



MEMOR

MEMOR

Database fields and definitions

After each entry – press “ADD” to save changes

SITE:

This must be completed for each site. It is the card that defines the origin of the collections.

- **Name** FIB Name the site is known as

Definition

Site name	<i>Always include place name. In case of associated towns/villages include main city (e.g. Church Square, Daknam Lokeren) Volgorde: site, gemeente, stad</i>
-----------	--

- **Type** Select type: MS cemetery; church; settlement; isolated; monastic; war burial

Definitions:

Cemetery/Burial ground	A dedicated place where multiple people were buried.
Church	Inside a church
Settlement	Associated with a settlement (regardless of time period)
Isolated	This is an isolated find. It can be more than one individual but the area is isolated
Monastic	Associated with monastic buildings, religious congregation
War burial	Associated with world war
Catastrophic	e.g. multiple burial

Description: Compulsory description of the site. *This is the description that will appear in the search results. Be specific. Is it a multiperiod site? Is it a particular area of the site?* Catastrophic – define whether this is a multiple burial, hospital, leproseary.

- **Code** Code the site is known/stored by – *this is the code the site is best known by*

- **Human activity** Period: Select time period. Multiple selections are possible:

Definitions: (following thesaurus OE)

Broad period	Detailed period	Dates
Prehistory	Palaeolithic	1,3 Mya – ca. 12000 BC
	Mesolithic	Ca.9500BC-ca.4000C
	Neolithic	Ca.5250BC-ca.2000BC
Metal ages	Bronze age	Ca.2000BC-ca.800BC
	Iron Age	Ca.750BC-ca.57BC
Roman Age	Roman Age	Ca.57BC-406AD
Middle Ages (5 th -15 th C)	Early Middle Ages	Ca. 5 th -9 th C (Carolingian and Merovingian)

	High Middle Ages	10 th -12 th C
	Late Middle Ages	13 th -15 th C
Modern times (Nieuwe en Nieuwste tijd)	Modern times	16-19 th C
	WO	World wars I and II
	20 th Century	20 th C
Unknown		

Dates from: fill in year (if BC add with minus “-“. E.g. 300BC = -300)

Dates to: fill in year

- **Place**

Description: *Describe specifics on the location if necessary*

Name: Write down address with place name. *In case of associated towns/villages include main city (e.g. Church Square, Daknam Lokeren)*

Coordinates: search for the address in the search box in the map. The area should roughly appear – a marker may appear but this marker is not saved.

To pick the location of the site: Select “add a new feature” >> “point”. Place the point on the middle of the location of the site. Press “ADD”. If the location is unknown (e.g. somewhere in the village), use a polygon to define the region where it was found. Do not use the polygon to identify a site – use a point in the centre of the excavated area instead.

- **Resources/information:** Notes: links, titles articles, books etc. Specifics about the site.

- **Related resources:** The site is to be “related” to the collections by a P53 link. This link will now be set to P53 automatically when a collection is selected as a related resource.

EXCAVATION

The information in this card pertains ONLY to the excavation! Not all sites or collections will have excavations linked to them.

- **Name** Name of the excavation: MUST include the full name of the site. Add *specifics*. E.g. *Eastern graveyard Devosplein Mariakerke Gent*. Include the name of the site and add if this is a specific excavation.
- **Description** COMPULSORY – is the description visible in the search results: If necessary, add notes on excavation. E.g. exact number of individuals, special circumstances excavation.
- **Type** Select 1: Accidental find; Archaeological prospection, Excavation, Unknown
If the material of the prospection is included with the material of the excavation and both were carried out by the same company, then make only 1 excavation resource to connect to the collection. If there are clearly two collections, one from the prospection and one from the excavation or both were carried out by different companies, then create 2 excavation resources to connect to a single collection.
- **Formed by** Name: Who executed the excavation
- **Excavation years** Dates from: fill in year
Dates to: fill in year
- **Excavation size** Select Excavation size: (1-10 ind); (11-50); (51-100); (101-500); (501-1000); (1000 +); unknown !! this is the number of **excavated** individuals, NOT the number of stored individuals.
- **Period** Period: Select time period. Multiple selections are possible:

Definitions: (following thesaurus OE)

Broad period	Detailed period	Dates
Prehistory	Palaeolithic	1,3 Mjg – ca. 12000 BC
	Mesolithic	Ca.9500BC-ca.4000C
	Neolithic	Ca.5250BC-ca.2000BC
Metal ages	Bronze age	Ca.2000BC-ca.800BC
	Iron Age	Ca.750BC-ca.57BC
Roman Age	Roman Age	Ca.57BC-406AD
Middle Ages (5 th -15 th C)	Early Middle Ages	Ca. 5 th -9 th C (Carolingian and Merovingian)
	Middle Middle Ages	10 th -12 th C
	Late Middle Ages	13 th -15 th C
Modern times (Nieuwe en Nieuwste tijd)	Modern times	16-19 th C
	WO	World wars I and II
	20 th Century	20 th C
Unknown		

Dates from: fill in year (if BC add with minus “-“. E.g. 300BC = -300)

Dates to: fill in year

- **Related resources:** The excavation is to be “related” to the collections by a P12 link. This link will now be set to P12 automatically when a collection is selected as a related resource.

COLLECTION

This must be completed for each collection. It must then be linked to a site (and possibly excavation).

Name Name of the collection: **MUST include the full name of the site**. Add specifics. E.g. *Medieval Devosplein Mariakerke Gent*. Include the name of the site and add if this is a specific collection (the words *Human remains collection of ...* is automatically added so no needs to add *skeletons, collection* etc).

- **Description** COMPULSORY – is the description visible in the cards: If necessary, add notes on collection. E.g. exact number of individuals, special circumstances collection.

- **Collection size** DD Collection size: (1-10 ind); (11-50); (51-100); (101-500); (501-1000); (1000 +); unknown !! this is the number of stored individuals, NOT the number of excavated individuals.

- **Current location:** Permanency: temporary; permanent

Current location: select all depots where the collection is located. Select unknown if current location is unknown. Add a new depot if necessary.

Definition: Name the depot, the city where it is located. If known by two names, add both. (e.g. De Zwarte Doos, Stadsdepot, Gent)

- **Previous location** Notes on previous locations.

- **Availability** Select one Available; not available; partially available by rejection; no depot access

- **Internal code** FIB Write any internal codes used.

- **Rejection** Has any of the excavated material been rejected? Select “Yes”; otherwise “No”

- **Location of rejected** Location of rejected materials: Notes on location of previous collections

- **Storage type** Select multiple: Individual; By element; Unknown; per context (los bot, knekelmuurtjes, secondary deposition)

Individual	Skeletons are stored by individual.
By element	The bones are separated by skeletal element
Per context	Boxed by context number. E.g. disarticulated, secondary deposition, bone structures (e.g. ossuary).
Unknown	Not known

- **Burial type** Possibility to select more than 1:

Anatomical position	Skeletons were in anatomical relation. Inhumations.
Commingled	The bones were not in anatomical relation.
Cremation	Burnt bone
Mixed	A combination burial
Unknown	Not known

- **Collection notes** Notes on collection

Potential (is included in the collection card)

- **Excavation report** Select 1: Present ; absent ; unknown ; not verified

- **Excavation documents** Select 1: Present ; absent ; unknown ; not verified

- **Skeleton sheets** Select 1: Present ; absent ; unknown ; not verified

- **Other associated material** Notes on other associated material: grave goods, hair, cloth, etc.

- **Sampling** If any samples were taken select "Yes"; otherwise "No".

- **Sampling notes** List sampling notes: Notes on what samples were taken, by who and their location.

- **Research** Research types: Select all that apply: Assessment; Basic analysis; Follow up research (*thesis, publicaties, etc*); Unknown; None ; Unavailable; Not verified

Research Notes: Notes on the analyses carried out on the collection. Can include links and titles.

-**Related resources:** **Select the related resources (the site and possibly the excavation(s)). Links will be made automatically with correct type.**
For the relationship between Excavation and Collection, "P12 as formed by".
For the relationship between Site and Collection, "P53 has former or current location (is former or current location of)" use.

Searching the database

To retrieve information on collections users can apply thematic, temporal, and spatial criteria.

- Thematic queries:** Users can request a resource from the list of resources or using one or more keywords (e.g., map creator and material). The query can be on one or more of the resource models' properties and the response is both the resource with its attributes and the relations defined. The search functionality is dynamic and retrieved information is visualized as overlays to the base map.
- Temporal queries:** Queries related to the time dimension associated with a particular resource can be made using either fields with temporal information and/or the time wheel provided by Arches on which users can select different time periods.
- Spatial criteria:** Users can search data using place names (modern or old) or geographic entities (types or names). They can also specify a geographic region (point, line, or polygon) on the base map or on the historical map and retrieve the resources inside the specified region and its relations as defined within the model.
- Advanced search:** Allows the user to refine their search. When using advanced search functions, by clicking on "Map Filter", the results will be displayed on the map.