# DAACS Cataloging Manual: Objects

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*DAACS Cataloging Manuals document how artifacts, contexts, features, objects and images are cataloged into the DAACS database. They provide information not only about artifact identification but also about how each database field is used and how data should be entered into that field.*

*The DAACS database was developed by Jillian Galle and Fraser Neiman, in collaboration with members of the DAACS Steering Committee . Jillian Galle and DAACS Staff, Leslie Cooper, Lynsey Bates, Jesse Sawyer, and Beatrix Arendt, led the development of cataloging protocols. In addition to DAACS staff and steering committee members, Monticello current and former Archaeology Department staff, Fraser Neiman, Jennifer Aultman, Sara Bon-Harper, Derek Wheeler, Donald Gaylord, Karen Smith, and Nick Bon-Harper also contributed to the development of cataloging protocols. Jennifer Aultman and Kate Grillo produced the initial versions of these DAACS manuals in 2003. They have been substantially revised by Cooper, Galle, and Bates in the intervening years.*

# *DAACS OBJECT CATALOGING PROTOCOLS*

# INTRODUCTION

The Object Table in DAACS is used to record artifacts or objects that serve as study collection examples or are otherwise reside in the Monticello Study Collection (MSC) or for artifacts that are mended (or both). Objects can therefore be composed of one or many sherds or fragments. Since sherds and fragments are generally catalogued individually in their respective artifact tables, this can potentially create a "one-to-many" relationship in terms of Objects and their respective artifact records. In these cases, the ObjectID ties the records in other artifact tables to the Object record for a particular object.

# 1. MAIN OBJECT TABLE

## 1.1 OBJECT ID

No action is required by cataloguer for this field when cataloguing. This number is generated automatically and serves as the unique identifier for Objects. It ties Objects to their respective artifact records.

## 1.2 PROJECT NAME

Select the appropriate Project from the pull down list.

## 1.3 OBJECT DESCRIPTION

Record a concise description of the object, e.g. "Pearlware platter with Pinwheel transfer print pattern." Additionally, any applicable references should be recorded in this field. For example, reference information regarding a maker's mark.

## 1.4 OBJECT TYPE

Select the appropriate artifact table for the Object. These include Beads, Buckles, Buttons, Faunal, Ceramic Vessels, General Artifacts, Glass Vessels, Tobacco Pipes, and Utensils. This should correspond to the same artifact table in which the sherds or fragments that compose the object are recorded.

## 1.5 OBJECT MATERIAL

Choose the appropriate material type from which the Object is made. Note that the choices for this field are also the choices for Material Type in the respective artifact tables and are filtered based on the Object Type selected.

### 1.6 Ware

This field is only applicable for ceramic vessels. Choose the appropriate ceramic ware type.

### 1.7 Manufacturing Technique

Choose the appropriate manufacturing technique for the Object and, as with the Material field, the choices are filtered base on the Object Type designation.

### 1.8 Vessel Category

For glass and ceramic objects, record whether they are flat or hollow. All other artifacts should be recorded as “Not Applicable” with the appropriate table designation beside it.

### 1.9 Form

Record the appropriate artifact form with the related artifact table designation beside it. This designation should be the same as the Form (or Mended Form when applicable) designation recorded elsewhere for the artifacts comprising it.

### 1.10 Shape

For buttons, beads and buckles, choose the appropriate shape. In the case of buckles, choose the shape of the frame. For all other artifacts, choose “Not Applicable” with the appropriate table designation beside it.

### 1.11 Completeness

In most cases, for buttons, beads, buckles and utensils, this field is recorded as “complete” or “incomplete” with the appropriate table designations. In many cases, “All Other Artifacts” (aka General Artifacts) should also be catalogued this way. Follow cataloguing protocols for General Artifact completeness outlined in the General Artifacts Cataloguing Manual (see manual). For example: choose “head and partial shank” or the appropriate completeness for nails. Additional general artifacts with completeness recorded as something other than complete/incomplete include folding knives and straight pins.

Note that this field should be the overall completeness for the Object and may differ from the Completeness as recorded elsewhere for individual fragments or sherds that comprise the Object in cases where it is mended (especially true for ceramics).

### 1.12 Color

Use the color field to record the exterior color of glass beads and the color of glass vessels and glass paste jewels or buttons (Note that these colors are from the Basic Color Section of the DAACS Color System). For all other artifact types, enter “Not Applicable.”

### 1.13 Manufacturing Country

This information is recorded for all artifact types when the object's country of manufacture is known. In the case of ceramics, the country of manufacture can be inferred based on countries of origin associated with certain ware types. For most other artifacts it is not known unless artifacts are marked in some way with the information or the country of manufacture has been obtained through research. In most cases this field will be recorded as "Indeterminate."

### 1.14 Institution Object Number

If another institution's number is associated with the object, such as the Monticello Study Collection or Object Number, that number is recorded here; otherwise leave this field blank.

### 1.15 Curating Institution

Choose the appropriate institution from the drop-down. For Monticello Study Collection objects, choose "Thomas Jefferson Foundation".

### 1.16 Object Location

For Monticello Study Collection objects, record the appropriate study collection drawer location.

### 1.17 Notes

Record any pertinent information regarding the Object that is not recorded elsewhere.

### 1.18 Conserved?

Select Yes or No, based on whether the object has received any conservation.

### 1.19 Conservation Notes

If Conservation is recorded as Yes in above field, please include details regarding the conservation treatment.

## 2. Measurements

### 2.1 Object Length, Width, Height, Weight, and Capacity

Take Object Length, Width, and Height for every object and note beside the measurement whether it is a complete measurement (i.e. complete/finished dimension). For most objects, the longest axis corresponds to the "length" field, the

shortest axis corresponds to the “width” field and the “height” is defined as the height of the object from base to rim. There is no need to take the “height” of an object if the object is just a few body sherds of a vessel with no analytical utility. In those cases, Height should be recorded as “N/A”. If you have questions about height, please speak with Jillian Galle or Beatrix Arendt it. Please refer to the images on pages 9 and 10 of this manual for guidance.

In cases when you have enough of the vessel to measure capacity, such as the capacity of tobacco pipes when bowl capacity information can be obtained, record that here. These measurements should be the exact measurements of the object and artifact. The fields *Exhibit Length*, *Exhibit Width*, and *Exhibit Height*, as described below in section 2.5, provide a place to record measurements that indicate the amount of space needed to accommodate the object within an exhibit case.

For objects that consist of multiple, unconnected parts (for example, a ceramic plate comprised of three groups of mended sherds but those three groups don’t mend to each other), taking measurements is more complex. A general rule of thumb is to take measurements from the largest sherd or group of mended sherds that comprise the object. It is common for many objects to be comprised of one large group of mended sherds with one or two small, unconnected sherds whose form and decoration suggest they are also a part of that object. By measuring the largest group of mended sherds, you are capturing the general, albeit incomplete, size of the broken object.

However, if one of the unconnected fragments is not the largest, but does have a complete, diagnostic measurement, take and enter that measurement into the correct field. For example, the largest group of mended sherds might be a painted central scene from a plate. However, one small unmended sherd belonging to that object goes from base to rim, which allows you to get a complete height measurement. Use the largest mended group for the length and width and then the smaller sherd for the height. When this is done (i.e. measurements split between different groups of artifacts within the same object), please make note of it in the Notes field and indicate what measurements the fields refer to.

**Object Length Measurement**

**Object Width Measurement**

**Object Height Measurement**

## 2.2 Rim Diameter

For Ceramics, Glass tableware (**excludes bottles**) and General Artifact vessels such as metal pots with rims, measure rim diameter in the following manner:

Rim diameter is taken for sherds with rim lengths of *greater than 20mm*. The radius template on the cataloging mat is used for this measurement –the curvature of the rim is matched to the curves on the mat to the nearest arc shown on the mat. When dealing with thicker sherds, the general rule is to measure along the exterior of the rim (rather than trying to determine the interior diameter of the vessel). Diameter measurements on the mats are in millimeters.

In order to measure the rim diameter for a flat, scalloped-edge vessel using the radius template, there must be three scalloped points. If less than three points are present but an interior edge of the marley is present, use the radius template or Plog-o-Meter (whichever is easier) and add twice the marley width to complete the total diameter measure. Use the radius template when you have three or more points.

## 2.3 Base Diameter

For Ceramics, Glass tableware, ***including* bottles**, and General Artifact vessels such as metal pots with bases, when applicable measure base diameter in the following manner:

Base diameter is taken when base lengths are *greater than 20mm and in cases where this measurement can be confidently estimated*. The base diameter template sheet is used for this

measurement –the curvature of the base is matched to the curves on the template to the nearest arc that can confidently be matched. It is often easiest to turn the sherd over and place the clear template on top of the sherd. When dealing with thicker sherds, the general rule is to measure along the exterior of the base. Diameter measurements on the template are in millimeters.

## 2.4 Rim to Base Height

When you have a complete object for which you can obtain a complete measurement of vertical height from the base to the rim, please record the information in the "*Rim to Base Height*" field. Objects this measure might apply to include ceramics, glass, tobacco pipes and metal vessels such as pots.

## 2.5 Exhibit Length, Exhibit Width, Exhibit Height

The fields *Exhibit Length*, *Exhibit Width*, and *Exhibit Height*, as described below, provide a place to record measurements that indicate the amount of space needed to accommodate the object within an exhibit case. For complete objects that do not include multiple, unmended pieces, these measurements will be identical; to Object Length, Width and Height. However, some objects contain several groups of mended artifacts. If, for example, you have three groups of mended ceramic sherds that belong to the same plate but the groups are not mended to each other, you would arrange those three groups of mended sherds so that they relate to each other in the best possible manner. Then you would measure the length, width, and height of that arrangement.

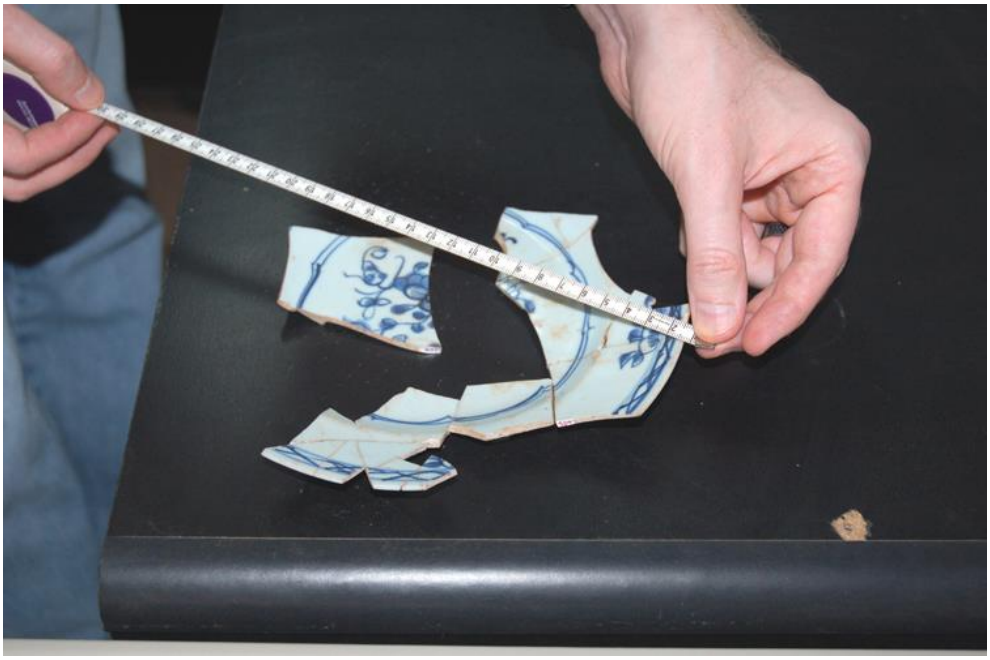

**Exhibit Height Measurement**

**Exhibit Width Measurement**

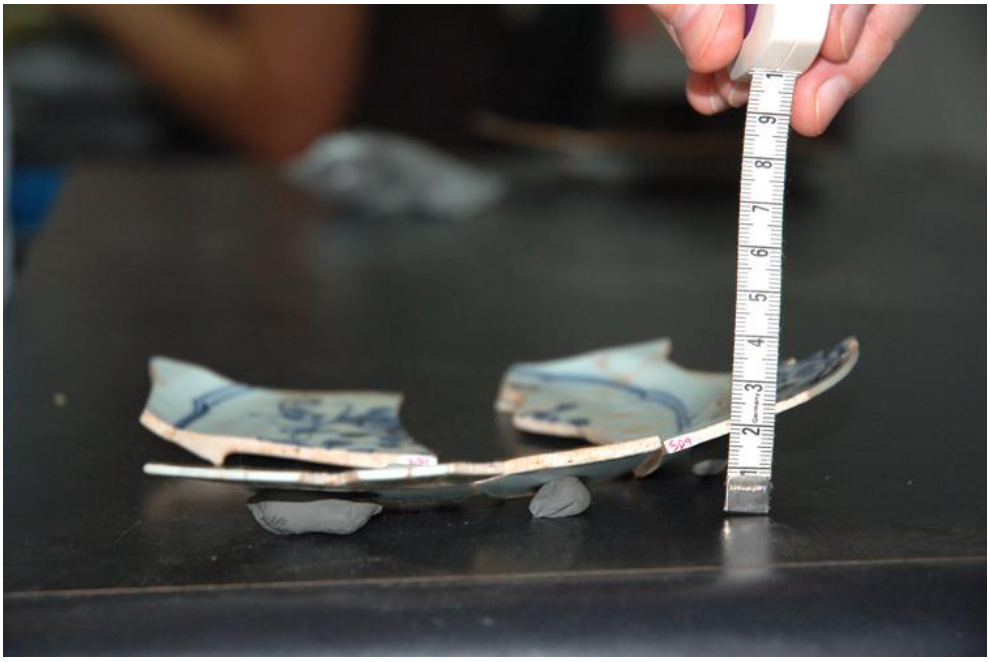

**Exhibit Height Measurement**

# 3. Decoration

## 3.1 Decoration Technique

Decoration is recorded for all artifact types when applicable. Choose the appropriate decoration for the object and its respective table. If there are multiple decorative techniques on the object, select “Multiple Dec. Techniques.”

## 3.2 Decoration Color

Enter the appropriate color of the decoration on the object. For objects decorated with more than one color, enter “Polychrome.” If you have a ceramic vessel, a toy marble, a doll’s head or any other artifact with more than one color of decoration on it, use “polychrome” to describe the color. For many objects, such as etched glass and other objects that may be decorated but have no color applied, this is recorded as “Not Applicable.”

## 3.3 Ceramic Genre

Only recorded for Ceramics. This field contains the authority terms found in the Ceramic Genre field in the Ceramics module. Record the same Genre that is recorded in the Ceramics module, otherwise select “Not Applicable.”

## 3.4 Ceramic Pattern Name

Only recorded for Ceramics. This field contains the authority terms found in the Ceramic Pattern Name field in the Ceramics module. Record the same Pattern Name that is recorded in the Ceramics module, otherwise select “Not Applicable.”

## 3.5 Decoration Notes

When possible, provide additional information on the objects decoration. For instance, for objects with multiple decorative techniques or polychrome decoration. This field can also be used for citing relevant sources on similar decorations.

# 4. Date

### 4.1 Object Date

If the object is dated, please enter the date in this field.

### 4.2 Excavator Phase

Enter the Excavator Phase for the context or contexts in which this object was found. Excavator Phases are the temporal phases assigned by the site's principal investigator and these may not be the same as the DAACS Phase.

### 4.3 DAACS Phase

Enter the DAACS Phase. DAACS Phases are assigned by DAACS and is therefore a sort of "ethnostratigraphic group" – a grouping of deposits by virtue of similarity in their ceramic assemblages, where similarity is reckoned on the basis of chronologically sensitive artifact types. Phases assigned by DAACS have a P prefix that precedes the phase number (*e.g.* P01 equals Phase 1).

## 5. Associated Artifacts

This section displays artifact IDs that compose the object; these IDs are also hyperlinks that allow for direct connection to the artifact records of each associated artifact. In order to associate artifacts with an object, you must first go to the Object tab in an individual artifact record and link it to the object. The associated artifact ID links will then appear in the Associated Artifacts tab in the Object record.

## 6. Object Location

This tab contains a set of fields that allows the curator to track the location of an object while also providing a history of the loans related to that object. Each set of fields contains data for a single loan. These fields belong to a related table that retains the history of all loans related to that object.

### 6.1 Loaned To

Enter to whom the object was loaned. This may be an institution or an individual.

### 6.2 Institution Contact

Enter name of the person responsible for accepting the loan at the receiving institution.

### 6.3 Exhibit Name

Enter name of exhibit in which the artifact will appear, if applicable.

### 6.4 Loan Length

Enter length of loan.

### 6.5 Date Loaned

Enter Date the object was loaned.

### 6.6 Date Returned

Enter the date the object was returned.

### 6.7 Artifact Handler

Enter the name of the Monticello employee responsible for handing the object and loan.

### 6.8 Notes

Include any additional notes regarding the loan.