

FORT ANNE FIELD GUIDE
AND
COLLECTIONS MANAGEMENT GUIDELINES
1992

FORT ANNE FIELD GUIDE

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INTRODUCTION

This booklet is designed to help all members of the Fort Anne crew. It is filled with all the information needed to properly fill out the forms used by the Canadian Parks Service and some pointers on how to provide the Canadian Parks Service with the best product possible.

Should you find this booklet lacking basic information that would help you do your job better please bring your suggestions to the Canadian Parks Service staff on the Fort Anne team.

ARTIFACT BAGS

Artifacts should go in a bag with the appropriate tag filled out completely. On the tag (Fig 1) should be the **site number**, the **operation number**, the **sub-operation letter**, the **lot number**, the **date the material was excavated**, the **names of the excavator(s)** and the **initials of the supervisor**. The tag should be sealed in a plastic bag within the artifact bag so that the moisture from the artifacts does not destroy the card.

SITE		OP.		SUB-OP.		LOT	
5B		103		A		5	
DATE				EXCAVATOR			
DAY		MONTH		YEAR		OSCAR +	
07		JUL		91		ERNIE	
				B.B.			

FIGURE 1

FIELD NOTE BOOK

Your field note book is your daily diary of your activities on the site and it is very important. It is strongly recommended that the field note book include an Index, an Introduction, a Plan of the Site, the actual Field Notes, a Conclusion/Summary, a Master Lot List and a Master Map List. The field note books from previous summers at Fort Anne are available for consultation from the Project Director. Please feel free to look at them. Below is a description of each part of the field note book. Please note that although the whole package is called the 'field note book' you may end up filling more than one of the prepared field pads/books. Remember to treat each book as a continuation of the previous one so you only need produce one of each of the following features, and remember to continue the pagination from one pad/book to another.

The Index: The index should be at the front of your first field note book so leave a few pages blank so you can go back and add it once the field notes are done. It must be indexed according to sub-operation. So, write the site number, operation number and sub-operation number on the left side of the page and then write the field note page numbers with information from the corresponding sub-operation to the right of that. Remember that this index is supposed to cover the information in all the field pads/books you used.

The Introduction: The introduction is probably easiest to write after you have finished your field notes and have the time to reflect back on the whole summer, so again, leave extra pages blank at the beginning of your book. The introduction should include the following information: the names of the crew, the objectives of the project and the purpose of digging the sub-operations covered in the field notes. These pages can be numbered like the field note pages, but with a subscript e.g. 92-110A-iv (see Field Notes section).

Plan of the Site: This could be a separate entry or it could be included in the field notes themselves, but it should be in there somewhere. In past years a site map at a scale of 1:200 has allowed for most of 17th century site area to fit on a single field note page. Ideally, your plan of the site will include the marked excavations of all previous years and the position of your units in relation to them. The map should also have a **title**, a **north arrow** and a **scale**.

Field Notes: There is a specific format preferred by Parks see the sample pages (Fig 2-5) and it is suggested that this format be followed.

Top of the Page - start numbering the pages from the first day of the project. In the left-hand corner write:

the year-your field number-page number
e.g. 92-110A-1

FIELD NOTE BOOK/Field Notes/Top of the Page Contd....

In the right-hand corner write:

the week day day/month/year
e.g. Thursday 2/7/92

This information should be written on every page. Start a "fresh" page for each new day. When you start a new book remember to continue the pagination from the previous book.

Headlines - use headlines constantly for every subject/provenience discussed in your field notes. The purpose is to make it easy for you, the Project Director and others to scan the notes quickly for the overall site analysis. Use a separate headline for each provenience number and for any general discussion. Underline the headline and leave a wide margin on the left-hand side of the page below the headline. It is important to maintain the margin to make the headlines stand out for easy viewing, see Figures 2-5.

Daily Log - begin each daily entry with a description of the weather, then record your activities and those of your crew.

Diagrams - quick sketches are very useful in illustrating your notes. Use them! Include a **north arrow** and a **scale or dimensions**. If the sketch is not to scale write "not to scale" beside it. Also include depth measurements either from the surface of the sod at different points around the edge of the unit or use a string and line level to measure various depths below sod from a corner of the unit. It is common practice, and recommended here, to use the NE corner of the unit to take line level depth measurements from, but sometimes this is not practical and you'll have to use another corner. So, don't forget to indicate on the map which corner the measurements were taken from.

Polaroids - in the past few years we have found these very useful in illustrating field notes. Please use them. Label them with indelible ink and tape them directly into your notes. You can also draw directly on the image to illustrate a point.

Sub-Operation - when starting a new sub-operation describe the location and use a sketch to indicate the relationship to site grid and adjacent pits. State the reasons for the excavation and describe the surface vegetation and features, if any.

Lots - describe what the lot is (e.g. stratigraphic or arbitrary level, sample, artifact cluster, etc.). Describe the location and extent. Feel free to use a sketch to show the location of lots in a sub-operation. Describe the surface of the lot. Was it even? Uneven? Did it slope in one direction? How far below the surface was it? Describe the soil matrix (see Soil Description section) and what was recovered (artifacts, samples). Note how deep the lot was. Give an interpretation, if possible of what the deposit means. What cultural or natural activity does it represent? Describe the excavation method (trowel, shovel, etc.) and note when photographs of the lot were taken.

Before assigning a lot number ask yourself how this lot

FIELD NOTE BOOK/Field Notes/Lots Contd...

differs culturally from any other. If it has no cultural significance, ask yourself if you really need to differentiate it. An example of when you don't need a new lot is a fill layer consisting of a hotchpotch of soils, showing up in a profile as lenses of gravel, loam, sand, etc. Don't assign a lot number to each of these lenses or soils if you can tell that they were all deposited at the same time. Nevertheless, if in serious doubt, assign a lot number as lots can be combined later.

Conclusion/Summary: The conclusion should be a summary and discussion of what was found in the sub-operations covered by the field notes. Did you find what you expected? Do your findings relate to any of the sub-operations on the site? What is your interpretation of your findings? Where would you recommend we dig next?

Master Lot List: This is a list of all the lots you dug with a description of the soil matrix.

Master Map List: This is a list of all the maps drawn in addition to those in the field notes. Include the drawing number and the map description.

Finally, some general comments about the field note book. Write in pencil. Press hard and be neat because these notes are to be photocopied later (Parks stores photocopies of all field notes in a location separate from that of the originals as a safety precaution against loss). When you have finished all the entries in your field note book please write "the end" so it is clear that it is your last page. When preparing notes, take your time. Get comfortable, and don't be afraid of using too much paper. We have lots of it. Neatness and organization are important and you will find that the less you try to cram on a page the neater and more organized your notes will become. Don't be afraid to leave empty space on your pages, you may even find it useful if you want to return later for update and interpretation. Placing rubber bands around the books helps to keep the pages in place in a wind.

In the past some supervisors wrote extensive rough notes in a separate book that they later transcribed into their 'official' field note book. This process took a great deal of time and the subsequent tidy, tidy notes were just not worth the time involved. Avoid making extra work for yourself! It is strongly recommended here that you write directly in your 'official' field note book on site. Obviously you won't get everything written in the field so you will have to make some quick notes for yourself. When you do this please make use of the margins on your pages and/or the blank backs of the pages in the field note books. As you are working in pencil it will be no problem to erase your rough notes after you have recorded all the information in your notes. You will find

FIELD NOTE BOOK Contd...

that by using polaroid pictures and quick sketches that your memory is jogged substantially and that you won't even need to write copious amounts of rough notes to get all the information you need for your field note book entries.

91.106A.18

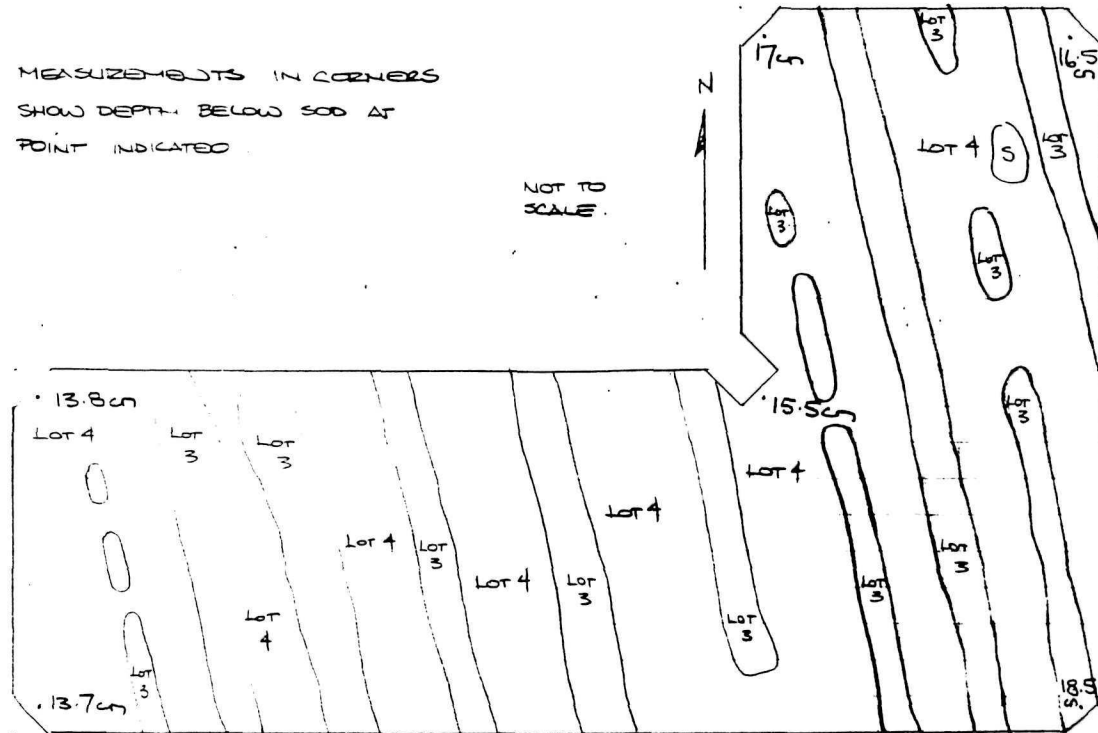
WED 10/07/91.

WEATHER - CLEAR, SUNNY, COOL + VERY WINDY.

106B3+4 - KIM + SHAWN CLEANED OFF THE SURFACE OF LOT 4 WITH THE GRAVEL LINES AND KIM TOOK A PHOTO. THEN WE DID ELEVATIONS AND THE SKETCH MAP BELOW. ONCE ALL THE RECORDING WAS COMPLETED KIM + SHAWN BEGAN REMOVING LOTS 3+4.

MEASUREMENTS IN CORNERS
SHOW DEPTH BELOW SOD AT
POINT INDICATED

NOT TO
SCALE.



LOT 4 WAS THE SAME CRACKY BROWN SANDY LOAM OF 106A4 + 106C4. IT HAS SOME BROWN TOP SOIL MOTTLES IN IT. THE SURFACE OF LOT 4 IS FAIRLY EVEN EXCEPT FOR THE LOT 3 GRAVEL FILLED DEPRESSIONS, THE SURFACE OF LOT 4 SLOPES DOWN A BIT TO THE WEST CONFORMING WITH THE LAY OF THE LAND.

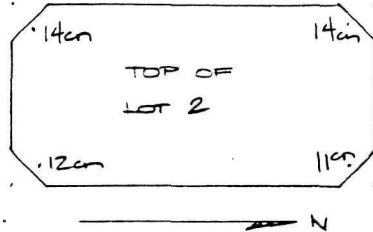
106C - HENRY HAS LEFT THIS UNIT FOR THE MOMENT. BIRNITA HAS OPTED FOR THE BIGGER PICTURE SO WE ARE OPENING A NEW UNIT JUST OVER FROM 106C. WE ARE CALLING THE NEW UNIT 106D.

106D 1 - HENRY OPENED A NEW UNIT TODAY. IT IS A 2x1M PIT THAT EXTENDS OUT 2M NORTH FROM THE NORTH WALL OF THE 1990 UNIT 5B104J. SEE MAP ON PG 91.106A.4.

WE LAID OUT THE UNIT AND THEN DID SURFACE ELEVATIONS. WE REMOVED THE SOD AND THEN TOOK OFF THE LOT 1 TOP SOIL (SAME AS IN OTHER UNITS), EXPOSING THE SURFACE OF LOT 2.

FIGURE 2

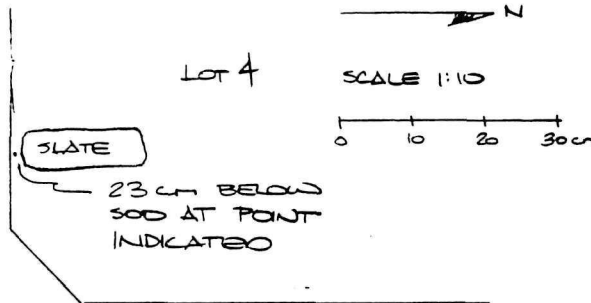
106D2 - HENRY HAS NOW EXPOSED THE SURFACE OF LOT 2. WE DID NOT TAKE PHOTOS. THE LAYER COVERS THE WHOLE UNIT AND IS EXACTLY THE SAME MATRIX AS 106C2. LOT 2 IN 106D CONFORMS TO THE LAY OF THE LAND, 106D IS SET IN THE SIDE OF THE SLOPE OF A MINI EARTHWORK SO LOT 2 IS HIGH ON THE EAST WALL OF THE UNIT AND IT SLOPES DOWN DRAMATICALLY TO THE WEST. TO THE LEFT ARE THE



DEPTHS BELOW THE SOD AT NOT THE CORNERS FOR THE TO SURFACE OF LOT 2. SCALE HENRY IS NOW DIGGING THROUGH LOT 2. HE IS FOCUSING ON THE UPPER PART OF THE SLOPE TO START WITH IN AN EFFORT TO EBB OUT THE UNIT.

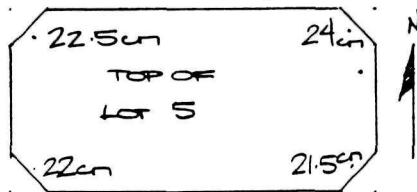
106A4+5 - AS MENTIONED YESTERDAY BRIAN IS STILL REMOVING THE LAST OF LOT 4 COMING DOWN ON THE NEXT GRAVEL LAYER.

AT THIS POINT BRIAN HAS UNCOVERED A LARGE PIECE OF SLATE IN THE SE CORNER OF THE UNIT.



HE IS STILL BUSY CLEARING OF LOT 4 FROM LOT 5.

106A5 - BRIAN HAS NOW CLEANED OFF THE SURFACE OF LOT 5. WE TOOK ELEVATIONS + KIM TOOK PHOTOS. TO



THE LEFT ARE THE MEASUREMENTS BELOW THE SOD IN THE CORNERS AT THE TOP OF LOT 5.

LOT 5 IS A MEDIUM BROWN SANDY LOAM WITH MEDIUM SIZED GRAVEL AND SOME PIECES OF SLATE. THERE IS ONE LARGE PIECE OF SLATE IN THE NE CORNER OF THE UNIT AND A BRICK IN THE SE CORNER. THE SURFACE OF LOT 5 IS FAIRLY EVEN. IN THE NW CORNER OF THE UNIT ~~THE~~ THE GRAVEL IS THINNER + SEEMS THAT WE HAVE TO GO DEEPER TO FIND IT. THE NW CORNER OF THE UNIT IS

FIGURE 3

106A5 CONT'D - ... PARTIALLY AFFECTED BY THE EDGE OF THE 1989 BACKFILL (IS 5B100F + 5B100H).

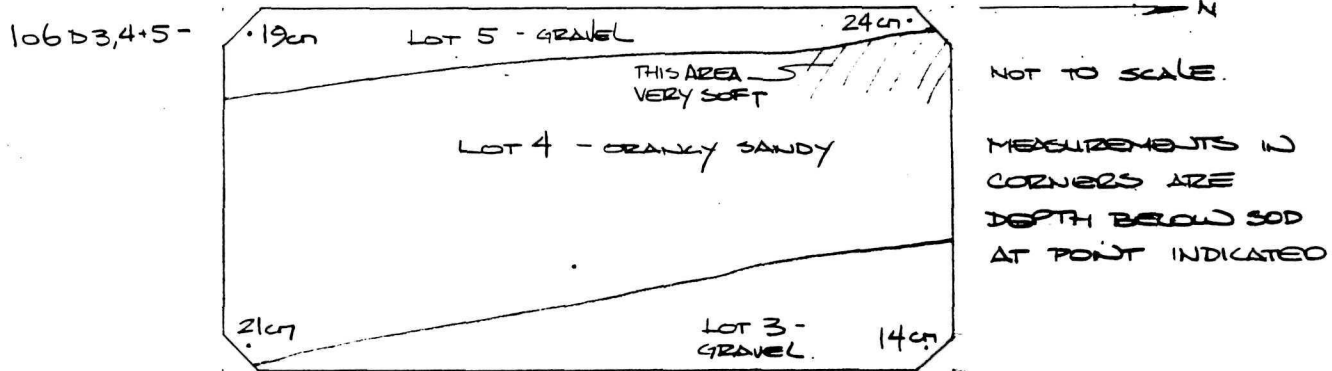
106D3 - HENRY IS COMING DOWN ON A NEW GRAVEL LAYER ON THE TOP PART OF THE SLOPE / THE EAST SIDE OF THE UNIT. HE IS NOW LEAVING THIS PART OF THE UNIT + IS BUSY REMOVING LOT 2 IN THE REST OF THE UNIT. FURTHER DESCRIPTION OF LOT 3 WILL OCCUR AT THE POINT OF HAPPENING.

106B4 - SHAWN FOUND A BEAUTIFUL NATIVE POT RIM SHERD AT THE POINT BY AN 'X' ON THE MAP BELOW. THE SHERD HAD TWO LINES OF A PUNCTATED DECORATION.



106B5 - KIM, SHAWN + I ARE COMING DOWN ON THE TOP OF LOT 5 IN PLACES. WE ARE FINDING QUITE A BIT OF SLATE ON THE SURFACE OF LOT 5. PERHAPS THIS IS RELATED TO THE SLATE BED OF THE D'ALLWAY STONE. WE SPENT THE REST OF THE DAY REMOVING LOTS 3+4, CLEARING THE SURFACE OF LOT 5.

106A5 - BRIAN SPENT THE REST OF THE DAY EXCAVATING LOT 5. SO FAR HE'S FOUND SOME LARGE PIECES OF CHERT + NAILS. ALSO SOME MORE SLATE, ESPECIALLY IN THE SE CORNER.



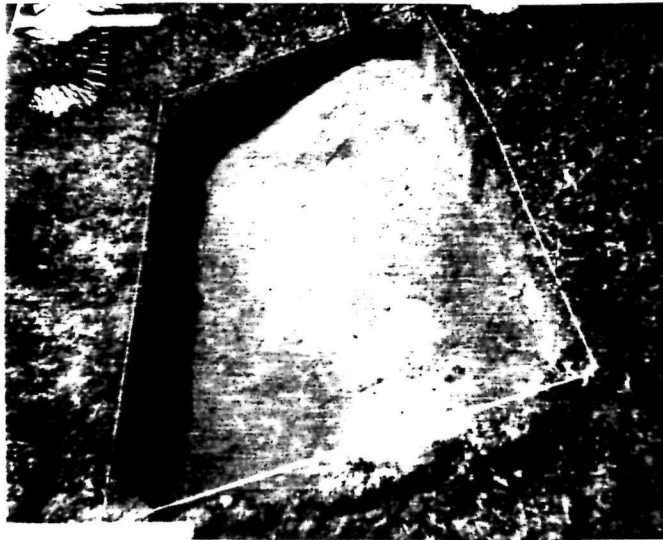
HENRY HAS FINISHED EXCAVATING LOT 2 AND HAS FOUND 3 NEW LOTS UNDER IT. WHAT WE HAVE ARE TWO GRAVEL LAYERS FLANKING A SANDY LAYER. HENRY CLEARED THE SURFACE OF THESE LOTS + KIM CAME AND TOOK A PHOTO. A POLAROID IS ON THE NEXT PAGE + WE'LL DO ELEVATIONS TOMORROW. MAP TOMORROW TOO.

FIGURE 4

91.106A.21

WED 10/07/91

106D 3,4 + 5 - POLAROID AT POINT OF PHOTOGRAPH AND MAP TO BE
+ 5 DONE TOMORROW.



58106D 3,4+5 - SHOWING LOTS 3,4+5 ,
THE SURFACES .

FIGURE 5

MAPS

Maps can be either plan views or profiles. This section refers to those maps done on graph paper in addition to those in your Field Note Book. All the maps done outside of your field notes require a Drawing Stamp (Figure 6).

Plan Views: Use a scale of 1:10 as much as possible. All plan views should include the following information: the **provenience**, a **title/description**, the **date drawn**, the **names of the mappers**, a **north arrow**, **elevations** (below sod at various points or by using the line level method and specify what you have done), a **written scale** (e.g. 1:10) and a **drawn scale** and a **legend** including a description of all the lots shown on the plan view. All plan views should be stamped with the drawing stamp and all the information filled out. The drawing number will be added by the crew supervisor after all the maps have been compiled.

Profiles: Use a scale of 1:10 as much as possible. All profiles should include the following information: the **provenience**, a **title/description** indicating the direction of the profile (i.e. north, south, east, west), the **date drawn**, the **names of the mappers**, a **written scale** (e.g. 1:10) and a **drawn scale** and a **legend** including a description of all the lots shown on the profile. All profiles should be stamped with the drawing stamp and all the information filled out. The drawing number will be added by the crew supervisor after all the maps have been compiled.

It is very important that all the lot descriptions for the profiles be done from the actual profile. Do not depend on your field notes for profile lot descriptions. This is the only time when you have the opportunity to describe all, or almost all, the lots in a sub-operation in relation to one another under the same conditions. This is the time to discover if it all makes sense or not. Take this opportunity to challenge your interpretations. DO TAKE THE TIME TO DO YOUR PROFILE LOT DESCRIPTIONS DIRECTLY FROM THE WALLS YOU ARE DRAWING.

It is also important that all the profiles of a sub-operation relate to each other. Please make sure that your profile drawings parallel reality and the different lots join up in the corners of the unit. If they don't, something is wrong, and this is your opportunity to discover which lot is out of sync with reality.

Drawing Numbers: These should be added to your maps after they have all been finished and sorted. The maps should be sorted by provenience with the planviews of each sup-operation first followed by the respective profile maps. The drawing numbers should be consecutive and written in the space provided on the drawing stamp. They should be written the following way:

year - field number - D# - number of map

e.g. 91-34A-D#2

PROVENIENCE: 5B103F	
DRAWING NO.: 91.34A.D#2	
DESCRIPTION: 5B103F 6,7+8: SHOWING LOT 6 AND TOP OF LOTS 7+8.	
SCALE: 1:10	DATE: 17 July 1991
BY: D. DOGERS + E. FLUDD	
REFERENCES: 91.34A: 21, 22 + 23	

FIGURE 6

LOT SUMMARY FORMS

Lot summary forms should be completed once the whole lot has been excavated. Rather than describe the form here please refer to Figure 7 where the kind of information needed in each section is described. Figures 8-10 are examples of completed lot forms. Please feel free to use the back of the page to add information or start a second sheet.

It is important that the information on your lot summary forms jives with the information in your field notes and on your maps and profiles. So, for example, if you say that the lot covers the whole unit in the lot summary make sure that your profile drawings support that statement.


CREW/MANOEUVRES NAMES OF EXCAVATORS				LOT NO. PROVENIENCE NO. DE LOT	
				EXCAVATOR/FOUILLEUR SUPERVISOR NAME AND NUMBER	
HOW EXCAVATED				DATE	DATE LOT SUMMARY FILLED IN
DATE STARTED COMMENCE LE	DATE LOT STARTED	DATE ENDED TERMINÉ LE	DATE LOT FINISHED		
SPATIAL CHARACTERISTICS/POSITION ET DIMENSIONS					
<ul style="list-style-type: none"> - WHAT IS THE LOT? A LAYER, A FEATURE, ETZ. - WHERE IS THE LOT? POSITION AND SHAPE - HOW THICK IS THE LOT? - WHAT IS THE SURFACE OF THE LOT LIKE? 					
RELATIVE LOCATION/DISPOSITION RELATIVE					
UNDER LOTS:			EQUIVALENT TO:		
OVER LOTS:			ADJACENT TO:		
SOIL TYPE AND COLOUR/NATURE ET COULEUR DU SOL					
WHAT IS THE NATURE OF THE SOIL? WHAT IS THE PREDOMINANT MATRIX? COLOUR? IS THE SOIL MOTTLED? WHAT WITH? COLOUR? ARE THERE ANY INCLUSIONS? HOW HARD PACKED IS THE DEPOSIT?					
FEATURES/VESTIGES					
<ul style="list-style-type: none"> - IS THIS LOT A FEATURE? DESCRIBE. - WHAT ARE THE FEATURES ASSOCIATED WITH THIS LOT? 					
ARTIFACTS/ARTEFACTS					
LIST THE ARTIFACTS FOUND IN THIS LOT					
CAT. NOS./NOS. DE CAT.					
(THIS TO BE FILLED IN AFTER THE ARTIFACTS ARE CATALOGUED)					
SAMPLES/ECHANTILLONS					
WERE THERE ANY SOIL SAMPLES TAKEN? LATEX MOULDS? PLASTER CASTS? DESCRIBE.					
SIGNIFICANCE/IMPORTANCE					
WHAT DO YOU THINK THE SIGNIFICANCE OF THIS LOT IS?					
FILL? MIDDEN? TOP SOIL? TRENCH? POST?					
EVENT NO./NO. DU FAIT					
(TO BE FILLED IN AFTER EVENT LIST HAS BEEN COMPILED)					
REFERENCES/REFERENCES					
- LIST ALL THE REFERENCES TO THIS LOT IN FIELD NOTES AND ON MAPS.					

FIGURE 7

CREW/MANOEUVRES

James Barrett

trawl

LOT NO.

NO. DE LOT

SB102C104

EXCAVATOR/FOUILLEUR

James Barrett 103

DATE STARTED

COMMENCE LE

17-08-89

DATE ENDED

TERMINÉ LE

18-08-89

DATE

29.08.89

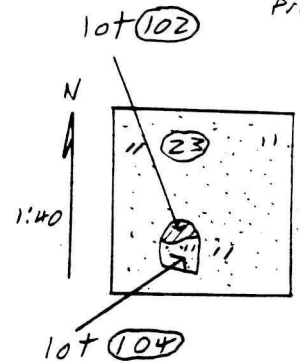
All spoil screened

SPATIAL CHARACTERISTICS/POSITION ET DIMENSIONS

Shape & Position

A trapezoidal feature cut into lots (23) & (26), in the southwest quarter of the unit, adjacent to lot (102). It may have existed, but gone unrecognized, in the darker soil of lot (13) where lot (102) began.

Top elevation = 99.20m (fr Profiles)



Thickness: 7cm deep

RELATIVE LOCATION/DISPOSITION RELATIVE equivalent to: N/A

Above: cuts (23), (26) (14?)

Below: (14?) or (101?)

Adjacent to: (102)

SOIL TYPE AND COLOUR/NATURE ET COULEUR DU SOL

Medium Brown loamy sand

FEATURES/VESTIGES

lot (102), a post hole beside this lot, is probably associated with it.

ARTIFACTS/ARTEFACTS

None

CAT. NOS./NOS. DE CAT.

SAMPLES/ECHANTILLONS

SIGNIFICANCE/IMPORTANCE

Probably associated with the lot (102) post hole

EVENT NO./NO. DU FAIT

REFERENCES/REFERENCES 89-103A-67, 68, 69, 70, 90

89-103A-D11, D14, D15

FIGURE 8

CREW/MANOEUVRES

ANDREW MACLACHLAN, KARAS MICROYS

TROWELLED, 1/4" SCREEN

LOT NO. 5B106F17

NO. DE LOT

EXCAVATOR/FOUILLEUR

K. MICROYS / 106A

DATE STARTED

26/08/91

DATE ENDED

27/08/91

COMMENCE LE

TERMINE LE

DATE

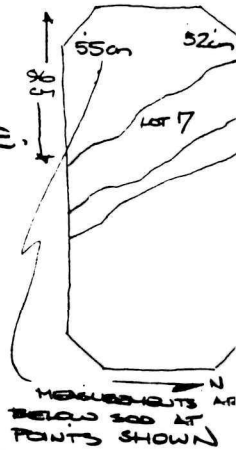
25/10/91

SPATIAL CHARACTERISTICS/POSITION ET DIMENSIONS

SHAPE/POSITION - LOT 17 WAS ONE OF THE LAYERS THAT MADE UP THE DEPOSITS THAT RAN OVER THE EDGE OF THE OLD EMBANKMENT. IT RAN ACROSS THE UNIT NNW/SSE IN THE WESTERN HALF OF THE UNIT. IT WAS AROUND 20 CM WIDE.

SURFACE - LOT 17 HAS A FAIRLY EVEN SURFACE + IT DIPS DOWN DRAMATICALLY TO THE WEST.

THICKNESS - 8 TO 12 CM.



RELATIVE LOCATION/DISPOSITION RELATIVE

EQUIVALENT TO: 106G23

ABOVE: 106F21/23

BELOW: 106F16, 106F22

ADJACENT TO: N/A.

SOIL TYPE AND COLOUR/NATURE ET COULEUR DU SOL

LOT 17 WAS PREDOMINANTLY MEDIUM BROWN SANDY LOAM MOTTLED WITH GREY CLAY, PINKY CLAY + SAND, ORANGY CLAY + SAND + LIGHTER + DARKER SHADES OF BROWN. LOT 17 CONTAINED GRAVEL, APPROX. 5cm IN DIAMETER + SMALLER WITH SOME LARGER PIECES. IN THE SW CORNER OF THE UNIT LOT 17 CONTAINED CHARCOAL + ASHY PATCHES. LOT 17 HAD CHARCOAL FLECKS + CHUNKS THROUGHOUT. MED. FALKE

FEATURES/VESTIGES

LOT 17 WAS PART OF THE SERIES OF LAYERS THAT LOOK LIKE THEY WERE TOSSED OVER THE ORIGINAL EMBANKMENT THAT WENT DOWN TO THE ALLAIN / ANNAPOLIS RIVERS.

ARTIFACTS/ARTEFACTS

SLAG, COAL, BONE.

CAT. NOS./NOS. DE CAT.

SAMPLES/ECHANTILLONS

NONE

SIGNIFICANCE/IMPORTANCE

EMBANKMENT FILL.

EVENT NO./NO. DU FAIT

REFERENCES/RÉFÉRENCES

91.106A: 178 (POURCIS), 180, 182 (POLAROID), 184, 188,

91.106A D16, 91.106A D17, 91.106A D18.

CREW/MANOEUVRES

HENRY FREDERIKKS

TROWELLED, 1/4" SCREEN

LOT NO. 5B106E10

NO. DE LOT

EXCAVATOR/FOUILLEUR

K. MIKBOYS /106A

DATE STARTED

09/08/91

DATE ENDED

TERMINÉ LE 13/08/91

DATE

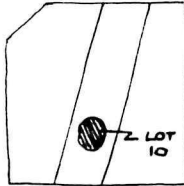
23/10/91

SPATIAL CHARACTERISTICS/POSITION ET DIMENSIONS

SHAPE / POSITION - LOT 10 WAS A CIRCULAR FILLED POST MOUND. IT WAS LOCATED BETWEEN 106E 11 + 106E 16 IN THE SOUTHERN PORTION OF THE 106E9 POST TRENCH. LOT 10 WAS ABOUT 26cm IN DIAMETER ON THE SURFACE.

SURFACE - THE SURFACE WE FOUND WAS EROD, BUT THE ORIGINAL SURFACE WAS LOST WHEN THE LOT 6 + 7 TRENCH WAS DUG

THICKNESS - BASED ON THE CROSS SECTION PROFILE LOT 10 WAS 33cm + DEEP.



RELATIVE LOCATION/DISPOSITION RELATIVE

EQUIVALENT TO: NOTHING.

ABOVE: 106E9.

BELOW: 106E8

ADJACENT TO: OTHER POSTS.

SOIL TYPE AND COLOUR/NATURE ET COULEUR DU SOL

LOT 10 WAS PREDOMINANTLY A REDDISH SANDY SOIL WITH A DARK BROWN LAYER PASSING THROUGH THE MIDDLE OF IT. GRAVEL WAS IN THE BROWN SANDY LOAM LAYER. REDDISH SAND MOTTLED WITH BROWN SANDY LOAM + PINK CLAY BLOBS. MEDIUM PACKED

FEATURES/VESTIGES

LOT 10 IS A POST, POSSIBLY AXE CUT BASE.

ARTIFACTS/ARTEFACTS

clay daub?

CAT. NOS./NOS. DE CAT.

SAMPLES/ECHANTILLONS

NONE

SIGNIFICANCE/IMPORTANCE

POST MOUND FILL.

EVENT NO./NO. DU FAIT

REFERENCES/RÉFÉRENCES

91.106A: 124 (POLAROID), 133 (POLAROID)

91.106A.D12, 91.106A.D13

ELEVATION RECORDS

Elevation forms will be used when you take elevation measurements using the level or the theodolite. Although a "fresh" elevation sheet should be started daily, there is no need to start a new sheet every time you are taking a new set of elevations as long as you remember to write down all the necessary information. Each set of elevations will require the following information:

- the provenience and brief description of what is being measured
- the initials of the surveyors
- the name of the back site
- the elevation of the back site
- a quick sketch of the stations if you are using numbers rather than descriptions
- the fore site measurements

The quick sketch must include a north arrow and the provenience, it can be done in the margin, on the back of the elevation sheet or on a separate sheet. Just remember to make it clear from where the elevations were taken by making a sketch on the elevation sheet. Figure 11 is an example of a completed elevation sheet.

It is recommended that you calculate your elevations as soon as possible so that you have the opportunity to redo the measurements if there is a problem.

The back site that has been the standard for the last two seasons is the SE corner of the concrete pad on which the southern cannon sits. Use this back site. The site has not yet been tied to any actual elevation measurements, so when you calculate the elevations assume that this back site is 100.00m above sea level.

NOTE: Do not depend on the instrument alone to measure depth below surface (DBS) in pit corners. Contrary to popular belief it is more accurate to do DBS with a tape measure (provided that your pit walls are perfectly straight...which they should be) and the reasons are as follows:

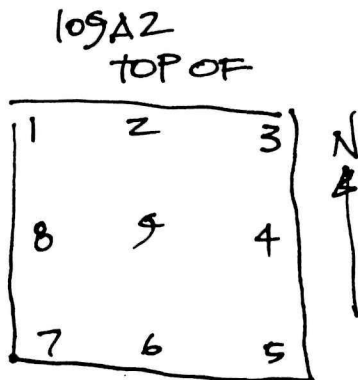
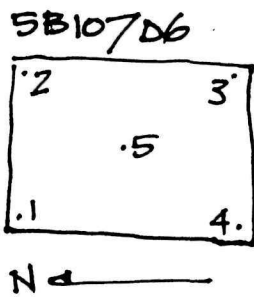
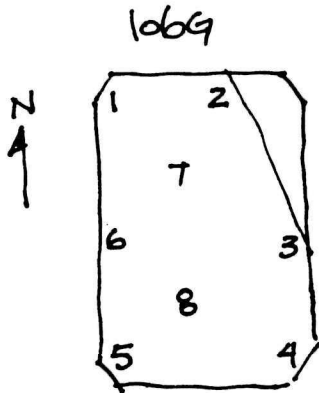
- it is easier to make a mistake with the instrument
- the stadia rod is wider and clumsier than the tape measure and is easily affected by a small bump in the pit floor
- if the rod is held slightly less than perfectly vertical, your measurements will be off 1 cm or more
- it is quick to measure with a tape

Please make a point of including DBS measurements with a tape measure in your notes so we have a back-up in case the instrument based elevation measurements are inaccurate.

ELEVATIONS

Site: 5B - FT. ANNE Initials: JG/KM Date: 14 AUG 91 Pg. 1 of 1

Remarks: 5B1069 - VARIOUS LOTS SEE MAP OF SAME DATE IN 106A NOTES.



CANNON

B.M. DATUM 2	B.S. 1-78 M	H.I.	
Station	P.S.	Elev.	Notes
1	2.89	98.89	
2	2.90	98.83	
3	2.85	98.93	
4	2.84	98.94	
5	2.91	98.87	
6	2.89	98.89	
7	2.88	98.90	
8	2.89	98.89	
5B FORT ANNE JG/KM 14 AUG 91			
5B1070 - TOP OF LOT 6			
DATUM 2 CANNON 1-78 ✓			
1	1.92	99.86	
2	1.96	99.82	
3	1.93	99.85	
4	1.90	99.88	
5	1.97	99.81	
5B FT. ANNE K/W/KM 14 AUG 91			
5B109A2 - TOP OF LOT 2			
BS 1-78 ✓			
1	4.96	96.82	
2	4.87	96.91	
3	4.90	96.88	
4	4.91	96.87	
5	4.90	96.88	
6	4.94	96.84	
7	- CAN'T READ STADIA... WAY TOO SHORT *		
8	5.05	96.73	
9	4.90	96.88	

FIGURE 11

* SEE 106A NOTES FOR DEPTHS FROM CORNERS

SOIL DESCRIPTION

The description of soils is very important and there are many aspects of soil to be considered. Please include the answers to the following questions in your descriptions:

- What is the nature of the soil? homogeneous
 mottled
 patchy
 lensed
- What is the predominant matrix? loam
 sand
 clay
 silt
 a combination of the above
 ash
 charcoal
- What is the colour of the predominant matrix?
- If the deposit is mottled what is it mottled with? Colour?
- Are there any inclusions? gravel (what size?)
 stones
 slate
- How hard-packed is the deposit? loose
 medium
 hard

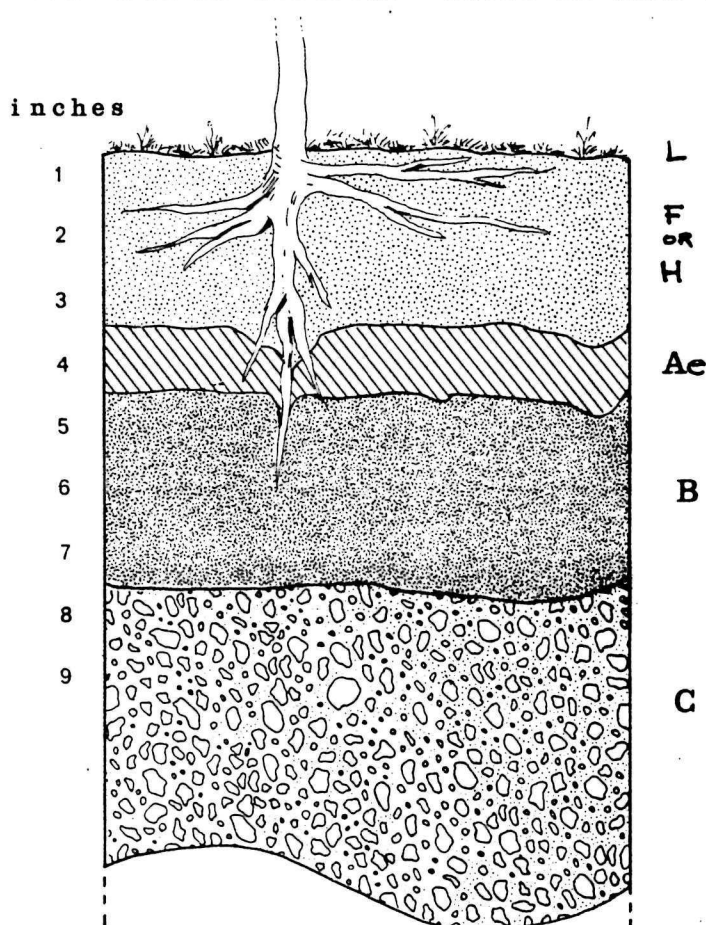
An example of a soil description:

Lot 23 is a medium brown sandy loam with orange sandy loam mottles, charcoal flecks and blobs of pink clay. There is sparse gravel throughout the deposit, no bigger than .75 cm in diameter. Lot 23 is medium packed.

SOILS ON THE FORT ANNE SITE

The Fort Anne site is located in an area that has been used and/or occupied by Europeans on and off since the 17th century. A number of habitations and forts were built and destroyed by the Scottish, French and British from the 17th century until the early 19th century. As a result of all this activity there are a maze of cultural deposits on the site. Familiarize yourself with the field note books and lot summaries for the sub-operations close to your units so that you can see the overall patterns.

Now a word about the non-cultural deposits on the site. Figure 12 below is a graphic depiction of a normal, mature and undisturbed soil profile including a brief description of each layer. Some areas on the Fort Anne site have a layer of grey-white leached sand over a pinky brown sandy layer. This is a natural non-cultural Ae horizon. There is also a coarse orangy,



sandy / gravel deposit that shows up in places. This is a natural non-cultural B horizon. We usually refer to these natural non-cultural horizons as subsoil. If you find an Ae horizon, you know that this part of the site has not been disturbed for several hundred years as the development of this horizon is a slow process in Nova Scotia. For further reading on soils, consult *The Canadian System of Soil Classification*, Canada Soil Survey Committee, Subcommittee on Soil Classification, 1978.

FIGURE 12—Typical podsol profile.
 L is the living and humic level; F/H, the peat and root level;
 Ae, the gray-white leached sand; B, the yellow-brown sandy
 unleached soil; and C, the unaltered sandy gravel level.

Adapted from William Fitzhugh, *Environmental Archaeology and Cultural Systems in Hamilton Inlet, Labrador: A Survey of the Central Labrador Coast from 3000 B.C. to the Present*, 1972.

FIELD PHOTOGRAPHS AND RECORDING

What follows here is a brief summary of the information in chapter 4 of the *National Historic Sites Service Archaeological Excavation Manual* edited by Jervis D. Swannack. What is explained below is how the Canadian Parks Service expects photographs to be recorded in the field.

The Field Photo Form: Figure 13 is the form used in the field to record the photographs taken. Every column except that for the catalogue number should be filled out at the time the photograph is taken. You are expected to record the following information about each photograph:

the exposure number
 the provenience
 a description of the subject
 the direction
 the date
 the photographer's initials

It is important to take the time to fill out this information carefully as it will be the only complete record of what was photographed until the photographs are catalogued.

The top of each Field Photo Form should be filled out with the following information: the **site name**, the **site number**, the **film type** and the **roll number**. The Canadian Parks Service has a code for the various film types and these representative letters should be used to record the film type at the top of the Field Photo Form.

T	35mm colour transparencies
W	35mm colour negatives
M	35mm black and white negatives
P	120 colour transparencies
N	120 colour negatives
X	120 black and white negatives

The first photo on every roll of film should be a picture of the roll number and film type. You can do this by shooting the appropriate photo board letters or by writing it on a piece of paper and taking a picture of that. By clearly identifying the roll number and film type right on the film we eliminate the need to have that information on the photo board.

The Photo Board: Every photograph taken to record archaeological material should include a photo board. The board should be placed in an unobtrusive location, close to the subject being photographed but should not obscure the subject. Keep it at the same level as what you photograph so that it will be in focus. The photo board should include the following information for each photograph: **provenience**, **date** and any necessary **description** of the

FIELD PHOTOGRAPHS AND RECORDING/The Photo Board Contd...

subject.

In the past we included the film type letter and the roll number on the photo board. In recent years we have found this to be more trouble than it is worth, especially when using more than one type of film. Since the first photo of every roll you take will be of the roll number and film type, it is no longer necessary to include that information on the photo board.

The North Arrow and Scale: These should be included in every photograph of archaeological material. The only exception to this is profile shots where the north arrow is not necessary. As with the photo board, the north arrow and the scale should be placed close to the subject without obscuring it. The scale should face the camera full-front so that its measurement intervals are not distorted by the perspective.

Preparing Surfaces for Photographs: To obtain the best photographic image possible it is important to start with the best possible subject. Clip back the grass at the top of profiles so that it is not hanging over the edge of the profile. You will find that scissors work better than root clippers when you're clipping grass. Burn off the roots in pit walls and floors with a propane torch (you will have to clip the larger roots by hand). If you have access to a vacuum cleaner you can torch the floor surfaces after the final scrape, but if you don't have a vacuum it might be better to torch the roots before you do your final scrape. Use the spray bottles to give the soils a uniform moisture and enhance the different soil colours.

DIAGONALS FOR TRIANGULATION IN METERS

	1									
1	1.41	2								
2	2.24	2.83	3							
3	3.16	3.61	4.22	4						
4	4.12	4.47	5.00	5.66	5					
5	5.10	5.39	5.83	6.40	7.07	6				
6	6.08	6.32	6.71	7.21	7.81	8.49	7			
7	7.07	7.28	7.62	8.06	8.60	9.22	9.90	8		
8	8.06	8.25	8.54	8.94	9.43	10.00	10.63	11.63	9	
9	9.06	9.22	9.49	9.85	10.30	10.82	11.40	12.04	12.73	10
10	10.05	10.20	10.44	10.77	10.18	11.66	12.21	12.81	13.45	14.14

**APPENDIX:
BLANK FORMS
(FOR PHOTOCOPYING)**

CREW/MANOEUVRES

LOT NO.

NO. DE LOT

EXCAVATOR/FOUILLEUR

DATE STARTED

DATE ENDED

DATE

COMMENCE LE

TERMINÉ LE

SPATIAL CHARACTERISTICS/POSITION ET DIMENSIONS

RELATIVE LOCATION/DISPOSITION RELATIVE

SOIL TYPE AND COLOUR/NATURE ET COULEUR DU SOL

FEATURES/VESTIGES

ARTIFACTS/ARTEFACTS

CAT. NOS./NOS. DE CAT.

SAMPLES/ECHANTILLONS

SIGNIFICANCE/IMPORTANCE

EVENT NO./NO. DU FAIT

REFERENCES/REFERENCES

**COLLECTION MANAGEMENT
GUIDELINES**

ARO ARCHAEOLOGY

**Compiled by:
J. Stoddard
April 1992**

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INTRODUCTION

The following guidelines are designed to assist the Collection Manager, Archaeologists, Material Culture Research and other ARO Staff members in the processing, inventorying, cataloguing, shipping/receiving, packaging and storage of archaeological artifacts and their associated records.

The intent is to outline the events that must occur in order to maintain the integrity of the archaeological collection (artifacts and records).

The following areas will be covered in these guidelines:

- 1) PROCESSING
 - Cleaning
 - Labelling
 - Sorting
 - Handling
- 2) INVENTORYING
- 3) CATALOGUING
- 4) CONSERVATION GUIDELINES
- 5) ARTIFACTS LEAVING THE COLLECTION FOR REASONS OTHER THAN CONSERVATION (i.e. Exhibit, Loans to other institutions, etc.,)
- 6) STORAGE/LAB RULES - outline only
(The storage issue will be dealt with pending installation of the compressed storage system; probably June 1992)
- 7) RECORDS MANAGMENT
- 8) DATABASE/SYSTEM MANAGEMENT

1) PROCESSING (cleaning, labelling, sorting, handling)

It is desirable that as much artifact processing as possible be done in the field lab. If this is not possible, arrangements will be made by the Collection Manager to do so on return from the field at the Regional Archaeology Lab.

***ALWAYS KEEP IN MIND WHEN DO ANY TYPE OF ARTIFACT PROCESSING THAT IT IS OF THE UTMOST IMPORTANCE TO KEEP THE PROVENIENCES SEPARATE. NEVER DEAL WITH MORE THAN ONE PROVENIENCE AT A TIME. MIXING PROVENIENCES CAN RESULT IN LOOSING INFORMATION CRUCIAL TO THE INTERPRETATION OF THE SITE.**

- Cleaning

When artifacts enter the lab from the field, they must be accompanied by a lot card which is filled out by the archaeologist in the field. This card contains the provenience information and must be kept with the artifacts at all times until the cleaning and labelling has been completed.

Before beginning the cleaning process, get together all the supplies that you will need. If you have everything on hand, this onerous task will be much more bearable.

Supplies Needed:

- 1) Plastic basins for washing
- 2) Brushes of various sizes
- 3) Paper towelling
- 4) Drying racks
- 5) Acid-free specimen trays

- lined with plastic and paper towel
- 6) Latex and cotton gloves
 - 7) Surgical face masks
 - 8) Small hand sieves

Artifacts are divided into the following material categories: 1) CERAMIC; 2) GLASS; 3) METAL; 4) INORGANICS & MINERALS; 5) ORGANICS; 6) UNIDENTIFIABLE; 7) COMPOSITE; 8) LITHICS & 9) DANGEROUS GOODS (which could also be included in any of the above groups). Each category must be cleaned and handled in slightly different manners.

1) CERAMIC (includes clay pipes) - Most ceramic ware types can be submersed in lukewarm water and gently cleaned with a soft toothbrush. However, there are exceptions to this and you should always use caution when handling any type of ceramic material for the first time. Tin-Glazed Earthenwares are one of the ware types that you must be wary of. The fabric is very soft, with a chalk-like texture and disintegrates quite readily when placed in water. Also there is a tendency for the glaze to spall off TGE, therefore it is not advisable to attempt to clean this at all. Leave it as it comes out of the ground until a member of the Conservation Services can examine it and perhaps give you advice on if and how the piece(s) should be cleaned.

Ceramics with over-glaze decoration should be left uncleaned. The best approach to take when you encounter delicate materials such as the

two mentioned above, is to seek the advice of Conservation Services before proceeding.

Ceramics that are stable enough to withstand washing, should be, and then placed in plastic/paper towel lined boxes to thoroughly dry before any labelling is attempted.

Clay tobacco pipes are an important dating tool and therefore should be carefully cleaned. To do this effectively, place the pipe stems, bowls, etc., in lukewarm water and use a dissecting needle and soft bristle brush to clean. Insert the dissecting needle into the bore and very gently move it about to remove any dirt from the bore. It is a good idea to let the stems sit in the water for a short time. This will loosen the dirt in the bore and make cleaning much easier. The bowl and exterior portions of the pipe may be cleaned using the brush.

2) GLASS - Glass can be cleaned in much the same manner as ceramic material. Wash it gently in lukewarm water and use a soft brush. Be cautious when handling glass that is heavily coated with patina (deterioration). You may wish to put such pieces aside and contact Conservation. Place the washed pieces in the plastic/paper towel lined boxes to dry before labelling.

3) METAL - Metal artifacts should never be submersed in water. Dry Brush to clean and if you are unsure of what to do or if the piece is extremely fragile, leave it until it can

be examined by a Conservator.

4) **INORGANICS & MINERALS** - Inorganics and minerals can be processed in much the same manner as ceramics and glass. In the case of worked lithic materials, it is best to leave them uncleaned in the event that there be blood residues etc., remaining on the objects which can quite diagnostic. Again, if unsure, wait until conservation can be contacted.

5) **ORGANICS** - It is up to the archaeologist or lab supervisor to decide whether or not to wash faunal materials. Regardless of the decision it is very important that the material be thoroughly dry before being placed in bags. Also to prevent fungus from growing, spray the material with a fungicide such as Lysol. If you have questions regarding the treatment of the faunal material, it would be best to contact the Conservation Lab.

6) **COMPOSITE & UNIDENTIFIABLE** - It is advisable to examine both of these material types very carefully before attempting to do any type of cleaning. The best recommendation for either of the above types is to leave them alone until conservation can look at them.

7) **DANGEROUS GOODS** - This category would include such things as unfired munitions (mortars, bullets, friction tubes, shotgun shells, etc.), bottles containing poisons (chemicals, medicines, insecticides, etc.). If any such materials are found, immediately contact the lab

supervisor, archaeologist or collection manager who will ensure the safe handling and proper analysis of the items in accordance with the Dangerous Goods Directive 2.3.3.

After all materials have been cleaned, place them in boxes/trays which have been clearly labelled with the complete provenience number. The lot card should still be accompanying the material at this point.

Summary - Always use caution when cleaning any of the artifact types and if you are really unsure about what to do, wait until you consult with someone who does know what to do (Archaeologist, lab supervisor, Collections Manager or Conservator). It is better to be safe than sorry!

- Labelling

Once all artifacts have been cleaned and are thoroughly dry, the next step in the process is to label them with their provenience number. Before starting, you should gather together the following supplies:

- 1) Clear, colourless nail polish
- 2) India Ink & pen (both black and white ink)
- 3) Acetone - for removing nail polish and ink
- 4) Paper Tags (archival quality)
- 5) Plastic zip-lock bags
- 6) Plastic Tilco Boxes
- 7) Archival Quality foil-backed pres-a-ply labels)
- 8) PIGMA PEN (waterproof and fade proof fine pen)
- 9) Acid-free non-buff tissue paper for packing

10) Acid-free specimen trays (to put artifacts in to allow nail polish/ink to dry)

As with cleaning, different material types will require different labelling techniques. These are as follows:

1) Ceramics - For ceramic materials you first apply a coat of the clear nail polish to any area of the sherd where the number will be least obtrusive. For example, close to an edge, but not on a break, where decoration or diagnostic features will not be obstructed. Your aim is to not let the number show especially if a piece is being photographed or displayed. After the nail polish is thoroughly dry, use the *Black India Ink and pen to apply the number to nail polished area. The number consists of the site number, region code, operation number, sub-operation letter and a lot number and would look like this 99B1Z1. These numbers must be written as small and legible as possible. Once the ink has dried, apply a second coat of clear nail polish over the top of the number. Place in specimen tray to dry. Again, never mix proveniences when numbering.

* Note: Use black ink when writing on a white surface (like ceramic with a white glaze or clear glass) and use the white ink when writing on a dark surface such as dark green bottle glass.

2) Glass - Number glass artifacts in the same manner as ceramics. Be cautious when the

glass is heavily patinated. The patina tends to flake off so be sure that the number is not on an area where this will occur. It is best to scrape away a section of the patina and then write the number. If you are numbering dark green glass use the white ink and for clear glass use the black.

3) Metal - For the most part it is better to label metal artifacts with a paper string tag (at least until the object has been conserved). Use the Archival Quality string tags and attach them in some manner to the object.

4) Inorganics & Minerals - For the most part label these materials in the same manner as ceramics and glass.

5) Organics - For organic material, it is best use the paper string tags or place the material in a vial, tilco box or plastic zip-lock bag and clearly label with a foil-backed pres-a-ply label.

6) Composite & Unidentifiable - Unless you are positive of what the material is, it would be best to use the paper string tag and a vial, box or bag to label such artifacts.

7) Dangerous Goods - Place these objects very carefully in a tilco box and place the label on the outside, making sure that the contents are listed on the label and that they could be potentially hazardous.

Summary - Suitable caution should be used when labelling so as not mix proveniences.

Always strive for neatness and unobtrusiveness.

- Sorting

Once the artifacts have been cleaned and labelled, they must be sorted (at least grossly) into their specific material types (i.e. Ceramic, Glass, Metal, etc). If time and expertise permit, then a further breakdown within the ware types is perferrable. For example, Ceramics can be broken down to Coarse Earthenware, Fine Earthenware, Coarse Stoneware, Fine Stoneware, Porcelain, etc. With each of those categories there can be even further breakdowns, but if this work is being done in the field lab time will not permit too much "fine tuning". Therefore, upon return from the field and with the help of the Material Culture Researcher, this type of sorting can be done.

Once all the material has been washed, labelled and sorted you then place it in an artifact box with a cover and carefully label the box with the contents.

- Handling

Finally, the proper handling of artifacts is very important so as not to damage their already fragile state.

Before moving any artifact check to see that you are not disturbing someone's work. A researcher may be mending the item, etc.

If it is necessary for you to move an object, first put on a pair of latex gloves, especially if you are handling

metal objects. When picking up an object, do so by the base or the most substantial portion of the piece to prevent further damage.

If possible, use a rolling cart to transport artifacts from one area to another, especially if the objects are heavy or oversize.

Always use caution when moving any artifacts, whether large or small, so not to damage the them or more importantly, injure yourself.

For more information regarding handling refer to Conservation Services directive Appendix B: STANDARDS FOR THE HANDLING, PACKING AND MOVEMENT OF HISTORICAL OBJECTS, ARCHAEOLOGICAL SPECIMENS AND REPRODUCTIONS.

2) INVENTORYING

Inventorying refers to the recording of archaeological provenience and artifact data in order to determine the relationship between the two and to facilitate further site analysis. This type of database is also useful in determining what we have in our collections and how much of it. It serves as grocery list of our holdings. It is a way of recording what we have without doing a full catalogue description (to be discussed later).

The inventorying is done electronically (by computer). Presently, in ARO there are two database software programs that are available for use. They are DOSSIER Archaeological Analysis program and a package called Q&A. Each of these programs has advantages and

disadvantages.

DOSSIER ANALYSIS - "The Analysis subsystem is used to record field information about a specific site. Each expedition using ANALYSIS will have a database of its own. They are typically installed on portable computers, so that data can be entered on-site. It is intended to record and analyze information about items and events. Information in the ANALYSIS subsystem includes assemblages, events and proveniences. Flexible means of categorizing the items are provided - the archaeologist in charge can determine up to 20 different attributes which can be assigned to each item. Each item can also be typed and grouped, and various analytical tools are provided, based on types, groups and attributes". (DOSSIER GENERAL USER MANUAL Section 1.1. pp 1-2).

The DOSSIER program was developed by the CPS Archaeological Services Division and consists of the Analytical subsystem as well as a Collection Management subsystem. These applications were written using a software package called PROGRESS. PROGRESS is referred to as a Relational Database which means basically that you can interconnect separate databases to each other. For example, you can enter all the information pertaining to the proveniences in one database. Then you start to enter information about the artifacts and the first thing you do is enter the provenience number of the piece. In a relational

database rather have that provenience information stored in both databases (files), in one keystroke partically you can zoom into the Provenience database where that is recorded and carry on with your task. The bottom line to this sort of database is that in the long run you save on the amount of disk space required to store your data.

"Analysis lets you enter a basic set of descriptive information about assemblages of artifacts. More specific data relating to a particular study can be entered using the set of 20 "Attribute fields". These attribute fields can be defined to contain whatever information is needed for a particular study". Being able to define your own attributes makes this a very useful analysis and inventory tool

An advantage of using DOSSIER Analysis is that information about proveniences, assemblages and specimens can be transferred from one subsystem to the other. This alleviates a lot of duplicate data entry.

However, people have been somewhat disillusioned with DOSSIER due to the long and winding road it has been on since its inception (that meaning there have been many bugs, etc., that have taken too long to fix) that most have been reluctant to use it for inventory purposes.

Instead, a software package called Q & A has been adopted by most of the field archaeology staff. While being

a wonderful program with regards to versatility and ease of learning, the one major drawback is the amount of storage required for your data. In these days of conservation it is important to keep storage space to a minimum. In the short term, this may not seem like any great problem to a user. Q & A is what you refer to as a 'flat file database'. Basically, what this type of db does is save everything every time you enter it. For example, if you were entering specimens from one particular provenience, each time you enter that number the system saves it, unlike the relational database which draws this information from other files within the same database.

A system like this is fine for inventory projects such as we have been encountering in ARO over the past few years, but if you were to inventory a large assemblage like Fort Beausejour, you would be taking up a large amount of disk space not to mention the amount of time it would take you to search for a particular thing.

Regardless, it is entirely up to the archaeologist which program he/she chooses to use for inventory purposes. However, it is a requirement of the Collection Manager and as well the Material Culture Researcher that Validation Tables devised by us be followed. This is especially important since often the inventorying is contracted out to a person outside our immediate system. Using the validation tables enables a degree of consistency to be maintained. If a person

on contract wishes to add something to the tables, that person must first contact either the Collection Manager or Material Culture Researcher.

The Archaeologist will give a copy of the inventory database to the Collection Manager once completed.

A separate manual of inventorying procedures will be produced in the near future.

3) CATALOGUE NUMBERS

A catalogue number is a unique number that is assigned to an artifact. A piece may be given a catalogue number for any of the following reasons: if it is being sent to conservation, being placed on exhibit at one of our CPS sites, being photographed or drawn, being researched in-depth or being placed in a reference/type collection. This catalogue number is written on the artifact and the information is recorded in the DOSSIER COLLECTION MANAGEMENT SUBSYSTEM.

DOSSIER COLLECTION MANAGEMENT SUBSYSTEM - "This subsystem is intended as a record-keeping system for use by the Collection Manager in each region. It records key information about each item in the collection in the system and allows various means of retrieving that information. One of the key benefits it provides is the ability for the Collection Manager to answer questions about the contents and location of items in the collection. This could include

questions like "What type of axes do you have and where did they come from?". It records information about proveniences, workers, specimens, assemblages, photos, drawings, documents, events, and timber tags related to a collection. "Each region has one COLLECT database, under the control of the Collection Manager". (DOSSIER GENERAL USER MANUAL. Section 1.1 p.1)

This information includes, the provenience and catalogue number, the object name, the material type as well as a material description, a region code (the region where the object is located), a location (permenant), a current location (if out of collection area), the dates in and out, whether the piece has been photographed, drawn or analyzed, a conservation tracking number if one exists and finally a blank page where you can describe the artifact in more detail or include information not covered in any other area (i.e. conservation report, etc.).

The catalogue number itself consists of the provenience number plus a sequential catalogue number. For example, if you were to catalogue the first four objects from a certain operation your entries would be; 99BlAl-1; 99BlAl-2; 99BlAl-3 and 99BlAl-4.

Once an artifact has been given a catalogue number, it is handled a bit differently than those artifacts that are not. The catalogued artifacts usually have some particular

significance and therefore is worthy of being stored in a location separate from those pieces that have been inventoried. For example, if a piece is being placed in a reference collection then it is first catalogued and its location is recorded in DOSSIER COLLECT. As a result you know where that piece is located at all times and if a researcher should wish to see that object you can go directly to your storage area and pick out the object. Any time that object is moved from this location, that information must be recorded in COLLECT. The person who is removing the object shall inform of the Collection Manager of the his/her plans and the Collection Manager will see that the new location is entered into the system. The same should hold true for when the item is returned.

If it is necessary to assign a catalogued number in the field, it will be the responsibility of the Lab Supervisor or the Archaeologist to do so. If this occurs duplicate records of the information must be sent to the Collection Manager back at the Regional Lab. Doing this will ensure that two different objects are not assigned the same number.

4) CONSERVATION GUIDELINES

It will be the responsibility of the Archaeologist or Material Culture researcher to identify

material recently excavated or under active study, that requires conservation services. After the initial choices have been made, a member of the Conservation staff should be consulted to see if the objects chosen will withstand the conservation process and what should be requested.

Once the final selection has been made the material will be handed over to the Collection Manager who will assign a catalogue number to each artifact and record the information in DOSSIER COLLECT.

Since the material is being removed from the collection, an Artifact Removal Card must be placed in the box or tray from which the object was taken, stating the provenience/catalogue number, a description of the object, material type, reason for removal, date out and the signature of the person removing the object. This procedure must be followed regardless of the reason for removal and should be filled out by the person removing the artifact.

The next step is to fill out a "REQUEST FOR CONSERVATION SERVICES" form. These forms differ slightly depending on whether they are being sent to our Regional labs in Burnside or Louisbourg, or going to the Headquarters lab in Ottawa. The Collection Manager will direct you as to which one to use. The Collection Manager will fill out the forms after consultation with the Archaeologist and a conservator. The forms include

the following information:

- 1) Request originator;
- 2) Contact person - if other than the originator;
- 3) Authorization person;
- 4) Region or branch;
- 5) Object name;
- 6) Provenience number;
- 7) Place & date made, if known;
- 8) Dimensions
- 9) Quantity/Pieces
- 10) Material
- 11) Eventual destination
- 12) Work/treatment required (this is where the aid of conservation comes in)
- 13) Date required back

It is often difficult for members of the archaeology staff to determine just what type of treatment is best for the objects. The Conservation staff in Ottawa has established some criteria that will be a useful guideline in the event that it is not possible to have a conservator examine the material prior to sending.

Level 1: PREVENTATIVE CONSERVATION - Advice and assistance provided concerning controlled and safe environment for historic objects and archaeological specimens (control of relative humidity, lighting, production of special boxes, mounts, crates, etc).

Level 2: STABILIZATION AND STRUCTURAL CONSOLIDATION - Minimal cleaning, consolidation of surface structure and stabilization of corrosion products.

Level 3: CLEANING AND REPAIR - Full cleaning, removal of all corrosion products, if

necessary, adhesion of components, general repair and restructuring of object or specimen.

Level 4: INFILLING - Of some or all components; replacing components with similar or compatible material and rebuilding of the object or specimen.

Level 5: COMPLETE RESTORATION - Returning the object or specimen to its original condition using compatible construction methods and materials.

Once the form has been properly filled out, the Collection Manager shall send the forms to the Regional Manager of Archaeology for his approval to send (signature). The Regional Manager of Archaeology will in turn send the signed forms to the Regional Manager of Conservation. The Regional Manager of Conservation shall examine the forms to determine which lab they should be sent to (Regional, Louisbourg or Headquarters) and he/she will approve this with a signature. It will be up to the Regional Manager of Conservation or a member of his/her staff to contact the Archaeological Collection Manager to send the artifacts to the designated lab.

The Collection Manager will be responsible for properly preparing the artifacts for shipment. This includes seeing that the artifact has been catalogued, taking at least a polaroid shot, packaging the artifact

and arranging for the safest and fastest form of transport.

- Packaging for Shipment

Regardless of the mode of transport, artifacts must be packed securely and properly when being shipped from their permanent location to conservation or wherever.

The Collection Manager will be responsible for packaging artifacts that are leaving the lab for any reason. The Collection Manager shall adhere to the standards set in the COLLECTION MANAGEMENT SYSTEM: CONSERVATION SERVICES DIRECTIVE 3.1.12, Appendix B, STANDARDS FOR THE HANDLING, PACKING AND MOVEMENT OF HISTORICAL OBJECTS, ARCHAEOLOGICAL SPECIMENS AND REPRODUCTIONS.

A packing list referred to as COLLECTIONS AND TRANSFER REGISTER (FORM PC 890 12-82) must be filled out, listing the contents of the box(es). The Collection Manager shall complete this form and see that the appropriate copies are distributed. There are a total of four copies on this form. The Collection Manager will remove the two back copies and keep one for his/her records and send a copy to the archaeologist. The top two forms are packed in the box along with the artifacts. Once at the conservation lab, a member of the staff there will unpack the material and check it against the enclosed list and if every thing is in order will sign both copies and return the top (white) copy to

the Collection Manager. The Collection Manager will keep an "Artifacts in Conservation" file where these forms will be stored until the artifacts are returned, at which point these forms can be destroyed as a new set will be with the artifacts which will have a conservation tracking number on them.

It will be the responsibility of the Collection Manager to make sure that the information regarding Current Location, Date Out and Date due back is added to the DOSSIER COLLECTION MANAGEMENT SUBSYSTEM and that the system is checked on a regular basis to see that materials are not overdue. If something is overdue, the Collection Manager will contact Conservation Services for an explanation and if necessary update the system by adding any new information.

When the material is being returned from conservation, it should be directed to the Collection Manager, who will unpack and make an initial examination of the material, check off the COLLECTION AND TRANSFER REGISTER and return a signed copy to Conservation Services. While at Conservation, the pieces were assigned a lab number which must be added to DOSSIER COLLECT by the Collection Manager. This lab number is used by Conservation Services as their tracking number and becomes important if a piece should at any time require re-conservation. By cross referencing this number with our provenience/catalogue number, it will be possible for the conservator to find out the

type of treatment that the artifact had.

Finally, the Collection Manager will inform the archaeologist, material culture researcher, etc., that the material from his/her project has been returned from conservation and arrangements will be made between the two parties for storage procedures, etc.

5) ARTIFACTS LEAVING THE COLLECTION FOR REASONS OTHER THAN CONSERVATION (i.e. Exhibit, Loans to other institutions, etc.)

- Exhibit - CPS Sites

When artifacts are identified to be placed on exhibit at one of our parks, by the archaeologist or a member of the MCR staff, it will be the responsibility of the Collection Manager to appropriately process that material. The procedures will differ slightly from those for conservation.

First of all the Collection Manager will make sure that the piece (s) have been assigned a catalogue number. The Collection Manager will photograph the object (s) and see that the film is developed and that the photographs are properly catalogued and maintained as part of the artifact record. The artifact and photographic

information will be entered into the DOSSIER COLLECT System by the Collection Manager and will include the photo catalogue number as well as the current location, date out and date due back for the artifact.

If this is an official CPS exhibit, the material is turned over to the Curatorial section (registrar) which in turn records it using their own system. (Presently, both sections keep their own records with a cross referencing system that is far from perfect. I would like to see this change. In Ottawa, Louise Renaud, Collection Manager, has complete control of the archaeological artifacts rather than handing them over to another section. They still keep a record, but control is ultimately with archaeology. This may be something that we should discuss with curatorial/interpretation). If this is an official exhibit, members of the conservation staff will be contacted to come and prepare the artifacts for shipment and will be there at the other end to unpack and help display the pieces. The Collection Manager will oversee the packing and make sure that all the proper forms are completed and signed.

**- Exhibit/Loans -
Institutions
outside CPS**

When requests are made for artifacts to be loaned to institutions outside the Canadian Parks Service, the Regional Manager of Archaeology must first approve the loan. If approved, the Collection

Manager will draft a formal loan agreement stating the terms and condition of the loan. The loan agreement will be signed by the Regional Manager of Archaeology and the party who is accepting the loan. Each party shall retain a copy of the loan.

When the time comes to the transport the artifacts, the Collection Manager will see that all the paper work (the same as going to conservation, etc.) and packing is done properly.

**- Loans to
Individuals**

Loans of archaeological artifacts shall not be made to individuals who are associated with an institution for his/her own research purposes. If an individual wishes to use our collections for research, he/she should make arrangements to come to our lab.

**- Loans to ARO
MCR, Archaeology
Staff for
Research, School
Talks, Edukits,
etc.**

If a member of the ARO staff wishes to borrow artifacts for research, school talks, etc., that person must inform the Collection Manager that he/she is doing so. An Artifact Removal Card must be placed in the box/tray from which the object was removed.

If the material is leaving the lab or ARO, then it is the responsibility of the person removing the object to fill out COLLECTIONS AND TRANSFER REGISTER form. A copy will be kept by the Collection Manager and the other copies will be kept by the person borrowing until the material is returned. If all material is accounted for on return, then the forms can be destroyed.

EDUKITS:- Material being used in Education Kits, whether unprovenienced archaeological specimens or reproductions, must be given a catalogue number as a means of keeping track of what each kit contains.

Unprovenienced artifacts are assigned operation numbers in the 900 to 1000 range. Therefore, you would have a number such as 12B900A1. You can simply assign a sequential catalogue number to this and note in which kit the specimen is contained.

Each Kit must assigned an individual number. For example, there are three Grassy Island Kits on "Understanding the Past through History and Archaeology", thus the kits have been numbered Kit #1, #2, and #3.

The reproductions contained in the kits must also be assigned a numbering system. The ARO Collection Manager has devised a system for this using the Grassy Island Kits. For instance in Kit # 1 you have a reproduction shoe buckle. The number on that buckle would be 12B-R-1-1. 12B = Grassy

Island; R = Reproduction; 1 = kit # 1 and 1 = artifact number 1 in the kit. The next object would be 12B-R-1-2 and so on.

The numbers must be written on the objects in the same manner as provenienced artifacts.

6) STORAGE/LAB AREA (OUTLINE)

- Location of lab
Suite 314,
Trade Mart Bldg.
2021 Brunswick St.
Halifax, N.S
Phone (902)426-2965/5186)
- Type of storage system
(compressed, spacesaver)
- List of Archival Quality
Supplies that must be
used.
- How artifacts are stored
(by site, ware type,
provenience, etc)
- Labelling trays/boxes
- Map of storage area
showing location of all
sites, etc.
- Location of equipment
storage
- Photographing area to be
set up permanently
- Packing area with all
supplies required for
packaging and shipping
will be located in this
area
- Artifact Processing Area
(washing, labelling and

sorting).

- Research Area - tables will set up for laying out artifacts; this area will also be able to accommodate school groups or any groups interested in visiting our facilities.

- A set of rules and regulations will be drawn up regarding dirty tools and excavation equipment; places where food is permitted; time frames for materials that are left unattended (i.e. artifacts that are removed from storage for research purposes or for "show and tell" are not returned to proper location); cleaning; garbage removal; loans of equipment (i.e. photo gear, etc..).

7) RECORD MANAGEMENT (Field Notes; Maps; Drawings; Photographs, etc.)

The Archaeologist will be responsible for seeing that all field records from current projects are properly created and that the appropriate information is entered into the DOSSIER COLLECTION MANAGEMENT SUB-SYSTEM. The Archaeologist must first enter all the information on the proveniences in the system. Since there is a great deal of back log data entry to be done, the Collection Manager will see that this is accomplished as time permits.

Once created, the Collection Manager will monitor the status of these records and inform the archaeologist(s) of

any deficiencies.

The Collection Manager will be responsible for the physical maintenance of the records. Presently, records are stored in two separate locations - The Trade Mart Lab and the Pontac House.

DISCUSSION TOPICS RE: RECORDS MANAGEMENT

- Some of these records are deteriorating quite rapidly and therefore a decision must be made as to the type of archival media we going to transfer the records to.

- How will we deal with the management of photographic records. What type of storage media, storage location, etc.

- Drawings and Maps - Storage Locations, etc.

- I would like input from the MCR staff concerning Reference and Type Collections

8) DATABASE/SYSTEM MANAGEMENT

The Collection Manager will be responsible for the overall operation and monitoring of the DOSSIER COMPUTER SYSTEM. The Collection Manager will perform system upgrades when necessary, keep on top of the latest Software developments, and maintain a line of communication with other members of the DOSSIER USER GROUP.

The Collection Manager will also keep up to date on other software packages used in

the Atlantic Region Archaeology
Section (i.e. Q&A).

