

Appendix C: Master Catalog Sheet and Codes

As of January 18, 2012

The following is a description of the codes and abbreviations for the Imperial Valley Desert Museum Collections Database. This database is in Microsoft Excel format and includes the main artifact catalog table as well as other accompanying tables. All contractors conducting archaeological work on BLM land will be provided with a copy of the database and codes.

Any artifacts collected in the course of field work, as well as associated records, reports, maps, and photographs generated from the project are to be cataloged in accordance with the codes and abbreviations provided.

Any deviation from the database must first be discussed and approved by the Archaeological Curation Facility Collections Manager.

Accession number for the specific project. Assigned for the year the collection came to the IVD Museum followed by the collection number from that year in sequential order. For example, the first collection to come to the IVD in 2012 will be 2012.1 followed by 2012.2, 2012.3, etc.

Catalog number given in sequential order to artifacts within each collection with any letter that go with it (12A, 12B, etc.)

Site Number Trinomial - Usually begin with: CA-IMP-. If it is an isolate enter ISO

Sub Site= If a site name is a combination of letters and numbers the letters go in this column. Example: CA-IMP-2211/H. CA-IMP-2211 would be typed in the site column and /H would go in the sub site column. If it is an isolate then the isolate number is entered here.

Lot number, if used

Locus= If the artifact(s) came from a particular locus of the site, note locus designation here.

Number of items within the catalog number

Class- General grouping of similar artifacts

BOT - Botanical (charcoal, seeds, light fractions, etc.)

CER- Ceramic

FAUNA – Faunal

FLST - Flaked Stone

GBST – Ground stone/Battered Stone

HIST - Historic

MISC - Miscellaneous

SOIL – Soil

SHELL- Shell (sea or fresh water shell only, all other shell should be classified as FAUNA, eg. Tortoise shell or egg shell)

Material

ALUM- aluminum
ASPH- asphaltum
BONE-
BRASS-
CCS- general cryptocrystalline
CER- ceramic
CHAL- chalcedony
CHAR- charcoal
CHERT- chert
COAL-
COP- copper
COPRO- coprolite/feces
DIO- diorite
FAB- fabric
GAL- galvanized steel
GLAS- glass
GNE- gneiss
GRN- granite
IGN-1- felsite
IGN-2- basalt
IGN-3- rhyolite
IGN-4- andesite
IGN- general igneous/unidentified
metavolcanic
IRON
LEAD-
LIM- limonite
LIME- limestone
LTHR- leather

METAL- undifferentiated metal
MIN- other mineral
MSD- meta-sedimentary
NCKL- nickel
OBS- obsidian
ORG- organic material
OPAL- opalite
PAP- paper
PTW- petrified wood
PLAS- plastic
PUM- pumice
QTZ-1- white/milky quartz
QTZ-2- quartzite
QTZ-3- quartz crystal
RUB- rubber
SCH- schist
SHALE-
SHELL-
SIL- silver
SDSTN- sandstone
SLATE-
SLTSTN- siltstone
SOIL-
STEA- steatite
STEEL- steel
TURQ- turquoise
WOOD
UNDIF- undifferentiated/unidentified

Description of artifact(s)

ABRD- Abrader
ANVL- Anvil
AWL-
BASK- Basketry
BATTSTN- Battered
stone/hammerstone
BEAD- (All beads, including shell,
bone and glass beads)
BIFACE-
BIRD- Bird bone
BIS- Bisque pottery
BOLT-

BONE- Undifferentiated bone
BONETL- Bone tool
BOT- Undifferentiated botanical
remain
BRAD-
BRK- Brick
BRNWR- Brown Ware
BTTL- Bottle
BUFWR- Buff Ware
BULLT- Bullet
BUTTN- Button
CAN- Historic can (cont...)

Description of artifact(s) cont.

CAS- Casing (e.g., bullet)
C-14- Sample tested for dating
CBBLTL- Cobble tool
CER- Undifferentiated ceramic
CHAR- Charcoal
COLSAMPLE- Column sample
COIN-
COPRO- Coprolite/feces
CORE-
CORETL-Core tool
CRSCT-Crescent
CRO- Crockery
CRYSL-Crystal
DBTG- Debitage
DRILL-
ETHW- Earthenware
FAR- Fire affected rock
FISH- Fish bone
FLAKE-
FLKTL- Flake tool
FLOT- Flotation sample
FRMFLKTL- Formed flake tool
GAST- Undifferentiated Gastropod
GRYWR- Gray Ware
HALIO- *Haliotis* (Abalone) shell
HIST- Undifferentiated historic
HNDSTN- Hand stone/mano
INCDSTN- Incised stone
LFCL- Low-fired clay
MAM- Undifferentiated mammal bone

MANU- Manuport
MGS- Miscellaneous ground stone
MISCSTN- Miscellaneous stone
MLLGSTN- Millingstone
MODBN-Modified bone
MODSTN- Modified stone
MODTRASH- Modern Trash
MORTAR- (groundstone)
NAIL- historic nails
OCHRE-
OLIV- *Olivella* shell
OLLA-
ORN- Ornament
PEND- Pendant
PESTLE-
PIGM- Pigment
POLL- Pollen
POR- Porcelain
PRJPT- Projectile point
RATMID- Rat midden
RK SAMP- Rock sample
RPT- Undifferentiated reptile bone
SEED-
SHELL-Undifferentiated shell
SOIL- Soil sample
STNW- Stoneware
STUC- Stucco
TCOB- Tested cobble
TER- Terra cotta
TORT SHL- Tortoise shell
UNDIF- Undifferentiated/
unidentified
WOOD-

Condition of Artifact

BASE-
DST- Distal fragment
END- Indeterminate end fragment
FRG- Indeterminate fragment (i.e.
inside part of a milling slab)
INT- Interior fragment
MED- Medial fragment
MRG- Margin fragment

NC- Near complete artifact
NEC- Neck
OTH- Other
PRX- Proximal fragment
RIM- Rim fragment
TIP- Tip fragment
WHL- Whole artifact

(cont...)

Modification of Artifact. Use more than one code as necessary separated by “/”.

| | |
|--------------------------------------|---------------------------------|
| ABR - Abraded | NTCH - Notched |
| ASPH - Asphaltum-stained | OCHR - Ochre-stained |
| BATT - battered | PAT - Patinated |
| BRN - Burned | PCKD - Pecked |
| CARB - Carbonized | PERF - Perforated |
| CLC - Calcined (burned white) | PITT - Pitted |
| CUT - Cut Marks | PLSH - Polished |
| DRLD - Drilled | PNT - Painted |
| FRSH - Fresh | RTCH - Retouched |
| GNW - Gnaw Marks | R/U - Retouched/Utilized |
| GRND - Ground | RUB - Rubified |
| GRV - Grooved | SHP - Shaped |
| INCD - Incised | UTL - Utilized |
| MOD - General Modified | WEATH - Weathered |

Weight of artifact in grams- placed to a tenth of a gram (example: 2.4)

Unit designation or unit’s North-South grid coordinates/East-West grid coordinates (examples: TU #5, 3N/7E, STP #8) If artifact was not part of a unit, leave blank.

EASTING= artifact provenience in UTM’s- easting coordinates. This is a 6 digit number. If not NAD 83, specify.

NORTHING= artifact provenience in UTM’s- northing coordinates. This is a 7 digit number. If not NAD 83, specify.

Level_CM= top and bottom of level in centimeters or surface collection cell/quad designation. If artifact was collected from the surface but not part of a grid collection unit enter SUR here.

Size= unit dimensions (i.e. **1m RAD**= 1 meter radius circle, **1x1m**= 1x1 meter unit, **50x50cm**)

Type Unit Collection

CSC- controlled surface collection/grid
EXC- excavation unit
SC- surface collected artifact
SS- surface scrape
ST- shovel test pit
TU- test excavation unit

Feature= if the artifact is associated with a certain feature, enter feature designation here.

Photo= if the artifact was photographed enter photo location (eg. On Catalog Card) and accession-catalog number here.

Date Collect= the date the artifact was collected. (MM/DD/YYYY)

Project Name

Contract Company name

Land Owner eg; BLM El Centro, Cleveland NF

Comment= Analysis information or anything not covered by other fields. If the artifact was illustrated, note it here.

Date Artifact Recurated/Inventoried, by museum staff. As time goes by, keep adding to this cell as item is inventoried with a "/" after each entry.

BOX# assigned by museum staff. Contractors should only specify which box the item is in.
Example: Box 2 of 4 or 1 of 2

COLLECTION ROOM LOCATION= To be completed by museum staff when permanent location is assigned