

SPECIAL PREFACE

TO ON-LINE EDITION OF THE 2007-2008 PROGRESS REPORT

This document presents the sixth 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 2007-2008 Progress Report differs slightly from the hard-copy edition in that it does not include the digital appendices containing the project catalog. These digital attachments are available to researchers at two locations: the Northwest Information Center of the California of the California Historical Resources Inventory, in Rohnert Park, California; and History San José, in San José, California. Researchers who have a need to access this research database but are not able to visit these repositories can contact Professor Voss at bvoss@stanford.edu to make other arrangements.

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.

2007-2008 PROGRESS REPORT
MARKET STREET CHINATOWN ARCHAEOLOGICAL PROJECT

Barbara L. Voss
Stacy Kozakavich

submitted in
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History San José
1650 Senter Road
San José, California 95112

Stanford Archaeology Center and Dept. of Anthropology
Stanford University, Stanford, CA 94305

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SECTION 1.0

INTRODUCTION

This document presents the sixth 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. 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 2002, 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 85-31. 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 (<http://marketstreet.stanford.edu>), 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 extent the scope and length of the project. 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 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.

In the fourth project year (2005-2006), our biggest task was moving the Market Street collection and associated records from our temporary laboratory in the Wilbur Annex to the new Stanford Archaeology Center (Building 500), located in the center of the Stanford Campus. We

painstakingly packed, then unpacked, the collections during June – November 2005. We also worked to promote greater dialogue among the international community of historians and archaeologists researching Overseas Chinese communities, including organizing a symposium, “Overseas Chinese Archaeology,” for the Society for Historical Archaeology Annual Meeting in January 2006. At the same conference, Chinese Historical and Cultural Project was awarded the Society of Historical Archaeology Award of Merit in recognition of CHCP’s leading role in disseminating local history to the San Jose community. Doctoral candidate Bryn Williams, recently returned from his year-long intensive Chinese language study, resumed his role as a graduate student researcher on the project. In 2005-2006 he began his dissertation research, which analyses material from the Market Street Chinatown and the Point Alones Village in Monterey, CA, to study how Chinese identities were transformed in California. In Summer 2006, Bryn cataloged all glass and ceramic artifacts from Feature 85-31:13, a wood-lined trash deposit. In addition to the expected beverage containers and tablewares, Bryn identified many interesting objects including an inkwell, medicine bottles, and a wide variety of lamps. Finally, Dr. Voss applied for and was awarded a \$41,000 grant from Stanford University’s Program on Urban Studies to support research on the Market Street Chinatown during Sept 2007 – August 2009. This new source of funding will provide essential supplies and project personnel in the coming three years.

During the fifth project year (2006-2007), a grant from Stanford University’s Program on Urban Studies allowed us to upgrade our computer system, invest in a more systematic data backup process, and purchase needed lab equipment and supplies. Cataloging and research occurred primarily during the course, “CASA 103-203: Laboratory Methods in Archaeology,” taught by Dr. Voss in Winter 2007. We focused on cataloging ceramics from the 86-36 Project Area and glass from the 85-31 Project Area. Stanford undergraduate Jessica Yuan, who developed an interest in historic restaurants in the Market Street Chinatown, continued her research in Spring and Summer 2007 by cataloging more of the glass assemblage from 85-31. In the spring, we met with Monica Tucker from History San José to develop procedures and standards for interim curation of the collection. Additionally, throughout the 2006-2007 Project Year, we provided support to CHCP in their negotiations with the City of San José regarding the pending redevelopment of the Japantown Corporation Yard, the historic site of the Heinlenville Chinatown. The Market Street Chinatown Archaeological Research Project served as an important example of the research potential of Chinese immigrant and Chinese American archaeological sites.

The sixth project year (2007-2008) provided an opportunity to review the cataloging and analysis work completed during 2002-2007, and to implement the curation procedures developed in the previous year. Our work included a complete inventory of all materials cataloged to date;

in the process we identified several objects whose catalog information was incomplete and needed to be amended. Following inventory, we organized the cataloged materials into archive-quality storage boxes according to material and provenience. We began inventory and cataloging of the faunal assemblage in preparation for specialist analysis. We also continued our public outreach activities through our website, laboratory tours, and guest lectures; and involved students in the Market Street Chinatown Archaeology Project through a new course, “World Archaeology and Global Heritage.”

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 sixth of these and documents the progress made in the sixth year of research conducted from September 2007 – July 2008. 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 sixth 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. At this point, there have been several valuable research studies of small parts of the Market Street Collection, including the student research papers available on our project website (<http://marketstreet.stanford.edu>). While these specific projects have generated valuable insights, it is important to emphasize that it is too early in this research to make any definitive interpretations or analyses of the Market Street Chinatown collection as a whole. The work completed to date does, however, establish a baseline of information about the collection. Additionally, the growing body of specific research projects undertaken by undergraduate and graduate students indicates the research potential of the collection as a whole.

This report is organized into four sections and two appendices. It builds on the material presented in previous annual progress reports. The report was primarily authored and edited by Principal Investigator Barbara Voss. Project Research Assistant Stacy Kozakavich contributed Section 3.0 and revised the updated Laboratory Handbook provided in Appendix B.

The body of the report (Sections 1.0 – 4.0) summarizes the methods and findings of research and educational activities undertaken during 2007-2008. Section 1.0 provides an introduction to the Project’s scope, organization, and schedule, and outlines the tasks completed during this project year. Section 2.0 discusses the collaborative and public interpretive activities undertaken during the past year. Section 3.0 presents a progress report on research activities

undertaken during 2007-2008. Section 4.0 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. Appendix B consists of the updated laboratory manual used by 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, Stacy Kozakavich served as project Research Assistant during the 2007-2008 academic year. Bryn Williams developed and supervised student laboratory activities associated with the "World Archaeology and Global Heritage" course. Jessica Yuan volunteered in our project laboratory cataloging glass artifacts. Our project website (<http://marketstreet.stanford.edu>) is designed and maintained by Claudia Engel, the Academic Technology Specialist for the Department of Anthropology. Staff members of the Department of Anthropology and the Stanford Archaeology Center manage the project accounts and assist us in many other ways.

This report focuses primarily on the activities undertaken by Stanford University during the 2007-2008 year of the Project. However we would like to acknowledge the critical role played by members of the partnering organizations: Alida Bray, Monica Tucker, Jim Reed, and the rest of the 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 during 2002-2005 was provided by History San José through a consultancy agreement with the City of San José Redevelopment Agency. In Fall 2006, Dr. Voss was awarded a Hellman Fund/UPS Fund grant

from Stanford University's Program on Urban Studies to support continued research on the Market Street Chinatown during September 2006 – August 2009. These funds are intended to purchase new computer and lab equipment, to hire project research assistants, and to pay for specialist analyses of animal bone and plant remains. Additional funding to hire project research assistants in Summer 2008 was provided by the Stanford Archaeology Center.

1.5 PROJECT SCHEDULE

Major tasks and events during the 2007-2008 year of the Project included the following:

1.5.1 Fall Quarter 2007

The beginning months of the 2007-2008 project year focused on assessing the state of the collection. Project Research Assistant Stacy Kozakavich conducted a thorough inventory of all cataloged artifacts including an assessment of the adequacy of existing catalog records. This facilitated implementation of the curation plan developed in Spring 2007, including procuring archive-quality storage materials and developing a system within our existing catalog database to track artifact storage location. During most of Fall 2007, Dr. Kozakavich reorganized the catalog artifacts according to the curation plan, cataloging or recataloging artifacts as necessary. The methods and findings of this work are presented in Section 3.0.

1.5.2 Winter Quarter 2008

The Market Street Chinatown Archaeology Project was on hiatus during this quarter.

1.5.3 Spring Quarter 2008

Stacy Kozakavich continued work on the artifact inventory and curation plan, completing inventory and rehousing of student-cataloged artifacts and beginning inventory and cataloging of faunal bone in preparation for specialist analysis in the coming year. Students enrolled in World Archaeology and Global Heritage became involved in the Market Street Chinatown Archaeology Project through laboratory visits, field trips, and readings. Barbara Voss and Bryn Williams completed the final pre-publication stage of "Overseas Chinese Archaeology," a thematic issue of the journal *Historical Archaeology*. This publication project, which features several articles about San José's historic Chinese communities, is expected to be published in Fall 2008.

Finally, we wrote, printed, and distributed this 2007-2008 Progress Report, including developing an electronic, downloadable version that is posted on the Project website.

SECTION 2.0

COLLABORATION AND PUBLIC INTERPRETATION

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 Anthropology and the Stanford Archaeology Center, thereby affording our part in the project an additional collaborative aspect.

This section of the report discusses those activities in the 2007-2008 project year that can be best described as collaboration and public interpretation.

2.1 General Public Outreach

Over the years, the Market Street Chinatown Archaeology Project has developed a general program of public outreach. One of the centerpieces of this program is our project website (<http://marketstreet.stanford.edu>) which contains regular updates about the project as well as resources such as project reports and student papers for download. Since moving to the new Stanford Archaeology Center at the center of campus, we now have enhanced opportunities for face-to-face interpretation through frequent tours of our lab and of the collection to visiting scholars and members of the public. In the 2007-2008 project year, we provided approximately ten such tours. Additionally, members of the Project are available for guest lectures to other universities and community organizations.

2.2 IHUM 40B: World Archaeology and Global Heritage

In Spring 2008, Barbara Voss taught a new course, “World Archaeology and Global Heritage,” as part of Stanford University’s Introduction to the Humanities program for incoming freshman undergraduates. The course, which combines large-group lectures with small-group sections, is designed to introduce students to current debates about heritage in the modern world. The second course unit focused on the archaeology and heritage of 19th century Chinese communities in the San Francisco Bay area, with a special focus on San Jose. Students were assigned Connie Young Yu’s book, *Chinatown, San Jose, U.S.A.*, along with other readings about the archaeology of San Jose’s Chinese sites. They came to the project lab to complete

hands-on exercises with artifacts from the Market Street Chinatown collection under the supervision of Bryn Williams. Finally, we brought the students on a field trip to History San Jose, including a visit to the Chinese American Museum at Ng Shing Gung. Connie Young Yu and Anita Kwock were present to introduce students to the museum exhibits and to answer questions.

With nearly 200 enrolled freshmen, “World Archaeology and Global Heritage” was an opportunity to expose a broad cross-section of Stanford students to the Chinese heritage of the San Francisco Bay area and specifically to the Market Street Chinatown Archaeology Project. Barbara Voss will be teaching this course for at least the next two years.

2.3 Scholarly Conferences and Publications

Increasingly, the Market Street Chinatown Archaeology Project focuses on promoting greater dialogue among the international community of historians and archaeologists researching Overseas Chinese communities. This is essential to build a transnational context for interpreting the Market Street Chinatown. Participation in scholarly conferences and development of publications are essential components of this work.

Barbara Voss and Bryn Williams continued development of a special thematic issue of the journal *Historical Archaeology*, titled, “The Archaeology of Chinese Immigrant and Chinese American Communities.” This journal issue, scheduled for publication in Fall 2008, is the first major publication of its kind. The journal issue will include research articles by Project partners Barbara Voss and Bryn Williams (Stanford), Rebecca Allen and Scott Baxter (Past Forward, Inc.), and Connie Young Yu (CHCP). It will also include a comprehensive bibliography of archaeological studies of Chinese communities.

SECTION 3.0

PROGRESS ON COMPLETED RESEARCH

During the 2007-2008 project year, Research Assistant Stacy Kozakavich began collections sorting and storage preparation of materials from sites 85-35 and 86-36 in the Market Street Chinatown collection. This process included three primary activities: review, inventory, and reconciliation of cataloged materials; preparation for unprocessed glass cataloguing; and initiation of faunal material sorting for sampling and analysis.

3.1 NEW CATALOGING

While new cataloguing was not a specific goal of the 2007-2008 catalog review process, many uncataloged materials encountered during different stages of processing were added to the 85-31 and 86-36 databases. A total of 60 records were added to the 85-31 database, including records for personal and domestic glass (n=19), non-Asian porcelain (n=5), Asian porcelain (n=11), Asian stoneware (n=5), wood (n=1), and faunal bone (n=19). A total of 45 records were added to the 86-36 database, including records for container glass (n=31), glass tableware (n=1), non-Asian stoneware (n=1) and whiteware (n=1), Asian porcelain (n=2), bone and composite clothing buttons (n=2), and porcelain doll fragments (n=6). A listing of catalog records added to the databases in 2007-2008 is provided in Tables 3-1 and 3-2.

3.2 REVIEW, INVENTORY, AND RECONCILIATION OF CATALOGED MATERIALS

In order to assess the progress in cataloging achieved to date, to inform strategies for continued collections processing, and to prepare materials for long-term storage, previously cataloged materials from 85-31 and 86-36 were inventoried, sorted, and reboxed according to the following procedures.

3.2.1 Inventory

Cataloged artifacts were assembled from boxes stored in the historical archaeology laboratory and Archaeology Center storage room, and from active projects drawers in the laboratory. Those artifacts associated with previous student projects and stored in the projects drawers presented many special challenges in catalog reconciliation and reintegration into the larger collection, as there were frequently incomplete or inconsistent information and recording associated with the materials. Tying up these “loose ends” was a priority early in the process.

The completed cataloged artifact inventory (as of July 15, 2008) for 85-31 includes 2531 catalog numbers from 34 features / proveniences. For 86-36, 498 catalog numbers from 15

different features / proveniences were processed. Each catalog number was recorded, and materials were sorted according to material type and/or broad functional category.

3.2.2 Sorting

The primary reason for sorting according to material type was to group artifacts according to general conservation needs for long-term storage. For example, ceramic and glass artifacts are generally more stable, requiring less restrictive monitoring for temperature and humidity than metal or organic materials. They are, however, fragile and require protection from damage by mechanical forces. Metal requires more attention to environmental conditions to slow or prevent active corrosion. Organic materials require careful monitoring of temperature and humidity to prevent decay, mold, and pest infestation, as well as protective housing to reduce mechanical damage.

Within the basic material types containing large numbers of cataloged artifacts, such as ceramics, the materials were then sorted into categories based on interpretive themes employed in the Market Street Chinatown analyses to date. For example, identifying and comparing the composition of Asian tableware and food storage vessel assemblages from different proveniences has been, and will continue to be, explored by student researchers. Container glass will be of interest to student researchers exploring beverage and food consumption by site residents (see Table 3-3 for full listing of categories).

For both sites, 85-31 and 86-36, the largest proportion of catalog records are Asian Porcelain, comprising 24.5% and 29.9% of the catalog records, respectively. Within the cataloged materials from 85-31, Non-Asian Porcelain and Refined Earthenware comprise the next largest category of catalog records at 23.0% of catalog database, followed by Asian Stoneware (18.3%) and Small Finds (11.2%). The catalog records from 86-36 included a relatively large proportion of Small Finds (22.7%), as well as Non-Asian Porcelain and Refined Earthenware (16.9%), Asian Stoneware (11.2%) and Container Glass (10.2%). These frequencies are based on the number of catalog records and should be used as a rough guide only, as a single catalog record may represent multiple artifacts. These proportions reflect neither the actual composition of the assemblage nor the relative minimum number of vessels from each site and material type. Rather, they indicate the interpretive interests expressed by student researchers working with the collections.

3.2.3 Reboxing

Following inventory and initial sorting of cataloged materials, all artifacts were placed by category and provenience in 15"x12"x10" corrugated polypropylene boxes lined with polypropylene foam. For example, Asian Porcelain was boxed separately from all other

materials, and within these boxes materials were ordered according to provenience in ascending feature number. Where the shape of artifacts allowed, boxes containing artifacts from multiple units are separated into feature groupings with labeled cardstock dividers. Some fragile ceramic and glass artifacts were wrapped in archival tissue and/or polypropylene foam within their labeled bags for extra protection.

All new boxes were numbered according to a system intended to differentiate easily between boxes associated with each phase of initial data collection and current educational uses, as well as allow for extensive future cataloging. The following box number ranges have been established:

1001-1999:	85-31
2001-2999:	86-36
3001-3999:	88-91
4001-4999:	teaching collections and unprovenienced material.

Five oversize artifacts, which would not fit safely into the standard size boxes, were housed in two specially ordered corrugated polypropylene boxes, protected and supported by polypropylene foam and acid-free tissue. Site 85-31 Box 1031 contains one very large, intact glass bottle and two pieces of structural wood with currently illegible markings. Site 85-31 Box 1032 contains two large-diameter Asian Stoneware lids from cylindrical food storage vessels.

Box numbers for each reviewed artifact have been entered into the 85-31 and 86-36 databases in the “Stanford Box #” field. Each box has an adhesive 8mil vinyl label sleeve containing a label with the site, box number, features included, and material type fixed to one 12” side. Behind each label inside the vinyl sleeve is a box inventory for that specific box printed from the main database.

Artifacts which were identified during sorting and reboxing as needing professional conservation attention were recorded on Conservation Issue Sheets to be transferred with the collection when sent to the permanent repository. Such conservation issues consist primarily of decomposing adhesive tape used to reconstruct objects from multiple pieces during field cataloging. This tape is now damaging the surface of some ceramic artifacts.

Tables 3.4 and 3.5 list the inventory of boxes and material types for 85-31 and 86-36, respectively. The completed boxes are currently stored in the Stanford Archaeology Center storage room.

3.3 PREPARATION FOR UNCATALOGED GLASS PROCESSING

To facilitate research and cataloguing projects, three activities were initiated to organize and provide information for processing of container glass from 85-31: sorting, preparation of cataloguing guidelines, and initiation of a glass color type collection.

3.3.1 Sorting

Eleven file-boxes of uncataloged glass material from 85-31 were sorted by provenience into labeled boxes so that cataloguing may proceed by feature/provenience.

3.3.2 Glass Cataloguing Guidelines

A set of guidelines for student catalogers working with glass artifacts was prepared as an appendix for the Market Street Chinatown Project Laboratory Handbook. This appendix includes information on glass color identification, labels, and artifact function. A table of Group, Artifact Category, Artifact Type, and Description field choices for common glass artifacts will help students standardize functional identification when cataloguing. The current Laboratory Handbook may be found in Appendix X of this report.

3.3.3 Glass Color Comparative Collection

A small number of glass artifacts was pulled from the uncataloged glass bags from the “0” (surface/unprovenienced) feature designation of 85-31 for use as a comparative sample in identifying glass color. These artifacts will help students distinguish between commonly confusing color categories; such as green and olive or colorless, aqua, and solarized glass. This collection should be augmented with other unprovenienced materials when time permits.

3.4 FAUNAL MATERIAL SORTING

Identification of faunal remains for dietary reconstruction is a major interpretive goal for the near future of the Market Street Chinatown Project. The goal of the current phase of work with faunal materials is to sort and create an initial catalog of the faunal collection from 85-31 and 86-36 so that appropriate samples may be extracted and submitted for specialized analysis. Three main activities comprise the 2007-2008 laboratory efforts: gross sorting, initial cataloguing, and rehousing.

3.4.1 Gross Sorting by Provenience

In the first stage of faunal processing, all faunal material boxes stored in the Historical Archaeology Laboratory and Archaeology Center storage room, including 20 boxes from 85-31 and 30 boxes from 86-36, were moved into the laboratory for sorting by feature/provenience

number. During this initial sort, non-bone faunal materials such as eggshell and marine shell, non-faunal organics, screen samples, slag, and soil samples were boxed separately for future cataloging and analysis. Other artifacts, including “small finds” such as bone toothbrush handle fragments, and non-bone materials such as ceramics and glass, were taken out of faunal boxes and set aside for cataloging.

Two boxes labeled on their exteriors with MSCT project stickers as belonging to lot 85-31 were found during sorting to contain large identifiable faunal elements bagged with photocopies of the a previous box label reading “85-31 Blk 1 / Fea 23” and photocopies of handwritten bag tags labeled “8833” with modifier numbers GS249, GS250, GS254, GS253, GS251. The San Jose Redevelopment Agency archaeological collections project scope of services priorities and recommendations appended to a Basin Research Associates report (1993:List 14 – Page 125) includes the following item that might help make sense of these materials: “88-83 / O’Brien Krietzburg Monitoring / San Jose Convention Center Block (SJCC Third Phase) / Box total: 1 / SOF 8/24/88 to 9/16/88; need other ARS documentation; catalog for only 88-83/GS1-273 / GS-249 to -254 not located.” Whether this remark refers to the catalog only or to the materials themselves should be clarified by contacting the current repository for other 88-83 materials.

3.4.2 Initial Cataloguing

Following aggregation and sorting of all faunal materials for each excavated feature from both 85-31 and 86-36, initial cataloging of unsorted and partially-sorted bags of 85-31 faunal bone was initiated to provide a working record of location and quantity of bone prior to sampling and in-depth analysis. In this ongoing process, within each feature separate catalogue numbers are assigned to each sub-provenience (such as excavation level) and recovery strategy (such as volume control sample). In some cases, multiple ARS bags from a single, undifferentiated provenience are combined within one Stanford catalog number. Catalogue records are then created in the main database, and include the total weight of bone, number of current bags associated with the record, number of ARS bags combined within the record, any notes from the original bags and/or tags, and brief descriptions of the bag contents. Temporary bag-tags are placed within each catalogued bag to record the contents and catalog number.

One identifiable faunal specimen within Feature 6 was found bagged separately from others in its provenience with a handwritten note reading “human finger?” The specimen was analyzed by Stanford Archaeology Center faunal specialist David DeGusta, who reports that the bone is “...a fragment (proximal portion) of an artiodactyl phalanx (proximal or intermediate)...” and that it is “[d]efinitely not human” (DeGusta 2008). The initial “human

finger?” tag has been removed from the artifact bag, and the specimen rebagged, labeled, and included in a separate bag within the lot-bag for its provenience.

3.4.3 Rehousing

During the initial cataloguing stage, all faunal bone is re-bagged in clean 2 mil. plastic zip-top bags according to provenience-based catalog record numbers. As boxes are completed for each feature, these bags will be transferred from the current, heavily re-used cardboard boxes to 15”x12”x10” corrugated polypropylene boxes lined with polypropylene foam. New box numbers will be assigned according to the system discussed in Section 3.2.3 of this report, and box labels and content lists will be generated consistent with the existing standards.

3.5 FUTURE DIRECTIONS

Four activities should be considered immediate priorities when moving forward with collections management in 2008. First, the faunal bone and non-bone faunal material cataloging should be completed so that sampling and analysis may be undertaken. Second [five] boxes of uncataloged Asian Stoneware found during storage room sorting from 85-31 should be reviewed, catalogued, and integrated into the existing boxes to complete this stage of processing for this material type. Third, eleven boxes of uncataloged glass from 85-31 should be reviewed, rehoused, and catalogued to facilitate comparative analysis by graduate students. Finally, the non-faunal small finds and other materials removed from faunal bags during sorting and rehousing should be catalogued and integrated into the existing Small Finds boxes.

REFERENCES CITED

No author

No date. Document consisting of project outlining the Redevelopment Agency’s priorities for their archaeological collections. This document was initially provided to Stanford researchers by Archaeological Resource Service and has been reprinted as Document #35 in Appendix D of the 2002-2003 Progress Report of the Market Street Chinatown Archaeology Project.

DeGusta, David

2008 “RE: human remains question.” E-mail to Dr. Barbara Voss, May 29, 2008.

Table 3-1
Items Cataloged in 2007-2008
Lot 85-31
(Page 1 of 2)

Feature	Catalog #	Artifact Group	Material	Artifact Category	Artifact Type	Description	MNI	Date Entered
1	160	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
1	294	Faunal	Bone	Bone	-	Includes large mammal, s	0	5/23/2008
1	295	Faunal	Bone	Bone		Bag includes large mamn	0	5/23/2008
1	296	Faunal	Bone	Bone		"Volume Control Soil 1/2"	0	5/23/2008
2	63	Domestic	Stoneware-Asian	Indefinite	Indefinite	Indefinite	1	12/12/2007
2	303	Faunal	Bone	Bone			0	5/23/2008
2	304	Faunal	Bone	Bone			0	5/23/2008
2	305	Faunal	Bone	Bone			0	5/23/2008
2B	2	Faunal	Bone	Bone		Three bags: a) "on top," s	0	5/23/2008
3	301	Faunal	Bone	Bone			0	5/23/2008
3	302	Faunal	Bone	Bone			0	5/23/2008
3	303	Faunal	Bone	Bone			0	5/23/2008
3	304	Faunal	Bone	Bone			0	5/23/2008
3	305	Faunal	Bone	Bone			0	5/23/2008
3	306	Faunal	Bone	Bone			0	5/23/2008
6	200	Faunal	Bone	Bone			0	5/23/2008
6	201	Faunal	Bone	Bone			0	5/23/2008
6	202	Faunal	Bone	Bone			0	5/23/2008
6	203	Faunal	Bone	Bone			0	5/23/2008
6	204	Faunal	Bone	Bone			0	5/23/2008
6	205	Faunal	Bone	Bone			0	5/23/2008
7	91	Domestic	Porcelain-Asian	Food Container	Serving	Teapot	1	12/12/2007
7	92	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	93	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	94	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	95	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	97	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	98	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	99	Domestic	Porcelain	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	100	Domestic	Porcelain	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	101	Domestic	Porcelain	Indefinite	Indefinite	Hollowware	1	12/12/2007
7	103	Domestic	Porcelain	Indefinite	Indefinite	Hollowware	1	12/12/2007
9	8	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007

Table 3-1
Items Cataloged in 2007-2008
Lot 85-31
(Page 2 of 2)

Feature	Catalog #	Artifact Group	Material	Artifact Category	Artifact Type	Description	MNI	Date Entered
9	15	Domestic	Porcelain	Indefinite	Indefinite	Hollowware	1	12/12/2007
13	47	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
14	50	Domestic	Stoneware-Asian	Food Storage	Container	Indefinite	1	12/12/2007
14	51	Domestic	Stoneware-Asian	Food Storage	Container	Indefinite	1	12/12/2007
17	7	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007
18	111	Domestic	Stoneware-Asian	Food Storage	Container	Jar	1	9/19/2007
18	562	Domestic	Stoneware-Asian	Food Storage	Container	Jar	1	9/19/2007
24	11	Domestic	Glass-colorless	Tableware	Serving	Egg Cup	1	6/18/2007
24	12	Domestic	Glass-colorless	Tableware	Serving	Egg Cup	1	6/18/2007
24	21	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	22	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	23	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	24	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	25	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	26	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	35	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	36	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	37	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	38	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	39	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	40	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	42	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	43	Personal	Glass-amber	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	9/19/2007
24	52	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
24	55	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	6/18/2007
30	4	Structural	Wood	Indefinite	Indefinite	Indefinite	1	12/3/2007
33	58	Domestic	Porcelain-Asian	Indefinite	Indefinite	Hollowware	1	12/12/2007

Table 3-2
Items Cataloged in 2007-2008
Lot 86-36
(Page 1 of 2)

Feature	Catalog #	Artifact Group	Material	Artifact Category	Artifact Type	Description	MNI	Date Entered
0	14	Domestic	Porcelain-Asian	Tableware	Tableware	Medium Bowl	1	9/19/2007
0	162	Domestic	Stoneware-Asian	Food Storage	Container	Jar	1	9/19/2007
0	169	Domestic	Whiteware	Tableware	Tableware	Large Bowl	1	9/19/2007
0	181	Domestic	Porcelain-Asian	Tableware	Tableware	Medium Bowl	1	9/19/2007
5	465	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007
5	898	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	899	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	933	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	934	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	935	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	936	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	937	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	938	Indefinite	Glass-aqua	Misc. Containers	Container		1	12/19/2007
5	939	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	940	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	941	Indefinite	Composite	Misc. Closures	Closure	Stopper	1	12/19/2007
5	942	Personal	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	943	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	944	Personal	Glass-olive	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	12/19/2007
5	945	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	946	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	947	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	948	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	949	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	951	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	10/10/2007
5	952	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	953	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	954	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	10/10/2007
5	955	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	956	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	957	Domestic	Glass-colorless	Tableware	Tableware	Indefinite	1	12/19/2007
5	958	Personal	Glass-green	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	10/10/2007
5	960	Personal	Glass-olive	Social Drugs - Alcohol	Container	Alcoholic-beverage Bottle	1	10/10/2007

Table 3-2
Items Cataloged in 2007-2008
Lot 86-36
(Page 2 of 2)

Feature	Catalog #	Artifact Group	Material	Artifact Category	Artifact Type	Description	MNI	Date Entered
5	961	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
5	962	Indefinite	Glass-colorless	Misc. Containers	Container	Bottle	1	12/19/2007
5	971	Indefinite	Glass-amber	Misc. Containers	Container	Bottle	1	10/10/2007
5	1383	Personal	Glass-olive	Social Drugs - Alcohol	Container	Bottle	0	9/19/2007
5	1473	Personal	Bone	Clothing	Fastener	Button	1	12/12/2007
5	`	Indefinite	Glass-aqua	Misc. Containers	Container	Bottle	1	12/19/2007
7	387	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007
7	914	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007
18	439	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007
18	445	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007
19	126	Indefinite	Porcelain	Indefinite	Indefinite	Figurine	1	12/12/2007
20	64	Personal	Porcelain	Toys	Toy	Doll	1	12/12/2007

Table 3-3. Categories Employed in Artifact Inventory and Sorting

Category	Description
Asian Porcelain	Porcelain identified by paste, form, and decorative motif as manufactured in Asia, primarily China. This category consists largely of tableware and food serving vessels, but within some features may also include porcelain artifacts associated with lighting or ritual activities.
Asian Stoneware	Stoneware identified by paste, form, and glaze as manufactured in Asia, primarily China. This category consists largely of food shipping and storage vessels, but within some features may also include stoneware artifacts associated with food serving, lighting, or ritual activities.
Non-Asian Porcelain and Refined Earthenware	Porcelain, pearlware, and white earthenware vessels and fragments identified by paste, form, decorative motif, and manufacturer's markings as produced in North America, Great Britain, or Europe. This category includes tableware, food serving vessels, and toiletry objects.
Non-Asian Stoneware and Utilitarian Earthenware	Stoneware and coarse earthenware identified by paste, form, and glaze as inconsistent with objects of Asian manufacture. For most artifacts in this category, location of manufacture has not been determined. This category consists primarily of food serving, preparation, and storage vessels.
Container Glass	Glass bottles and jars, either originally containing commercially produced products or designed for home storage of preserved foods. This category includes containers from alcoholic and non-alcoholic beverages, prepared foods, pharmaceuticals, household chemicals, and toiletries.
Household / Tableware Glass	This category includes glass tableware and food serving vessels, as well as household decorative objects.
Lighting / Structural / Other Glass	This category includes pane (window/mirror) glass, lamp reservoir and chimney glass, light bulbs, as well as glass doorknobs, electrical insulators, and other household fixtures.
Structural Ceramic / Plaster / Composite	Earthenware, stoneware and porcelain artifacts related to building or utilities, including bricks, structural plaster, drainage pipes, porcelain electrical insulators, doorknobs, and other household fixtures.
Metal	All functional categories of metal artifacts, sorted by material sub-types including ferrous, cuprous, and unidentified metal.
Leather / Textile / Basket	Fragments of complex artifacts composed of organic materials, usually involving woven, sewn, or knitted portions requiring careful conservation attention.
Wood / Charcoal / Floral	Fragments of unmodified, burned, or unidentifiable plant-based material.
Small Finds	A broad category including small, identifiable artifacts of high interpretive potential, from a variety of material and functional categories. Includes objects such as bone toothbrushes, wood and glass gaming pieces, ceramic and glass smoking paraphernalia, personal adornment and grooming accessories, and clothing buttons.

Table 3-4. Lot 85-31 Cataloged Material by Box, Artifact Type, and Provenience

Box Number	Artifact Type	Feature	Total Catalog Numbers
1001	Non-Asian Porcelain and Refined Earthenware	1	23
		2	36
		3	50
		7	24
		9	17
1002	Non-Asian Porcelain and Refined Earthenware	10	3
		12	1
		13	43
		14	3
		14.5	2
		17	1
		18	71
		18B	27
1003	Non-Asian Porcelain and Refined Earthenware	19	6
		20	18
		22	19
		23	30
		25	4
		26	13
		27	33
1004	Non-Asian Porcelain and Refined Earthenware	24	77
1005	Non-Asian Porcelain and Refined Earthenware	28	4
		29	8
		30	3
		31	4
		33	20
		34	1
1006	Non-Asian Stoneware and Utilitarian Earthenware	1	13
		2	12
		3	23
		6	1
1007	Non-Asian Stoneware and Utilitarian Earthenware	7	11
		9	7
		10	2
		11	1
		13	11
		14.5	1
		18	17
		19	3
		18B	14
1008	Non-Asian Stoneware and Utilitarian Earthenware	20	4
		22	3
		23	4
		24	7
		25	2
		27	10
		28	2
		31	2
		33	7
1009	Container Glass	0	2
		1	16
		2	6

Table 3-4. Lot 85-31 Cataloged Material by Box, Artifact Type, and Provenience (cont.)

Box Number	Artifact Type	Feature	Total Catalog Numbers
		3	1
		7	10
		10	1
		13	64
		18	43
		20	24
1010	Container Glass	21	4
		23	4
		24	30
1011	Container Glass	25	2
		27	10
		28	1
		29	1
		33	2
		35	7
1012	Household / Tableware Glass	0	1
		13	5
		18	6
		20	7
		24	5
		35	1
	Structural Glass	18	4
		20	2
		19(20)	1
1013	Small Finds	0	1
		1	13
		2	9
		3	7
		6	3
		7	12
		10	1
		12	1
		13	67
		14	2
		17	1
		18	37
		20	51
		22	4
		23	2
		24	18
		25	1
		27	1
		28	4
		33	3
		34	3
		18B	23
1014	Asian Stoneware	1	15
		2	28
		2B	1
1015	Asian Stoneware	3	19

Table 3-4. Lot 85-31 Cataloged Material by Box, Artifact Type, and Provenience (cont.)

Box Number	Artifact Type	Feature	Total Catalog Numbers
		7	14
		9	5
		10	13
		12	1
		13	40
1016	Asian Stoneware	14	16
		17	2
		18	29
		19	38
		19(20)	1
1017	Asian Stoneware	18	1
1018	Asian Stoneware	18B	82
1019	Asian Stoneware	20	45
		22	11
		23	4
		25	13
1020	Asian Stoneware	27	8
		28	16
		33	17
		34	10
1021	Asian Porcelain	1	60
		2	34
		3	42
		7	40
1022	Asian Porcelain	3	1
1023	Asian Porcelain	9	18
		10	8
		12	5
		13	45
		14	11
		14.5	1
		17	3
1024	Asian Porcelain	18	86
		19	17
		18B	43
1025	Asian Porcelain	20	70
1026	Asian Porcelain	22	21
		23	7
		24	2
		25	9
		27	5
		28	25
		29	2
		33	15
		34	6
1027	Structural Ceramic / Plaster / Composite	1	2
		2	1
		3	2
		13	2
		18	8

Table 3-4. Lot 85-31 Cataloged Material by Box, Artifact Type, and Provenience (cont.)

Box Number	Artifact Type	Feature	Total Catalog Numbers
		20	7
		22	2
		23	2
		28	1
		29	2
		34	1
		35	4
		18B	7
		19(20)	1
1028	Metal	0	1
		6	1
		13	5
		18	1
		19	1
		20	31
		27	1
		28	1
		18B	1
		19(20)	6
1029	Wood / Charcoal / Floral	20	11
		28	1
		19(20)	3
1030	Leather / Textile / Basket	20	13
1031*	Container Glass	18	1
	Wood	30	2
1032	Asian Stoneware	18	2

* Box 1031 contains oversized objects of more than one material type. These artifacts may need rehousing at the permanent repository.

Table 3-5. 86-36 Cataloged Material by Box, Artifact Type, and Provenience

Box Number	Artifact Type	Feature	Total Catalog Numbers
2001	Asian Porcelain	5	37
		7	86
		13	26
2002	Asian Stoneware	5	21
2003	Asian Stoneware	7	18
		13	17
2004	Non-Asian Porcelain and Refined Earthenware	5	46
		7	4
		13	33
		16	1
2005	Non-Asian Stoneware and Utilitarian	5	5
		7	4
		13	4
2006	Container Glass	5	33
		9	7
		13	10
		18	1
2007	Glass - Light/Structural/Other	0	2
		5	4
		8	1
		13	4
		17	1
		18	2
	Glass - Tableware	5	3
		13	1
		18	1
		19	1
	Glass – Unidentified	18	5
2008	Small Finds	1	3
		5	49
		6	8
		7	9
		8	2
		10	3
		13	1
		16	1
		18	27
		19	4
		20	5
		22	1
2009	Structural Ceramic	5	1
		7	6

SECTION 4.0

WORK PLAN FOR CONTINUED STUDY OF THE COLLECTION

We are looking forward to continuing our work in this long-term collaborative project.

4.1 TEACHING ACTIVITIES

In Spring 2009, Barbara Voss will resume teaching “World Archaeology, Global Heritage.” One of the core units of this course focuses on the archaeology and heritage of Chinese immigrant and Chinese American communities in the San Francisco Bay area, including the Market Street Chinatown. In addition to readings, lectures, and fieldtrips, students participate in hands-on exercises in the laboratory.

4.2 CATALOGING, CURATION, AND SPECIALIST ANALYSIS

Funding from the Program on Urban Studies Hellman Fund/UPS Fund faculty research grant, and a summer research grant from the Stanford Archaeology Center, will allow us to continue cataloging and curation during the 2008-2009 project year, and to conduct pilot analyses of faunal specimens and soil samples in the collection. In Summer 2008, graduate students Adrian Myers and Guido Pezzarossi will join the project as research assistants to continue the work begun by Stacy Kozakavich. They will begin by completing rehousing of existing cataloged artifacts, and then continue inventory and cataloging of faunal materials. If time permits, they will work on cataloging glass artifacts from the collection.

We will be selecting samples of faunal material and soil samples to be analyzed by zooarchaeological and archaeobotanical specialists. This will help us determine the research potential of these aspects of the collection, and may indicate topics or questions that can be addressed through further research.

4.3 PUBLIC EDUCATION AND OUTREACH

Throughout 2008-2009, we will continue to use our website as a way to communicate our activities and findings to Project partners and the general public. As opportunities arise, we would like to contribute to other public education initiatives being undertaken by Project partners.

4.4 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 2009 we will prepare an

annual progress report documenting the activities undertaken during the seventh 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 on July 19, 2008. 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.

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 July 2008.

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.

MARKET STREET CHINATOWN ARCHAEOLOGICAL PROJECT

LABORATORY HANDBOOK

Last updated July 14, 2008

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 project personnel.

2007-2008 Academic Year CONTACT INFO

Contact information for the project director and research assistants:

Barb Voss	bvoss@stanford.edu	650-725-6884
Stacy Kozakavich	stacyk1@stanford.edu	510-517-5834
Bryn Williams	brvn@stanford.edu	650-714-9361

WORKING IN THE LAB

We are working on the project in Professor Voss's laboratory, building 500, room 201. There are only a few guidelines to working in the lab but they are very important:

- In Professor Voss's laboratory room, do not disturb materials or use supplies that are related to projects other than this one.
- There are two computers in Professor Voss's laboratory room. Students will normally be working on the computer in the "work area." This is the computer that will be used for entering artifact data and general laboratory functions. The computer in the "desk area" is not set up for general student use; please ask Barb or Bryn if you have a reason to use this computer or its peripherals.
- Artifacts, catalog forms, books, reference materials, supplies, or anything else should *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 lobby 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.

- 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 sign-out 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 project file cabinet in the back corner of the room.
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 box.
7. Continue this process until you are finished with the artifacts assigned to you – then get another batch to work on!

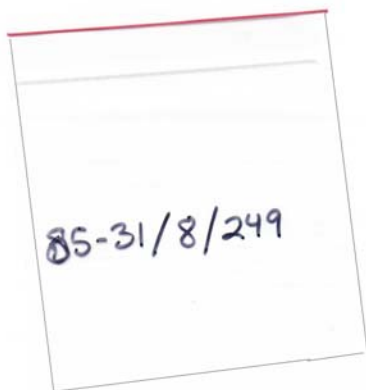
REHOUSING ARTIFACTS

"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.



Where to place the label on a plastic bag.

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 Bryn to see if you should add catalog labels before proceeding. If the artifact doesn't have a catalog number – again, consult Barb or Bryn.

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 Josh 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 project personnel if you can't find it.

Stanford Box Number

This field indicates if the artifact has been placed in a new box in the Stanford Archaeology Center storage room, and what the box number is. Some newly catalogued artifacts may be most appropriately housed in existing boxes, while others will require the creation of new boxes. When an artifact is catalogued, checked, and entered, check the Box List in the lab to determine if there is already an appropriate box – for example, Lot 85-31, C-AP (Ceramics – Asian Porcelain), Features 85-31/9; 85-31/10; and 85-31/12. Then check the actual box in the storage room to make sure that there is adequate space in the box for your artifact. If so, add the box number to the Stanford Box Number Field in the main catalogue, write the number of the added artifact on the box list behind the label in the vinyl pocket on the box, and add the artifact to the appropriate bag, keeping numerical ordering intact where present. If a new box needs to be created, check with Barb before creating a new box and box number.

Current Location

This field is to be used when an artifact is not currently in the MSCAP boxes, but is in another location such as in a specific course teaching collection or on loan to History San Jose. If this is the case, enter the current location of the artifact and the date of removal from the main collection.

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 project personnel 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,
- industrial,
- 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 Bottle Glass = Indefinite

The following table may help you in deciding which category is most appropriate for the artifact you are cataloging:

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

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 Josh 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	Leather
Ball clay	Lime
Bone	Linen
Brass	Marble
Brick	Metal
Canvas	Mica
Cellulose	Mortar
Ceramic	Mother-of-Pearl
Charcoal	Paper
Chemical	Pearlware
Cinder	Plaster
Coal	Plastic
Coke	Porcelain
Composite	Porcelain-Asian
Copper	Porcelain-Japanese
Copper-Alloy	Porcelaineous Stoneware
Cork	Redware
Cotton	Rubber
Earthenware	Seed
Eggshell	Shell
Ferrous	Silk
Ferrous-cast iron	Silver
Glass-amber	Slag
Glass-colorless (solarized)	Slate
Glass-aqua	Stone
Glass-black	Stoneware
Glass-blue	Stoneware-Asian
Glass-colorless	Textile
Glass-green	Tin
Glass-other	Unidentified
Glass-solarized (Manganese)	Vegetable Ivory
Glass-white	Vegetal
Gold	Whiteware
Graphite	Whiteware-Improved
Ivory	Wood
Jade	Yellowware
Lead	

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	Indefinite
Bone	Kitchenware
Botanicals	Lighting
Building Material	Machinery
Cleaning	Misc. Closures
Clothing	Misc. Containers
Clothing Maintenance	Misc. Fasteners
Collecting	Misc. Metal Items
Commerce	Painting
Communication	Pets
Drinking Vessel	Plumbing
Electrical	Political
Entertainment	Religious
Firearms	Seed
Fishing	Shell
Flatware	Social Drugs - Alcohol
Food Container	Social Drugs - Opium
Food Storage	Social Drugs - Tobacco
Footwear	Storage
Furnishings	Tableware
Games	Textile
Grooming	Tools
Hardware	Toys
Health	Transportation
Heating	Unknown
Hunting	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	Fastener
Animal	Fish
Automotive	Footwear
Bean	Furniture
Bird	Furnishings
Bone	Indefinite
Botanicals	Jewelry
Building Material	Kitchen
Closure	Lamp
Clothing	Machinery
Container	Music
Cycle	Poultry
Decorative Item	Print
Drinking Vessel	Seed
Egg	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
Bar
Barbed Wire
Barrette
Barrel
Barrel Jar
Basin
Basket
Battery Rod
Battery/Arc-lamp Rod
Bead
Bed Pan
Bell
Belt
Bicycle Frame
Bit
Bitters Bottle
Blackening Bottle
Blade
Bleach Bottle
Blueing Ball
Bolt
Bone
Botanicals
Bottle
Bottle/Jar

Bowl
Box
Bracelet
Bracket
Brandy Bottle
Brick
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
Charcoal
Chemical Bottle
Chimney
Chisel
Chopstick
Cider
Cinder Block
Clam
Clasp
Clock

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
Curtain Ring
Curtain Rod
Cuspidor
Cut Nail
Cutlery Handle
Darning Egg
Decanter
Dice
Disc

Dish	Gravitating Stopper	Lightning Stopper
Dish Strainer	Griddle	Lime
Doll	Grommet	Liquor Bottle
Domino	Gun Shell	Lock
Door Striker	Hair Accessory	Machinery
Doorknob	Hair Comb	Magnet
Drawer Pull	Hair-coloring Bottle	Marble
Drill Bit	Hair-tonic Bottle	Marker
Dropper	Hairpin	Match
Earring	Hammer	Matchbox
Egg Cup	Handle	Medicinal Bottle
Escutcheon	Handle Bar	Medium Bowl (10-15 cm diameter)
Extra Large Bowl (>25 cm diameter)	Harmonica	Medium Plate (10-15 cm diameter)
Extract Bottle	Harness	Mesh
Eye	Harness Ring	Milk Bottle
Eye Screw	Harness Snap	Mirror
Eyeglass	Hasp	Miscellaneous
Eyehook	Hat Pin	Mortar
Eyelet	Hatchet	Mount
Fabric	Hay Fork	Mouth Harp
Fan	Headlight	Mouthpiece
Feeding Bottle	Hinge	Mug
Ferrous Metal – Non-diagnostic	Hollowware	Music Box
Figurine	Hone	Mussel
File	Hook	Mustard Bottle
Finishing Nail	Horseshoe	Nail
Firebrick	Hose	Nappie
Fish Hook	Illuminator	Necklace
Fitting	Indefinite	Needle
Fixture	Ink Bottle	Negative
Flange	Inkwell	Newspaper
Flashing	Insulator	Nozzle
Flat	Jack	Nut
Flatware	Jamaica-ginger Bottle	Oil Bottle
Floor Tile	Jar	Oil Lamp
Florida-water Bottle	Jar Lid	Ointment Bottle
Flowerpot	Jelly Jar	Olive-oil Bottle
Foil	Jug	Olla
Font	Ketchup Bottle	Opium Lamp
Food	Kettle	Opium Tin
Fork	Key	Oval Dish
Frame	Kiln Furniture	Oyster
Fuel	Knife	Padlock
Fuse	Knob	Paint Brush
Game Piece	Ladle	Paint Can
Garter Buckle	Lantern	Pan
Gas Jet	Large Bowl (15-25 cm diameter)	Paperweight
Gasket	Large Plate (>15 cm diameter)	Part
Gears	Large Storage Vessel	Peach/Nectarine
Gin Bottle	Latch	Peanut
Globe	Lens	Peddle
Glue Bottle	Lid	Pen
Goblet	Lid Liner	Pencil
Grape	Light Bulb	Perfume Bottle

Peroxide Bottle	Sheet Metal	Tablet
Pickle Bottle	Shell Casing	Tack
Pill Bottle	Shoe-polish Bottle	Tar Paper
Pin	Shoe/Boot	Teapot
Pipe	Shot	Teaspoon
Pitcher	Shovel	Telephone
Plaster	Sign	Thermometer
Plate	Skate	Thimble
Platter	Skillet	Tile
Plug	Slag	Tinkler
Poison Bottle	Slate	Tiny cup (<5 cm diameter)
Poker Chip	Slop Bowl	Token
Polish Bottle	Slop Jar	Toothbrush
Pot	Small Bowl (8-10 cm diameter)	Toothpaste Jar
Pothook	Small Plate(<10 cm diameter)	Track
Preserves	Small Storage Vessel	Train Wheel
Pressing Iron	Snap	Tricycle Frame
Pull	Snuff Bottle	Trivet
Pulley	Soap Dish	Trunk Latch
Pumpkin	Soda-pop Bottle	Tub
Purse	Soda-water Bottle	Tube
Putty Knife	Solder	Tumbler
Quarter	Soup Plate	Tureen
Rake	Spacer	Umbrella
Relish Bottle	Spice Bottle	Vase
Ring	Spike	Vaseline Jar
Rivet	Spittoon	Vial
Rod	Spool	Wagon
Root-beer Bottle	Spoon	Wagon Wheel
Rope	Spring	Walnut
Rouge	Staple	Washer
Ruler	Stemware	Washstand
Saddle	Stock Lock	Waste
Safety Pin	Stopper	Watch
Saltcellar	Stove	Water
Sardine Can	Strainer	Wax Seal
Sarsaparilla Bottle	Strap	Wedge
Sauce Bottle	Strapping-metal	Weight
Saucer	Striker	Wheel
Scale	Strip-metal	Whetstone
Scissors	Stud	Whiskey Bottle
Screen	Sugar Bowl	Window
Screw	Suspender	Wine/Champagne Bottle
Screwdriver	Swivel	Wire
Seal	Syringe	Wire Nail
Sewer Pipe	Syrup Bottle	Wood
Shade		Wood Screw
Shear		Worcestershire Bottle

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 maker'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 Josh.

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 (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 side 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:

BALANCE	MAX LOAD	RESOLUTION
Spring scale	20 kilograms	50 grams
Ohaus CS 2000	2 kilograms (2000g)	1 gram
Scout Pro	200 grams	0.1 gram
Denver Instrument	60 grams	0.0001 gram

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."

If an artifact needs conservation attention:

Some artifacts will need conservation attention because they are made of one or more sensitive material types – such as leather, wood, or textile – that are fragile and vulnerable to mold and mechanical trauma. Others, such as ceramic or glass, may need conservation treatment to remove tape or other adhesives that were previously used to reconstruct a vessel from several fragments. As adhesives change over time, they can be damaging to the surface of an artifact! **DO NOT TRY TO REMOVE TAPE YOURSELF** – it can do more harm than good.

If you find an artifact that requires conservation, please enter it in the **Conservation Log Binder** in the lab. There is a section for 85-31, and 86-31, with forms on which you enter the feature, catalog number, a brief artifact description, and a brief description of the damage or condition requiring conservation attention. There is also a box to be checked on the Conservation Log sheet when you have made a note in the "Remarks" section of the catalog that the artifact needs conservation attention and has been entered in the log.

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 work 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

Context	ID	ARS Field 1	ARS Field 2	ARS Field 3	Deaccessioned?	Put your name here: Jane A. Student Start: Jan. 6, 2003 End:
	186-36	0	1			
	ARS Location	ARS Depth	ARS Assoc			
	Behind Museum of Art	General Surface				
	Current Location	Stockton Box No	Block	Feature		
	0					
	Excav Level	Date Recov				
						1/8/1987
	Artifact Group					
	Material					
	Artifact Category					
	Artifact Type					
	Description					
	Mark	Maker	Origin			
	Begin Date		End Date			
	Dating Criteria					
	References					
Analysis ↓ Decoration	Condition					
	% complete					
Condition ↑ Quan.	Whole ct	Frag ct	MNI	Weight	Remarks	
	0	0	0	0	0	
	Decoration	Date Entere	Photograph			

CURATING CATALOGED ARTIFACTS

An artifact will be curated after it has been cataloged and the catalog record has been checked by the lab supervisor. The artifact will then be placed into the designated box for artifacts of a similar material type from the same feature. Cataloged artifacts should not be mixed into boxes with uncataloged artifacts. If there is no appropriate box, a new box will be made using the corrugated plastic material.

ARTIFACT BOXES FOR CATALOGED ARTIFACTS

Cataloged artifacts will be curated into a box system that will remain stable until the artifacts are returned to History San Jose. This system groups together artifacts from like site years, material types, and feature numbers.

Project Year

Artifacts from separate project years will be curated in separate boxes, according to the following box numbering system:

85-31: Boxes 1001-1999

86-36: Boxes 2001-2999

88-91: Boxes 3001-3999

Teaching Collections and Unprovenienced Artifacts: Boxes 4001-4999

Material Type

Artifacts with different material types will be placed in different boxes. The material types listed below do not represent the full range of material types found in the collection. Other categories (faunal, for example) will be created as we begin to catalog such material and determine reasonable groupings.

C-AP Ceramic – Asian Porcelain (food-related)
C-AS Ceramic – Asian Stoneware (food-related)
C-O Ceramic – Other (food-related)
C-NF Ceramic – non-food related
G-C Glass – Containers
G-T Glass – Tableware
G-F Glass – Flat
G-O Glass – Other
SF Small Finds

Small finds are treated as a separate material type for curation purposes. Within boxes of small finds, from the same feature will be grouped together, and then separated by artifact type (buttons) and material type (for example, metal buttons, shell buttons, glass buttons). We will use nested plastic bags to group together small finds from the same provenience with similar functions. In all cases, bags and boxes of small finds will be curated to the standard of the most fragile or delicate material type contained in the box.

Feature

Like Objects from the same feature will be grouped together.

Occasionally there are not enough artifacts from a given feature to fill a box. When this occurs, artifacts from different features can be combined into the same box with a rigid cardboard divider placed between them.

FINALIZING ARTIFACT BOXES

An artifact box is considered ‘finalized’ when all artifacts sharing a particular material class and project year have been cataloged (For example, all 86-36 Glass-Containers). At that point we will assign the box a permanent “box number” that will be recorded on the box itself and added to the database record of all artifacts contained by the box.

Appendix A: Guidelines for Cataloging Glass Artifacts

Color:

- The color categories used in this stage of processing are chosen to expedite the cataloging process by separating lots into groups most likely to represent single vessels or vessel types. Color, in consideration with vessel shape, size, finish style, and labeling may be helpful in identifying container function. Color is not reliably useful by itself for determining date or function of artifacts.

Most Common Color Choices:

Colorless: This term should only be used for objects that are truly colorless, without any visible tint to the glass. Colorless glass was produced using decolorizing agents to remove the greenish tint commonly brought to glass by other impurities (often iron).

Aqua: A light aqua tint is one of the most common colors present in container glass, and is produced by small amounts of iron in the glass.

Solarized (Manganese): A light to dark purple tint which occurs when glass decolorized with manganese dioxide is exposed to ultraviolet radiation. The depth of color is dependent on the level of exposure to light, and fragments from the same vessel may show different levels of solarization.

Solarized (Selenium): A straw-yellow tint which occurs when glass decolorized with selenium is exposed to ultraviolet radiation.

Blue: Use only for true, blue colors without greenish tint, such as the familiar, cobalt blue Milk of Magnesia bottles.

Green: One of the most widely variable color ranges in container glass. Use “Green” for all glass that tends toward bright green (like a 7-up bottle), true greens, or slightly bluish-greens. If the color has more yellow in it, refer to it as “olive” rather than green.

Olive: Also fairly common in container (especially bottle glass). Olive glass has a more yellow tint to the green than true-greens, and can range from very light to very dark (almost black).

Black: “Black” looking glass is usually a very dark olive in color, when held to the light. Only use for very, very dark specimens.

Amber: The color we most commonly associate with beer bottles, an amber/brown tint may range from very light to very dark.

White: Use this term for mostly- or completely opaque glass, sometimes referred to as “milk glass”

Other Color Choices:

- Some containers, and tablewares have been made in **yellow**, **red**, **blue-green** (turquoise), **pink**, **orange**, and **marbled** color combinations. If a color choice is not in the catalog, the color may be added to the choice menu (see the lab director) or you may select Glass-Other and describe the color in the comments section of the catalog record.

-

Color Modifiers:

- A small number of modifiers may be used to more specifically describe glass colors, and can be added to the comments section of the catalog record. These include, **Opaque, Marbled, and Iridescent**. Only use the “iridescent” modifier if the glass is intentionally treated on its surface to achieve an iridescent effect, such as on “carnival glass” of the early 20th century. It should not be used when glass is patinated, with a flaky, iridescent surface caused by interaction of the glass with ground water.

Labels

When describing a label, first distinguish if it is a:

Manufacturer’s Marking: made by the company who produced the bottle, these are generally embossed markings on the base, or less frequently, the heel of the base. They often don’t have any indication of what was actually inside the bottle (though some beer companies consistently used certain bottle manufacturers or labeled their own).

Product Label: made by the company who produced the contents of the bottle, and can take many forms from embossed to enameled, and be located anywhere on the body.

Then, when describing the label, be sure to describe its physical form in addition to its contents. Most container labels are one of the following four types:

Embossed: Consist of raised letters, numbers, or designs that were part of the bottle mould.

Paper: A printed paper label attached with an adhesive to the surface of the bottle.

Applied Color: A colored enamel label that is baked onto the surface of the glass. An example are the brightly colored labels on glass soft-drink bottles of the 20th century.

Seals: A design impressed into a blob of glass that is applied to the exterior of the container. Most common on wine/liquor bottles.

Glass Artifact Function

- The first stage in sorting glass will be to separate flat glass (generally from windows or mirrors) from curved container glass and tableware glass. All window glass should be catalogued as “Building Material – Building Material – Window,” whereas mirrors will be catalogued as “Furnishings – Furnishings – Mirror.”
- Some paneled bottles may have flat portions – generally, window and mirror glass will be of uniform thickness with parallel surfaces. Paneled bottle glass may have variations in thickness, and the interior and exterior surfaces may not be parallel.
- When cataloging a glass artifact, it is generally best to be conservative in assigning a functional category. It’s better to call a fragment of curved aqua glass a “Misc. Container” than a bottle or jar, if you are not sure. Similarly, brown, green, olive, or aqua body fragments may not necessarily be attributable to alcohol bottles, even though they **look** like them. Container size, shape, finish/closure, and labels should all be used, when possible, in your determination of container function.

- Glass “small finds” such as beads, buttons, and jewelry elements should be catalogued as most appropriate, in Artifact Categories such as clothing, clothing maintenance, and Artifact Types such as clothing, decorative item, or jewelry,
- Within the existing Market Street Chinatown Archaeological Project cataloging system, the following categorizations might be helpful:

Group	Artifact Category	Artifact Type	Description
Domestic	Drinking Vessel	Drinking Vessel	Cup Goblet Mug Stemware Tumbler
	Tableware	Serving Tableware	Bowl Compote dish Cruet Decanter Dish Egg cup Nappie Oval dish Pitcher Plate Platter Slop jar Sugar bowl
	Food Container	Container	Condiment bottle Extract bottle Certo Jamaica-ginger bottle Jelly jar Ketchup bottle Milk bottle Mustard bottle Olive oil bottle Pickle bottle Preserves Relish bottle Root-beer bottle Sarsaparilla bottle Sauce bottle Soda-pop bottle Soda-water bottle Spice bottle Syrup bottle Worcestershire bottle
	Food Storage	Container	Canning jar Carboy Jar Jug

Group	Artifact Category	Artifact Type	Description
	Cleaning	Container	Ammonia bottle Bleach bottle Chemical bottle Glue bottle Poison bottle Polish bottle
	Furnishings	Lamp	Chimney Lantern Light bulb Oil bottle Oil lamp Shade
		Decorative Item	Vase
Personal	Health	Container	Bitters bottle Chemical bottle Cod-liver-oil bottle Medicinal bottle Ointment bottle Peroxide bottle Pills bottle Vaseline jottle Vial
		Indefinite	Dropper Syringe Eyeglass Feeding bottle
	Clothing Maintenance	Container	Blacking bottle Shoe-polish bottle
	Grooming	Toiletry	Cosmetic jar Cream/Creme jar Florida-water bottle Hair-coloring bottle Hair-tonic bottle Perfume bottle
	Social Drugs – Alcohol	Container	Alcoholic-beverage bottle Ale/Beer bottle Brandy Bottle Cider Cordial bottle Flask Gin bottle Liquor bottle Whiskey bottle Wine / Champagne bottle
	Social Drugs – Opium	Container	Opium lamp
	Social Drugs – Tobacco	Container	Snuff bottle
	Writing	Container	Ink bottle Inkwell

Group	Artifact Category	Artifact Type	Description
Indefinite	Misc. Containers	Container	Bottle Bottle / Jar Jar
	Misc. Closures	Closure	Cap Club-sauce stopper Crown cap Jar Lid Lid Lightning stopper Stopper

Appendix B: Guidelines for Cataloging Unprocessed Faunal Materials

1) Start with an uncataloged box from the 85-31 stacks beneath the lab bench. These are marked with yellow sticky-notes labeling the feature provenience of the box contents. Take it to the lab table and remove all bags from one feature. If there are multiple features in the box, be careful to work with only one provenience at a time. Put the lid back on the box while you are working to avoid accidentally mixing materials from multiple features. (When finished 85-31, move on to the 86-36 materials in the cabinets behind the lab table).

2) Sort the bags of faunal material from the feature according to sub-proveniences and collection/processing methods. Some proveniences will have multiple bags associated with them, which will all be recorded under one catalog number. If the bags are labeled “1 of 8,” etc., ensure that all 8 bags are present. If you find more than one set of numbered bags within a provenience (labeled something like “1 of 5”) check the excavation dates on the bags to see if you can sort the groups by date of excavation.

Each of the following provenience categories will require a different catalog number within a feature:

- a) No provenience modifiers – just a feature number.
- b) Excavation level (marked on bags as “General Surface,” “Level #,” “Layer #,” or “L#”)
- c) Portion of feature or level (marked on bags with “S,” “N,” “Disturbed Ramp Spoils,” or other defining characteristic.)
- d) Specific stratum or subfeature within a feature or level (“ash lens,” “burned patch,” etc.)
- e) Specific collection method (“Volume Control Sample,” “Screen Sample,” “Rough Sort,” etc.)

If you find bags with modifiers that you are not sure about, ask Barb before combining bags or assigning new numbers.

3) Determine how many catalog numbers you will need to add to the database.

For example, there were 15 bags of faunal material associated with Feature 3. The following bag-labels were present:

"Volume Control: ½" screened soil sample bulk"

"1 of 5, 9-7-85"

"2 of 5, 9-7-85"

"3 of 5, 9-7-85"

"4 of 5, 9-7-85"

"5 of 5"

"Backdirt 1 of 2"

"Backdirt 2 of 2"

"After Destruction, __, 9-11-85"

"After Destruction 1 of __"

"After Destruction 2 of __, 9-11-85"

"General Surface, 9-6-85"

"General Surface, 9-6-85"

"Bag 3 of __, 3-7-85" [appeared to have been re-bagged with a mis-transcribed date]

"Bag 4 of __, 3-7-85" [appeared to have been re-bagged with a mis-transcribed date]

Based on the information provided on the bags, you will need 6 new catalog numbers for the Feature 3 faunal bone, as follows:

i) The "Volume Control" bag

ii) Bags 1-5 of the unmodified feature provenience

iii) "Backdirt" bags 1-2

iv) Three "After Destruction" bags

v) Two "General Surface" Bags

vi) The two bags labeled "3 of __" and "4 of __," which are part of a series but it is uncertain which series.

4) Create these new catalog numbers in the main database, record them on the appropriate feature page in the "New Catalog Numbers" binder, and print the blank catalog sheets for each new number.

5) Weigh each bag's contents on the 2kg-accuracy balance, and prepare a temporary bag-tag for each bag within each catalog number.

6) Re-bag all materials in the most appropriate size bag. Use the smallest bag that you can easily close without forcing or stretching the bag around the contents. At this point you may combine bags of undifferentiated material that will be contained within the same catalog number. If there are small sub-bags of sorted material (e.g. fish bone or fish scales), keep these within a separate bag with a temporary bag-tag and place this bag into one of the larger bags within the catalog number. On that bag's temporary bag-tag, write "contains one sub-bag."

Fragile materials or those too large to fit in bags may be wrapped in acid-free tissue and/or ethafoam as appropriate. Tuck the temporary bag-tag for that artifact into the interior wrapping of the item, and write the catalog number in archival ink on the exterior of the wrapped surface.

7) Using pencil, fill out the catalog sheet for each number as completely as possible. In the “Description” field, briefly describe the nature of the bag contents.

8) Once catalog records have been prepared for a batch of faunal remains (usually from one feature), enter the information into the catalog database.

9) Place the newly bagged and tagged materials from each feature into a new corrugated plastic box lined with two layers of ethafoam on the bottom surface. Affix a provisional box label (index cards work well for this) with the Project Year, Feature(s) contained, and material type (faunal bone) on the exterior of the box.