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2 ARCHIVE COMPONENTS: STANDARDS AND SPECIFICATIONS

The purpose of this part of the *Standards* is to specify standards and presentational requirements for the various components of the archive that is being deposited with the Museum of London. As stated in the Guidance Paper on *Standards and practices in archaeological fieldwork in London* (GLAAS 1998, Section 5.2; see also, this document Section 1.2.3), the recording systems used should, **by default,** be fully compatible with those described in the Museum of London's *Site Manual* (1994).

This part is arranged in seven sections:

- Site records and site post-excavation records (2.1)
- Photographs (2.2)
- Finds and finds records [2.3]
- Finds conservation and records (2.4)
- Environmental material (ecofacts) and records (2.5)
- Ordering and Packing (2.6)
- Digital data (2.7)

Samples of the main recording sheets are illustrated in the Appendices. Legal and other copyright issues are discussed in Part 3.

2.1 Site records and site post-excavation records

This section deals both with **primary** records – drawn or written – generated by fieldwork and with **secondary** records generated by post-excavation assessment or analysis of the recovered stratigraphic evidence. It also covers records or reports resulting from survey or prospecting in the project-planning phase (see Section 1.1), together with general matters such as site definition and location. Photography is discussed insofar as it relates to the primary site record; the more complex issues of photographic media and cataloguing are considered separately in Section 2.2. In addition, some topics that relate more widely to the archive as a whole – chiefly the Site Abstract (2.1.13) and the Archive Bibliography (2.1.18) – are included here for convenience.

The section is arranged as follows:

Primary records

Secondary information and records (see also Section 1.3.2)

For the preferred form of packaging for material in this section, see *Ordering and Packing* (Section 2.6).

2.1.1 Site definition and location

One of the first requirements of an archaeological project is to define its extent precisely, in order to avoid confusion between adjacent sites.

Therefore, each project must have

- a unique **site code** that is applied to all material generated by each phase of work
- **location plans** on which the extent of all fieldwork is accurately plotted.

2.1.1.1 Site code

All archaeological work in London should have a site code. For the majority of work this will be a standard five-character alphanumeric code on the pattern XYZ09; for complex multi-site developments, a different coding system has been devised. These codes are issued by the Museum of London Archaeological Archive. **Excavating/recording bodies must ask the Archaeological Archive (Records Officers) for a site code before fieldwork starts**. Note that:

- because the numeric element of the code indicates the year fieldwork starts, the Archaeological Archive should be asked to change the code in the event of delay beyond the year of issue
- if different phases of work are conducted by different contractors, or the gap between one phase and the next is long (*eg* 2-3 years), a new code should be sought

The site code, as the common unique identifier, must appear on as much of the material generated by a project as possible. It must be incorporated in all site records and, if necessary, added to those created during earlier phases of work.

As of 1 April 2011, a £50 (excluding VAT) administration fee will be charged every time a new <u>commercial</u> archaeological project is registered with the Archaeological Archive. This essential registration service ensures there is no confusion in the basic recording of London's archaeology; and, at the same time, it makes site information available for the benefit of contractors, students and anyone with an interest in London's past. The new fee will cover the actual costs incurred by the Archaeological Archive in:

(a) issuing and recording a Site Code;
(b) preparing for archive deposition by issuing a Deposition Form and draft Deed of Transfer, and by engaging in initial correspondence;
(c) receiving a site summary from the contractor or consultant, and editing it for London Archaeologist and Surrey Archaeological Collections;
(d) making the summary available in our on-line Catalogue.

To arrange payment of the administration fee, please contact the Archaeological Archive (Records Officers).

2.1.1.2 Location plans

In order to locate accurately the extent of the fieldwork element of a project, the following primary location plans must be produced.

- A '**site location plan**', indicating site north and based on the current Ordnance Survey 1:1250 or 1:2500 maps (which should include the appropriate Ordnance Survey Copyright Licensing text and Licensing number, specific to the depositor)
- A '**trench plan**' or 'historic building plan', normally at 1:100

If the site investigation is ‘negative’, then a supplied location plan will be accepted, provided that the investigation area is clearly marked and at an appropriate scale (see above).

Required information

The ‘trench plan’ or ‘historic building plan’ must contain the following information, where appropriate:

- the site code and any appropriate title
- site address including postcode
- the investigation area (eg site or development outline)
- the maximum extent of areas of excavation
- site-grid/OS transformation information (as appropriate)
- relationship of the site to the OS grid (eg full numeric OS coordinate values for at least two marked and labelled points)
- location & unique ID of sections and elevations
- location of watching brief observations
- location of any other fieldwork (*eg* geophysical survey)
- derivation of height information (including location & value if OS terrestrial benchmarks used)
- method of site / site-grid location onto OS coordinate system (eg : GPS survey, topographical best-fit to MasterMap, tied-in using GPS/GNSS control, optical resection to OS terrestrial control etc)

Materials

The **site location** plan (1:2500 or 1:1250) can be presented as an A4 photocopy of the OS plan or printed out on draughting film (UKIC 1990, 3.1.3), with the site clearly marked. The **trench location**, or 1:100 plan, must be printed out on film (*ibid*). No sheet larger than A1 should be used. If more than one sheet is required, relationships between sheets must be indicated. For digital (CAD) files, see also Section 2.7.6.

If a third party supplies the location plan(s) because the investigation is ‘negative’ (see above), paper copies or dyelines are acceptable, if they are marked appropriately. Digital files are also acceptable - see Section 2.7.6).

Please note: trench plans in the reports are <u>not</u> acceptable as the primary record.

2.1.2 Survey data

As noted above for the trench location plan, information detailing the survey method used to relate the site, site-grid, and areas under investigation to the Ordnance Survey grid is an essential part of the site archive. If this information is not already included in either the trench location plan or the historic building plan, then the following should be supplied separately:

- The survey method used to relate the site data to the OS grid (eg: topographical best-fit, optical survey using GPS control, GPS/GNSS survey etc)

- If a site grid was used, then transformation values for two known points should be supplied in both coordinate systems (ie in site grid values and OS values, and to three decimal places).
- If trench location values (eg OS coordinates of the four corners of a trench) are not already labelled on site or trench location plans, then they should also be supplied in a separate document (these values should be given to two decimal places eg : 543210.63 / 123450.78)

2.1.2.1 Digital data

Digital data supplied as .dxf should be on OS coordinates and use metres as drawing units. If a site grid was used, then the dxf should include an additional site grid UCS (User Coordinate System). OS map data should not be supplied digitally (as this infringes OS Copyright).

More complex landscape and contour surveys may also be deposited in digital form. See Sections 2.7.8 and 2.7.9 respectively for deposition of raw GIS data or geophysical survey data.

2.1.2.2 Notes, sketches and dyelines

Any notes and/or sketches used in the course of surveying must be labelled with the site code and deposited with the archive, as should any relevant dyelines or plans supplied by the developers.

2.1.3 Levels data

Data relating to the establishment of temporary benchmarks and associated derived levels must be included in the archive. It should be clear whether the levels were derived from GPS control or terrestrial OS benchmarks (or any other known source of height information). If OS benchmarks were used, then description of location and value in metres OD should also be provided.

2.1.4 Context records

The hardcopy originals of all context records must be deposited. The information recorded on context sheets must be in accordance with that on the general context, masonry, timber, skeleton and coffin sheets described in the *Archaeological Site Manual* (Museum of London, 1994), though the layout of the context record sheets themselves is at the discretion of the depositor.

2.1.4.1 Required information

Context records must contain at least the following items of information:

- the site code
- a unique context number
- a description of the context
- its stratigraphic relationships

- its three-dimensional location and the numbers of any drawings on which it appears
- an interpretation of its significance
- a record of any photographs on which it appears
- a note of any finds recovered
- a note of any samples taken.

It must be stressed that the maximum possible amount of information about a context must appear on the context record sheet rather than be dispersed on separate sheets and lists.

Where any gaps appear in a sequential numbering system, this must be noted in the Context Register (Section 2.1.9).

2.1.4.2 Materials

The context records must be A4 size and produced on reasonably durable and stable paper. The light fastness of pens/biros should also be considered (UKIC 1990, 5, Section 3.1.6), but ordinary Bic biros are acceptable.

2.1.5 Field-walking collection unit records

2.1.5.1 Required information

The selection – in terms of size and configuration – of a suitable primary unit for surface collection is at the discretion of the contractor, but it must be fully documented in the Project Design (Section 1.1). Each unit that is walked must be uniquely identified with:

- The site code
- A unique collection unit number

For recording purposes, the primary collection units will normally be grouped together into larger areas or sections of transects. For each of these larger units the following information should normally be included as a minimum:

- Location, including references to overall site location plans (Section 2.1.1) and the Ordnance Survey National Grid
- List of component collection units, and their location with respect to the larger area or transect
- Description, in terms of soil, geology and topography
- Conditions – including weather and field surface – at the time of collection
- References to photography – either of features or of general working conditions
- Presence/absence of artefacts

2.1.5.2 Materials

The record sheets should be A4 in size, and the hardcopy originals must be deposited. For guidance on paper quality, see Section 2.1.4.2.

2.1.6 Trench record(s) and other site record sheets

Trench sheets may be used for rapid recording of trial trenches or test pits.

Borehole and auger logs are normally produced from geoarchaeological fieldwork.

The materials used must conform with the standard specified in Section 2.1.4.2.

2.1.7 Site drawings

The originals of all site drawings must be deposited. Site drawings might include plans, elevations and sections, record drawings of timbers and worked stones, and, for standing buildings, annotated supplied plans and elevations. Single context planning should be used, particularly on deeply stratified sites, but multiple context planning may be more appropriate for some sites. In these latter instances, the Museum must be consulted, and a system must be arranged to allow a plan to be located within the stratigraphic sequence. A statement of site drawing practice may therefore need to be included with the drawings when the archive is deposited.

2.1.7.1 Required information

Site drawings must contain the following information:

- the site code
- a brief description or title for the drawing
- grid co-ordinates
- scale (generally 1:20 for plans and 1:10 for sections)
- unique drawing number
- an identification of the contexts on the drawing
- datum levels for sections and elevations
- a plan matrix showing the stratigraphic relationships to other planned material, where appropriate.

2.1.7.2 Materials

Drawings should be made on sheets of pre-printed gridded draughting film. Two sizes should be used: 290 mm x 320 mm (allowing a 5 m square to be planned at 1:20), and A1, although if multiple context planning has been employed A1-A4 draughting film will be acceptable. Continuation sheets and their relationships to each other must be indicated. Sheets must never be taped or stapled together, or joined using any type of adhesive; masking tape in particular must never be allowed to remain on a drawing for any length of time. Site drawings may be made using a hard pencil (6H) or Indian or Rotring drawing ink (UKIC 1990, 3.1.6), but never both together. For digital deposition of site drawings see 2.7.6

2.1.8 Context matrix

A definitive stratigraphic context matrix or matrices, including all contexts, **must** be deposited in the archive. The exceptions to this rule are discussed in Section 1.3.2.

2.1.8.1 Required information

All matrix sheets must be clearly marked with the site code and a title (*eg* XYZ09 Matrix Sheet 1) and, if more than one sheet is used, continuing relationships must be clearly shown. The notation used is a matter for individual practice and may vary according to excavation methods and stratigraphy.

If the matrix has been compiled digitally – see Section 2.7.10.

2.1.8.2 Materials

The matrix should be drawn with either a hard pencil (6H) or light-fast ink (Indian or Rotring) on appropriately sized sheets of film, no larger than A1, or A4 paper using pencil or biro. Alternatively, a matrix may be generated on a computer. If large numbers of contexts are involved, many sheets may be required in which case individual sheets must not be taped or stapled together, or joined using any type of adhesive.

Each sheet must be marked with the site code, a title, and an indication of the relationships where matrix lines leave the edges of the drawing. All sheets must clearly show their position within the complete matrix. This is particularly important for individual sheets, but equally applies where a computer-generated matrix (see 2.7.10) is printed on a continuous roll, as sheets will become separated.

Annotation of matrices, drawn or computer-generated, must not be done using colour. The light-fastness of most coloured inks is poor and colours are not suitable for microform reproduction.

All matrices should be listed in the Plan/Drawings register (2.1.10) as appropriate.

2.1.9 Context register or index

The purpose of the Context Register is to cross-reference by context the primary field records (context descriptions and drawings). Therefore, it is an essential component of the Basic Site Archive. Contractors are encouraged to adhere to Museum of London terminology for basic or primary context descriptions (see Term List 1 available on website).

The register **must be deposited both in hard copy on A4 sheets and digitally** (see Section 2.7.5), in the form of a spreadsheet or database containing the following information for each context record:

- Context number
- Context type descriptor -use Museum of London terminology (see Term List 1)
- Plan numbers, as in the Plans Register (see 2.1.10)
- Section numbers, as in the Sections Register (see 2.1.10)
- Numbers of specialist drawings, as in the Supplementary Drawings Register (see 2.1.10)

Additional fields may be added as required.

2.1.10 Registers of plans, sections and supplementary drawings and diagrams

All drawings and diagrams – except Single Context Plans if the same as context numbers – must be indexed in a Register. These could be separate series for plans (prefixed by P), sections (prefixed by S), other specialised drawings (prefixed appropriately) and matrixes (prefixed by M) or, alternatively, in one **Drawings Register** if that is the preferred form. This should be deposited on A4 sheets – and, as a digital record (spreadsheet or database - see 2.7.5) – in the form of a table containing the following information as appropriate for drawing or diagram:

- Plan/Section/Other Drawing/Matrix/Drawing Number (prefixed by relevant letter)
- Title (for matrices this will be Area or Trench or as appropriate)
- Scale
- (Sections only) Plan co-ordinates of datum points
- Computer filename (to be completed when plan/sections are being deposited in digital format)
- Size of drawing/diagram (if larger than small site drawings 290 x 320 mm eg. A1, A2, A3)
- Number of sheets if more than one

2.1.11 Site notes and diaries

Diaries and notes are sometimes kept. Such items must be lodged with the archive, as they constitute an original record. All must be marked on the outside with the site code and their title. If notebooks are used for more than one site, or if the notebook is archivally unsuitable (*eg*. spiral-bound), good photocopies are acceptable.

2.1.12 Site photography

Photographs are an essential part of the primary site record, complementing the written and drawn record. For guidance on suitable media and requirements for archival cataloguing, see Sections 2.2.2 – 2.2.3.

2.1.12.1 Referencing requirements for record photography

Images intended for rescale must include not only photographic scale(s), but also several identified points that will permit rescaling. The grid co-ordinates of these points and the relationships between them must be recorded, either as written information in shot, or on the relevant context record(s). The same practice must be applied to information about direction and content of shots – *ie* information should either appear in the image or be recorded on-site in a photographic log (see below).

2.1.12.2 Photograph logs

Photographic logs should be maintained on site so that photographs may be easily identified and accounted for later. For each of the media being used (black and white film, colour transparency, digital) a record should be made of:

- film number
- negative/frame number/digital photo image reference number (this will generally be a four digit sequential number) eg. IMG_0001
- direction of view
- description, including contexts
- date
- photographer

Photographic logs should be deposited with the site archive, though all required information must still be entered into the Images Register (Section 2.2.3).

2.1.13 Site abstract

The prospective depositor should provide a site abstract if one has not already been provided for the 'London Archaeologist Roundup' or if the original interpretation has changed or important finds or ecofacts been identified. This must be completed and returned to the Museum with the deposited archive, together with a digital copy (see Section 2.7.4).

The abstract should:

- Describe the type of work carried out, including any exceptional constraints
- Summarise the main phases of building or occupation on the site
- Draw attention to key artefacts or items of environmental evidence
- Relate the site to previous fieldwork and/or other sources of information

It will normally consist of between 100 and 250 words, but may not exceed 500 words. The abstract will be used on the museum's website and in future editions of the gazetteers of sites in Greater London and the City.

2.1.14 Historic Environment Record and Deposit Survival forms

The Greater London Archaeology and Advisory Service requires an Historic Environment Record to be completed for every project that involves new fieldwork via its online OASIS project. The information that this holds complements that in the archive, and can facilitate access to the archive as a whole.

Organisations are encouraged to lodge copies of Deposit Survival forms. A sample form is illustrated in Appendix 1.

2.1.15 Descriptive/Interpretative text (reports)

Assessment and analysis reports, with full supporting data should be deposited (see sections 1.2, 1.3. 1.4), both hard copy and digital files. Digital files should be in their 'native' format if possible and embedded material transferred separately, see 2.7.4 for acceptable formats. Digital files must be accompanied by metadata as required (see section 2 7.7).

2.1.16 Interpretative drawings

2.1.16.1 Methodology

Three categories of interpretative drawing are commonly produced during post-excavation assessment or in preparation for publication:

- Plans showing low-level associations – sometimes known as **sub-groups** (see 2.1.17) – usually at 1:20 scale
- Plans showing high-level associations – **groups** or phases (see 2.1.17) – to show the broad phases of land-use on the site. To ensure compatibility with other London archaeological archives, these should be at 1:100, unless prior agreement has been made with the Museum of London
- Equivalent annotated sections and elevations.

A full set of plans – or elevations, in the case of a historic building survey, or transects, in the case of geoarchaeological survey – showing the high-level groups or phases is a **minimum requirement** for any research or post-excavation assessment archive. The drawing conventions used are a matter for individual choice and, if necessary, a key to conventions, or a copy of operating guidelines, should be deposited with the archive.

Care should be taken to ensure full annotation and adequate cross-reference to descriptive text, Grouped and phased matrices (2.1.17), Land-use diagrams (2.1.18) and the Index of archaeological association (2.1.19). Individual drawings must be clearly labelled with the site code, scale, grid points, title and relationships to other drawing sheets if necessary. Note that only the final version of the drawing should be deposited; rough-outs and drafts will not be accepted.

2.1.16.2 Presentation

Drawings should be produced on sheets of draughting film no larger than A1, using light-fast ink or hard pencil (Section 2.1.7.2) but never both together. When CAD software is used for illustrations, copies of the relevant files must also form part of the deposited archive (see Section 2.7.6). The use of coloured inks on computer-aided drawings must be avoided.

In the case of publication archives, all published artwork should be deposited and each drawing must be marked with a copyright statement. If copyright has been assigned to the Museum of London (Section 3.2), this should read 'Copyright: Museum of London'; otherwise, the name of the copyright holder must be the same as on the Copyright Licence Agreement (Section 3.2).

All drawings should be listed, normally as a figure list in a post-excavation assessment or other report, but in any case should be deposited as a digital record (spreadsheet or database - see 2.7.5) – in the form of a table containing the following information:

- Figure number/drawing/diagram reference
- Title/description
- Scale (as appropriate)
- Computer filename (to be completed when plan/sections are being deposited in digital format)
- Size of drawing (A1, A2, A3)
- Number of sheets

Drawings of finds and environmental assemblages should be fully referenced or concordances provided to enable their identification in the archive (2.1.20).

2.1.17 Grouped and/or phased matrices, and sequence diagrams

To facilitate common access to archives produced by different contractors, the analysis of stratification, during post-excavation assessment or in support of a publication, must be expressed in the form of a **Group Matrix** or **Sequence Diagram**. An exception to this rule can be made for sites where there is no demonstrable stratigraphic relationship between the 'groups' or other units of interpretation as they have been defined (see Section 2.1.19.1). Even so, if those units have been ''phased' – by artefactual dating, for instance – it may clarify matters to depict the inferred relationships in terms of a matrix (which will be, therefore, purely 'interpretative' rather than 'stratigraphic').

Care must be taken to ensure that the group matrix matches precisely the group structure represented by Interpretative Drawings (2.1.16), Land Use Diagrams (2.1.18) and the Index of Archaeological Association (2.1.19). The precise form of the matrix will depend on the analytical approach and the number of intermediate stages between context and highest-level interpretation – in some cases, for example, both a 'group' and a 'subgroup' matrix may be necessary (see 2.1.17.1). A common practice is to annotate a copy of the context matrix with the interpretative structure; if this is done, the annotation should be in ink and unambiguous, with groups and phases clearly marked, and with the system of marking explained in a key.

If the grouped matrix or sequence diagram is not included in a report it should be archived separately, on paper or draughting film, titled and added to the Interpretative drawings figure list 2.1.16.2. For presentation in CAD format, see 2.7.6.

2.1.18 Land-use diagrams

Land-use diagrams are a development of the Sequence diagram concept (Section 2.1.17) but include annotations and a representation of **space** as well as of **sequence**. Within a rectangular grid – where the horizontal dimension represents the spatial and the vertical dimension the chronological – buildings, streets and other features are depicted by polygons (see example, Fig 1). These polygons – which normally equate directly with **groups** (see 2.1.17) – conform roughly in their shape and size to the area of the site and the proportion of the site's chronology which the features themselves once filled.

The Museum of London encourages depositors to provide Land-use diagrams to support the analysis of complex stratification (see Section 1.3.2). If it is not included in a report it should be archived separately, on paper or draughting film, titled and added to the Interpretative drawings figure list 2.1.16.2. For presentation in CAD format, see 2.7.6.
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2.1.19 Index of archaeological association

Post-excavation assessment archives (Section 1.3) and research archives (1.4) must contain an **Index of archaeological association** to cross-reference contexts, assigned dates and appropriate levels of interpretation. Museum of London terminology for interpreted features is recommended: basic interpretation (see Term List 2 on website) and land-use (high-level interpretation) (see Term List 3 list on website).

2.1.19.1 Methodology

The units of interpretation must be carefully defined in the accompanying text report and the system may follow one of several patterns, depending on the complexity of stratification on the site or the nature of the project being archived. In the case of most urban sites with moderately complex stratification there are likely to be two levels of interpretation:

- '**Subgroup**': grouping of contexts to form recognisable and tangible 'objects' (buildings, wells, graves with contents etc)
- '**Group**': grouping of subgroups to form broad 'phases' or 'periods' of activity

Simple urban sites or rural sites with little horizontal stratification may have only a single ('group') level of interpretation. Conversely, publications that synthesise results from a number of separate sites may deploy three levels of interpretation – the third being a grouping of individual site groups to form a very high level of inter-site abstraction.

Each unit of interpretation must be **dated**. Normally it will suffice to date **only the groups** – the date of the constituent subgroups and contexts following naturally from this. The exception will be when the grouping is done at a very high level, perhaps representing a long period of time and encompassing many different subgroups, themselves of widely varying dates. *[As an example take a site that remained open ground for several centuries, during the course of which many pits were dug. The period as a whole might be treated as a single group with a wide date range, the individual pits as subgroups with narrowly-defined date ranges.]* The dating framework must be clearly expressed in the accompanying text report, and the date assigned to each unit of interpretation should be fully justified.

2.1.19.2 Presentation

The index must be presented as a table with the following fields:

- Context number
- Subgroup number (if applicable)
- Subgroup date (if applicable)
- Group number
- Group date
- Basic interpretation descriptor (see Term List 2 list)
- Land-use/high-level interpretation descriptor (if applicable, see Term List 3 list)
- Group descriptor (use NMR Monument Type Thesaurus where appropriate)

Note that this information may be presented as a set of relational tables. *[For example, Table 1 cross-referencing Context number to Group number; Table 2 cross-referencing Group number to Group descriptor to Group date.]* It must be presented **both in A4 paper form and digitally** (for specification, see 2.7.5).

Care must be taken to ensure that the numbering systems match exactly those expressed on Interpretative drawings (2.1.16), Grouped or phased matrices (2.1.17) and Land-use diagrams (2.1.18). The Group Descriptor should be clearly derived from the terms used to describe that group in the text report (2.1.14), and they should all conform as far as possible with the NMR Monument Type Thesaurus and/or Museum of London terms (see Term lists available on website) as appropriate to the level of interpretation.

2.1.20 Concordances

Depositors must provide concordances of all published references to original references for stratigraphic sequences, finds, environmental material and images so that they can be readily traced in the archive; see example in Appendix 2 .

2.1.21 Archive bibliography

Depositors must prepare a list of all reports that comprise the archive, together with details of any publications. This bibliography should include entries for:

- Desk-based assessments, evaluation and post-excavation assessment reports
- Specialist reports, either produced 'in-house' or by external specialists
- Interim publications – for example, in *London Archaeologist* or period journals, including entries in the annual 'round-ups'
- Final publications

Reasonable discretion should be used in the selection of entries. For example, an 'incidental' reference, within a paper that otherwise has no relevance to the site, need not normally be included; nor need a note in an ephemeral, or limited-distribution, newsletter.

The bibliography may be deposited digitally but should be prepared as a spreadsheet or database table (Proforma 1 available to download from website) and then deposited as per Section 2.7.5. The following information is to be included:

- Author *(mandatory)*
- Title *(mandatory)*
- Year *(mandatory; of publication or final version)*
- Month *(if applicable)*
- Editor or 'super-author' *(if applicable)*
- 'Super-title' *(if applicable)*
- Journal *(if applicable)*
- Other series *(if applicable)*
- Volume/series number *(if applicable)*
- Pages *(if applicable; format 00-00)*
- Publisher *(mandatory for publications)*
- Place of publication *(mandatory for publications)*
- ISBN/ISSN *(mandatory for publications)*
- Computer filename - this be the same as the deposited file *(mandatory)*

Notes

- The 'super-author' and 'super-title' are the author and title of the work **within which** the listed report has been published (for example, the proceedings of a conference).
- If it is impossible to complete a given entry because the publication is in press at the time when the archive is deposited, the depositor should provide as many details as are available at the time.

Fig 1: Sketch land-use diagram

```
Date (AD)        Area D             Area A              Area B
           +-----------------------------------+ +----------------+
           |   The Mercers' School 1894-1989   | |  Open Area 9   |
                                                     Courtyard    |
           |        standing buildings         | |   Group 45     |
1892 -     +--------+-----------+------+----+--+ +-------+--------+
           +--------+-------+ +-+--+ +-+--+-+--+ +-------+--------+
           |   Building 6   | |wall| |Bldg|Bldg| |   Building 5   |
           |   Groups 40-42 | |    | | 4  | 3  | |    Group 39    |
           |                | |Gp37| |Gp36|Gp35| +-------+--------+
           +--------+-------+ +-+--+ +-+--+    | +-------+--------+
                    |           |      |  +-+--+ | brick walls ?  |
                    |           |      |    |    |    Group 38    |
                    |           |      |    |    +-------+--------+
           +--------+-----------+------+----+------------+--------+
           |                  Open Area 8a                        |
           |                   levelling                          |
           |                 Groups 33 & 34a                      |
1700 -     +-----+-------------------------+----------------------+
           +-----+-----+ +-----------------+----------------------+
           |           | |                                        |
           |           | |                                        |
           |           | |                                        |
1550 -     |           | |                                        |
           |Open Area 2| |            Open Area 5                 |
           |  g. pits  | |   "the great garden of Bernardsynne"   |
           |  Group 3  | |           Groups 11 -15                |
           |           | |                                        |
           |           | |                                        |
           |           | |                                        |
           |           | |                                        |
           +-----+-----+ +-------------+------------------+-------+
                 |            +--------+--------+ +-------+-------+
                 |            |  Open Area 4    | | Open Area 1b  |
                 |            |  ploughsoil ?   | |  gravel pits  |
                 |            |   Group 10      | |   Group 2a    |
1250 -           |            +--------+--------+ +-------+-------+
                 |            +--------+--------+         |
                 |            |  Open Area 3    |         |
                 |            |levelling,s.holes|         |
                 |            |cemetary,ditches?|         |
                 |            |   Groups 4-9    |         |
 100 -           |            +--------+--------+         |
                 |            +--------+--------+         |
                 |            |  Open Area 1a   |         |
                 |            |     g. pits     |         |
                 |            |   Group 2a      |         |
  70 -           |            +--------+--------+         |
           +-----+---------------------+------------------+-------+
           |                   Natural Geology                    |
           |                        Group 1                       |
           +------------------------------------------------------+
```

BAA87 Land Use Diagram:
Part 1

```
Date (AD)             Area C                   Area E
        +----------------++--------------++--------------++------+
        |   Open Area 9  ||              ||              ||      |
        |  passageway    ||              || Groups 43-44 ||      |
        |    Group 45    ||              ||              ||      |
1892 -  +-------+--------+|              ||..............||      |
                |         |              ||              ||      |
                |         |              ||              ||      |
        +-------+--------+|              ||              ||The   |
        |   Buildings    || Open Area 8b ||              ||Gate- |
        |     7 & 8      ||              ||              ||house |
        +-------+--------+|              ||              ||      |
                |         |    Group 34b ||              ||      |
                |         |              ||              ||      |
                |         |              ||              ||      |
1700 -          |         |              ||              ||      |
        +-------+--------+|              ||              |+--+---+
        |                ||              ||              |+--+---+
        |                ||              ||              || Gp32 |
        |                ||              ||              ||r. pit|
1550 -  |                ||              || Building 2   |+--+---+
        |                |+------+-------+|              |   |
        |                |+------+-------+| The Hall of  |   |
        |  Open Area 5   || Building 1   || Barnard's    |   |
        |                || Groups 21-22 ||     Inn      |   |
        |   "The great   |+------+-------+|              |   |
        |    garden of   |+------+-------+| Groups 23-31 |   |
        |  Bernardsynne" || Open Area 7  ||              |   |
        |                ||     pits     ||              |   |
        |  Groups 11-15  || Groups 19-20 ||              |   |
        |                |+------+-------+|              |   |
        |                |+------+-------+|              |   |
        |                ||  levelling   ||              |   |
        |                ||   Group 18   ||              |   |
        |                |+------+-------+|              |   |
        |                |+------+-------+|              |   |
        |                || Open Area 6  ||              |   |
        |                ||     pits     ||              |   |
        |                || Groups 16-17 ||              |   |
1250 -  +----------------++------+-------++------+-------+   |
        +------------------------+---------------+-----------+---+
        |                   Natural Geology                      |
        |                        Group 1                         |
        +--------------------------------------------------------+
```

BAA87 Land Use Diagram:
Part 2