This document presents the third annual progress report of the Market Street Chinatown Archaeological Project (Project), a research and education program that has been developed to catalog, analyze, and curate a remarkable collection of artifacts and archaeological samples that were excavated in downtown San José in 1985, 1986, and 1988. By posting this report on our project website, we hope to make our ongoing work on this collection accessible to both researchers and other members of the public who have an interest in the history and culture of Chinese overseas communities.

The on-line edition of the 2004-2005 Progress Report differs slightly from the hard-copy edition. It does not include the digital appendices containing the project catalog and some digital imagery of artifacts. These digital attachments are available to researchers at two locations: the Northwest Information Center of the California Historical Resources Inventory, in Rohnert Park, California; and History San José, in San José, California. Researchers who have a need to view these background research documents but are not able to visit these repositories can contact Professor Voss at bvoss@stanford.edu to make other arrangements.

The second key difference between the hard-copy and on-line edition of this report is pagination. In order to enable this report to be easily downloaded, report sections have been merged into a single file and page numbers assigned consecutively, beginning with “1,” from this page forward. For this reason citations of this document should specify, in the bibliography, “on-line edition” after the report title.

We hope you find this report, and the other on-line resources we have developed, of use to you regarding your interest in the archaeology of overseas Chinese communities.
Dear partners of the Market Street Chinatown Archaeology Project,

As the 2004-2005 academic year comes to an end, we are pleased to report that we have successfully completed our third year of the Market Street Chinatown Archaeology Project. It has been an amazing year. We have not only continued to catalog and analyze artifacts from the Market Street Chinatown collection, we have also expanded our program to include broader dissemination of our findings to the international community of historians and archaeologists researching overseas Chinese communities.

The enclosed progress report summarizes our accomplishments for the past year. We are sending hard copies to History San José, Past Forward, and to Chinese Historical Cultural Project (to Rod Lum’s attention). It will also soon be available on our website: www.stanford.edu/~cengel/SJCT.

We are now turning our attention to the coming year. I have been granted a sabbatical for the 2005-2006 academic year. While this will take me away from my regular routine of teaching and laboratory activities, I am looking forward to having the time to research and write about historical archaeology generally and about our project specifically. In Fall 2005, Bryn Williams will return from his year-long intensive Chinese language study. Stacey Camp and Erica Simmons plan to continue their research on the collection as well.

Perhaps the highlight of next year will be at the 2006 Society for Historical Archaeology Annual Meeting in Sacramento, California (January 11-15, 2006). Bryn Williams and I, with some expert assistance from Rebecca Allen, have organized a day-long symposium on the archaeology of Overseas Chinese communities. With presenters from throughout the Western U.S. as well as Australia and New Zealand, this promises to be an exciting gathering that will allow us to share our research with each other.

Thank you all for continuing to provide this opportunity for me and my students. It’s truly an honor to be working with the Market Street Chinatown collection, and I look forward to the surprises and discoveries that the coming year will bring.

Sincerely,

Barbara Voss, Assistant Professor
bvoss@stanford.edu
2004-2005 PROGRESS REPORT
MARKET STREET CHINATOWN ARCHAEOLOGICAL PROJECT

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SECTION 1.0
INTRODUCTION

This document presents the third annual progress report of the Market Street Chinatown Archaeological Project (Project), a research and education program that has been developed to catalog, analyze, curate, and publish a remarkable collection of artifacts and archaeological samples that were excavated in downtown San José in 1985, 1986, and 1988. Once located at the intersections of Market and San Fernando Streets in downtown San José, California, the Market Street Chinatown was founded in the 1860s and occupied until it was burned in an arson fire in 1887. The City of San José Redevelopment Agency funded excavations at the site in 1985 and 1986, in advance of the construction of the Fairmont Hotel and the Silicon Valley Financial Center. Additional excavations at the site occurred in 1988 to prepare the area for installation of a sculpture by the San José art museum. During this excavation, approximately half of a single feature was removed from beneath the footprint of the sculpture, and the remaining half of the feature was left in situ. After preliminary field analysis, the artifacts from the site were boxed and put in storage at a warehouse that was inaccessible to researchers and to the public.

The primary goal of the Market Street Chinatown Archaeological Project is to catalog and analyze the collection and curate the materials in a way that they can once again be used for research and educational programs. The Project is a joint research and educational program developed by five organizations: the Stanford University Archaeology Center; two non-profit organizations, History San José and the Chinese Historical and Cultural Project; a private cultural resource management consulting firm, Past Forward, Inc.; and a government agency, the City of San José Redevelopment Agency.

1.1 PROJECT BACKGROUND

The Market Street Chinatown was the heart of the Chinese Overseas community in the greater southern San Francisco Bay Area from its founding in the late 1860s until its destruction by an arson fire on May 4, 1887. The archaeological site of this important community began to be investigated in the early 1980s as part of environmental studies conducted in preparation for a vast redevelopment of downtown San José. The site of the former Market Street Chinatown site was selected for construction of two key complexes: the Fairmont Hotel and the Silicon Valley Financial Center.

In 1985 and 1986, the San José Redevelopment Agency sponsored archaeological excavations at the site during the early stages of these construction projects. Additional
excavations at the site occurred in 1988 when half of a single feature was excavated to prepare the area for installation of a sculpture. The other half of the feature was left in situ. Archaeological Resource Services, a cultural resource management firm, was contracted to conduct these excavations. During the course of field research, the collection of artifacts from the Market Street Chinatown was described by archaeologists throughout California as one of the most significant Chinese overseas assemblages ever recovered in the American West. Members of the present-day Chinese community in San José, including some people who trace their ancestry to the Market Street Chinatown, also became involved in the project.

Despite the importance of this collection, full analysis of the artifacts and materials excavated from the Market Street collection never occurred. In the year following the excavations, Archaeological Resource Services cleaned and sorted the artifacts and completed an initial hand-written catalog of the collection. In the late 1980s, the collection was transferred back to the City of San José Redevelopment Agency and was put in storage at the Stockton-Julian Street Warehouse. In the 1990s, two firms – Archaeological Resource Management and Basin Research Associates, Inc. – were contracted by the City of San José and the San José Historical Museum to inventory the Market Street Chinatown collection along with other archaeological collections produced during the redevelopment projects of the mid 1980s. While these projects were important in maintaining current inventory of the collection, they were not sufficiently scoped to permit comprehensive curation and analysis of the artifacts.

Our primary goal in undertaking this Project is to catalog and analyze the collection and curate the materials in a way that they can once again be used for research and educational programs. This new program was initiated by Alida Bray of History San José and Rebecca Allen of Past Forward, Inc. in cooperation with Chinese Historical Cultural Project and with financial support from the City of San José Redevelopment Agency. In Spring 2002, Rebecca Allen invited Barbara Voss of Stanford University to join the Project as an educational and research partner. A portion of the collections from the Market Street Chinatown collections was transferred to Stanford University in Fall 2003, and research on the collection began immediately in conjunction with a course on laboratory methods in archaeology taught by Professor Voss.

The first year of research (2002-2003) demonstrated that the Market Street Chinatown archaeological collection has both high research and public interpretive values. In 2002-2003, we focused our research efforts on Lot 85-31, which consists of materials recovered from the southern portion of the Market Street Chinatown. Significantly, we found that the field catalog developed for the project has preserved some provenience information for each artifact – specifically, the feature from which each artifact was excavated. As outlined in our 2002-2003 Progress Report, we were able to catalog all the ceramics and some of the small finds from Lot
However, most of our efforts in 2002-2003 simply related to setting up the project: developing the artifact catalog database, identifying appropriate laboratory procedures, inventorying the collection, and developing contextual information from earlier field records, laboratory records, and reports. During this first year, we also focused on developing opportunities for public interpretation of the collection, including designing and launching a project website (www.stanford.edu/~cengel/SJCT), holding an Open House at the Stanford Archaeology Laboratory, and identifying materials in the collection that have little research value and thus can be used for hands-on interpretation programs.

In Spring 2003, at the end of the pilot year of the Project, we assessed our accomplishments and in consultation with the Project partners, decided to extend the scope and length of the project. Specifically, we decided to extend the duration of the Project at least until the end of 2008, to allow continued cataloging and research on the collection. Additionally, we expanded the scope of the Project by including Lots 86-36 and 88-91. Lot 86-36 is the collection of artifacts from the 1986 excavations undertaken for the development of the Silicon Valley Financial Center. These excavations occurred in the northern parts of the Market Street Chinatown. Lot 88-91 is the collection of artifacts from an excavation undertaken to prepare an area for installation of a public sculpture in the northwest corner of the Market Street Chinatown site. Adding these to the scope of the project means that we will be able to do research on the whole Market Street Chinatown settlement, rather than restricting our research by artificial geographic boundaries created by the scheduling of modern development projects.

The second year of the Project thus focused extensively on the preparatory work involved in bringing the Lot 86-36 and Lot 88-91 into the research program. Major tasks included the transfer of Lots 86-36 and 88-91 to the Stanford Archaeology Center, and the necessary inspections, inventory, contextual research, and database development that accompanied this move. For cataloging and analysis activities, we refined our approach by focusing on specific types of artifacts from specific features in the assemblage. These include glass, ceramic, and metal artifacts from Lot 85-31 Features 18 and 20, and ceramics from Lot 86-38 Feature 5. Additionally, we continued to emphasize the importance of public interpretation, working closely with History San José to develop a traveling artifact exhibit based on our research, and continuing to use our website as a vehicle for disseminating information about the project.

The third year of the Project, which this report documents, marked both a continuation of earlier research and interpretive activities and a shift towards broader dissemination of research findings. We continued our work to document the archaeological collections from the Market Street Chinatown by inventorying, cataloging, and taking digital images of the artifacts on display at the Ng Shing Gung Temple Museum. We also continued our focus on analysis of specific types of materials through research on buttons and glass artifacts. We maintained our
public interpretation activities, including developing a small exhibit at Stanford University and continuing to update our project website. In addition, we expanded our public interpretation program through presentations at scholarly conferences and publications in professional journals aimed at an international academic audience.

1.2 PROGRESS REPORT SCOPE, ORGANIZATION, AND AUTHORSHIP

A vital component of the Project is the production of regular, thorough reports on the research and teaching activities related to the collection. This report is the third of these and documents the progress made in the third year of research conducted from September 2004 – June 2005. This report focuses on the activities undertaken by Stanford University in cooperation with the other partner organizations. It does not attempt to fully represent the work that has been completed in support of this Project by the other partner organizations.

Research conducted during this third year of the project continued to focus on assessing the contents and research potential of the archaeological collections from the Market Street Chinatown, and continuing the cataloging activities that began in 2002. It is important to note that it is too early in this research to make any definitive interpretations or analyses of the Market Street Chinatown collection. The work completed to date does, however, establish a baseline of information about the collection that provides a foundation for research to be conducted in later phases of the project. Additionally, the growing body of specific research projects undertaken by undergraduate and graduate students provides indications of the research potential of the collection as a whole.

This report is organized into five sections and two appendices. It builds on the material presented in the 2002-2003 and 2003-2004 annual progress reports. The report was primarily authored and edited by Principal Investigator Barbara Voss with contributions from Project Research Assistants Stacey Camp and Erica Simmons.

The body of the report (Sections 1.0 – 5.0) summarizes the methods and findings of research and educational activities undertaken during 2004-2005. Section 1.0, contributed by Barbara Voss, provides an introduction to the Project’s scope, organization, and schedule, and outlines the tasks completed during this project year. Section 2.0 outlines the history of the archaeological collection. Section 3.0, contributed by Stacey Camp, discusses the collaborative and public interpretive activities undertaken during the past year. Section 4.0, also authored by Stacey Camp with contributions by Erica Simmons, presents the methods and findings of research on the collection during 2004-2005. Section 5.0, contributed by Barbara Voss, outlines our plans for continued study of the Market Street Collection.

The report appendices present information that will be of use to collection managers and to researchers interested in studying the collection. Appendix A is an electronic copy of the
catalog database listing all artifacts that have been inventoried and cataloged to date through our research. It also includes digital images of artifacts on display at the Ng Shing Gung Temple Museum in San José, California. Appendix B consists of the updated laboratory manual used by student participants in the project.

1.3 PROJECT ORGANIZATION AND PERSONNEL

The Project is a joint research and educational program developed by five organizations: Stanford University’s Archaeology Center; two non-profit organizations, History San José and the Chinese Historical and Cultural Project; a private cultural resource management consulting firm, Past Forward, Inc.; and a government agency, the City of San José Redevelopment Agency.

Stanford University participates in this project as a research and educational partner under the direction of Professor Barbara Voss, who serves as Principal Investigator. At Stanford, graduate students Stacey Camp and Erica Simmons served as project Research Assistants during the 2004-2005 academic year. Bryn Williams continues to participate in the project and spent the 2004-2005 academic year in an intensive Chinese language program at Cornell University and Beijing. Arana Hankin and Beth Armstrong volunteered in our project laboratory. Our project website (www.stanford.edu/~cengel/SJCT) is designed and maintained by Claudia Engel, the Academic Technology Specialist for the Department of Cultural and Social Anthropology. Ellen Christensen, Administrator for the Department of Cultural and Social Anthropology, manages the project account and assists us in many other ways; department staff members Donna Even-Kesef and Tali Even-Kesef also provide important project support.

This report focuses primarily on the activities undertaken by Stanford University during the 2004-2005 year of the Project. However we would like to acknowledge the critical role played by members of the partnering organizations: Alida Bray, Paula Jabloner, Elaine Kauffman, Jim Reed, Monica Tucker, Sarah Puckitt, and archival staff at History San José; Rebecca Allen and Scott Baxter of Past Forward, Inc.; and Rod Lum, Lillian Gong-Guy, Anita Kwock, Connie Young Yu, and Ken Jue of Chinese Historical and Cultural Project. They and others in their organizations provide a key infrastructure to support the educational and research activities being conducted by Stanford University. We are also grateful to the many additional archaeologists and historians who continue to share their time and expertise with us.

1.4 PROJECT FUNDING

Partial funding for Stanford University’s participation in this Project was provided by History San José through a consultancy agreement with the City of San José Redevelopment Agency.
1.5 PROJECT SCHEDULE

Major tasks and events during the 2004-2005 year of the Project included the following:

1.5.1 Fall Quarter 2004

The beginning months of the 2004-2005 project year focused on two primary tasks: first, expanding our inventory of collections from the Market Street Chinatown site by cataloging the artifacts on display at the Ng Shing Gung temple museum; and second, initiating laboratory research on buttons and glass artifacts in the collection. We also continued our interpretation program through a public talk delivered by Stacey Camp and Bryn Williams in the Cultural and Social Anthropology “brown bag” lecture series.

1.5.2 Winter Quarter 2005

Cataloging and analysis of button and glass artifacts continued throughout winter. In January, Stacey Camp and Bryn Williams presented their paper, “Contesting Hollywood’s Chinatowns: An Archaeological Perspective on Early Overseas Chinatowns in 19th Century America,” at the Society for Historical Archaeology’s 2005 Conference in York, England. During the same month, Barbara Voss, Stacey Camp, and Bryn Williams gave a presentations on at Stanford Archaeology Center’s Thursday evening workshop series. In February and March, we worked with Stanford and History San José staff to install an artifact exhibit in the Department of Cultural and Social Anthropology at Stanford.

1.5.3 Spring Quarter 2005

In Spring, we continued research on the button and glass assemblages and entered the recorded data into the project catalog database. Barbara Voss wrote an article, “The Archaeology of Overseas Chinese Communities,” that was accepted for publication in a forthcoming issue of the journal, World Archaeology. Together, Barbara Voss and Bryn Williams co-organized a symposium on Overseas Chinese Archaeology for the upcoming Society for Historical Archaeology Annual Conference, to be held in January 2006 in Sacramento, California.

Finally, we wrote, printed, and distributed this 2004-2005 Progress Report, including developing an electronic, downloadable version that is posted on the Project website.
SECTION 2.0
HISTORY OF RESEARCH ON THE COLLECTION

One of the main goals of the Project is to learn as much about the context of the collection as possible. As a result, a large effort has been made to compile as much of the original documentation about the collection as possible. This includes field and laboratory notes from the ARS excavations, project proposals and reports produced about the collection, and a variety of communication between the original project partners. This section of the report presents a timeline of major events in the history of the collection. It expands the timeline presented in the 2003-2004 Progress Report by adding significant events that occurred during the 2004-2005 academic year.

1980-1981  Dorothea Theodoratus authors “Historical Resources Overviews for the San Antonio Plaza Redevelopment Area” and “The Location of Cultural Resources on Block 1 San Antonio Plaza Project San Jose, California: Verification and Clarification of the Location of Cultural Resources on Block 1 According to the Documentary Historical Record.” These reports indicate the presence of cultural materials at the proposed construction site.

1985  Archaeological Resource Services conducts monitoring for the City of San José Redevelopment Agency.

1985  September: Archaeological Resource Services begins excavating project area 85-31, the southern half of the site, and begins preliminary artifact processing and cataloging off-site.

1986  Archaeological Resource Services excavates project areas 86-36 and begins preliminary artifact processing and cataloging.

1987  Archaeological Resource Services continues cataloging and analyzing the Market Street Chinatown collection.

1988  Archaeological Resource Services excavates project area 88-91 and begins processing this assemblage.

1988  Artist’s interpretation of the artifact “Boy on a Peach” is drawn.

1989  Artifacts are transferred to the City of San José Redevelopment Agency, and placed in a warehouse for storage.
1991  Archaeological Resource Management conducts an evaluation of the collection and produces a box inventory and report on their findings.


1993-1994  Basin Research Associates produce the reports “The Early Chinatowns of San José,” shortly followed by a revised version, as well as “Lot Histories For The Block 1 Chinatown San José, California.”

2000  The San José Redevelopment Agency transfers the collection to History San José.

2002  Alida Bray of History San José and Rebecca Allen of Past Forward, Inc. contact Barbara Voss of Stanford University about cataloging and analyzing the materials from the Market Street Collection.

2002-2003  Pilot year of the Market Street Chinatown Archaeological Project.

2002  November 5: Lot 85-31 collection is transferred from History San José to Stanford University.

2003  January-June: Stanford University students catalog and analyze materials from the 85-31 collection. Cataloging of ceramics is completed.

2003  March 29: members of the project present papers at a symposium dedicated to the Market Street Chinatown during the annual SCA meetings in Sacramento, CA.


2003  October 29: Lot 86-36 and 88-91 collections are transferred from History San José to Stanford University.

2004  January-March: Stanford University students catalog and analyze materials from the 86-36 collection.

2004  March 20: paper on 85-31 Feature 20 collection presented by Liz Clevenger in a general session at the annual SCA meetings in Riverside, CA.

2004-2005  Third year of Stanford’s involvement in the Market Street Chinatown Archaeological Project; Stanford University students and community volunteers catalog and analyze glass from Feature 18 of the 85-31 collection and begin analysis of the button assemblage.

2004  Fall Quarter. Stacey Camp catalogs and photographs artifacts on display in the Ng Shing Gung Temple Museum.
2004  December: Stacey Camp and Bryn Williams presented a paper at Stanford University’s Department of Cultural and Social Anthropology’s Brown Bag Lecture Series.

2005  January: Stacey Camp and Bryn Williams presented a paper at the Society for Historical Archaeology Annual Meeting in York, England.

2005  January: Barbara Voss, Stacey Camp, and Bryn Williams gave presentations at Stanford Archaeology Center’s Thursday evening workshop series.

2005  February: Artifact exhibit placed in Department of Cultural and Social Anthropology
This project expressly began as a collaborative enterprise. This aspect of the project is important as there multiple communities with interests in this collection – whether as heritage, a resource for study and research, or a significant aspect of the history of the City of San José. We at Stanford University were invited to participate in this project following discussions between History San José, which currently manages the collection, the Chinese Historical and Cultural Project, and Dr. Rebecca Allen of Past Forward, Inc. The financial support of the Redevelopment Agency of the City of San José makes this agency an important partner in this endeavor also. Additionally, Stanford University’s participation in this project has taken place under the aegis of both the Department of Cultural and Social Anthropology and the Stanford Archaeology Center, thereby affording our part in the project an additional collaborative aspect.

This report is not intended to be an exhaustive treatment of the interests and goals of each of the constituent organizations who have been involved with the Market Street Chinatown Archaeological Project, nor of all activities thus far undertaken, but rather as an account of some of the most salient interdisciplinary features of this project. At the outset, it must be stated that work has so far centered on cataloging of the collection, and there are a great many aspects of this project that will require and benefit from communication and collaboration in the future.

3.1 SUMMARY OF 2002-2003 COLLABORATION AND PUBLIC INTERPRETATION

During the first project year (2003-2004) we participated in several key collaborations. This section briefly summarizes these ventures, which are fully described in the 2002-2003 Progress Report.

In the Fall Quarter 2002, we began our collective relationship with many of the organizations interested in this collection. We met with History San José, the Chinese Historical and Cultural Project, Archaeological Resource Service, and Past Forward, Inc.

During this quarter we also developed the project website (http://www.stanford.edu/~cengel/SJCT) to serve as a means of communicating information about the collection and project our findings to a wider audience.

In Winter Quarter 2003, Dr. Voss taught a course at Stanford University, CASA 103/203, that focused on the cataloguing and analysis of material from the Market Street Chinatown. The class was attended by graduate and undergraduate students, the collaborative nature of the project was highlighted, and number of invited guests from interested organizations spoke during class. Another significant event that occurred in Winter 2003 was our well-attended lab open house. For this open house we prepared displays of representative artifacts as well as unique
items from the collection. Visitors to the lab included members of news organizations, History San José, the CHCP, Stanford students and staff, and many members of the public.

Between Winter and Spring Quarters 2003, a panel on the Market Street Chinatown was organized and presented at the Society for California Archaeology annual meeting. The panel included presentations by interested members from Stanford University, Past Forward, Inc., and the CHCP.

In Spring Quarter 2003 work continued on the web site, and there were further visits by members of the Bay Area archaeological community.

3.2 SUMMARY OF 2003-2004 COLLABORATION AND PUBLIC INTERPRETATION

In the second year of the project (2003-2004) we continued to participate in several important collaborations and public outreach opportunities. In this section, we highlight some of these activities, which are discussed in greater detail in the 2003-2004 Progress Report.

During the Fall 2003 Quarter, Monica Tucker from History San José collected artifacts from the Stanford Archaeology Lab and created a portable display case that has since been taken to public events around the San José area. In the same quarter, Bryn Williams met with Katherine Flynn and Bill Roop to discuss the assemblage and their excavation procedures. We also developed a partnership with UC Berkeley archaeology student Jun Frank, who designed and completed an undergraduate honors thesis that used x-ray fluorescence (XRF) to identify the likely manufacturing sites of some of the ceramics present in the collection.

CASA 102/203, “Laboratory Methods in Historical Archaeology,” was offered for the second time at Stanford University in the 2004 Winter Quarter and a mixture of graduate and undergraduate enrolled in the course. Speakers from partner organizations visited the class and presented lectures, and members of the class took fieldtrips to the Ng Shing Gung museum at History San José and to the site of the original Market Street Chinatown. Students were required to compose research papers based on the collection’s artifacts which are accessible on the project’s website.

In 2003-2004 we also continued to disseminate our findings to a professional audience. Liz Clevenger presented a paper based on her thesis research on the Market Street site during the March 2004 annual meeting of the Society for California Archaeology, and Stacy Camp and Bryn Williams both attended the conference and discussed their research with meeting participants. Gina Michaels presented a lecture on her research on the Market Street Chinatown Archaeology Project through the White Rock Leisure Services “Archaeological Buffet” lecture series in Burnaby, British Columbia, where she is now undertaking doctoral studies. Research team members Barbara Voss, Bryn Williams, R. Scott Baxter and Rebecca Allen also submitted

### 3.3 COLLABORATION AND PUBLIC INTERPRETATION IN 2004-2005

During the 2004-2005 project year, we continued our ongoing collaboration with project partners and various activities that seek to provide opportunities for members of the public to view, learn about, and share their opinions regarding the collection. Additionally, this year we intensified our efforts to increase the project’s visibility among other archaeological and historical academic researchers, both here in California and internationally. This portion of the progress report discusses these collaborative and interpretive activities. We would like to thank our partner organizations for their continued guidance and assistance with our outreach activities.

#### 3.3.1 Fall 2004

The project started up once again in the Fall of 2004 with Stacey Camp as the new Research Assistant. Bryn Williams, who is continuing to shape his dissertation project around the Market Street Chinatown Archaeological Collection, was awarded a prestigious Foreign Language and Area Studies (F.L.A.S.) fellowship to spend the entire 2004-2005 project year studying Chinese at Cornell University and in China as well. Though away from Stanford, Bryn has continued to be involved in the public outreach aspect of the project. The website continues to be accessed by a wide variety of people interested in the collection. As a result, we have continued to update it on a regular basis following the same format used in the project’s previous years.

Dr. Voss and Stacey Camp recruited several volunteers both at and outside of Stanford University to help catalogue artifacts from the collection. Erica Williams, a senior Archaeology major at Stanford University and former student of Dr. Voss’ CASA 102/203 “Laboratory Methods in Historical Archaeology” course, volunteered by cataloguing glass from Feature 18 in 85-31. Arana Hankin, a first year Ph.D. student in the Department of Cultural and Social Anthropology, and Beth Armstrong, a community volunteer, assisted Erica with this work.

In December of 2004, Stacey Camp and Bryn Williams presented a paper they co-wrote on Hollywood’s depictions of Chinese-Americans and how archaeological data can help challenge or re-contextualize these representations at Stanford University’s Department of Cultural and Social Anthropology’s Brown Bag Lecture Series.

With the help of Monica Tucker and Melissa Williams of History San José, Stacey Camp catalogued and took digital images of the artifacts on display at the Ng Shing Gung Temple Museum. This important documentation of these artifacts is discussed in greater detail in Section 4.0.
3.3.2 Winter 2005

In January of 2005, Stacey Camp and Bryn Williams presented their paper, “Contesting Hollywood’s Chinatowns: An Archaeological Perspective on Early Overseas Chinatowns in 19th Century America,” at the Society for Historical Archaeology’s 2005 Conference in York, England. The paper was part of a symposium called “Screening the Past: An Archaeological Review of Hollywood Productions.” Stacey and Bryn revised this paper and submitted it for publication in a forthcoming edited volume on a topic similar to the session’s title.

During the same month, Dr. Voss, Stacey Camp, and Bryn Williams gave presentations on their works-in-progress at Stanford Archaeology Center’s Thursday evening workshop series. We were particularly impressed with the many members of partner organizations that showed up for this event as well as members of the general public from all over the Bay Area.

In February and March, History San José’s Monica Tucker, Stacey Camp, Dr. Voss, and Stanford University’s Tali Even-Kesef put together an exhibit of artifacts from the Market Street Chinatown Archaeological Collection to be displayed in the Department of Cultural and Social Anthropology at Stanford. The exhibit is in the department’s Colloquium Room, which is the primary venue for departmental events and gatherings.

3.3.3 Spring 2005

Throughout 2004-2005, we have continued to update the project’s website. We have also maintained our open lab policy throughout the 2004-2005 project year. This means that any researcher or member of the public can contact Dr. Voss and be shown the laboratory and the collection at a mutually convenient time. Throughout the 2004-2005 academic year, Dr. Voss gave tours of the lab to several visiting scholars.

In Spring 2005 we also continued our efforts to increase the project’s visibility among local and international academic archaeologists and historians. An article written by Dr. Voss, titled “The Archaeology of Overseas Chinese Communities,” was accepted for publication in a forthcoming issue of *World Archaeology*, a leading international English-language archaeology journal.

Together, Dr. Voss and Bryn Williams co-organized a day-long symposium on Overseas Chinese Archaeology for the forthcoming Society for Historical Archaeology Annual Conference. The conference will be held in January 2006 in Sacramento, California. Project partners Rebecca Allen and Scott Baxter from Past Forward, Inc., and Connie Young Yu from Chinese Historical and Cultural Project, will be presenters in the symposium. The symposium will also include archaeologists studying Chinese immigrant communities in historic Australia, New Zealand, South Dakota, Wyoming, and several cities in California. We anticipate that this
symposium will provide an unprecedented opportunity for project partners to meet and discuss our research and interpretation interests with archaeologists from around the globe.

SECTION 4.0
PROGRESS ON COMPLETED RESEARCH

4.1 NG SHING GUNG TEMPLE CATALOGING

In December of 2004, Stacey Camp visited History San José during the temporary renovation and cleaning of the Ng Shing Gung Temple to catalog artifacts from Lots 85-31 and 86-36 in the temple’s exhibit. Melissa Johnson and Monica Tucker of History San José carefully packaged the artifacts for temporary storage as well as assisted Stacey Camp with the cataloging of the artifacts. They also loaned History San José’s photo studio to Stacey Camp so that the artifacts could be properly photographed and inserted into the Market Street Chinatown Archaeological Project’s database at Stanford’s Archaeology Lab. A Nikon CoolPix5000 Digital Camera was used to photograph the artifacts.

Back at the Stanford Archaeology Lab, Stacey Camp entered the paper catalogue record sheets into the digital database and uploaded the images from the digital camera into the 2004-2005 Market Street Chinatown Project Folder on the lab’s computer. Each image was named by the artifact’s respective catalogue number. In the future, these images will be inserted into the digitized database by artifact number. A CD of these images is included in Appendix A of this report.

A total of 25 artifacts were entered into the computer database (see Tables 4-2a and 4-2b for a list of cataloged artifacts), while another 15 are awaiting entry due to the pending digitization of the rest of ARS’ original paper catalog of Lot 86-36.

4.2 GLASS IN LOT 85-31, FEATURE 18

A core priority for continued research on the collection is the glass artifacts. Glass artifacts generally, and glass bottles specifically, are particularly important in historical archaeological research because they are perhaps the most chronologically sensitive type of artifact in the collection. Cataloging a larger sample of the glass bottles will allow us to begin to estimate dates during which specific features were created and filled. We chose to begin our glass analysis with glass from Feature 18, Lot 85-31. Feature 18 is one of the largest assemblages from Lot 85-31, and thus is a good starting point for this component of the project.

Stacey Camp and Erica Simmons, with the help of volunteers Arana Hankin and Beth Armstrong, catalogued a total of 946 glass specimens during the 2004-2005 project year. Full analysis of the cataloged specimens was not possible because of time limitations caused by the
move of Barbara Voss’s lab to new building in the central campus. We anticipate that a complete analysis of glass from Feature 18 will be completed in Fall 2005.

Although analysis is not complete, some qualitative and quantitative assessment of the assemblage is possible. The 946 specimens were cataloged in 87 batches, a list of which is provided in Table 4-1. The assemblage contains shards that represent 18 individual window panes, 11 alcoholic beverage containers, 1 bead, 24 indefinite bottles, 1 champagne bottle, 1 piece of hollowware, 5 medicine bottles, and 1 stopper. It is important to note that at this point, the Minimum Number of Individual specimens (MNI) is likely inflated as it has been calculated for each catalog batch and not by feature number. Further analysis in the Fall 2005 will allow us to refine this estimation by organizing the glass by ware type (medicine bottle, window pane, etc.) and color, and then checking for cross-mends.

4.3 BUTTONS

Artifact studies in 2004-2005 also included buttons. Buttons were selected in order to build on Stacey Camp’s earlier research on gaming-related artifacts in the Market Street Chinatown archaeological collection. Historic research indicates that buttons were also sometimes used as gaming pieces and counters in addition to being used as clothing fasteners.

In the Fall of 2004, Stacey Camp began to develop cataloging procedures for buttons from Lots 85-31 and 86-36. She started her research by conducting a query for buttons in the Market Street Chinatown’s digital database. Using this information, she and Erica Simmons located the artifacts and sorted them first by Lot number, then by Feature. Next, the artifacts were placed in bags pertaining to their Lot and Feature numbers.

Stacey Camp collected and read literature on button processing and cataloging procedures before beginning to catalog the artifacts. As she quickly discovered, each type (glass, brass, plastic, shell) of button requires a particular cataloging procedure which must be further developed before continuing to enter buttons into the digital database. A total of 7 buttons were cataloged, as listed in Table 4-3. Below is a list of reference material that Stacey Camp assembled; these resources are essential guides for further study of the button collection:

Aultman, Jennifer and Kate Grillo
http://www.daacs.org/aboutDatabase/pdf/cataloging/Buttons.pdf

Hughes, Elizabeth and Marion Lester

Psota, Sunshine

Sprague, Roderick


Strong, Emory


In addition, she has created a file of literature she collected during her research on buttons for future reference.

4.4 CONTINUED REFINEMENT OF CATALOGING PROCEDURES

This section outlines our cataloging procedures and explains the changes in those procedures from the 2002-2003 and 2003-2004 project years.

We continued to use the same database and cataloging procedures (see the Laboratory Handbook at the end of this section) as in the 2002-2003 and 2003-2004 project years with a few, small changes. Several issues arose in the process of cataloging glass artifacts from Feature 18, Lot 85-31. When we went to enter the paper catalog record sheets related to window pane glass into the digitized database, we discovered that “Building Material” was not listed in the Artifact Type’s drop-down menu. Bryn Williams, next year’s Research Assistant, will fix the database to accommodate this Artifact Type. We also came across a good portion of Yellow Glass and Purple Glass in 85-31, Feature 18, two categories which are not listed under Material type in the lab handbook or the digitized database. Stacey Camp added these two categories to the lab handbook, but the digitized database will need to be modified by Bryn Williams in the 2005-2006 project year.

Once all the paper catalog record sheets had been entered into the database, we sorted the paper catalogue record sheets into file folders by Lot number, feature number, and artifact number. These documents are still located at the Stanford Archaeology Lab, and are being kept available to double check the accuracy of the computer database and data entry, and provide an additional backup if needed.
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<td>1</td>
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<td>100%</td>
<td>1</td>
<td>6/9/2005</td>
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The third year of the Market Street Chinatown Archaeological Project – 2004-2005 – marked an important turning point for the Project. We continued to foster research and education about the Market Street Chinatown through our cataloging and analysis efforts, focusing on specific features and material types to better assess the research potential of the collection. Bryn Williams’ studies in Chinese spoken and written language promise to facilitate new archival research and collaboration with archaeologists and historians in China. We continued to use our website as a way of disseminating our findings to a broad audience of specialists and other interested members of the public. Additionally, we broadened our interpretive program to include dissemination of research findings to a broad international audience of professional archaeologists and historians.

The achievements of the first three years of the Market Street Chinatown Archaeological Project have not only demonstrated the high value and research potential of the collection but also have indicated that the Project can contribute to global scholarship in the archaeology of Chinese immigrant communities and more generally to research on the history of race, ethnicity, and urbanism. We are excited to continue our work in this long-term, collaborative research effort in the coming year.

5.1 A CONTINUED SHIFT IN PROJECT EMPHASIS

Professor Voss will be on leave from her departmental teaching and administrative responsibilities in 2005-2006. Because of this, the “Laboratory Methods” course that has often been a means for student involvement will not be offered in 2004-2005 or 2005-2006. This change gives us an opportunity to focus on Project activities that best occur outside the classroom.

Student involvement is a core element of the Project. In the absence of structured classroom activities, we plan to continue student involvement through two means: 1) student research assistant positions and internships, which provide students an opportunity to gain valuable work experience through their participation in this project; and 2) thesis research. With regard to the latter, we anticipate new developments as Project team member Bryn Williams returns from his language training program and resumes his Ph.D. dissertation research on the collection.

Additionally we plan to continue our work to communicate our research to a broad international community of scholars as well as to project partners and members of the general public. In particular we plan continued publications and conference activities.
5.2 KEY TASKS FOR 2005-2006

5.2.1 Obtaining Financial Support for Continued Research
To date, Project funding has been provided in part through gift monies from the City of San José Redevelopment Agency. This funding is no longer available and so it is now necessary to secure continued funding for the Project. We plan to meet with Project partner organizations to develop strategies for attracting donations and applying for grant monies.

5.2.2 Setting Clear Priorities for Cataloging and Analysis
Because of the sheer size of the Market Street Chinatown collection, we have to set clear priorities for continued cataloging and analysis activities in order to be effective. A continuing goal is to work with Project partners to develop a protocol that will guide our decisions about where to concentrate our resources in managing the collection.

In thinking about this, one consideration is how to maximize research value. In the past three years we have learned that research on the collection seems to be most productive when one of two approaches is used.

The first approach is to take a single type of artifact and study all of the artifacts of those types that appear in the entire collection. Examples of this approach include Gina Michael’s study of peck-marked ceramic vessels, Bryn William’s study of opium pipe bowls, Stacey Camp’s research on gaming-related vessels, and the research on glass artifacts and buttons begun by Stacey Camp and Erica Williams. Even within the short time the Project has been underway, these types of studies have made significant original contributions to the archaeology of Overseas Chinese communities.

The second approach is to analyze together all the materials recovered from a specific archaeological context, such as an individual feature. This allows the researcher to investigate questions related to specific locations in the Market Street Chinatown, and to examine how diverse artifacts can be used to reconstruct broader patterns of cultural activity. An example of this type of study is Liz Clevenger’s master’s thesis on the analysis of Feature 85-31:20.

Eventually, when enough of the collection has been cataloged and analyzed, a third approach will likely also prove to be highly productive, namely, comparing the archaeological data from the Market Street Chinatown site to that from other Overseas Chinese sites.

However, research values are not the only values that are pertinent. Other values include the potential use of objects or group of objects in exhibits, displays, or other educational programs. Another important factor in establishing priorities is the social and emotional significance of a particular object or type of object to people who have a heritage connection.
with the Market Street Chinatown site. These and other considerations will be central to developing a protocol for continued cataloging and analysis.

5.2.3 Cataloging and Re-Housing

A key priority for 2005-2006 is to continue cataloging and re-housing the collection so that it can be used for research and educational projects. Bryn Williams, who will work in 2005-2006 as the Project research assistant, will coordinate this aspect of our activities. In Fall 2005, Barbara Voss and Bryn Williams will meet to discuss priorities in this area.

5.2.4 Public Education and Outreach

Throughout 2005-2006, we will continue to use our website as a way to communicate our activities and findings to Project partners and the general public. Additionally, we would like to continue our involvement in events such as the History San José Family Days and contribute to other public education initiatives being undertaken by Project partners.

A major new initiative is the broader dissemination of our research findings to an international scholarly audience. This work will continue through anticipated publication of scholarly papers by Barbara Voss and by Stacey Camp and Bryn Williams. Additionally, Barbara Voss and Bryn Williams have co-organized a day-long symposium on Overseas Chinese Archaeology for the forthcoming Society for Historical Archaeology Annual Conference. The conference will be held in January 2006 in Sacramento, California. Project partners Rebecca Allen and Scott Baxter from Past Forward, Inc., and Connie Young Yu from Chinese Historical and Cultural Project, will be presenters in the symposium. The symposium will also include archaeologists studying Chinese immigrant communities in historic Australia, New Zealand, South Dakota, Wyoming, and several cities in California. We anticipate that this symposium will provide an unprecedented opportunity for project partners to meet and discuss our research and interpretation interests with archaeologists from around the globe.

5.2.5 Reporting

A vital component of the Project is the production of regular, thorough reports on the research and teaching activities related to the collection. In Spring 2006 we will prepare an annual progress report documenting the activities undertaken during the fourth year of research on the collection.

Throughout the coming year we look forward to working with History San José, Chinese Historical and Cultural Project, the City of San José Redevelopment Agency, and Past Forward,
Inc., to develop new ways of collaborating in the ongoing management and interpretation of this important collection.
APPENDIX A
CATALOG DATABASE

Appendix A presents an electronic copy of our current catalog database for Lots 85-31 and 86-36 of artifacts recovered from the Market Street Chinatown. This copy was created in June 2005; it is the most current catalog database as of the publication of this document. The database is presented in Microsoft Access 2000 and was designed by Scott Baxter of Past Forward, Inc.

Cataloging is still in process and consequently the database includes both blank catalog records (for which only data digitized from the hand-written field catalog is entered) and completed catalog records. Researchers using this catalog database for comparative or analytical purposes should bear in mind that full analysis of the collection is still pending. As cataloging proceeds, newly updated databases will be included in subsequent progress reports.

This appendix also includes digital images of the artifacts on display at the Ng Shing Gung Temple Museum.

The definitions and standards of terms used in each database field are provided in Appendix B in the Laboratory Handbook.
APPENDIX B
LABORATORY HANDBOOK

This handbook was developed by the project team to ensure consistency in the cataloging of materials from the Market Street Chinatown. It explains the procedures being used to catalog and analyze the collection along with definitions of terms used to classify artifacts. In addition to this handbook, reference materials were available to students and other project participants to aid in consistent artifact identification. This handbook is a living document and is continually being updated and modified as the project develops. This appendix presents the updated laboratory handbook as of June 2005.

Readers of this report who are using the catalog database provided in Appendix A will find this handbook to be particularly useful in interpreting the catalog data.
The primary goal of the Market Street Chinatown Archaeological Project is to catalog, analyze, and curate a collection of artifacts that were excavated in 1985, 1986, and 1988 from the site of the first overseas Chinese settlement in San Jose, California. This handbook has been developed to help you in your participation in this project. It doesn’t – and can’t possibly – cover all situations that might arise, so it is important to discuss decisions you may make about treatment and cataloging of an artifact with one of the course instructors, Professor Barbara Voss or Research Assistant Stacey Camp.

LAB CONTACT INFO

The lab phone is 650-723-8797.

Lab instructors include:

Barb Voss bvoss@stanford.edu 650-725-6884

Stacey Camp is also working as a research assistant on the project and may also be able to answer your questions about lab procedures. Her email is scamp@stanford.edu.

WORKING IN THE LAB

We are working on the project in the Archaeology Center laboratory, in the Wilbur C module. There are only a few guidelines to working in the lab but they are very important:

- Professor Wilcox and Professor Trimble’s laboratory rooms, and the cubicles being used by visiting scholars and graduate student researchers, are strictly off-limits.

- In Professor Voss’s laboratory room, do not disturb materials or use supplies that are related to projects other than this one. The computer in Professor Voss’s laboratory room is not set up for student use; please ask Barb or Bryn if you have a reason to use the computer or its peripherals.

- Artifacts, catalog forms, books, reference materials, supplies, or anything else should \textit{never} be taken out of the lab, even for just a few hours.

- All food and drink (other than bottled water) must be stored and consumed in the kitchen area only.
• The security of the lab is paramount. Please help us maintain security by making sure that doors are closed and locked when the last person leaves. If you prop open the hallway door to access the restroom, be sure to close it again when you return.

• Please take good care of the equipment and facilities, and if you don’t know how to operate a piece of equipment, please ask for a demonstration before using it.

• Each project participant will be assigned a tray in which to store their supplies, paperwork, and the artifacts they are working with. At the end of your workday, or if you are going to be away for more than ½ hour, put away all your materials into your tray so that others can use your workspace while you are gone.

AN OVERVIEW OF THE PROCESS

Generally, these are the steps that will occur as you catalog and analyze materials:

1. A group of artifacts (usually 5-10 items or batches of items) is checked out to you. Please sign your name on the signout list so we can track where all the artifacts are during processing.

2. Inspect the artifacts and make a list of their field catalog numbers. Start with a few artifacts at a time, maybe only five or ten. As you are doing this, take care to make note of any unusual situations that should be addressed – for example, an artifact that needs immediate conservation treatment, or is dirty and needs to be cleaned, or that does not have a catalog number. Bring these situations to Barb or Bryn’s attention.

3. For each artifact, pull the appropriate catalog form from the catalog form binders in the cabinet near the sink.

4. Working one artifact at a time, complete the catalog forms. As you complete the catalog form for each object, you should also rehouse the object (see below). Once you have completed cataloging five or ten artifacts, have Bryn or Barb check your work.

5. Enter the information on the catalog form into the project’s computerized database. You should be sure to enter your data every 5 to 10 forms you complete, so that the most current information is in the database as soon as possible and we avoid data entry bottlenecks.

6. When you are done, transfer the artifact and the catalog form into the “finished” area. The project staff will review your entered data and let you know if they have any questions or if more work needs to be done on the artifact. If the artifact is completely cataloged it will be transferred to the appropriate “feature” collection.

7. Continue this process until you are finished with the artifacts assigned to you – then get another batch to work on!
REHOUSING ARTIFACTS

“Rehousing” is the term used to describe the process of updating and improving the conditions under which an artifact is stored. For older collections, this usually means replacing old packaging materials with new materials that are archivally-sound, updating the labeling of the artifact, and identifying any conservation steps that need to be taken to stabilize the object. The best practices of artifact conservation are always improving, and so any artifact collection will need to be rehoused from time to time.

One challenge in any rehousing project is to minimize the amount of handling and exposure the artifact receives, by only reversing those old treatments that are actively harming the object. For this reason we are not at this stage going to be undoing old mends, or removing yellowing cataloging numbers from the artifacts. At the end of the project, after the materials have been cataloged, a professional conservator is going to inspect the collection and determine which, if any, older treatments need to be reversed. However, if you see an artifact that is obviously being actively damaged by its current storage conditions please alert Barb or Bryn to the situation.

As you catalog each artifact, you will also be completing the first stage of the rehousing process. Each artifact (or batch of artifacts) should be given a new polyethylene plastic bag. Polyethylene is identified as a stable polymer; gasses from the plastic will not harm the objects and the bag should not disintegrate. Before throwing out the old bag, be sure that all information written on the old bag has been transferred onto the catalog form. The new bag should have the catalog number clearly written in the middle left of the bag with a permanent Sharpie marker (see diagram below). This is so the movement of fingers opening and closing the bag does not, over time, rub off the catalog number.

In addition to the catalog number on the plastic bag, the artifact itself should be labeled. If the artifact is not already labeled, or if the label is unclear, then be especially careful not to separate the artifact from the labeled bag. Eventually, we will label unmarked artifacts by printing a tag on acid free paper and affixing it to the artifact with two coats of clear Acryloid B-72 lacquer (one layer underneath and one layer on top of the paper tag). This is a reversible process that protects the artifact from any ink and from the pressure that can result from writing on the artifact.
If for some reason the artifact cannot be labeled, then a catalog number tag on acid-free paper should be put into the bag with the artifact.

In some cases the catalog number will refer to a batch of objects, such as a large number of ceramic sherds that all came from the same vessel. In that case there is no need to label every sherd in the batch, but an artifact tag should be put into the bag.

Note: in some cases an object is too large to be bagged or might be damaged from the pressure of the bag on its surface. In these cases talk with Bryn or Barb about how to proceed.

Sometimes an artifact will have paper documentation accompanying it – for example, field notes documenting the provenience of the artifact or other information. Paper documentation should be kept with the artifact by putting it into a separate plastic bag with the same catalog number, and then putting that bag inside the main artifact bag.

**CATALOGING AND ANALYZING ARTIFACTS, AND WORKING WITH THE PROJECT DATABASE**

For each artifact or batch of artifacts, you will complete a catalog form (see last page) and enter the data from that form into the project database. The forms have already been generated for all the artifacts in the collection and are in labeled binders, indexed by catalog number. When you begin working with an artifact, the first thing to do is to get the appropriate sheet from the binder. Immediately write your name on the upper right hand corner of the sheet and the start date of your work on the artifact. Each time someone adds or reviews the catalog information they will add their name and date to this list, providing a way for us to track all the people who have been involved in analyzing the artifact in question.

Always write in pencil on the catalog forms. Always use Sharpie markers to label bags and boxes.

While you are analyzing the artifact, the catalog sheet should be stored near the artifact in a folder.

1. **Understanding the Catalog Number System**

Most of the artifacts excavated from the Market Street Chinatown site were recorded in a field catalog shortly after being recovered. Whenever possible we are going to continue using this field catalog number. The field catalog number on the bag that the artifact is in, and in most cases has also been marked onto the artifact itself.
Note: if the artifact is not labeled with the catalog number, or if several of the pieces of the artifact are not labeled, consult Barb or Stacey to see if you should add catalog labels before proceeding. If the artifact doesn’t have a catalog number – again, consult Barb or Stacey.

Archaeological Resource Service, Inc. (ARS) used a three-part catalog number. A typical catalog number might read, “85-31/24/412.” Sometimes dashes are used: “85-31/24-412.”

• The first part – 85-31 – refers to the ARS project number. In this example, the number means that it is the 31st project that ARS began work on in 1985. The Market Street Chinatown Project includes work on ARS projects 85-31, 86-36, and 88-91.
• The second part – in this example, 24 – is the feature number, and tells us the archaeological context of the artifact.
• The third part – in this example, 412 – is the artifact number, and tells us that this artifact is the 412th artifact that ARS cataloged from feature 24.
• Special circumstances: at times, there may be a decimal in the artifact number. As long as all the decimals refer to the same main artifact number, you may ignore them. If they do not, then sort the artifacts by the main artifact number (the number before the decimal) and catalog them separately or assign an appropriate MNI number. See Barb or Bryn for help in this situation.

On your catalog form, this three-part catalog number is already entered on the first line of the form as ARS Field 1, ARS Field 2, and ARS Field 3. If you need to modify these fields for some reason, talk to Barb or Bryn before doing so.

2. Completing the Catalog Form

Fields in the first four lines of the catalog form provide the archaeological context of the artifact. Some of this information has already been entered.
**ID**

This field is an arbitrary number assigned by the computer database program. It will be helpful later on when you are entering your data and need to find the appropriate data record.

**ARS Field 1, ARS Field 2, ARS Field 3**

These three fields correspond to the three parts of the field catalog number, described above. These fields should already be completed.

**Deaccessioned?**

Deaccessioning is the process of identifying materials that will not be permanently accessioned as part of a museum’s collection, and then determining the appropriate disposition of those materials (usually such objects are donated to educational programs or to other museums). For this collection, deaccessioning decisions will not be made until the collection has been fully cataloged. For now leave this box blank.

**ARS Location**

This field refers to the horizontal provenience, or location, where the artifact was found. For example, there could be a map coordinate or a distance from a known point noted in association with an artifact. There may already be information entered into this field. If there is information
on the box or bag or tag associated with your artifact that pertains to horizontal provenience, enter it here.

**ARS Depth**

This field refers to the vertical provenience, or location, where the artifact was found. For example, this could have information about the excavation level the artifact was found in, or the depth in feet or meters from a known elevation. There may already be information entered into this field. If there is information on the box or bag or tag associated with your artifact that pertains to horizontal provenience, enter it here.

**ARS Association**

This field refers to any information recorded by ARS regarding the association of an artifact – for example, the artifact might have been found next to another artifact, or could have been found in a context associated with a specific historic event, such as the burn layer from the 1887 arson fire. There may already be information entered into this field. If there is information on the box or bag or tag associated with your artifact that pertains to horizontal provenience, enter it here.

**Box Location**

This Box Location refers to the permanent or current location of the artifact. It, for instance, is used to note where an artifact has been rehoused or to track artifacts on loan.
Stockton Box No.

This field refers to the number of the box that the material was stored in most recently, at the Stockton St. Warehouse before it was transferred to Stanford. It is usually written on the outside of the box that the artifacts were delivered to Stanford in (Note that this number is not the number on the box tag, but is written on the box itself). Ask Bryn or Barb if you can’t find it.

Block No.

Block numbers are another provenience indicator and correspond to block areas designated during the field project. If there is information on the box or bag or tag associated with your artifact that indicates a block number, enter it here.

Feature

This is the feature the artifact was recovered from. It should already be entered. If it isn’t entered, or if the entered feature number is not correct, alert Barb or Bryn to the situation.

Excav Level

If there is any information about the excavation level the artifact was recovered from, enter it here. (Example: Level 1, or 10-20 cm, or lower stratum). This information will usually be found on the box or bag or tag associated with your artifact. This may duplicate information in the field ARS Depth – that’s ok, just reenter the information.
**Date Recov**

This field indicates the date the artifact was recovered or excavated. There may already be information entered into this field. If there is information on the box or bag or tag associated with your artifact that pertains to the date of recovery, enter it here. The date the artifact was recovered helps us identify field records that might provide information about the artifact’s context or conditions of recovery.

Most of the remaining fields on the catalog form ask you to analyze or describe an attribute of the artifact in some way.

**Artifact Group**

The artifacts are being cataloged using a system that emphasizes the artifacts’ functions; this facilitates comparisons with results from other urban archaeological sites. This classification method is based on a model that was initially developed by Stanley South in 1977, and has been refined for use in urban sites throughout the western United States. The strength of this classification scheme is that it helps researchers identify broad patterns in artifact use. Its drawback is that it asks the analyst to identify the primary function of an artifact that might have been used for more than one purpose. For this reason we have added an additional category, “Multiple Use,” but please use this category sparingly.
When you enter the artifact group into this field, use the “drop-down” menu tab on the right hand side of the form. Choose from one of the nine listed fields:

• activities,
• domestic,
• faunal,
• floral,
• indefinite,
• industria,
• multiple use,
• personal, or
• structural.

Special Note on Cataloguing Glass:

- Glass that clearly contained alcohol = Personal
- Glass that clearly contained food = Domestic
- Glass for Patent Medicine = Personal
- Other Glass = Indefinite

The table on the following page may help you in deciding which category is most appropriate for the artifact you are cataloging:
<table>
<thead>
<tr>
<th>Group</th>
<th>Class</th>
<th>Subclass Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
<td>Collecting</td>
<td>stalactites, coral</td>
</tr>
<tr>
<td></td>
<td>Commerce</td>
<td>coins, banks, scale pans</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>newspapers, telephones</td>
</tr>
<tr>
<td></td>
<td>Entertainment</td>
<td>musical instruments</td>
</tr>
<tr>
<td></td>
<td>Firearms</td>
<td>guns, ammunition</td>
</tr>
<tr>
<td></td>
<td>Games</td>
<td>checker pieces, dominos, dice</td>
</tr>
<tr>
<td></td>
<td>Painting</td>
<td>paint brushes and containers</td>
</tr>
<tr>
<td></td>
<td>Pets</td>
<td>bird feeders, dog collars</td>
</tr>
<tr>
<td></td>
<td>Tools</td>
<td>axes, files, rulers</td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
<td>carriage parts, horse shoes, harness parts</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
<td>pens, pencils, ink bottles</td>
</tr>
<tr>
<td>Domestic</td>
<td>Clothing Maintenance (sewing)</td>
<td>needles, darning eggs, bluing bails</td>
</tr>
<tr>
<td></td>
<td>Food Preparation &amp; Consumption</td>
<td>kitchen (e.g., baking pans, skillet), serving (e.g., platters, teapots), tableware (e.g., plates, forks), drinking vessels (e.g., tumblers, stemware)</td>
</tr>
<tr>
<td></td>
<td>Food Refuse</td>
<td>bone, edible seeds/nuts, edible shellfish</td>
</tr>
<tr>
<td></td>
<td>Food/Food Storage</td>
<td>canning jars, crocks, retail food containers</td>
</tr>
<tr>
<td></td>
<td>Furnishings</td>
<td>furniture, flower pots</td>
</tr>
<tr>
<td></td>
<td>Furnishings - Decorative</td>
<td>figurines, vases, pictures</td>
</tr>
<tr>
<td></td>
<td>Heating</td>
<td>stoves, coal</td>
</tr>
<tr>
<td></td>
<td>Lighting</td>
<td>lamps, light bulbs, candles</td>
</tr>
<tr>
<td>Indefinite Use</td>
<td>(items with more than one potential original use)</td>
<td>identified items with more than one potential original use</td>
</tr>
<tr>
<td></td>
<td>Bead</td>
<td>beads with more than one potential original use</td>
</tr>
<tr>
<td></td>
<td>Bottles &amp; Jars</td>
<td>bottles, jars, cans with unidentified contents</td>
</tr>
<tr>
<td></td>
<td>Closure</td>
<td>closures associated with contents of indefinite use</td>
</tr>
<tr>
<td></td>
<td>Metal items</td>
<td>hardware metal artifacts (e.g. wire, sheet metal, tubes), items with more than one potential original use (bells)</td>
</tr>
<tr>
<td>Industrial Use</td>
<td>Machinery</td>
<td>spark plugs, gears</td>
</tr>
<tr>
<td>Personal</td>
<td>Accouterment</td>
<td>purses, eyeglasses, jewelry</td>
</tr>
<tr>
<td></td>
<td>Clothing &amp; Footwear</td>
<td>garments, shoes</td>
</tr>
<tr>
<td></td>
<td>Grooming</td>
<td>toiletry items (e.g., perfume, brushes, chamber pots)</td>
</tr>
<tr>
<td></td>
<td>Health</td>
<td>medicine bottles (e.g., patent/proprietary, pharmacy, bitters, vials), syringes</td>
</tr>
<tr>
<td></td>
<td>Social Drugs</td>
<td>retail alcohol beverage containers and closures (e.g., wine, beer, champagne, distilled beverages), spitoons, pipes, opium lamps</td>
</tr>
<tr>
<td></td>
<td>Toys (see also games above)</td>
<td>dolls, tea sets, marbles</td>
</tr>
<tr>
<td>Structural</td>
<td>Building Material</td>
<td>window glass, brick</td>
</tr>
<tr>
<td></td>
<td>Fixture</td>
<td>sinks, toilets</td>
</tr>
<tr>
<td></td>
<td>Hardware</td>
<td>door knobs, hinges, brackets</td>
</tr>
<tr>
<td></td>
<td>Nails</td>
<td>all nails</td>
</tr>
</tbody>
</table>

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The next four fields all have pull-down menus from which you should select the most precise answer for the artifact you are analyzing. In some cases you might not find a listing that is appropriate for the artifact. In that case talk with Barb or Stacey and we can add additional terms to each pull down menu as warranted.

**Material**

The “Material” field simply records what the object is made of. Choose from the list below.

Again, use the drop-down menu when entering this field into the computer database.

- Aluminum
- Ball clay
- Bone
- Brass
- Brick
- Canvas
- Cellulose
- Ceramic
- Charcoal
- Chemical
- Cinder
- Coal
- Coke
- Composite
- Copper
- Copper-Alloy
- Cork
- Cotton
- Earthenware
- Eggshell
- Ferrous
- Ferrous-cast iron
- Glass-amber
- Glass-colorless (solarized)
- Glass-aqua
- Glass-black
- Glass-blue
- Glass-colorless
- Glass-green
- Glass-other
- Glass-purple (non-solarized)
- Glass-white
- Glass-yellow
- Gold
- Graphite
- Ivory
- Jade
- Lead
- Leather
- Lime
- Linen
- Marble
<table>
<thead>
<tr>
<th>Material</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal</td>
<td>Silk</td>
</tr>
<tr>
<td>Mica</td>
<td>Silver</td>
</tr>
<tr>
<td>Mortar</td>
<td>Slag</td>
</tr>
<tr>
<td>Mother-of-Pearl</td>
<td>Slate</td>
</tr>
<tr>
<td>Paper</td>
<td>Stone</td>
</tr>
<tr>
<td>Pearlware</td>
<td>Stoneware</td>
</tr>
<tr>
<td>Plaster</td>
<td>Stoneware-Asian</td>
</tr>
<tr>
<td>Plastic</td>
<td>Textile</td>
</tr>
<tr>
<td>Porcelain</td>
<td>Tin</td>
</tr>
<tr>
<td>Porcelain-Asian</td>
<td>Unidentified</td>
</tr>
<tr>
<td>Porcelain-Japanese</td>
<td>Vegetable Ivory</td>
</tr>
<tr>
<td>Porcelainous Stoneware</td>
<td>Vegetal</td>
</tr>
<tr>
<td>Redware</td>
<td>Whiteware</td>
</tr>
<tr>
<td>Rubber</td>
<td>Whiteware-Improved</td>
</tr>
<tr>
<td>Seed</td>
<td>Wood</td>
</tr>
<tr>
<td>Shell</td>
<td>Yellowware</td>
</tr>
</tbody>
</table>
**Artifact Category**

Artifact category is a more specific classification of an artifact’s form and function than was done in the *Artifact Group* field. Select from the following terms, which are available in the pull down menu; if none of these terms fits the artifact you are working with, suggest one that would be a better fit.

- Ammunition
- Bone
- Botanicals
- Building Material
- Cleaning
- Clothing
- Clothing Maintenance
- Collecting
- Commerce
- Communication
- Drinking Vessel
- Electrical
- Entertainment
- Firearms
- Fishing
- Flatware
- Food Container
- Food Storage
- Footwear
- Furnishings
- Games
- Grooming
- Hardware
- Health
- Heating
- Hunting
- Indefinite
- Kitchenware
- Machinery
- Misc. Closures
- Misc. Containers
- Misc. Fasteners
- Misc. Metal Items
- Painting
- Pets
- Plumbing
- Political
- Religious
- Seed
- Shell
- Social Drugs - Alcohol
- Social Drugs - Opium
- Social Drugs - Tobacco
- Storage
- Tableware
- Textile
- Tools
- Toys
- Transportation
- Unknown
- Writing

**Artifact Type**
This field is yet another list of categories that describe the artifact you are cataloging. Select from the following terms, which are available in the pull down menu; if none of these terms fits the artifact you are working with, suggest one that would be a better fit.

- Advertising
- Animal
- Automotive
- Bean
- Bird
- Bone
- Botanicals
- Building Material
- Closure
- Clothing
- Container
- Cycle
- Decorative Item
- Drinking Vessel
- Egg
- Fastener
- Fish
- Footwear
- Furniture
- Furnishings
- Indefinite
- Jewelry
- Kitchen
- Lamp
- Machinery
- Music
- Poultry
- Print
- Seed
- Serving
- Shell
- Shellfish
- Tableware
- Teaset
- Textile
- Toiletry
- Tool
- Toy
- Newspaper
- Telephone
- Indefinite
- Sewing
- Knitting
- Crocheting

**Description**

This field is simply what the object “is” – in other words, how it would be briefly described in vernacular English. Select from the following terms, which are available in the pull down menu; if none of these terms fits the artifact you are working with, suggest one that would be a better fit.
Album
Alcoholic-beverage Bottle
Ale/Beer Bottle
Almond
Ammonia Bottle
Amorphous
Animal
Arc-lamp Rod
Artist Brush
Asphalt
Awl
Ax
Baking Dish
Baking-powder Can
Ball
Balsam Bottle
Bar
Barbed Wire
Barrette
Barrel
Barrel Jar
Basin
Basket
Battery Rod
Battery/Arc-lamp Rod
Bead
Bed Pan
Beer Bottle
Bell
Belt
Bicycle Frame
Bit
Bitters Bottle
Blacking Bottle
Blade
Bleach Bottle
Blueing Ball
Bolt
Bone
Botanicals
Bottle
Bottle/Jar
Bowl
Box
Bracelet
Bracket
Brandy Bottle
Brick
Bromo-Seltzer Bottle
Brooch
Broom
Brush
Bucket
Buckle
Bullet
Burner
Button
Cable
Can
Can Opener
Canning Jar
Canvas
Cap
Carboy
Carpenter
Carriage Bolt
Carriage Spring
Cartridge
Casing
Caster
Certo
Chain
Chamberpot
Champagne Bottle
Charcoal
Chemical Bottle
Chimney
Chisel
Chopstick
Cider
Cinder Block
Clam
Clasp
Clock
Clorox Bottle
Cloth
Clothes Hook
Clothespin
Club-sauce Stopper
Cod-liver-oil Bottle
Coffee Pot
Coil
Coin
Coin Purse
Collar
Collar Button
Comb
Compote Dish
Condiment Bottle
Cordial Bottle
Cork Screw
Corset
Cosmetic Jar
Cover
Crank
Cream/Creme Jar
Creamer
Crock
Cross/Crucifix
Crown Cap
Crucible
Cruet
Crystal
Cuff Link
Cup (5 -8cm diameter)
Cupboard
Cure
Curtain Ring
Curtain Rod
Cuspidor
Cut Nail
Cutlery Handle
Darning Egg
Decanter
Dice
Disc
Dish
Dish Strainer
Doll
Domino
Door Striker
Doorknob
Drawer Pull
Drill Bit
Dropper
Earring
Egg Cup
Elixer
Escutcheon
Expectorant Bottle
Extra Large Bowl (>25 cm diameter)
Extract Bottle
Eye
Eye Screw
Eyeglass
Eyehook
Eyelet
Fabric
Fan
Feeding Bottle
Ferrous Metal – Non-diagnostic
Figurine
File
Finishing Nail
Firebrick
Fish Hook
Fitting
Fixture
Flange
Flashing
Flask
Flat
Flatware
Floor Tile
Florida-water Bottle
Flowerpot
Foil
Font
Food
Fork
Frame
Fuel
Fuse
Game Piece
Garter Buckle
Gas Jet
Gasket
Gears
Gin Bottle
Globe
<table>
<thead>
<tr>
<th>Glue Bottle</th>
<th>Knob</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goblet</td>
<td>Ladle</td>
</tr>
<tr>
<td>Grape</td>
<td>Lantern</td>
</tr>
<tr>
<td>Gravitating Stopper</td>
<td>Large Bowl (15-25 cm diameter)</td>
</tr>
<tr>
<td>Griddle</td>
<td>Large Plate (&gt;15 cm diameter)</td>
</tr>
<tr>
<td>Grommet</td>
<td>Large Storage Vessel</td>
</tr>
<tr>
<td>Gun Shell</td>
<td>Latch</td>
</tr>
<tr>
<td>Hair Accessory</td>
<td>Lens</td>
</tr>
<tr>
<td>Hair Comb</td>
<td>Lid</td>
</tr>
<tr>
<td>Hair-coloring Bottle</td>
<td>Lid Liner</td>
</tr>
<tr>
<td>Hair-tinge Bottle</td>
<td>Lid Stopper</td>
</tr>
<tr>
<td>Hairpin</td>
<td>Light Bulb</td>
</tr>
<tr>
<td>Hammer</td>
<td>Lightning Stopper</td>
</tr>
<tr>
<td>Handle</td>
<td>Lime</td>
</tr>
<tr>
<td>Handle Bar</td>
<td>Liniment Bottle</td>
</tr>
<tr>
<td>Harmonica</td>
<td>Liquor Bottle</td>
</tr>
<tr>
<td>Harness</td>
<td>Lock</td>
</tr>
<tr>
<td>Harness Ring</td>
<td>Machinery</td>
</tr>
<tr>
<td>Harness Snap</td>
<td>Magnesia Bottle</td>
</tr>
<tr>
<td>Hasp</td>
<td>Magnet</td>
</tr>
<tr>
<td>Hat Pin</td>
<td>Marble</td>
</tr>
<tr>
<td>Hatchet</td>
<td>Marker</td>
</tr>
<tr>
<td>Hay Fork</td>
<td>Match</td>
</tr>
<tr>
<td>Headlight</td>
<td>Matchbox</td>
</tr>
<tr>
<td>Hinge</td>
<td>Medicine Bottle</td>
</tr>
<tr>
<td>Hollowware</td>
<td>Medium Bowl (10-15 cm diameter)</td>
</tr>
<tr>
<td>Hone</td>
<td>Medium Plate (10-15 cm diameter)</td>
</tr>
<tr>
<td>Hook</td>
<td>Mesh</td>
</tr>
<tr>
<td>Horseshoe</td>
<td>Milk Bottle</td>
</tr>
<tr>
<td>Hose</td>
<td>Mineral-water Bottle</td>
</tr>
<tr>
<td>Illuminator</td>
<td>Mirror</td>
</tr>
<tr>
<td>Indefinite</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Ink Bottle</td>
<td>Mortar</td>
</tr>
<tr>
<td>Inkwell</td>
<td>Mount</td>
</tr>
<tr>
<td>Insulator</td>
<td>Mouth Harp</td>
</tr>
<tr>
<td>Jack</td>
<td>Mouthpiece</td>
</tr>
<tr>
<td>Jamaica-ginger Bottle</td>
<td>Mug</td>
</tr>
<tr>
<td>Jar</td>
<td>Music Box</td>
</tr>
<tr>
<td>Jar Lid</td>
<td>Mussel</td>
</tr>
<tr>
<td>Jelly Jar</td>
<td>Mustard Bottle</td>
</tr>
<tr>
<td>Jug</td>
<td>Nail</td>
</tr>
<tr>
<td>Ketchup Bottle</td>
<td>Nappie</td>
</tr>
<tr>
<td>Kettle</td>
<td>Necklace</td>
</tr>
<tr>
<td>Key</td>
<td>Needle</td>
</tr>
<tr>
<td>Kiln Furniture</td>
<td>Negative</td>
</tr>
<tr>
<td>Knife</td>
<td>Newspaper</td>
</tr>
</tbody>
</table>
Nozzle  
Nut  
Oil Bottle  
Oil Lamp  
Ointment Bottle  
Olive-oil Bottle  
Olla  
Opium Lamp  
Opium Tin  
Oval Dish  
Oyster  
Padlock  
Pain-killer Bottle  
Paint Brush  
Paint Can  
Pan  
Paperweight  
Part  
Peach/Nectarine  
Peanut  
Peddle  
Pen  
Pencil  
Perfume Bottle  
Peroxide Bottle  
Pharmaceutical Bottle  
Pickle Bottle  
Pills Bottle  
Pin  
Pipe  
Pitcher  
Plaster  
Plate  
Platter  
Plug  
Poison Bottle  
Poker Chip  
Polish Bottle  
Pot  
Pothook  
Preserves  
Pressing Iron  
Pull  
Pulley  
Pumpkin  
Purgative Bottle  
Purse  
Putty Knife  
Quarter  
Rake  
Relish Bottle  
Remedy Bottle  
Ring  
Rivet  
Rod  
Root-beer Bottle  
Rope  
Rouge  
Ruler  
Saddle  
Safety Pin  
Saltcellar  
Sardine Can  
Sarsparilla Bottle  
Sauce Bottle  
Saucer  
Scale  
Scissors  
Screen  
Screw  
Screwdriver  
Seal  
Sewer Pipe  
Shade  
Shear  
Sheet Metal  
Shell Casing  
Shoe-polish Bottle  
Shoe/Boot  
Shot  
Shovel  
Sign  
Skate  
Skillet  
Slag  
Slate  
Slop Bowl  
Slop Jar  
Small Bowl (8-10 cm diameter)  
Small Plate (<10 cm diameter)  
Small Storage Vessel  
Snap
<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snuff Bottle</td>
<td>Tricycle Frame</td>
</tr>
<tr>
<td>Soap Dish</td>
<td>Trivet</td>
</tr>
<tr>
<td>Soda-pop Bottle</td>
<td>Trunk Latch</td>
</tr>
<tr>
<td>Soda-water Bottle</td>
<td>Tub</td>
</tr>
<tr>
<td>Solder</td>
<td>Tube</td>
</tr>
<tr>
<td>Soup Plate</td>
<td>Tumbler</td>
</tr>
<tr>
<td>Spacer</td>
<td>Tureen</td>
</tr>
<tr>
<td>Spice Bottle</td>
<td>Umbrella</td>
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<tr>
<td>Spike</td>
<td>Undefined</td>
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<tr>
<td>Spittoon</td>
<td>Vase</td>
</tr>
<tr>
<td>Spool</td>
<td>Vaseline Bottle</td>
</tr>
<tr>
<td>Spoon</td>
<td>Vegetable-compound Bottle</td>
</tr>
<tr>
<td>Spring</td>
<td>Vial</td>
</tr>
<tr>
<td>Staple</td>
<td>Wagon</td>
</tr>
<tr>
<td>Stemware</td>
<td>Wagon Wheel</td>
</tr>
<tr>
<td>Stock Lock</td>
<td>Walnut</td>
</tr>
<tr>
<td>Stopper</td>
<td>Washer</td>
</tr>
<tr>
<td>Stove</td>
<td>Washstand</td>
</tr>
<tr>
<td>Strainer</td>
<td>Waste</td>
</tr>
<tr>
<td>Strap</td>
<td>Watch</td>
</tr>
<tr>
<td>Strapping-metal</td>
<td>Water</td>
</tr>
<tr>
<td>Striker</td>
<td>Wax Seal</td>
</tr>
<tr>
<td>Strip-metal</td>
<td>Wedge</td>
</tr>
<tr>
<td>Stud</td>
<td>Weight</td>
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<tr>
<td>Sugar Bowl</td>
<td>Wheel</td>
</tr>
<tr>
<td>Suspender</td>
<td>Whetstone</td>
</tr>
<tr>
<td>Swivel</td>
<td>Whiskey Bottle</td>
</tr>
<tr>
<td>Syringe</td>
<td>Whiskey Flask</td>
</tr>
<tr>
<td>Syrup Bottle</td>
<td>Window</td>
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<tr>
<td>Tablet</td>
<td>Wine Bottle</td>
</tr>
<tr>
<td>Tack</td>
<td>Wine/Champagne Bottle</td>
</tr>
<tr>
<td>Tar Paper</td>
<td>Wire</td>
</tr>
<tr>
<td>Teapot</td>
<td>Wire Nail</td>
</tr>
<tr>
<td>Teaspoon</td>
<td>Wood</td>
</tr>
<tr>
<td>Telephone</td>
<td>Wood Screw</td>
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<tr>
<td>Thermometer</td>
<td>Worcestershire Bottle</td>
</tr>
<tr>
<td>Thimble</td>
<td></td>
</tr>
<tr>
<td>Tile</td>
<td></td>
</tr>
<tr>
<td>Tinkler</td>
<td></td>
</tr>
<tr>
<td>Tiny cup (&lt;5 cm diameter)</td>
<td></td>
</tr>
<tr>
<td>Token</td>
<td></td>
</tr>
<tr>
<td>Tonic Bottle</td>
<td></td>
</tr>
<tr>
<td>Toothbrush</td>
<td></td>
</tr>
<tr>
<td>Toothpaste Jar</td>
<td></td>
</tr>
<tr>
<td>Track</td>
<td></td>
</tr>
<tr>
<td>Train Wheel</td>
<td></td>
</tr>
</tbody>
</table>
**Decoration**

This field is located on the bottom left hand corner of the form, but is discussed here because it is part of the analysis of the material attributes of the object. Not all objects will have a decoration, but if it does, you should describe it here. As much as possible use standardized names for common decorative patterns or motifs. Be sure to enter any references used to define the decoration in the *References* field. Detailed remarks should go in the *Remarks* field.

**Mark**

This field and the next two fields refer to the manufacture history of the item. The *mark* is a symbol or words that can be used to trace the person or company who manufactured the item (it does not refer to any marks which might have been made by the item’s owner or user, like an ownership symbol scratched into a rice bowl). In this field transcribe the wording on the mark as exactly as possible. Use “/” to indicate where there is a line break in the mark. Briefly describe any graphic imagery used in the mark. If no mark is present, leave this field blank.

Chinese marks served a different purpose than European or Euroamerican marks, and usually help archaeologists identify the time period during which the ceramic was made rather than the its specific manufacturer. Please note Chinese marks even if they do not identify a specific maker. Use the abbreviation cf. (compares favorably) to refer to a mark that is similar to a known type of mark (example: cf. Chang mark). If Chinese characters or marks are present elsewhere than on the base, please note them under remarks and/or decoration, as appropriate.
**Maker**

Whenever possible, identify the maker of the object; this is usually done by doing research on the mark to see which manufacturer produced the item. If the maker cannot be determined, leave the field blank. Be sure to enter any references used to identify the maker in the *References* field.

When entering the name of the maker, enter it last name first in capitals, followed by the first name or other information. Example: WILLIAMS, Edward & Sons.

**Origin**

This field allows you to enter the place that the object was manufactured. Only enter the place of origin if you have specific evidence to that effect – for example, a marker’s mark or pattern reference. In this field enter the country of origin first, in capital letters. Be sure to include reference information. If you can identify a specific city or region that the object was made in, enter that following the country. If you can’t securely identify the area of origin, leave the field blank.

**Begin Date** and **End Date**

These two fields ask you to enter the range of dates within which this object was manufactured. (Note that these dates pertain not to the use of the object – which can far exceed its manufacturing range – but to the dates within which the object was fabricated.) Sometimes you
will be able to pinpoint a specific year when manufacture began or ended – e.g., 1897. If the year cannot be precisely determined, use the beginning date of the decade you think the begin or end manufacture date corresponds to, and enter “ca.” after the date – e.g. 1890 ca. If either the beginning or ending date cannot be determined, then leave that field blank. Be sure to enter any references used to define the date range of the object in the References field.

**Dating Criteria**

This field requires you to specify how you arrived at the begin and end dates listed above. Use the pull-down menu to enter this field. Possible responses are:

- Mark (based on analysis of maker’s mark)
- Manufacture Method (based on introduction and/or end of a specific manufacturing technology or technique – e.g., decal printing on ceramics)
- Material (based on introduction or end of use of a specific material)
- Advertisement (based on appearance of object in a dated ad in a catalog or newspaper)
- None (no dates were determined)

**References**

This is a very important field. Enter the full bibliographic information (including page numbers) of any source of data used to analyze the object, utilizing the drop-down menu in the database. If you would like to add a reference to this menu, please inform Barb or Bryn.

**Condition**
This field and the next ask you to assess whether the object is whole or broken, and is used by curators in managing collections. Use the pull down menu to choose from one of the three options:

- Whole – object is complete or very nearly so (minimum 75% but usually 90-100% complete)
- Fragment – only fragment(s) of the object are present
- Reconstructable/Frag – the object is fragmented but may be able to be reconstructed to a whole or nearly whole state (minimum 75%).

**Completeness**

In this field you quantify the completeness of the object (whether intact or reconstructable). Use the pull-down menu to choose from one of 5 completeness ranges. Usually you will be able to readily assess this just by looking at the object. If you can’t decide between two ranges, err on the site of the smaller range (e.g., if a ceramic vessel is more or less half complete, but you can’t tell precisely whether it is greater or less than 50%, choose the 25-50% range).

- <25%
- 25%-50%
- 50%-75%
- 75%-100%
- Complete

The next four fields ask you to quantify the object. We will be discussing quantification methods more extensively during the 3rd week of the quarter; the following briefly describe each of the fields.
**Whole Ct.**

How many whole objects are represented by this catalog number? Enter that number here.

**Frag Ct.**

How many object fragments are represented by this catalog number? Enter that number here.

Note that the whole count and fragment count fields are mutually exclusive – an object should not be “double counted” in both fields.

**MNI**

What is the minimum number of individual objects represented by this catalog number? For example, a batch of objects that includes 1 whole bottle and 29 bottle shards could represent as few as two minimum individual objects. If MNI >1, please include the method that you used to reach your MNI count in the remarks field. (Example: MNI from rim count).

**Weight**

All objects are weighed in grams. The number entered here should be the aggregate weight of all the items represented by the catalog number.
When you weigh materials, select the appropriate balance. There are four balances in the lab, each with different maximum loads and resolutions:

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>MAX LOAD</th>
<th>RESOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring scale</td>
<td>20 kilograms</td>
<td>50 grams</td>
</tr>
<tr>
<td>Ohaus CS 2000</td>
<td>2 kilograms (2000g)</td>
<td>1 gram</td>
</tr>
<tr>
<td>Ohaus LS 200</td>
<td>200 grams</td>
<td>0.1 gram</td>
</tr>
<tr>
<td>Denver Instrument</td>
<td>60 grams</td>
<td>0.0001 gram</td>
</tr>
</tbody>
</table>

If you are not sure what balance to use, start with the balance with the higher maximum load and only use the next more delicate balance if you do not get sufficient resolution. Although the Denver Instrument balance can technically hold 60 grams, do not use it for any object weighing over a gram. Always use a clean weighing tray when using the Denver Instrument balance; even small scratches to the balance plate can damage its accuracy.

Remarks

This field is a place where you can add any additional comments about the object. Remarks should cover the following:

1) additional provenience information not entered into the above fields
2) conservation information – is the object in need of conservation attention?

3) unique attributes of the object not entered into the above fields

The remarks field is a good place to document changes in the way that objects are cataloged and stored.

For example, sometimes sherds from the same vessel were originally cataloged separately but then mended together. In this case, the objects should all be cataloged and curated under the earliest (smallest) catalog number. In the records for the catalog numbers that are no longer being used, most fields should be left blank and the following text should be used in the Remarks field:

“This artifact is now cataloged as part of #______. Reason: part of a single object”

Other times, artifacts that were assigned to a single number should be recorded separately. After new catalog numbers are assigned, use the remarks field to note:

“Originally part of #______.”

For original batch:
“Item(s) from this catalogue number have been reassigned to: #______, #______, etc.”

Use the remarks field for any other information that you want to include!

**Date Entered**

This date is the most recent date that any new information was entered into this form. This date should be changed every time you change an entry or add new information.

**Photograph**

If the object has been photographed or scanned as part of the collection photodocumentation (not just casually), check this box.

Once you have filled in all these fields to the best of your ability, consult Barb or Bryn about any questions or problems you might have and to have your worked checked. This checking stage is important so that we can ensure that all the project participants are filling out the form in a consistent manner. Then enter your catalog data into the computerized project catalog, and begin again!
Sample Catalog Form

Put your name here: Jane A. Student
Start: Jan 6, 2003
End: 

Context

ARS Location: Behind Museum of Art
ARS Depth: General Surface
ARS Field: 185-36
ARS Field 2: 0
ARS Field 3: 1

<table>
<thead>
<tr>
<th>ARS Location</th>
<th>ARS Depth</th>
<th>ARS Field</th>
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</thead>
<tbody>
<tr>
<td>Behind Museum of Art</td>
<td>General Surface</td>
<td>185-36</td>
</tr>
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Current Location:

<table>
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<th>Stockton Box No</th>
<th>Block</th>
<th>Feature</th>
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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

Excav Level: Date Recovered

1/8/1987

Artifact Group

Material

Artifact Category

Artifact Type

Description

Mark | Maker | Origin

Begin Date | End Date

Dating Criteria

References

Condition

% complete

Whole | Frag | MNI | Weight | Remarks
<table>
<thead>
<tr>
<th></th>
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<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Decoration | Date Entered | Photograph

Analyze + Decorate

Condition

Quant.

Decoration