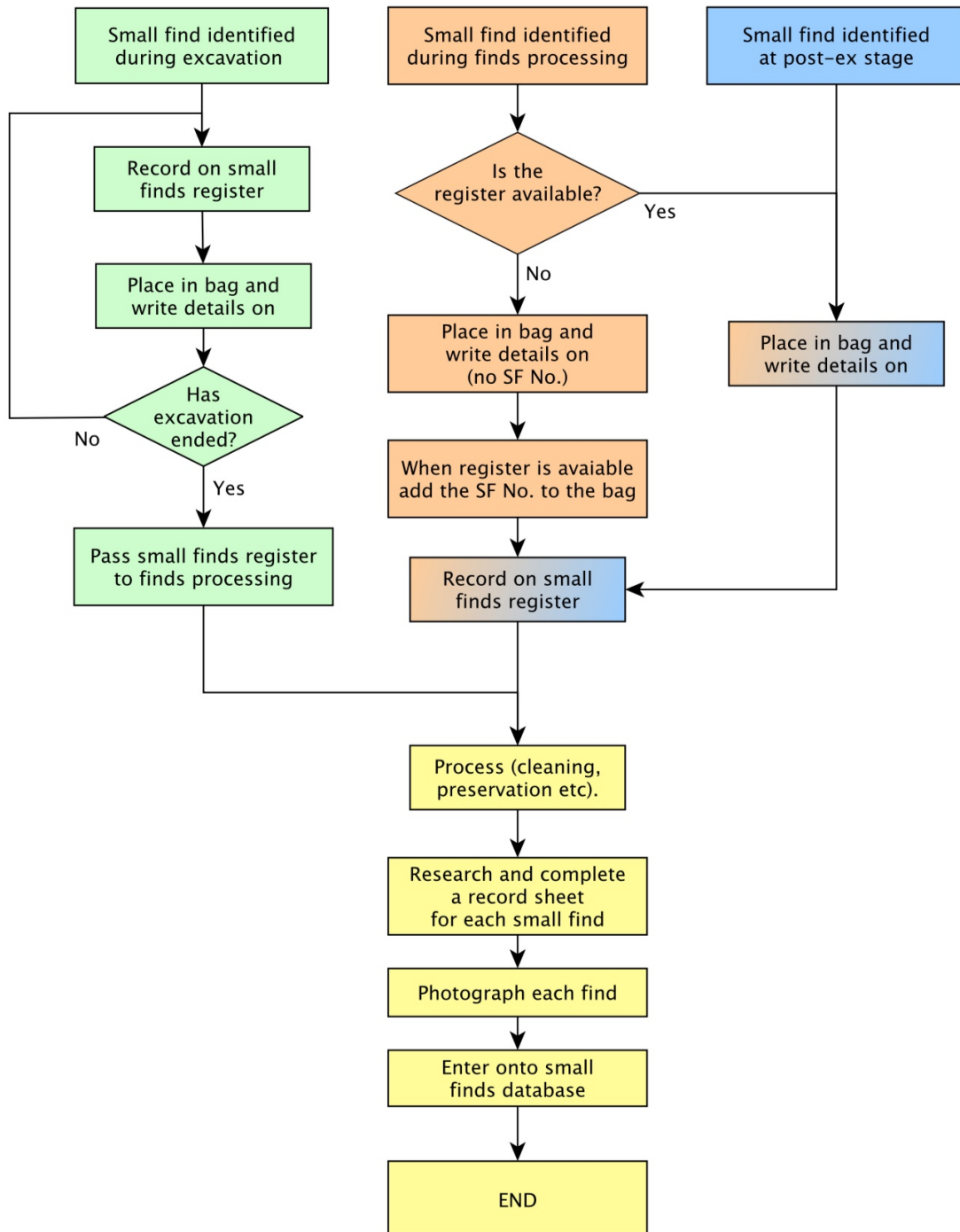


Small Finds Recording Process

This document explains the process of dealing with small finds at the excavation, finds processing and post-ex phases.

This process should be followed in conjunction with the 2 documents *Small Finds Register* and *Small Finds Record Sheet* (both updated April 2018).

The overall process



Small Finds Register

Sheet ____ of ____

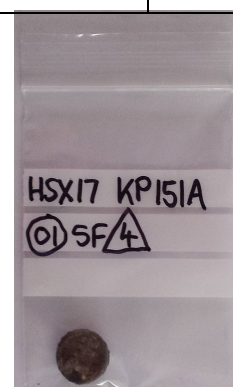
Site Name:	Excavation Code:	Address:
Start Date:	End Date:	Supervisor(s):

(1) Small Finds No.	(2) Database Reference	(3) Object Type	(4) Material	(5) Context No.	(6) Initials

- (1) Enter a sequential number starting with '1'.
- (2) This is for the database reference (completed at post-ex, data input stage).
- (3) A brief description of the item.
- (4) A first impression of the predominant material.
- (5) Context Number.
- (6) Initials of the person making the entry.

Details to write on the bag: Site Name, Excavation Code, Context Number (in a circle), SF, small finds number (in a triangle) - see example photo →

Eg. HSX17 KP151A 01 SF4



Completing The Small Finds Register - At The Excavation Site

(1) A small finds register needs to be completed for each pit excavated.

(2) Before the excavation starts, the following details should be completed in the header section:

- **Site Name**
- **Excavation Code**
- **Address**
- **Start Date**
- **Supervisor (starting the excavation)**

(3) The register should remain with the other documents in the pit pack until the excavation has finished.

(4) When a small find is discovered, the following details should be entered in the register:

- **Small Find No.** *This is simply a sequential number starting with '1'.*
- **Database Reference.** *This should be left blank as it will be added at the point of data entry at post-ex.*
- **Object Type** *A simple description such as 'coin' or 'button' etc.*
- **Material** *Write down what the material appears to be. It will be properly assessed at post-ex.*
- **Context No.** *Write the context that it was found in. If the find came from the spoil then 'UNKNOWN' should be recorded to indicate that it can't be attributed to a specific context.*
- **Initials** *Write the person's initials that made the entry in the register.*

(4) The find should then be placed in a bag and a small hole made (where necessary) to prevent condensation. The following should be written on the bag:

- **Site Name**
- **Excavation Code**
- **Context Number (in a circle)**
- **'SF'**
- **Small Finds Number (in a triangle)**

Eg. HSX17 KP151A  

(5) The small find reference number should also be recorded in the site notebook, together with a brief description.

(6) Small finds should be sent back with the other material to be processed from its associated context (once the context is finished).

(7) On completion of the pit, the End Date should be added in the header, together with the name(s) of any other supervisors that shared the excavation supervision.

(8) If no small finds were recorded at the excavation stage, then an entry should be made on the first line stating "NONE RECORDED AT EXCAVATION".

(9) The pit pack should then be handed over to the finds processing team for them to add any additional items that they may have identified as being a small finds.

It is the responsibility of the pit supervisor to hand over the paperwork to the finds processing team.

Completing The Small Finds Register - During Finds Processing

During excavation, the register will remain with the excavation team and forms part of the pit document pack. Therefore, if an item needs to be recorded as a small find while the excavation is still in progress, it should be:

(1) Placed in a bag and a small hole made (where necessary) to prevent condensation, and the following details should be written on the bag:

- **Site Name**
- **Excavation Code**
- **Context Number (in a circle)**
- **'SF'**

Eg. HSX17 KP151A①SF

(2) Placed in a container together with any other small finds not yet assigned a number.

(3) When the register becomes available the following should be entered in the register:

- **Small Find No.** *Using the next sequential number, or starting at '1' if there are no small finds currently recorded.*
- **Database Reference.** *This should be left blank as it will be added at the point of data entry at post-ex.*
- **Object Type** *A simple description such as 'coin' or 'button' etc.*
- **Material** *Write down what the material appears to be. It will be properly assessed at post-ex.*
- **Context No.** *Write the context that it was found in.*
- **Initials** *Write the person's initials that made the entry in the register.*

(4) The small find number should then be added to the information already written on the bag (in a triangle).

Eg. HSX17 KP151A①SF△

(5) The find(s) should then be put with any other small finds from the same excavation.

(6) If no small finds were identified at the finds processing stage then "NONE RECORDED DURING FINDS PROCESSING" should be added to the next available line in the register.

(7) The pit document pack should then be retained with all the other excavation documentation.

Completing The Small Finds Register - During Post-Ex

If an item is identified as being a small find at the post-ex stage the following should be done:

(1) Enter the following details in the small finds register:

- **Small Find No.** *This is simply a sequential number starting with '1'.*
- **Database Reference.** *This should be left blank for now.*
- **Object Type** *A simple description such as 'coin' or 'button' etc.*
- **Material** *Write down what the material appears to be. It will be properly assessed later.*
- **Context No.** *Write the context that it was found in.*
- **Initials** *Write the person's initials that made the entry in the register.*

(2) The find should then be placed in a bag and a small hole made (where necessary) to prevent condensation. The following should be written on the bag:

- **Site Name**
- **Excavation Code**
- **Context Number (in a circle)**
- **'SF'**
- **Small Finds Number (in a triangle)**

Eg. HSX17 KP151A **01** SF **4**

Small Finds Record Sheet

Site Name:	Excavation Code:	Address:
Context No:	Small Finds No:	(16) Database Reference No:

(1) Simple Name / Description:		
(2) Material(s):		
(3) Fragment Count:	(4) Weight:	
(5) Written Description:		
(6) Dimensions:		
(7) Sketch:	(8) Condition:	
	(9) Completeness:	
	<p>This sketch will be scanned in to the database so keep written labels to a minimum.</p> <p>If the drawing is not 1: 1 i.e. life-size, include a scale.</p>	
(10) Typological Date Earliest: Latest:	(11) Associated Pottery Date Earliest For Dominant: Latest For Dominant:	(12) Site Treatment:
(13) Specialist report needed? Yes / No Sent to specialist: Date: Name & address Returned date:	(14) Record Completed by:	
	Signed _____ Date _____	
		(15) Entered onto database:
		Signed _____ Date _____

Small Finds Procedure - Completing the record sheet

The Small Finds Record Sheet should be completed during post-ex where research and identification of the small find will take place.

Firstly, for each small find, fill in the header boxes (site name, excavation code etc) using the information from the small finds register. Then;

(1) Enter the simple name / description of the item

This can be the name previously recorded on the Small Finds Register, or you may wish to add to the description once more has been discovered about it.

(2) Material

Record the material the item is made from. If the item consists of more than one material, then record all of them starting with the predominant material.

(3) Fragment Count

If the item is broken into several pieces, record the number here, otherwise record it as '1'.

(4) Weight

Record the weight (total weight if the item is fragmented). Record it in grams (g).

(5) Written Description

Once the item has been thoroughly researched, write as detailed and concise description of the item (in sentences) and include any references used (for use in the report).

(6) Dimensions

Measure and record the dimensions of the item in millimetres (mm) to one decimal place (eg 21.4mm). Typically 3 measurements would be made.

(7) Sketch

Sketch the item life-size if possible. If not, include a scale. If you have to include labels, keep them to a minimum.

(8) Condition

Describe its condition as; very good, good, fair, poor, very poor.

(9) Completeness

State if the item is; complete, mostly complete, partly complete, fragment.

(10) Typological Date

Record the earliest and latest dates that the item could be from its style, purpose etc.

(11) Associated Pottery Date

Record the earliest and latest dates of the associated dominant pottery for the context it was found in.

(12) Site Treatment

Describe the method of cleaning, preservation eg. brushed, washed etc.

(13) Specialist report needed

Indicate 'Yes' or 'No'. If 'Yes', complete the rest of the details in this section.

(14) Record Completed by

Sign and date by the person(s) completing the form.

(15) Entered onto database

Sign and date by the person entering the information onto the small finds database.

(16) Database Ref No.

Once the record is entered onto the small finds database, add the reference number to the sheet.

Small Finds Procedure - Photographs

(In principle)

Once a small find record sheet has been completed, the small find should be photographed.

The current method of photography (by Mike) is as follows:

(1) Take a photograph

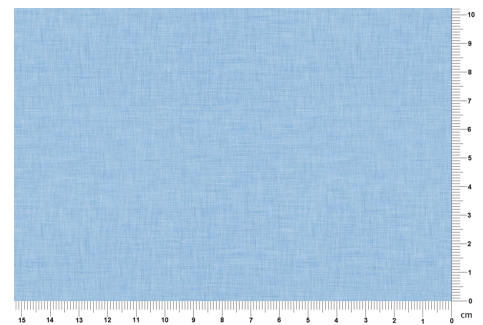
Typically 2 photographs are taken (front and back), but this depends on the shape of the item and any special details that need to be shown. The item should be illuminated all round to prevent shadows, and photographed against a plain neutral colour background which is different to the colour of the object being photographed.



Original photograph

(2) Start the software application Pixelmator

Open the previously created background image titled 'scales&background' which has rulers and title text already prepared.



(3) Edit the photo

Open the first photograph. Select the object in the image using the colour selection tool. This will produce a bounding selection line around the outside of the object. Select 'new' (cmd-n), accept the default size for the new image, then paste it into the new window (cmd-v). This will result in an image filling the entire window without the background.



Carefully apply processing to enhance the image and help show any difficult to see details. Processing such as sharpen, brightness etc can improve the clarity. Be careful not to change the overall appearance of the object. Sharpness, auto-enhance and saturation have been used in the modified image on the right.



Copy the processed image and paste into the background with the rulers. While it's still selected, drag and resize the image to match the actual size of the object. For example, in this case the object is 45.5mm long. The image size (in pixels) should be 10x the object size (in mm). In this example, the image is re-sized to 455 pixels wide. Reposition it about 0.5cm from both axis origins.



Repeat the editing process for any other photos of the same object. When completed, paste into the same background image (with the rulers). Simply align to one end of the existing object image then drag to resize to that of the first image.



When all the object photos are pasted in the background image, modify the existing text to add the find reference (2 different sizes available). It should show the site name, excavation code (KP number), context number and small find number.

Position the text above the object, then merge all the layers. Draw a selection box around the compiled image, encompassing the object(s), rulers and text. Copy and paste to a new window.

Export this new image as a jpg file with a 90% quality setting. Name it using the complete find reference number e.g. TC16-KP141-10-SF5



IMPORTANT

Go back to the image with the rulers and object(s), finds reference text etc. that was previously merged and undo (cmd-z) all steps. It's then ready for the next object to be pasted in. Alternatively, if there are no other images to paste in, close the file without saving it.