
Overview

This standard is for archaeologists who are required to have knowledge of a class of items or specific groups of items, e.g. curators, conservators, finds officers. It includes people who have to identify and describe items either in their own organisation or in the collections of others.

This standard covers describing the items, which involves examining them in an appropriate fashion, and then describing their features and how they relate to other items as well as identifying items, i.e. stating what they are (as far as is possible), and providing a rationale for how the identification has been made.

Performance criteria

You must be able to:

Provide a description of an item

- P1 identify and apply relevant technical and ethical standards appropriate to your work
- P2 examine the item without putting it at risk
- P3 summarise accurately the history, significance, age and provenance of the item in sufficient detail to meet the requirements of users
- P4 describe accurately any unusual and distinctive features of the item
- P5 describe clearly the item's relationship to other relevant items
- P6 describe accurately the item's condition and the care it needs
- P7 record descriptions in formats that are suitable for users
- P8 comply at all times with health and safety procedures

You must be able to:

Identify and classify an item

- P9 collect all available information relevant to the identification of the item, and assess the information for its reliability
- P10 assess any deficiencies or discrepancies in the information and seeking reasons for them
- P11 identify accurately any unusual and distinctive features of the item
- P12 identify clearly the item's relationship and significance to other relevant items
- P13 use all relevant information to identify the item
- P14 identify the item clearly and provide a justification for the identification
- P15 record the results of the identification process accurately and clearly in an appropriate format

You must be able to:

Describe the potential significance of an item as an archaeological resource

- P16 collect all available information relevant to the identification of the item and assess its reliability
- P17 assess discrepancies in the information and seek explanations
- P18 accurately identify complex features of the item
- P19 clearly identify the item's relationship and significance to other items in its group
- P20 use all available information to identify the item
- P21 clearly identify the item wherever possible and providing a rationale for the identification
- P22 accurately and clearly record the results of the identification process in an appropriate format

Knowledge and understanding

You need to know and understand:

- K1 relevant technical and ethical standards
- K2 how to research further relevant information e.g. on previous owners ; on other similar items
- K3 how to access information on conservation needs, including interpreting conservation reports
- K4 how to describe the item for different people and purposes
- K5 how to use and combine description formats, e.g. photographs and text
- K6 the normal and specific risks to the item
- K7 the examination processes that cause the least risk to the item
- K8 where to locate data, how to access it
- K9 how to present complimentary research information
- K10 the normal features of the class of item
- K11 what people wish to know about the item
- K12 the problems involved with identifying incomplete items
- K13 health and safety regulations and requirements
- K14 how to assess the reliability of information, and to identify discrepancies
- K15 how to provide a justification for an identification, and what people need to assure them of its accuracy
- K16 how to record the results of the identification
- K17 the supplementary information sources that must be explored including: previous owners/holders, libraries and archives, databases, people such as colleagues, publications and other similar sources
- K18 where to find the main sources of information on types of item
- K19 what information is normally required to identify an item
- K20 the level of accuracy that is likely from the sources investigated
- K21 how to synthesise information
- K22 the contribution to research, understanding and knowledge base
- K23 the contribution to reputation and profile of the organisation
- K24 the contribution to organisational/local/national archive collections, inventories and databases
- K25 developments in information :technology/capabilities of IT systems - such as the national collections database
- K26 sources: organisations, experts, previous item holders, publications, the organisation's collection, catalogues, reference works and written reports
- K27 access and availability of resources: recording, and storage procedures, classification systems
- K28 purposes of research: research strategy, methodology, techniques, and body of research
- K29 methods for analysing information
- K30 the items' history and significance
- K31 the scope and content of classified collection

CCSAPAD3

Identify and describe archaeological items

K32 the history of class of item

K33 the features and qualities of class of item

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Identify and describe archaeological items

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