

LCC Artefact Sorting Protocols

Ceramics – all get Unique ID Number

- 1) Clean and sort if necessary
- 2) Separate into Earthenware, Stoneware, and Porcelain (Remember – the tongue test tells you what is earthenware if you're confused)
- 3) Separately assign a unique ID number to every single sherd for the spreadsheet; if the sherd is too small to write on, bag it separately and put the Art_Bag_ID number on the bag itself
- 4) If a sherd is diagnostic, put into "To Be Photographed" box in Advanced Lab (after filling out bag info and spreadsheet hard copy)
- 5) If a sherd is hard to classify, put into a UID (unidentified) material category
- 6) Pay special attention to the following categories and place into appropriate box:
 - a. Opium ware
 - b. celadon
- 7) Fill out new bags with the following information:
 - a. Contents (earthenware, stoneware, celadon, UID, etc) – while every piece of ceramic gets a unique ID number, they can be placed into material categories to save bags
 - b. Old X-Man Provenience info (ex O9 V 2i 03/01), if no sub-bag, leave off the last two numbers in the example
 - c. Your initials and date
- 8) Double check spreadsheet hard copy is filled out to best of your ability

Metal – coins always get Unique ID Number

- 1) Clean and sort to make sure it's all metal; if previously sorted, check for non-metallic objects.
- 2) Pull out identifiable pieces and separately bag (excluding nails)
- 3) Assign a new Art_Bag_Number to each bag and/or artefact
 - a. Fill out Database hard copy sheet to best of ability (often this will only be the Art_Bag_ID, X-Man ID, Area, Unit(s), Level_Spit, Provenience, and Number or Bag_Weight fields)
- 4) If re-processing a previously sorted bag, with a label, and no changes are made, simply write the new Art_Bag_ID number on the X-Man label, initial and date
- 5) Fill out new bags with the following information:
 - a. Contents (metal, coin, tin box, etc)
 - b. Old X-Man Provenience info (ex O9 V 2i 03/01), if no sub-bag, leave off the last two numbers in the example
 - c. Total number of pieces if not a single item, or bag weight
 - d. Your initials and date
 - e. Unique ID Number (this goes into the Art_Bag_ID field on the spreadsheet) Always make sure you are using the current spreadsheet – this is indicated in the lab)
- 6) Double check spreadsheet hard copy is filled out to best of your ability

Glass – all potentially diagnostic pieces get a Unique ID Number

- 1) Clean and sort if necessary
- 2) Separate into Diagnostic, Bottle, pane or UID types
- 3) Give all potentially diagnostic pieces a unique ID number, bag other types together
- 4) Note number and bag weight of all non-diagnostic glass as separated into Bottle, pane or UID types
- 5) Place all potentially diagnostic pieces into “To Be Photographed” Box
- 6) Fill out new bags with the following information:
 - a. Contents (pane glass, , etc)
 - b. Old X-Man Provenience info (ex O9 V 2i 03/01), if no sub-bag, leave off the last two numbers in the example
 - c. Total number of pieces if not a single item and bag weight
 - d. Your initials and date
 - e. Unique ID Number (this goes into the Art_Bag_ID field on the spreadsheet) Always make sure you are using the current spreadsheet – this is indicated in the lab)
- 7) Double check spreadsheet hard copy is filled out to best of your ability

Artefacts – cloth; leather; faunal; tobacco pipes (get Unique ID Number); Wood; Charcoal

- 1) Clean and separate if necessary
- 2) Place pieces of leather, cloth, and tobacco pipes into separate bags and assign a unique Art_Bag_ID number to each – do not write on objects; place into appropriate box
- 3) Lump faunal, wood, and charcoal into same-material bags and assign a new Art_Bag_ID to each bag, note number of pieces and bag weight
- 4) Fill out new bags with the following information:
 - a. Contents (pane glass, , etc)
 - b. Old X-Man Provenience info (ex O9 V 2i 03/01), if no sub-bag, leave off the last two numbers in the example
 - c. Total number of pieces if not a single item and bag weight
 - d. Your initials and date
 - e. Unique ID Number (this goes into the Art_Bag_ID field on the spreadsheet) Always make sure you are using the current spreadsheet – this is indicated in the lab)
- 5) If re-processing a previously sorted bag and nothing is changing (common for these types of artefacts like the metal ones above), simply write the new Art_Bag_ID number, number and weight, and so forth on the old X-Man label.
- 6) Double check spreadsheet hard copy is filled out to best of your ability

The goal of this sorting protocol is to create a spatially tight and diagnostically useful picture of these artefact types across the site. Also, by individually numbering or weighing artefacts we hope to measure dispersion of various materials across the site.