date, denomination, any designs seen on the coin, etc.

3.2.03 Corrosion/Rust

Often, one will be faced with cataloging unidentifiable lumps of rust with no discernable iron left intact. Form should be "Corrosion/Rust," with the manufacturing technique as "Indeterminate." Material should still be "Iron." The only measurements that need to be taken are count and weight.

A common form of corrosion is the spalling of large sheets of rust from the surface of flat iron objects. This corrosion will be characterized by being relatively thin and flat, with one side appearing newly broken off and the other rusted over. If one sees corrosion breaking off of an iron artifact while in the process of being cataloged, batch the corrosion and the original artifact together and note what has happened

3.2.04 Grommets

Grommets are metal or plastic rings used to reinforce eyelets, common on both clothing and shoes. They can be identified by their characteristic flattened ring shape. Most are small clothing or shoe grommets, although larger grommets are seen on tarps, tents, etc. There is sometimes an indented ridge evident along the outside of the ring, where the grommet was attached to the cloth or leather.

The majority of grommets found on historical sites are Copper Alloy, although Iron, Aluminum, and Plastic grommets have all been recovered.

For Manufacturing Technique, most Copper Alloy grommets will be "Stamped." However, if the grommet appears to be modern, list the Manufacturing Technique as Machine Made. Plastic grommets are, of course, Machine Made.

Grommets of similar size can be batched. The only measurements that need to be taken are count and weight.

3.2.05 Hardware

Hardware encompasses items generally made of metal (e.g. screws, hinges, handles, brackets, etc.) that serve to hold together or provide a means of grasping multi-component items such as furniture or cabinetry. Hardware is part of a finished product. Hardware, unidentified is a category for those items that seem to be hardware but cannot be identified to exact form. Hardware, electrical, Hardware, vehicle, and Furniture Hardware are additional, more specific, choices. [THIS IS A CHANGE!]

3.2.06 Horse Furniture

Occasionally one finds hardware associated with horses that cannot be classified as Buckles or Horseshoes or any other specifically defined category. These artifacts should be cataloged as Horse Furniture. For example, the strap retainer pictured below is listed as Horse Furniture:

Note: The term Horse Furniture does not include carriage parts.

3.2.07 Horseshoes

The earliest horseshoes are "Wrought/Forged." Machine-made horseshoes became popular in the mid-1800s.

3.2.08 Lead Shot

Category: Metal
Form: Shot, round
Completeness: Complete
Material: Lead
Manufacturing Technique: Cast

Lead shot 5mm or less in diameter can be batched, in which case, only record count and weight. Take all measurements for lead shot over 5mm in diameter.

3.2.09 Nails

Complete nails and incomplete nails have separate cataloging protocols. The only exception is **wire nails**. All wire nails are batched, regardless of completeness.

Please note that new batching rules for complete nails were implemented on October 28, 2010. Prior to implementation, all complete nails were cataloged individually. As of October 28, 2010, complete nails can be batched by length (rounding to the nearest 5mm), manufacturing technique, material, burning, nail head type, nail end type, and nail modification.

For example, if you have 10 complete wrought nails with roseheads and shovel tips with no modifications, you'd catalog the nail as follows:

Artifact Count: 10
Category: Metal
Form: Nail
Completeness: Complete
Burned?: No
Material: Iron.
Manufacturing Technique: Wrought/Forged
Measurements Tab: The only field that needs to be filled out is weight.

Nail Information Tab:
    Nail Head Type: Rosehead
    Nail End Type: Chisel/Shovel
    Nail Modification: None.
    Nail Length: Measure the length of the nail using the ruler on the cataloging mat. Round to the nearest 5mm. Measure a **bent** or otherwise **modified** nail, by rolling them on the table mat scale or use a flexible tape to measure their actual lengths.

Batching rules for **incomplete nails** remains unchanged. Catalog **incomplete nails** as follows:

Batch incomplete nails that have the same head, shank, and tip type. For example, head and partial shank nails with a rosehead and wrought body should be batched together.   Tip and partial shank nails with a blunt tip and cut body should be batched together. These are only examples and there can be any number of batchable combinations. Note that we are not identifying nail modifications for incomplete nails. Therefore, you can batch straight, bent, pulled, and clinched nails together.

    Artifact Count: Enter the number of batched nails.
    Form: Nail
    Completeness: There are several options in this field specifically for incomplete nails. They are: Head, Head and Partial Shank, Shank, Tip, and Tip and Partial Shank. Choose one of these options for each incomplete nail or batch of incomplete nails. Never enter "Incomplete."
    Burned?: You can batch burned and unburned nails together. If a batch does include burned nails, enter N/R (Not Recorded) into the Burned? field.
    Material: Almost always Iron.
    Manufacturing Technique: Identify as Wrought/Forged, Machine Cut, or Drawn/Wire.
    Measurements Tab: The only field that needs to be filled out is weight. Weigh batched nails together.
    Nail Information Tab: Identify Nail Head Type, Nail End Type. We are not recording Nail Modifications for incomplete nails. Enter Not Recorded, unless none of the batched nails are bent, pulled, or clinched. In this case, enter None. Do not take length measurements for incomplete nails.

Batching rules for **wire nails** are as follows:

All wire nails are batched together, regardless of completeness. This protocol was established on October 28, 2010. Prior to this date, all wire nails were cataloged individually if complete and batched if incomplete.

If you have 25 wire nails, and 10 are complete and 15 are incomplete, catalog them as follows:

    Artifact Count: 25
    Form: Nail
    Completeness: Not Recorded
    Burned?: N/R (Not Recorded)
    Material: Iron.
    Manufacturing Technique: Drawn/Wire.
    Measurements Tab: The only field that needs to be filled out is weight. Weigh batched nails together.

Nail Information Tab: Change Nail Head Type, Nail End Type and Nail Modifications to "Not Recorded".

Horseshoe nails have distinctive, triangle-shaped heads. Catalog these as regular nails, but enter Triangle/Horse under Nail Head Type. [THIS IS A CHANGE!]

Use the following definitions to identify any nail modification:

<u>Clinched</u>
- Tip is U-shaped
- Tip is L-shaped
- Tip is J-shaped
- Tip is a Curlicue

<u>Pulled</u>
- Overall nail is J-shaped
- Overall nail is C-shaped

<u>Bent</u>
- Anything else that isn't straight

3.2.10 Nail Rod

Nail Rod refers to the long, rectangular rods of iron from which wrought nails were forged. Nail rod can be batched. Binders, the twisted pieces of nail rod used to hold bundles of nail rod together, should be cataloged individually.

3.2.11 Pots

Iron pot fragments should be cataloged as follows:

Category: Metal
Form: Cast Pot/Pan [THIS IS A CHANGE!]
Completeness: Incomplete
Material: Iron (or other metal material, if applicable)
Manufacturing Technique: Cast
Note: If the vessel isn't cast, choose "Pot" for Form. [THIS IS A CHANGE!]

3.2.12 Sheeting

Very thin, flat pieces of iron should be cataloged as "Sheeting," usually with "Rolled/Sheet" as the manufacturing technique. Iron sheeting is sometimes "Wrought/Forged" – this sheeting is usually thicker and more irregular. Occasionally materials other than iron will be sheeting. Lead, for example, can be cast into very thin sheets. Copper Alloy sheeting (again, usually "Rolled/Sheet") is also common.

Batch according to material. The only measurements that need to be taken are count and weight.

3.2.13 Straight Pins

Straight pins ("Pin, Straight" in DAACS) have a fairly complicated set of cataloging protocols. For Completeness, use the same entries as one would for nails (i.e. Head and Partial Shank, Tip and Partial Shank, Shank, etc.). Batching rules are also the same for straight pins as for nails. Complete straight pins should be cataloged individually. Head and Partial Shank straight pins, for example, can be batched together.

Most are Copper Alloy, although some Iron pins have been found. For Manufacturing Technique, all are Drawn/Wire.

Determine whether the head has been hand-made or stamped. This may require looking under a microscope. Hand-made pin heads were made by wrapping an extra little bit of wire around the end of the shank. According to Hume, machine-stamped heads were invented in 1824 and were made by simply stamping flat the end of the shank. Enter this information in the Notes field.

Take the following measurements for complete straight pins (length should be measured using calipers, not the ruler on the cataloguing mat):

> Length: Length of the pin.
> Width: Do not record.
> Height: Do not record
> Weight: Weight of the pin.

3.2.14 Strapping and Hoop Iron

Iron strapping is thin, flat, and rectangular.

Some iron strapping is made from "Tinned Iron," which appears, under any corrosion, to be a slightly dull, silvery gray (rather than the solid reddish-brown of regular iron).

Manufacturing Technique for iron strapping is often "Rolled/Sheet." Strapping can be distinguished from "Sheet Metal" in a few ways, the most obvious being its rectangular shape. The two longer edges on strapping are also usually finished. Some strapping is "Wrought/Forged." This strapping is slightly thicker than rolled/sheet strapping, and is slightly more irregular in shape and thickness.

Iron strapping can be batched based on width. For both individual and batched fragments, only width and weight need to be measured. Only record width if the measurement is complete. [THIS IS A CHANGE!]

"**Barrel Hoop**" is a specific use for iron strapping. Strapping should be cataloged as such in the Form field if it meets one or both of the following two criteria:
> -The fragment of strapping has a definite barrel-sized curve. This can usually only be seen on longer pieces of strapping.
> -The fragment of strapping includes the two ends that are riveted together.
Barrel Hoop is also thicker and wider than most other iron strapping.

"**Bucket Hoop**" is generally the same as barrel hoop, only thinner and with a bucket-sized curve.

3.2.15 Tools

Tools are those items used to shape or assemble items generally made of wood (e.g. chisels, hammers, planes, etc.). Tools are not part of the finished product. Tool, unidentified is a category used for items that seem tool-like but cannot be identified to exact form. Tool, fireplace consists of tools arrayed around a fireplace; poker, tongs, etc. Tool, other is used for otherwise unidentified stone tools as well as identified tools too uncommon to justify a specific form, such as a tire iron. [THIS IS A CHANGE!]

The best reference for identifying specific iron tools is R.A. Salaman's Dictionary of Woodworking Tools Revised Edition, Astragal Press, New Jersey: 1997.

3.2.16 Unidentifiable Fragments

Other than nails, the majority of iron to be cataloged is non-diagnostic and unidentifiable. Occasionally, one can identify a fragment as a tool or hardware, but heavy corrosion often prevents any sort of identification. In this case, list the Form as "Unidentified" and describe the artifact in the notes. Unidentified iron fragments that measure less than 20mm can be batched together. No measurements besides count and weight need to be taken. Miniscule fragments less than 10mm do not need to be cataloged and can be discarded. Fragments greater than 20mm need to be cataloged separately and all measurements need to be taken.

Manufacturing technique is often difficult to determine for unidentified iron fragments. If you really can't tell, use "Indeterminate." Check for uniformity of thickness across the fragment; thicker, uniformly flat iron fragments are usually "Cast." More irregular fragments are most likely "Wrought/Forged."

3.2.17 Wire

Unidentified fragments of wire should be cataloged under Form as "Wire." Wire is usually Iron or Copper Alloy. While Manufacturing Technique is often Drawn/Wire, iron wire can be Wrought/Forged. Check for the irregularity typical of most wrought artifacts.
All non-diagnostic wire should be batched. The only measurements that need to be taken are count and weight.

Barbed Wire is usually Iron or Iron Alloy. List the Manufacturing Technique as Machine Made.

Batch all barbed wire together. The only measurements that need to be taken are count and weight.

Wire, reinforcing is the structural wire seen at the edge of metal cans. It is also occasionally seen along the edges of tin and pewter cups. For modern cans, the Manufacturing Technique should be Machine Made. For tin or pewter cups, the Manufacturing Technique should be Wrought/Forged.

3.3 Miscellaneous Artifacts

3.3.1 Brick, Daub, and Chinking

There are five main ways to describe regular brick and daub. Non-rectilinear bricks, such as water table and coping bricks, will be cataloged by their appropriate term (see below). Bricks are always cataloged with "ceramic" for the artifact category.

Brick Bat: Use when the brick has 2 or more complete/original measurable dimensions. The default material is Brick, red, although other colors exist and should be chosen as appropriate. Do not batch.

Brick Fragment: Use when the brick has part of at least one original side. The default material is Brick, red, although other colors exist and should be chosen as appropriate. Do not batch those bricks that have one complete measurable side. Take the measurement and record in the appropriate field. Those fragments that do not have an original complete measurable side can be weighed and batched according to material. No other measurements need to be taken for batched brick.

Brick/Daub Fragment: Use when you have brick or daub/chinking fragments that do not meet the other criteria; for example, bricks that do not have an original side or evidence of lathe or twig impressions. Material is Brick/Daub. Can be weighed and batched. No other measurements need to be taken.

Daub: Clay/Brick-like material that has twig or lathe impressions. Occasionally one will have a tremendous amount of daub from one context, including some fragments without twig or lathe impressions that are still clearly daub. Go ahead and catalog these fragments as daub, even if they do not all have impressions. Material is Daub. See below for batching rules.

Chinking: Clay/Brick-like materials that have log impressions. Occasionally one will have a tremendous amount of chinking from one context, including some fragments without log impressions that are still clearly chinking. Go ahead and catalog these fragments as chinking, even if they do not all have impressions. Material is Chinking. See below for batching rules.

Batching Rules for Daub and Chinking:
First, divide the fragments into groups based on the number of sides each has with log impressions.

For each group, batch all chinking fragments 60mm and smaller, recording only count and weight. Indicate in the Notes the number of sides with log impressions.

All chinking fragments 65mm and larger are cataloged separately, with all measurements recorded. When fragments of chinking have two or more sides with log impressions, record in the Notes the general shape (wedge, etc.) and any information about the spatial relationship between the impressions (parallel or perpendicular). Any evidence of finger impressions should also be recorded in the Notes.
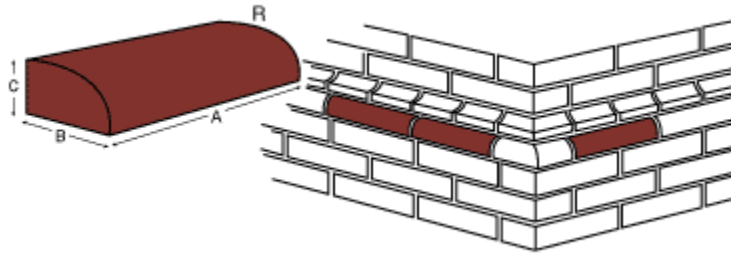
Brick Forms:
There are several types of bricks whose forms are listed separately in DAACS.
Note: The images below are examples of what each brick type might look like – not all bricks will appear exactly like those pictured.
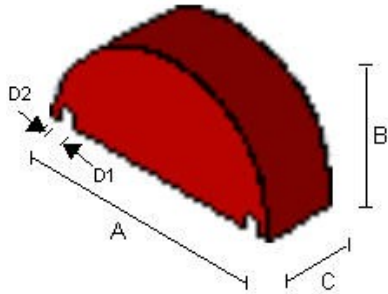
o *Brick, bullnose:*

o *Brick, column 1:*
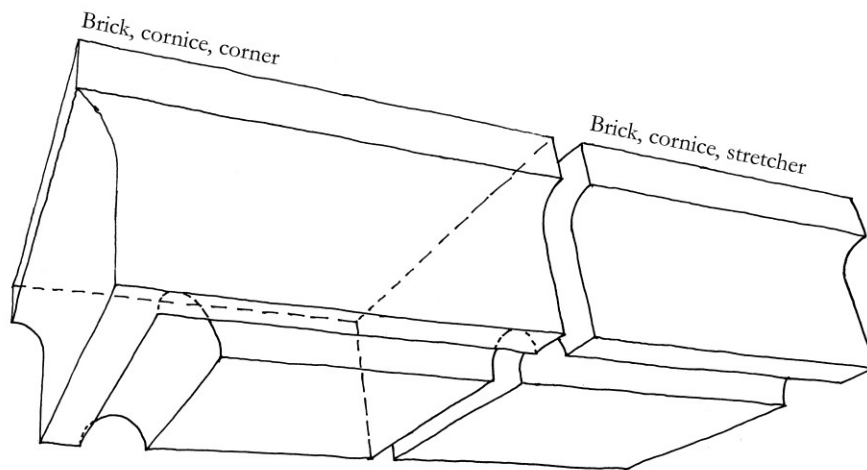*(Pie-slice or wedge-shaped brick)*

o *Brick, column 2:*
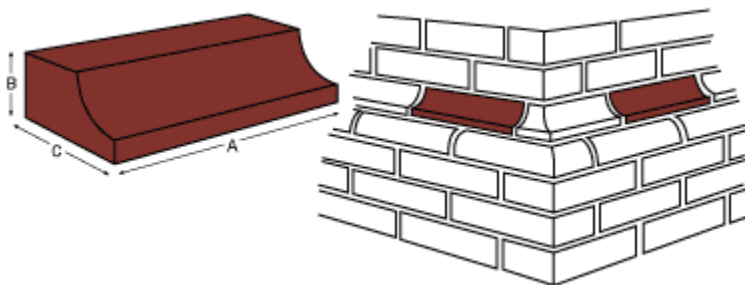*(Brick with one curved long edge, one straight long edge)*

o *Brick, coping:*

o Brick, cornice

o *Brick, water table:*

For bricks, Category will usually be Ceramic. If there is mortar still attached to the brick, list Category as Composite, and then record both brick and mortar in the Material field.

Manufacturing Technique will almost always be "Hand-made." Occasionally, one sees modern, machine-made bricks. These are more regular and homogenous than hand-made bricks, and do not have the sandy surfaces often seen on hand-made bricks. Manufacturing Technique for modern, machine-made bricks should be "Machine Made."

When batching brick fragments, catalog burned and unburned fragments separately.

See also **Mortar**.

3.3.2 Modern Artifacts

Modern artifacts such as soda cans, cigarette filters, etc. do need to be cataloged into DAACS. However, the only measurement that needs to be taken is weight. Modern artifacts of the same form (such as plastic sheeting or pieces of Styrofoam) can be batched.

Manufacturing Technique for modern artifacts is Machine Made. This applies for artifacts like Bottle Caps and Pull Tabs – while they may have been Rolled/Sheet or Stamped, there is no need to spend lots of time deciding how to catalog them. Machine Made will work fine. Artifacts made out of synthetic materials such as Plastic should also be listed as Machine Made.

Fragments of modern **Road Paving** should be catalogued as follows:

> Category: Composite
> Form: Road Paving
> Material: Asphalt
> Manufacturing Technique: Machine Made

Road paving can be batched. The only measurement that needs to be taken is weight.

Note: In September 2004, we began batching all modern artifacts, regardless of category, form, material, and manufacturing technique, excavated at Site 8. This decision was made because a large area of Site 8 was used as a modern dumping ground and certain quadrats contained large quantities of modern artifacts. The decision to batch modern artifacts should be made on a site-by-site basis. Currently, only modern artifacts from Site 8 are batched in DAACS this way. [THIS IS A CHANGE!]

Modern artifacts include any artifact dating solidly to the 20th-century. [THIS IS A CHANGE!] Batched modern artifacts should be cataloged as follows:

> Count: Provide the number of modern artifacts in the batch.
> Category: Modern
> Form: Modern Artifacts
> Completeness: Not Recorded
> Material: Not Recorded
> Manufacturing Technique: Not Recorded
> Burned?: N/R
> Mended?: N/R

Post-Manufacturing Modification: N/R
Notes: Provide a brief list of the batched artifacts. If there is an easily identifiable artifact that provides the latest TPQ (such as pull tabs, plastic straws, etc.), record that specific form in the Notes field.
Weight: Weigh batched artifacts in grams.

3.3.3 Mortar

Mortar should always be cataloged as following:

Category: Composite
Form: Mortar
Completeness: Incomplete
Material: Mortar
Manufacturing Tech: Hand-made

If you can distinguish between shell and lime mortar, enter this information into the Notes.

If there are any brick fragments, plaster fragments, etc. still attached to the mortar, list these in the General Artifact Material table as well, with the appropriate manufacturing technique.

Some mortar is whitewashed – note this as another material as well, and list the manufacturing technique as "Hand-made."

The only measurement that needs to be taken for mortar is weight. Most mortar fragments can be batched, unless they have diagnostic attributes such as unusual shapes, log impressions, etc. If several fragments each have one or more of these diagnostic attributes in common, they can be batched together.

3.3.4 Musical Instruments

There are several types of musical instruments listed in DAACS, including Harmonicas, Accordions, and Jew's Harps.

Harmonicas and Accordions both have several types of parts listed under Form (for example, "Harmonica, Plate" and "Harmonica, Plate and Reed"). If the part you have fits one of these categories, list it as such. If not, enter in simply "Harmonica" and describe in the notes what parts you have.

Jew's Harps, also known as Jaw Harps and Mouth Harps, are listed in DAACS as "Jews/Jaw Harp." When found archaeologically, the metal tang that one plucks to play the harp is almost always missing. Enter into the Notes whether or not the harp still has its tang.

For any other musical instruments not specifically listed in DAACS, catalog as "Musical Instrument, unid." for Form and then describe the artifact in the Notes.

3.3.5 Pencils

Quite a few pencils made from slate have been found on slave sites. Catalog these pencils as follows:

Material: Stone
Form: Pencil, slate
Completeness: Incomplete
Material: Slate
Manufacturing Technique: Carved

Indicate any use wear in the Notes.

If you find a modern wooden pencil, catalog as follows:

Category: Composite
Form: Pencil, modern wood [NOT A FORM IN DAACS]
Material: Wood
Manufacturing Technique: Machine Made

There is no need to include the metal end, eraser, graphite, etc. as separate materials.

Occasionally one only finds the graphite part of modern pencils. This "pencil lead" should be cataloged as follows:

Material: Mineral [THIS IS A CHANGE!]
Form: Pencil, lead
Completeness: Incomplete
Material: Graphite
Manufacturing Technique: Machine Made

3.3.6 Scrap/Waste

Scrap/Waste should be used to define any scrap or waste from a manufacturing process. This could include scrap sheet iron with shear marks on it, casting waste, forging waste, or remnants of bone from the production of a bone tool.

If the manufacturing process in question is casting, then choose "Casting Waste" as the Form, otherwise choose "Scrap/Waste." Casting waste, or "sprue," is often seen in the form of either little drops or irregular, elongated lumps. It is almost always lead, although pewter casting waste has been found.

Scrap or waste can be batched. The only measurement that needs to be taken is weight.

3.3.7 Slag

Slag should always be cataloged as follows:

Category: Composite
Form: Slag
Completeness: Incomplete
Material: Unidentified
Manufacturing Technique: Indeterminate

If the cataloger is 100% positive that a piece of slag is iron or coal related, write this in the notes (not in the Material table). Almost all slag, however, should be considered unidentified.

Slag is almost always batched. The only measurement that needs to be taken is weight.

Cinder and Casting Waste should be cataloged as such and not as types of slag.

3.4 Organic Artifacts

Completely unidentifiable organic material should be cataloged under Form as "Misc. Organic." At Monticello, this designation has also been applied to the currently unidentified organics recovered from waterscreen and flotation samples.

Organic artifacts are batched by Form. The only measurements that need to be taken are count and weight. Separate pieces larger than 10mm from those smaller than 10mm. The >10mm pieces will be counted, weighed, and cataloged as a batch. The pieces <10mm will be weighed and cataloged as another batch, but will not be counted. A count of "0" should be entered in the count field for the batch consisting of <10mm pieces. Although using "0" is not ideal, it provides a clear sign that the number of pieces in the batch have not been counted. [THIS IS A CHANGE!]

3.4.01 Beans
There are two types of beans specifically listed under Form: "Bean, lima" and "Bean, pea." If another type of bean can be positively identified, ask the DAACS administrator to add it to the list. Unidentified beans should be cataloged as "Bean, unid." Material is "Organic."

3.4.02 Charcoal

Charcoal should be cataloged as follows:

> Category: Organic
> Form: Charcoal
> Completeness: Incomplete
> Material: Charcoal
> Manufacturing Technique: Indeterminate
> Burned?: No

3.4.03 Cinder

Cinder is burned-out coal. It is much lighter in weight than coal and has a much rougher surface (often characterized by the appearance of many tiny air pockets).

Even though cinder is a waste product from a burning process, do not catalog it as slag or scrap/waste.

Use the following protocols for cataloging cinder:

> Category: Organic
> Form: Cinder
> Completeness: Incomplete

Material: Unidentifiable
Manufacturing Technique: Indeterminate
Burned?: No

3.4.04 Coal

Coal should be cataloged as follows:

Category: Organic
Form: Coal
Completeness: Incomplete
Material: Coal
Manufacturing Technique: Natural

3.4.05 Corn Cob and Corn Kernel are listed as specific Forms in DAACS.

3.4.06 Eggshell

Catalog eggshell as follows:

Category: Organic
Form: Eggshell
Material: Eggshell
Manufacturing Technique: Natural

Eggshell should be batched; only count and weight need to be recorded.

3.4.07 Nuts

"Walnut Shell", "Pecan Shell", and" Nut, acorn" are listed as specific Forms in DAACS. If another type of nut can be positively identified, ask the DAACS administrator to add it to the list. Unidentified nut fragments should be listed as "Nutshell, unid." Material is "Organic."

3.4.08 Pits
There are two types of fruit pits specifically listed under Form: "Pit, cherry" and "Pit, peach." If another type of pit can be positively identified, ask the DAACS administrator to add it to the list. Unidentified pits should be cataloged as "Pit, unid." Material is "Organic."

3.4.09 Seeds
There are two types of seeds specifically listed under Form" "Seed, gourd" and "Seed, watermelon." If another type of seed can be positively identified, ask the DAACS administrator to add it to the list. Unidentified seeds should be cataloged as "Seed, unidentified." Material is "Organic."

3.4.10 Shell

Catalog animal shell as follows:

Category: Organic
Form: Shell, [as appropriate]
Material: Shell

Manufacturing Technique: Natural

Shell should be batched based on form; only count and weight need to be recorded.

Mother-of-pearl is listed under Material, rather than Form. Because, for example, a mother-of-pearl fragment might have come from an inlay or piece of jewelry, Form is often Unidentified (rather than "Shell, unidentified").

3.4.11 Wood

For pieces of wood that are only partially burned, catalog as follows:

> Category: Organic
> Form: Wood
> Completeness: Incomplete
> Material: Wood
> Manufacturing Technique: [see below]
> Burned?: Yes

Manufacturing Technique for pieces of wood that have saw marks, finished edges, or other such diagnostic attributes should be listed as "Milled." When a piece of wood has clearly *not* been milled, list the Manufacturing Technique as "Natural." Most pieces of wood are "Indeterminate."

The only specific type of wood listed under Material is Southern Yellow Pine. If you can positively identify any other type of wood, enter that information into the Notes field. If possible, ask a DAACS administrator to add the new type of wood to ttblGenArtifactMaterialType.

If only a sample of wood was taken during excavation, enter this information into the Notes field.

3.5 Stone/Mineral Artifacts

3.5.1 Fire-Cracked Rock should be cataloged as follows:

> Category: Stone
> Form: FCR
> Completeness: Incomplete
> Material: Fire-Cracked Rock
> Manufacturing Technique: Indeterminate

FCR can be batched. The only measurements that need to be taken are count and weight.

3.5.2 Flakes

Flakes are generally thin and exhibit characteristic signs of working, such as conchoidal fracture (concentric semi-circular lines of force emanating from the "bulb of percussion," or the point where the stone was impacted to knock the flake off). Larger flakes may themselves have been utilized as tools. There is no category for utilized flakes in DAACS, however, so if a large flake appears to have been utilized (i.e. has evidence of edge wear) this should be stated in the Notes. This use wear should not be cataloged as Post-Manufacturing Modification.

Flakes should be cataloged as follows:

> Category: Stone
> Form: Flake -- if the flake possesses cortex, choose Flake, cortical. Choose Flake, retouched if the flake shows signs of having small flakes removed to blunt, sharpen, or refine the edge. [THIS IS A CHANGE!]
> Completeness: Incomplete
> Material: As Appropriate
> Manufacturing Technique: Flaked

Flakes of the same material and form can be batched. The only measurements that need to be taken are count and weight.

3.5.3 Gunflint (protocols established 01/2008)

"Gunflint" is used generically to encompass all spall-type/gunspall, flake-type, and blade-type gunflints. See Honerkamp and Harris 2005:Figs. 6, 7[1] and Hamilton 1980:138, 147[2] for examples of artifacts that fall into these categories. Artifacts that are made from imported European chert/flint-like material but lack the size, shape, edge angle, or flaking/use wear properties of gunflint should be cataloged either as "Flake" or as a "Tool, unid." Select "Tool, unid." only if secondary flaking is present on one or more edges. When you encounter a flake or other stone object that is not clearly a gunflint but that appears to be related to the manufacture of gunflint (i.e. the same chert/flint color and opacity of gunflints), be sure to indicate this both by choosing the appropriate material-type field as well as indicating in the notes that this object appears to be detritus or reused from gunflint manufacturing, as opposed to Native American lithics production. This judgment is to be made by a cataloger based on their broader knowledge of the lithics from the site that they are analyzing.

If you have a complete or nearly complete gunflint, try to find a matching type in Honerkamp and Harris 2005: Fig. 7 and record it in the notes.

Note on Form: The form category "Strike-a-Light" should not be used for stone artifacts. It should only be used to describe metal strike-a-lights. If you have a chert/flint object that may have been used as a "Strike-a-Light" but differs from gunflint in key formal properties, record its form as "Tool, unid" and note wear and/or secondary flaking in the notes. Image the object.

Note on Measurements: Length refers to the distance between the "striking" edge, or bevel, (the side that struck the frizzen and that usually has the most acute angle,) and the heel (the end opposite the edge). This is the "axis parallel to the gun when the gunflint is mounted," following Honerkamp and Harris (2005:101). There are two ways to identify the edge of a gunflint. First, the edge angle often will be more acute that the angles of the other three sides, although the heel angle also can be acute. Second, the edge on a used gunflint

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[1] Nicholas Honerkamp and Norma Harris, "Unfired Brandon Gunflints from Santa Maria de Galve," *Journal of the Society for Historical Archaeology*, 39:4 (2005): 95-111.
[2] T. M. Hamilton, *Colonial Frontier Guns* (Tennessee: Pioneer Press, 1987).

can exhibit flake scars on the bed, or bottom, as well as the face, or top, whereas the other sides often have secondary flaking on the face only.

Count: Do not batch gunflint.
Category: Stone
Form: Gunflint
Completeness: Choose "complete" if all three prepared edges and the striking edge are present and the finished dimensions can be recorded, even if the striking edge is heavily worn. Select "incomplete" when one or more original edges is missing, that is when the length and/or width dimension is not a complete measurement because the gunflint is broken.

Material: "Chert/Flint, honey/brown" refers to microcrystalline material that falls within the Yellow-Red, Muted Medium range (Glossy Book Munsell). "Chert/Flint, grey/black" refers to microcrystalline material that falls within the Neutrals range (Glossy Book Munsell). "Chert/Flint, other" is used to describe gunflints whose color does not fall into the grey/black or honey/brown categories. Please note the color in the notes field.

Bottom or Bed of Broken Gunflint
Note secondary flaking/wear on edge.
Heel — Edge
Note edge angle.

Manufacturing Technique: Flaked
Measurements: Only complete measurements should be recorded in the measurements tab.
Notes: Record the presence of cortex and possible thermal shock damage, such as spalling and discoloration, in the notes.
Photographs: Yes. All gunflints should be imaged.

Thermal Shock
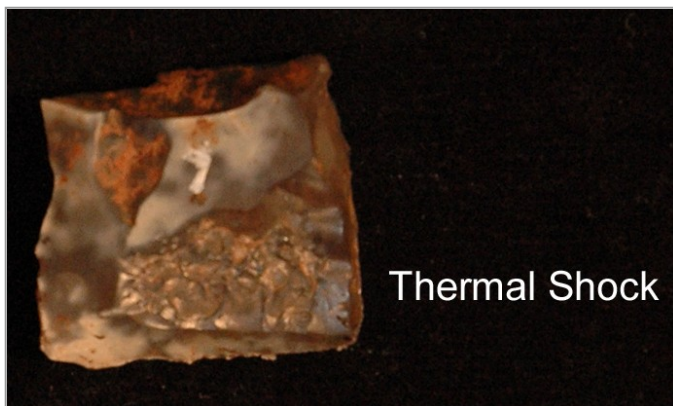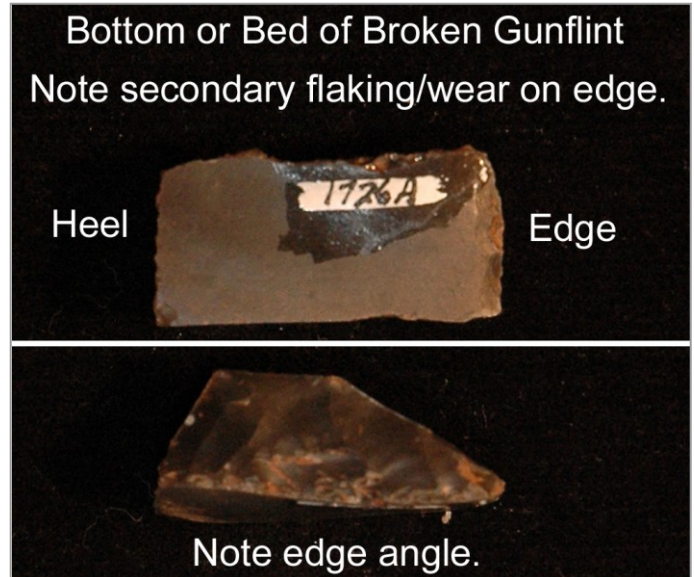
3.5.4 Miscellaneous Rocks

Plain pieces of rock that should not be considered artifacts often end up in artifact bags. They are generally not cataloged into DAACS. At Monticello, the lab protocol is to ask the lab manager whether or not a particular rock should be discarded or kept in the context bag. For contexts where rocks are put back into the context bags, a note is included in a plastic bag saying the rocks

haven't been cataloged into DAACS. If, however, the cataloger is unfamiliar with the geology of the site being cataloged, catalog each rock as if the excavators had a reason to save it.

Catalog these rocks as follows:

> Category: Stone
> Form: Each rock should be classified by size. Choose one of the following size categories:
> - Granule (2-4mm)
> - Pebble (4-64mm)
> - Cobble (64-250mm)
> - Boulder (>250mm)
>
> Completeness: Incomplete
> Material: Identify the type of stone, if possible. Unidentified stone should be cataloged as "Stone, unidentified," unless it can be identified as sedimentary, igneous, or metamorphic. In these cases, use the term "Stone, unid sedimentary," "Stone, unid igneous," or "Stone, unid metamorphic."
> Manufacturing Technique: Natural

Rocks of the same material and that fall under the same size classification can be batched together. The only measurements that need to be taken are count and weight.

Mica has a slightly different set of cataloging protocols:

> Category: Mineral
> Form: Spall
> Completeness: Incomplete
> Material: Mica/Micaceous
> Manufacturing Technique: Natural

Mica can be batched. The only measurements that need to be taken are count and weight.

3.5.5 Petrified wood should be cataloged as follows:

> Category: Stone
> Form: Wood, petrified
> Completeness: Incomplete
> Material: Wood, petrified
> Manufacturing Technique: Natural

Petrified wood can be batched. The only measurements that need to be taken are count and weight.

3.5.6 Projectile Points

In DAACS, projectile points include Native American arrow points, spear points, and other small, bifacially-worked points. Although classification systems for projectile points abound, many of these systems are quite complex, and in many cases morphologically similar points that are found in different geographic regions fall under different classification schemes. Prehistoric archaeologists often need months or years of practice to adequately learn these classification

schemes. Therefore, the decision was made to employ a simplified classification system for DAACS that relies primarily on overall point morphology for classification.

Conceptually, projectile points are divided into four major groups in DAACS: 1) lanceolate, 2) notched, 3) stemmed, and 4) triangular. These forms are described as follows by Hranicky and Painter (1989:7)[3]:

> 1) Lanceolate: "Refers to a parallel-edged point that does not have waisting, notching, or shouldering. Lanceolate points are usually long and slender with no distinction between blade and stem."
> 2) Notched: "Refers to a point with circular indentation cut into the lower edges or corners. The notched point is usually a triangular-bladed point that has notches cut into either the side or corner areas of the proximal end of the point."
> 3) Stemmed: "Refers to a point that has a downward extension from the blade at the proximal end. The stemmed point has an extension at the base of the point, which makes the stem noticeably different from the blade."
> 4) Triangular: "Refers to a point with three edges. The triangular point does not have a stem or notching. The sides are usually straight and the base width is often the same as the blade's length."

Projectile points are cataloged as follows:

> Category: Stone
> One of the following Forms:
> - Point, unid
> - Point, lanceolate
> - Point, stemmed
> - Point, corner notched
> - Point, side notched
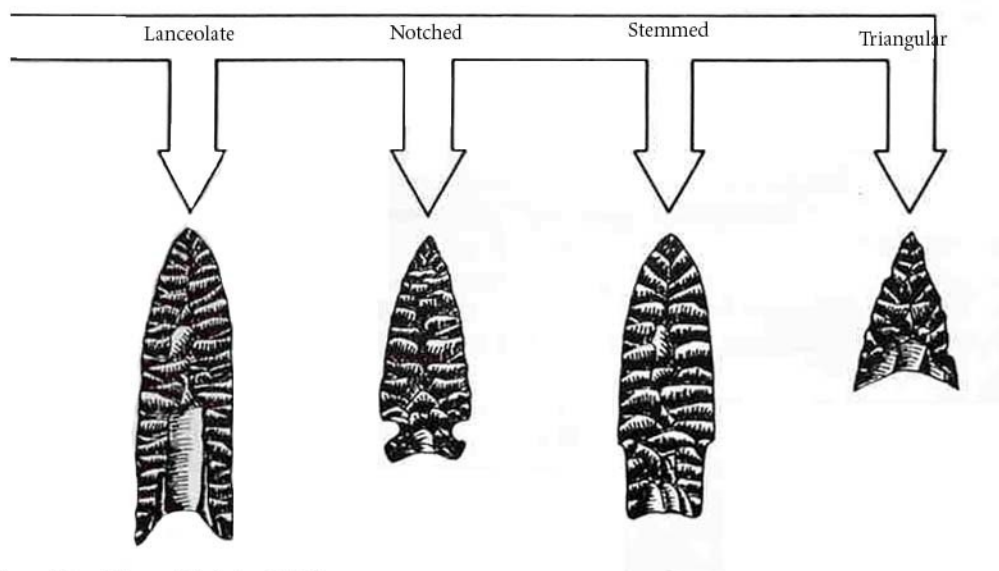> - Point, triangular
> Completeness: As Appropriate
> Material: As Appropriate
> Manufacturing Technique: Flaked

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[3] Wm Jack Hranicky and Floyd Painter, "A Guide to the Identification of Virginia Projectile Points," *Journal of the Archaeological Society of Virginia*, Special Publication 17 (1989).

Lanceolate   Notched   Stemmed   Triangular

From Hranicky and Painter 1989:7

3.5.7 Shatter

The term "shatter" is a catch-all for materials that are probably or possibly—but not definitely—the result of human manufacture (i.e. knocking cortex off of a cobble to form tools). Shatter is quite often somewhat blocky in form. Shatter does not clearly have evidence of percussive manufacture by humans, such as conchoidal fracture.

Shatter should be cataloged as follows:

> Category: Stone
> Form: Shatter
> Completeness: Incomplete
> Material: As Appropriate
> Manufacturing Technique: Indeterminate

Shatter of the same material can be batched. The only measurements that need to be taken are count and weight.

3.5.8 Slate

> Category: Stone
> One of the following Forms:
> - Slate, architectural. Larger pieces of slate used for roofing or other architectural construction. These pieces should have diagnostic attributes such as finished edges or nail holes. Record the manufacturing technique as Quarried.
> - Slate, natural. Pieces of slate with no diagnostic attributes and occurs in geographical proximity to the site.

- Slate, unid. Pieces of slate with no diagnostic attributes. Record the manufacturing technique as Natural, but indicate in the notes if you think the pieces may be architectural.
- Slate, writing. Use for pieces of slate with evidence of writing. Record the manufacturing technique as Quarried.

Completeness: Incomplete
Material: Slate
Manufacturing Technique: Determined by Form

Pieces of slate with no diagnostic attributes can be batched. The only measurements that need to be taken are count and weight.

See **Section 3.3.5** on how to catalog Slate Pencils.

3.5.9 St. Bee's Purple Sandstone

Category: Stone
Form: Stone, unidentified, architectural
Completeness: Incomplete
Material: Sandstone, St. Bees
Manufacturing Technique: Quarried

In the Notes section, say the stone(s) is/are "St. Bee's sandstone from Cumbria, England." Measure thickness if there are intact "top" and "bottom" surfaces. Batch if only one or none of these surfaces are present.