

## Wiltshire Museum Deposition Spreadsheet Guide v1.0

Like many regional museums, the Wiltshire Museum uses MODES to manage its collections. Whilst technically a database, MODES is best thought of as a digital index card system, and most of the fields required are metadata that ensure the object records are searchable in amongst the noise of the wider collections. *Although it may seem repetitive, it is crucial that these fields are filled in correctly, or the objects and archives will not appear in collections searches.*

### Contents:

1. Sheet Explanations
2. Field-by-field explanation
  - 2.1 Site Archive
  - 2.2 Bulk Finds
  - 2.3 Human Remains
  - 2.4 Small Finds

#### 1. Sheet explanations:

There are four sheets that need completing:

**Site Archive:** This is a record created for each individual site to be deposited, including those sites for which the only material being deposited is a paper archive.

**Bulk Finds:** Records created for bulk finds by category, regardless of the number of boxes they fill. E.g., pottery, CBM, animal bone, glass, etc.

**Human Remains:** The museum stores its human remains collections information separately to the rest of the archaeology collections, as with bulk finds one record should be created to cover all inhumations, and then another record for all cremations, and another for disarticulated material.

**Small Finds:** Records created for each small find object. Particularly in the case of larger assemblages, small find material can be grouped together on the basis of material and treated as bulk finds, although this should be agreed with museum staff beforehand.

## 2. Field by field guide:

### 2.1 *Site Archive:*

**UID:** To be completed by museum staff.

**No. of boxes:** The number of boxes being deposited by site, including paper archive.

**Research potential:** *controlled terminology (NB: all lower case).*

none – no artefactual material retained, or a negligible amount.

low – assemblages of local significance, or which are too small to be likely to representative of activity on site.

moderate – an assemblage with regional significance, and/or which is large enough to be likely to be representative of activity on site.

high – an assemblage of national significance, and/or with immediate potential to support further research projects

**Summary:** Free text field to elaborate on the research potential (only really necessary if moderate or high).

**Artefacts of note:** Free text field to highlight any particular objects which may be of special interest, whether for display or otherwise.

**Brief description:** Not a brief description of the archaeology of the site! Rather, a description of what is being deposited. Please use the format: "Archive associate with an archaeological evaluation undertaken by Wessex Archaeology, at Wellhead, Westbury."

**Period 1 main:** *controlled terminology (NB: all lower case).* These periods are derived from the Forum on Information Standards in Heritage terminology. In periods of overlap, assign the period based on the artefactual material. E.g., a grooved ware assemblage dated to 2,400-2300 cal BC would be recorded as neolithic, whereas a beaker assemblage of the same date would be bronze age.

palaeolithic (1,000 000 to 10,000 BC)

mesolithic (10,000 to 4,000 BC)

neolithic (4,000 to 2,200 BC)

bronze age (2,600 to 700 BC)

iron age (800 BC to AD 43)

early prehistoric (1,000 000 to 4,000 BC)

later prehistoric (4,000 BC to AD 43)

roman (AD 43 to 410)

early medieval (AD 410-1066)

medieval (AD 1066-1540)

post-medieval (AD 1540-1901)

modern (post-1901)

**Period 1 sub:** *controlled terminology (NB: all lower case).*

Prehistory, and the early medieval period, are also divided into sub-periods:

Lower Palaeolithic (1,000 000 to 150,000 BC)

Middle Palaeolithic (150,000 to 40,000 BC)

Upper Palaeolithic (40,000 to 10,000 BC)

Early Mesolithic (10,000 to 7,000 BC)

Late Mesolithic (7,000 to 4,000 BC)

Early Neolithic (4,000 to 3,300 BC)

Middle Neolithic (3,300 to 2,900 BC)

Late Neolithic (2,900 to 2,200 BC)

Early Bronze Age (2,600 to 1,600 BC)

Middle Bronze Age (1,600 to 1,200 BC)

Late Bronze Age (1,200 to 700 BC)

Early Iron Age (800 to 300 BC)

Middle Iron Age (300 to 100 BC)

Late Iron Age (100 BC to AD 43)

Early Saxon (410 to 700 AD)

Mid-Saxon (700 to 900 AD)

Late Saxon (900 to 1066 AD)

**Period 2-4 main & sub:** in declining order of prominence, record each period identified on the site.

**Site Name:** Free text, site name.

**OASIS no. [1 & 2]:** The oasis number assigned to the intervention, one number per field.

**Site ref. no. [1 & 2]:** The internal site reference number, e.g., Wessex Archaeology number.

**Parish:** The modern Parish

**Co-ordinates:** Site XY co-ordinates, e.g. 41000 14000

**Investigation Method:** *controlled terminology (NB: all lower case).*

watching brief

evaluation

excavation

survey

**Institution:** Company undertaking archaeological work, e.g., Wessex Archaeology, Cotswold Archaeology.

**Landowner institution/person:** owner of the land, names entered in the format surname, forename.

**Digital archive DOI:** stable hyperlink to the ADS record for the archive.

## 2.2 Bulk Finds:

**UID:** To be completed by museum staff.

**Quantification & Method:** In order to identify assemblages capable of supporting research, the museum needs to know the size of the assemblage, as well as what quantification method has been used. E.g., sherd count, weight, NISP, etc.

**Research potential:** *controlled terminology (NB: all lower case).*

none – no artefactual material retained, or a negligible amount.

low – assemblages of local significance, or which are too small to be likely to representative of activity on site.

moderate – an assemblage with regional significance, and/or which is large enough to be likely to be representative of activity on site.

high – an assemblage of national significance, and/or with immediate potential to support further research projects

**Summary:** Free text field to elaborate on the research potential (only really necessary if moderate or high).

**Object name 1 & 2:** *controlled terminology, Object name 1 should conform to FISH archaeological thesaurus terminology where possible. (NB: all lower case).*

The museum records its object names in a hierarchical format. Some common bulk find categories are:

vessel, sherd

animal remains, animal bone

ceramic building material

worked flint

industrial by product, slag

plant remains, plant micro remains

invertebrate remains, mollusca remains

**Brief description:** Not a brief description of the assemblage! Rather, a description of what is being deposited. Please use the format: "The ceramic assemblage from an archaeological evaluation undertaken by Wessex Archaeology, at Wellhead, Westbury."

**Material 1 & 2:** *controlled terminology (NB: all lower case).*

As with object names, the materials used are hierarchical.

ceramic, pottery

ceramic, fired clay

ceramic, ceramic building material

stone  
stone, flint  
stone, chalk  
stone, fossil  
metal, iron  
metal, copper alloy  
bone  
bone, tooth  
antler  
glass  
amber

**Period 1 main:** *controlled terminology (NB: all lower case)*. These periods are derived from the Forum on Information Standards in Heritage terminology. In periods of overlap, assign the period based on the artefactual material. E.g., a grooved ware assemblage dated to 2,400-2300 cal BC would be recorded as neolithic, whereas a beaker assemblage of the same date would be bronze age.

palaeolithic (1,000 000 to 10,000 BC)  
mesolithic (10,000 to 4,000 BC)  
neolithic (4,000 to 2,200 BC)  
bronze age (2,600 to 700 BC)  
iron age (800 BC to AD 43)  
early prehistoric (1,000 000 to 4,000 BC)  
later prehistoric (4,000 BC to AD 43)  
roman (AD 43 to 410)  
early medieval (AD 410-1066)  
medieval (AD 1066-1540)  
post-medieval (AD 1540-1901)  
modern (post-1901)

**Period 1 sub:** *controlled terminology (NB: all lower case)*.

Prehistory, and the early medieval period, are also divided into sub-periods:

Lower Palaeolithic (1,000 000 to 150,000 BC)  
Middle Palaeolithic (150,000 to 40,000 BC)

Upper Palaeolithic (40,000 to 10,000 BC)

Early Mesolithic (10,000 to 7,000 BC)

Late Mesolithic (7,000 to 4,000 BC)

Early Neolithic (4,000 to 3,300 BC)

Middle Neolithic (3,300 to 2,900 BC)

Late Neolithic (2,900 to 2,200 BC)

Early Bronze Age (2,600 to 1,600 BC)

Middle Bronze Age (1,600 to 1,200 BC)

Late Bronze Age (1,200 to 700 BC)

Early Iron Age (800 to 300 BC)

Middle Iron Age (300 to 100 BC)

Late Iron Age (100 BC to AD 43)

Early Saxon (410 to 700 AD)

Mid-Saxon (700 to 900 AD)

Late Saxon (900 to 1066 AD)

**Period 2-4 main & sub:** in declining order of prominence, record each period identified on the site.

**Site Name:** Free text, site name.

**OASIS no. [1 & 2]:** The oasis number assigned to the intervention, one number per field.

**Site ref. no. [1 & 2]:** The internal site reference number, e.g., Wessex Archaeology number.

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**Co-ordinates:** Site XY co-ordinates, e.g. 41000 14000

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**Digital archive DOI:** stable hyperlink to the ADS record for the archive.

### 2.3 Human Remains:

**UID:** To be completed by museum staff.

**No. of boxes:** The number of boxes of human remains

**Research potential:** *controlled terminology (NB: all lower case).*

none – no artefactual material retained, or a negligible amount.

low – assemblages of local significance, or which are too small to be likely to representative of activity on site.

moderate – an assemblage with regional significance, and/or which is large enough to be likely to be representative of activity on site.

high – an assemblage of national significance, and/or with immediate potential to support further research projects

**Summary:** Free text field to elaborate on the research potential (only really necessary if moderate or high).

**Inhumation/cremation/disarticulated:** *controlled terminology (NB: all lower case).* Do the remains relate to inhumation(s), cremation(s), or is it disarticulated material.

**No. of individuals:** how many individuals are represented within the assemblage?

**Brief description:** Not a brief description of the assemblage! Rather, a description of what is being deposited. Please use the format: "Human remains from four inhumations from an archaeological evaluation undertaken by Wessex Archaeology, at Wellhead, Westbury."

**Period 1 main:** *controlled terminology (NB: all lower case).* These periods are derived from the Forum on Information Standards in Heritage terminology. In periods of overlap, assign the period based on the artefactual material. E.g., a grooved ware assemblage dated to 2,400-2300 cal BC would be recorded as neolithic, whereas a beaker assemblage of the same date would be bronze age.

palaeolithic (1,000 000 to 10,000 BC)

mesolithic (10,000 to 4,000 BC)

neolithic (4,000 to 2,200 BC)

bronze age (2,600 to 700 BC)

iron age (800 BC to AD 43)

early prehistoric (1,000 000 to 4,000 BC)

later prehistoric (4,000 BC to AD 43)

roman (AD 43 to 410)

early medieval (AD 410-1066)

medieval (AD 1066-1540)

post-medieval (AD 1540-1901)

modern (post-1901)

**Period 1 sub:** *controlled terminology (NB: all lower case).*

Prehistory, and the early medieval period, are also divided into sub-periods:

Lower Palaeolithic (1,000 000 to 150,000 BC)

Middle Palaeolithic (150,000 to 40,000 BC)

Upper Palaeolithic (40,000 to 10,000 BC)

Early Mesolithic (10,000 to 7,000 BC)

Late Mesolithic (7,000 to 4,000 BC)

Early Neolithic (4,000 to 3,300 BC)

Middle Neolithic (3,300 to 2,900 BC)

Late Neolithic (2,900 to 2,200 BC)

Early Bronze Age (2,600 to 1,600 BC)

Middle Bronze Age (1,600 to 1,200 BC)

Late Bronze Age (1,200 to 700 BC)

Early Iron Age (800 to 300 BC)

Middle Iron Age (300 to 100 BC)

Late Iron Age (100 BC to AD 43)

Early Saxon (410 to 700 AD)

Mid-Saxon (700 to 900 AD)

Late Saxon (900 to 1066 AD)

**Period 2-3 main & sub:** in declining order of prominence, record each period identified on the site.

**Site Name:** Free text, site name.

**OASIS no. [1 & 2]:** The oasis number assigned to the intervention, one number per field.

**Site ref. no. [1 & 2]:** The internal site reference number, e.g., Wessex Archaeology number.

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## 2.4 Small finds:

**UID:** To be completed by museum staff.

**SF. No.:** Small find number (1 per record)

**#:** Number of objects

**Simple name, Other Name, Full Name:** *controlled terminology, Object names should conform to FISH archaeological thesaurus terminology where possible. (NB: all lower case).*

The museum records its object names in a hierarchical format. The 'other name' field only needs to be used when there is another commonly used term for the object. E.g.,

axe, adze, axehead

vessel, [blank], bowl

arrow, [blank], arrowhead

gaming piece, [blank], counter

brooch, ring brooch, annular brooch

**Brief description:** Not a brief description of the object! Rather, a description of what is being deposited. Please use the format: "A brooch from an archaeological evaluation undertaken by Wessex Archaeology, at Wellhead, Westbury."

**Material 1 &2:** *controlled terminology (NB: all lower case).*

As with object names, the materials used are hierarchical.

ceramic, pottery

ceramic, fired clay

ceramic, ceramic building material

stone

stone, flint

stone, chalk

stone, fossil

metal, iron

metal, copper alloy

bone

bone, tooth

antler

glass

amber

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mesolithic (10,000 to 4,000 BC)

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bronze age (2,600 to 700 BC)

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Late Mesolithic (7,000 to 4,000 BC)

Early Neolithic (4,000 to 3,300 BC)

Middle Neolithic (3,300 to 2,900 BC)

Late Neolithic (2,900 to 2,200 BC)

Early Bronze Age (2,600 to 1,600 BC)

Middle Bronze Age (1,600 to 1,200 BC)

Late Bronze Age (1,200 to 700 BC)

Early Iron Age (800 to 300 BC)

Middle Iron Age (300 to 100 BC)

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