

Anthropology Reposit Template Instructions

This is a guide to filling out the repository templates prior to submitting collections to the Natural History Museum of Utah. These Excel spreadsheet templates are used in the UMNH's record-keeping and are to be completed **in addition to** the information already associated with the collection. There are five templates available for completion, depending on the type of collection that is being reposit. Each template correlates to a different section in UMNH's database and is represented in the Sheet Tabs at the bottom of the *UMNH.AnthroRepositTemplate*.

The *Catalogue* Tab is the main template and is object-specific information about the submitted collection. The type of information for this template can often be found in a typical field specimen log or artifact field/lab record. The UMNH requires additional information for isolated finds, which should be identified and information recorded on the *Catalogue (Isolates)* Tab. Some of the fields in these two forms require specific types of entries, some of which are included in the Appendices. The *Site* Tab and the *Expedition* Tab draw information from the Utah statewide site IMACS form. Despite sharing the same source of information, the data ends up in two separate places and must be put into the two different templates. The *Final Inventory* Tab is a complete list and description of all the objects that are being submitted to the UMNH for curation.

Contents

| | |
|--------------------------|-------|
| Catalogue Tab | Pg. 2 |
| Catalogue (Isolates) Tab | 4 |
| Site Tab | 6 |
| Expedition Tab | 8 |
| Final Inventory Tab | 9 |
| Appendix A | 10 |
| Appendix B | 11 |
| Appendix C | 16 |
| Appendix D | 18 |

Filling out the Catalogue Tab

The *Catalogue* Tab was created to facilitate uploading information into the UMNH collections database. The guidelines are intended to help you fill out the template in such a way to allow the data to be imported into the UMNH system. This form should be submitted **in addition to** field specimen logs or artifact lists even though the content will be similar.

FS Number

This field contains the unique identifier being used by the submitting party to identify individual lots or artifacts. This should be the number only. Prefixes such as “FS” will be added later by the UMNH staff.

Site Number

This is the number assigned by State History to the site, e.g. 42BO36. Usually it is the Smithsonian trinomial system.

Accession Number

This number is assigned to the collection by the UMNH, e.g. UMNH.A.2014.3. You can find this number with the information given when applying for an UMNH accession number prior to the start of the project.

Object Type

The UMNH has a list of object types, and entries in this field should come directly from that list. The list can be found in Appendix A. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Object Name

The UMNH has a list of object names, and entries in this field should come directly from that list. If the object name has more than one name, (*example:debitage, stage one*), then use the second column for the second qualifying object name. The list can be found in Appendix B. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Material

The UMNH has a list of materials, and entries in this field should come directly from that list. If there is more than one type of material, (*example: stone/obsidian*), then use column 2 for the second term). The list can be found in Appendix C. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Technique

The UMNH has a list of techniques, and entries in this field should come directly from that list. If there is a second term used to describe technique (*example worked/incised*), then use the second technique column for the second term. The list can be found in Appendix D. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Object Description

Unlike the previous four fields, Object Description has fewer restrictions. This contains additional identifying information about the objects, e.g. red pigment, Utah-style metate, Desert Side Notched, Tusayan Black-on-red. Though more expansive than the previous fields, object descriptions should be simple but usable in identifying that particular object.

Count

This is the number of objects associated with the particular field specimen (FS) number. It is the number of objects and not a count of bags.

Box

Box where the objects can be found in the repositied collection, *e.g. 1, 3/bag11, Box 123.*

Filling out the Catalogue (Isolates) Tab

The *Catalogue (Isolates)* Tab was created to facilitate uploading information into the UMNH collections database. The guidelines are intended to help you fill out the template in such a way to allow the data to be more imported into the UMNH system. This form should be submitted **in addition to** field specimen logs or artifact lists even though content will be similar.

FS Number

This field contains the unique identifier being used by the submitting party to identify individual lots or artifacts. This should be the number only. Prefixes such as “FS”, “IF”, or “IS” will be added later by the UMNH staff.

Accession Number

This number is assigned to the collection by the UMNH, e.g. UMNH.A.2014.3.

Object Type

The UMNH has a list of object types, and entries in this field should come directly from that list. The list can be found in Appendix A. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Object Name

The UMNH has a list of object names, and entries in this field should come directly from that list. If the object name has more than one name, (*example:debitage, stage one*), then use the second column for the second qualifying object name. The list can be found in Appendix B. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Material

The UMNH has a list of materials, and entries in this field should come directly from that list. If there is more than one type of material, (*example: stone/obsidian*), then use column 2 for the second term). The list can be found in Appendix C. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Technique

The UMNH has a list of techniques, and entries in this field should come directly from that list. If there is a second term used to describe technique (*example worked/incised*), then use the second technique column for the second term. The list can be found in Appendix D. If there are any objects being submitted that do not conform to a term on the list, please make special note of it.

Object Description

Unlike the previous four fields, Object Description has fewer restrictions. This contains additional identifying information about the objects, e.g. Utah-style metate, Desert Side Notched, Tusayan Black-on-red. Though more expansive than the previous fields, object descriptions should be simple, but also a means to uniquely identify the object.

Count

This is the number of objects associated with the particular FS number. It is the number of objects and not a count of bags.

UTM Northing

The northing of the Isolate's location. Leave this field blank if there are no UTM's available.

UTM Easting

The easting of the Isolate's location. Leave this field blank if there are no UTM's available.

Elevation

The elevation (in feet) of the Isolate's location. Leave this field blank if there are no elevation available.

Box

Box where the objects are held, e.g. 1, 3/bag11, Box 123.

Filling out the Site Tab

This tab is designed to help convert data from the statewide IMACS form into a format that can be uploaded to EMU. Specifically, information that correlates with fields in EMU's *Sites* module will be taken from Part A of the IMACS form. The second row of this form contains italicized examples to help in understanding what information should go in each field.

Filling out the Excel Template

Open the *Site Tab* in the *UMNH AnthroRepositTemplate.xlsx* spreadsheet and have the IMACS form ready.

- **Column A** bears the heading *1. Site Number* and should be filled with the Site number found in the IMACS field 1 (e.g. 42BO36)
- The information needed for columns B and C can be found in field 4 of the IMACS form.
 - **Column B** is the state where the site is located. The column has the header *4. State* (e.g. Utah).
 - **Column C** is the county where the site is located. The column has the header *4. County* and can be found in field 4 of the IMACS form (e.g. Box Elder).
- **Column D** has the heading *7. Site Name* and is for the site name. Not every site has a site name and this field may be left blank. If there is a site name, it will be located in the IMACS field 7 (e.g. Old Woman Site).
- Elevation is found in IMACS field 10 and should be entered under the heading *10. Elevation (feet)* under **Column E**. (Note: This number should not contain commas e.g. 5432)
- UTM data is found in IMACS field 11.
 - Zone should be entered under **Column F** under the heading *11. Zone*.
 - UTM easting should be entered under **Column G** under the heading *11. UTM Easting*.
 - UTM northing should be entered under **Column H** under the heading *11. UTM Northing*.
 - Datum (sometimes not included on the IMACS form) should be entered under **Column I** under the heading *11. Datum*.
- If the latitude and longitude of the site were recorded, they should be placed (in decimal form) under **Column J** and **Column K**. Highlight these columns if latitude and longitude were the primary coordinates used on the project. (e.g. 41.79753; -113.97252339700287)
- IMACS field 12 contains information about Township and Range.
 - Township (T) should be entered into **Column L** under the heading *12. Township*. Enter the capital "N" or "S" directly after the number (e.g. 10N, 5S, 11N).
 - Range (R) should be entered into **Column M** under the heading *12. Range*. Enter the capital "E" or "W" directly after the number (e.g. 10W, 5E, 11W).
 - Section should be entered into **Column N** under the heading *12. Section*.
 - Quarter should be entered into **Column O** under the heading *12. Quarter*. The quarter should be entered in all caps with "of" between the increments (eg. NW of NE of SW, SE of NE of NE, SW of SW of SW)

- **Column P** has the heading *13. Meridian* and contains the Meridian found in IMACS field 13. (Note: Capitalize the first letter of each word e.g. Salt Lake, Box Elder)
- **Column Q** has the heading *14. Map Name* and shows the map name found in IMACS field 14. (Note: Capitalize the first letter of each word)
- **Column R** has the heading *16. Location and Access* and provides details about where the site is located. This information is found in field 16 of the IMACS form. A general description of the location is preferred over the step-by-step directions.
- **Column S** has the heading *17. Current Landowner* and draws information from field 17 of the IMACS form.

Correlation Chart

| | Column | IMACS |
|---------------|--------|-------|
| Site Number | A | 1 |
| State | B | 4 |
| County | C | 4 |
| Site Name | D | 7 |
| Elevation | E | 10 |
| Zone | F | 11 |
| UTM Easting | G | 11 |
| UTM Northing | H | 11 |
| Datum | I | 11 |
| Latitude | J | |
| Longitude | K | |
| Township | L | 12 |
| Range | M | 12 |
| Section | N | 12 |
| Quarter | O | 12 |
| Meridian | P | 13 |
| Map Name | Q | 14 |
| Site Location | R | 16 |
| Landowner | S | 17 |

Filling out the Expedition Tab

This tab provides instructions for filling the Expeditions Information template for repositied collections. Like the *Site* Tab this template requires information found in the fields of the IMACS form. The information in this Tab is project specific rather than site specific. The second row of the template contains italicized examples for each field.

Filling out the Excel Template

Open the *Expeditions* Tab in the *UMNHAnthroRepositTemplate.xlsx* and have the IMACS form ready. The second row shows examples of the information to be entered.

- **Column A** (heading *Collection Type*) shows the collection type. Unless otherwise instructed, this column should always be filled with "archaeology" (without quotation marks).
- **Column B** (heading *Collection Method*) covers the collection method used. The text entered will either be "survey" or "survey, excavation" (without quotation marks).
- The Project Name should be entered into **Column C** under the heading *5. Project Name*. This is found in field 5 of the IMACS form.
- Fill **Column D** (heading *6. Report Number*) with information from field 6 from the IMACS form.
- **Column E** (*Recording Organization*) is the agency who recorded the sites. This can often found in field 26 of the IMACS form.
- **Column F** (*Role*) is for the role of the organization named in Columns E. This can be entered as "Recorder" (without the quotation marks).
- **Column G** (*28. Survey Year*) is the year in which the survey took place. This can be found in field 28 of the IMACS form.

Correlation Chart

| | Column | IMACS |
|-------------------|--------|------------------------------|
| Collection Type | A | "archaeology" |
| Collection Method | B | "survey"/"survey,excavation" |
| Project Name | C | 5 |
| Report Number | D | 6 |
| Recording Agency | E | 26 |
| Role | F | |
| Survey Year | G | 28 |

Filling out the Final Inventory Tab

This tab is a complete list and description of all the artifacts being submitted to the UMNH. This form contains information from both the *Catalogue* and *Catalogue (Isolates)* Tabs and is important to begin the processing in the UMNH system.

- For collections without any isolated finds the information will be exactly the same as what is required in the *Catalogue* Tab and can be copied and pasted over.
- For collections with only isolated finds most of the information can be copied over, filling in the *Site Number* Column with "IF", excluding the information in the "*UTM Northing*", "*UTM Easting*", and "*Elevation*" Columns, and placing the remaining information in the appropriate columns.
- For collections that required both the *Catalogue* and *Catalogue (Isolates)* Tabs, combine both into the *Final Inventory* Tab using the suggestions in the bullet points above.

Appendix A: Object Types

| Unworked Objects | Descriptions/Examples |
|------------------|---|
| Faunal | bone, coprolite, skins |
| Mineral | crystals, pigment, fossils |
| Stone | pebbles, sandstone, etc. |
| Vegetal | any unworked plant material |
| Sample | pollen, soil, charcoal, macrobotanical, dendro sample |
| Human | bone, coprolite |

| Worked Objects | Descriptions/Examples |
|-----------------------|---|
| Adornment | any ornamentation that cannot be considered jewelry |
| Bone Tool | awls, punches, etc. |
| Car Parts | Historical Archaeology only |
| Ceramic | vessels, sherds, etc. |
| Chipped Stone | lithic tools produced by chipping |
| Clothing | hats, shirts, leggings, shoes |
| Construction Material | bricks, windows, adobe, beams |
| Cordage | cordage, nets, thread, yarn |
| Enigmatic | art objects, objects of ritual, etc. |
| Equestrian | anything having to do with horses |
| Figurine | a small effigy, |
| Furniture | Ethnographic only |
| Glass Objects | Historical Archaeology only |
| Groundstone | lithic tools produced by grinding |
| Instrument | drums, flutes, whistles |
| Jewelry | earrings, necklace, bracelet, pin, pendant, etc. |
| Leather Goods | leather items that don't fit in another category |
| Metal Objects | use when no other category fits |
| Paper | Ethnographic and Historical Archaeology only |
| Plastic | Historical Archaeology only |
| Textile | objects woven without a loom |
| Transport | objects used to transport things |
| Utensils | Ethnographic and Historical Archaeology only |
| Vegetal | vegetal items that don't fit in another category |
| Weapon | mostly used for composite objects |
| Weaving/Weaving Tool | loom-woven objects/ tools used in weaving |
| Wood Tool | digging stick, awl, etc. |

Appendix B: Object Names

Unworked Objects

| Object Type | Object Name | Description |
|-------------|-----------------|---|
| Faunal | Bone | |
| | Feather | |
| | Fur | |
| | Tooth | |
| | Hide | |
| | Horn | |
| | Skull | |
| Human | Bone | |
| | Hair | |
| | Tooth | |
| Mineral | Concretion | |
| | Crystal | |
| | Fossil | |
| | Mineral | Use if cannot use any other term |
| | Pigment | |
| Sample | Charcoal | Charred wood used for dating |
| | Dendro | Tree slices used for dating |
| | Flotation | Bags of soil collected for future processing |
| | Macrofossil | Botanical samples |
| | Pollen | Pollen sample |
| | Soil | Use only if flotation sample is inappropriate |
| | | |
| Stone | Cooking stone | |
| | Fire-cracked | |
| | Rock | |
| | Polishing stone | |
| | Rubbing stone | |
| | Pounding stone | |
| Vegetal | Bean | |
| | Corn | |
| | Corncob | |
| | Corn husk | |
| | Corn stalk | |
| | Gourd | |
| | Macrobotanical | Use if cannot use any other term |
| | Reed | |
| | Seed | |
| | Stick | |
| | Yucca | |

Worked Objects

| Object Type | Object Name | Description |
|---------------|--|---|
| Adornment | Breastplate | |
| | Headband | |
| | Mask | |
| Bone Tool | Brush | Brush used for hair |
| | Awl | |
| | Bone tool | Bone tool of unknown type |
| | Flaker | A tool to work stone |
| | Needle | |
| | Punch | |
| | Scoop | |
| | Tube | Use only if it is not a tubular bead |
| Ceramic | Wedge | |
| | Bowl | Use with vessel |
| | Canteen | Use with vessel |
| | Colander | Use with vessel |
| | Jar | Use with vessel |
| | Ladle | Use with vessel |
| | Mug | Use with vessel |
| | Olla | Use with vessel |
| | Pipe | |
| | Pitcher | Use with vessel |
| | Plate | Use with vessel |
| | Pot | Use with vessel |
| | Scoop | |
| | Sherd | |
| | Spoon | |
| | Unfired clay | |
| | Vessel | Vessel of unknown type |
| Worked sherd | Use if cannot ascribe an object name (e.g., spindle whorl) | |
| Chipped Stone | Ax | |
| | Biface | |
| | Blade | |
| | Burin | A type of knife |
| | Chopper | |
| | Core | |
| | Debitage | Waste scraps left from making stone tools |
| | Drill | |
| | Graver | |
| | Hammerstone | |
| | Knife | |
| | Preform | |
| | Projectile point | |
| | Saw | |
| | Scraper | |
| Stone tool | Stone tool of unknown type | |

| | | |
|-----------------------|----------------|---------------------------------|
| Clothing | Utilized flake | |
| | Apron | |
| | Clothing | Unknown type |
| | Button | |
| | Mitten | |
| | Moccasin | |
| | Sandal | |
| Construction Material | Sock | |
| | Adobe | Daub, clay, jacal |
| | Beam | |
| | Mortar | |
| Cordage | Post | |
| | Cordage | |
| | Nets | |
| | Thread | |
| Enigmatic | Yarn | |
| | Brush | Used for applying pigment |
| | Disc | |
| | Effigy | Usually animal forms or vessels |
| | Fetish | Carved animal forms |
| Figurine | Gaming piece | |
| | Petroglyph | |
| | Pictograph | |
| | Tablet | |
| | Figurine | |
| Groundstone | Abrader | |
| | Ball | |
| | Cyst cover | |
| | Groundstone | Unidentified groundstone |
| | Mano | |
| | Maul | |
| | Metate | Flat or basin |
| | Mortar | Round |
| | Pestle | Round hole |
| | Instrument | Drum |
| Flute | | |
| Whistle | | |
| Jewelry | Bead | |
| | Belt | |
| | Bracelet | |
| | Hair pin | |
| | Jewelry | Jewelry of unknown type |
| | Necklace | |
| | Pendant | |
| | Ring | |

| | | |
|-----------------|----------------|--------------------------------------|
| | Tube | |
| Leather | Hide | |
| Textile | Band | |
| | Basket | |
| | Basketry | |
| | Bundle | |
| | Mat | |
| | Net | |
| | Textile | A non-loomed textile of unknown name |
| Transport | Bag | |
| | Cradleboard | |
| Vegetal (misc.) | Braid | |
| | Knot | |
| | Pot rest | |
| | Quid | |
| | Scoop | |
| Weapon | Arrow | |
| | Atlatl | |
| | Bow | |
| | Bow string | |
| | Fending stick | |
| | Snare | |
| | Snare bundle | |
| Weaving | Cloth | Woven cloth from cotton |
| | Comb | |
| | Batten | |
| | Blanket | |
| | Loom | |
| | Loom anchor | |
| | Skein | |
| | Spindle | |
| | Spindle whorl | |
| | Textile | A loom-woven textile of unknown name |
| | Tumpline | |
| | Weaving tool | Unknown tool name |
| Wood Tool | Digging stick | |
| | Paddle | |
| | Promontory peg | |
| | Sickle | |
| | Sandal last | Pattern or form for making sandals |

Adjectives

(Use with object names)

| | |
|-------------|---|
| Fragment | Object is not complete |
| Group | More than one of the object |
| Miniature | Do not use alone |
| Problematic | No clue what it is |
| Vessel | Used to describe a complete or nearly complete object |

Appendix C: Material Types

| Lexicon Term | Description |
|-------------------------|--|
| Assemblage | A collection of items. Use when you can't distinguish any predominant material type but describe all present |
| Bark | Protective covering of stems and roots of woody plants |
| Bean | Plants of the genus Phaseolus |
| Berry | |
| Ceramic | Use only for objects made from modified ceramics |
| Clay | Use with ceramics, pipes, etc. |
| Charcoal | |
| Coprolite | Waste from unknown mammal |
| Coprolite human | Waste from the intestines of humans |
| Coprolite non-human | Waste from the intestines of animals, not humans |
| Corn | Cobs, kernels, husks, and stems of Zea mays |
| Cotton | Boll, seeds, seed hairs of Gossypium species or a type of fabric |
| Cotton Muslin | |
| Crushed mosaic | Glass crushed up and glued down, usually as an inlay |
| Feather | Horny structure covering birds |
| Fiber | Elongated plant structures, not necessarily spun, include cotton, yucca, branches of woody plants |
| Fossil | The remains, impressions, or traces of an animal or plant from a former geological age |
| Glass | A manufactured compound, hard, brittle, more or less transparent, usually consists of silica, soda, and lime |
| Hair | Fine, cylindrical proteinaceous filaments growing from the skin of animals |
| Hide | Raw or dressed skin of an animal with or without hair attached. Term is synonymous with skin, pelt, leather, buckskin, or rawhide. |
| Horn | Bony growths on heads of certain animals, includes antlers |
| Insect | Includes all insects, millipedes, centipedes, pauropods, symphids, arachnids, and some crustaceans in all stages of metamorphosis |
| Metal | A manufactured compound, class of elementary substances such as gold, silver, copper, or an alloy such as brass |
| Mineral | Material that is not animal, vegetal, or synthetic |
| Osteological | Any bone material |
| Osteological avian | Bird bone material |
| Osteological fish | |
| Osteological human | Human bone material |
| Osteological mammal | Mammal bone material |
| Osteological nonhuman | Non-human bone material |
| Paper | A manufactured compound, cellulosic fibers combined into a web, usually in thin sheets |
| Pigment | Used to color, tinge, or stain |
| Plastic | A manufactured compound |
| Porcelain | A very pure variety of clay, made of feldspar or kaolin |
| Quill | The hollow spines from a porcupine |

| | |
|-----------|--|
| Rayon | A type of fabric |
| Resin | Sticky substance from pine or other trees |
| Rubber | Highly elastic substance obtained from the milky juice of several tropical trees |
| Seed | A fertilized mature plant ovule containing an embryo that can form a new plant |
| Shell | Hard outer secreted calcareous covering of an animal |
| Silk | Proteinaceous filaments secreted by silkworm caterpillars |
| Sinew | A tendon used to bind |
| Soil | Synonym of dirt |
| Squash | Plants of the genus Cucurbita, including rind, seeds, and stems |
| Stone | A hard substance from minerals |
| Synthetic | Materials made by artificial means, all man-made fibers, polymers, plastics, and synthetic rubber. |
| Vegetal | Any living biota other than animal. Use this term when it is not possible to use a more precise term. Includes all plant material. |
| Wood | Hard, lignified material composing most of the stem, branches and roots of a tree or shrub, include reeds |
| Wool | A type of fabric |

Adjectives

Burnt
Charred
Fire-cracked
Oxidized

Appendix D: Techniques

| Primary Term | Technique | Description |
|--------------|----------------|---|
| Unworked | | Gathered by humans but not modified in any discernable way |
| Worked | | Modified by humans |
| | Annealed | Heating a flat sandcast item to curve it |
| | Antiqued | Made to look old |
| | Applied | Decorative materials applied to ceramic objects |
| | Assembled | Multiple materials organized together into a single object |
| | Beaded | Decorative material |
| | Braided | Three or more elements are twisted together |
| | Buffed | Polished with a soft material |
| | Burnished | |
| | Burnt | Evidence of burning of fire damage |
| | Carbonized | |
| | Carved | Cutting away of a part of an object |
| | Cast | Metal shaped into a particular form by pouring it into a mold |
| | Chained | Linked as a chain |
| | Channeled | |
| | Channel inlaid | |
| | Chiseled | Stone, wood, or metal cut or shaped with a sharp metal tool |
| | Crenelated | Notched or scalloped |
| | Coiled | Process used to create ceramic objects or baskets |
| | Corrugated | Impressions in coiled ceramic vessel using a finger or tool |
| | Crushed | |
| | Drilled | Object drilled to create a hole or an impression |
| | Embossed | Design is carved or molded in relief, a raised design |
| | Engraved | Design is carved or etched into a material |
| | Etched | Design is created by wearing away the surface with acid |
| | Filed | Surface smoothed, polished, or ground by an abrasive tool |
| | Fire-cracked | |
| | Fired | Process to finish ceramic objects |
| | Flaked | Modified by percussion or pressure flaking. -Preferred to chipped |
| | Fluted | Decorated with parallel grooves, as a column or ruffle |
| | Forged | Metal heated and formed into a shape by hammering |
| | Glued | |
| | Grooved | Having lines grooved |
| | Ground | Created by abrasion. |
| | Hammered | Created, shaped, or worked by hand with a hammer |
| | Hollowform | Deeply indented or concave |
| | Incised | Etched, gouged, or engraved usually to add decoration |
| | Inlaid | Insetting a design into an object |
| | Keeled | v-shaped as a result of casting |
| | Knotted | Interlaced materials with a compact intersection |
| | Loomed | Manufactured of elements interlaced on a loom |
| | Manufactured | |

| | |
|---------------|---|
| Mosaic inlay | Stones fitted side by side within one bezel |
| Non-loomed | Objects made without the use of a true loom. Include all basketry (plaited, twined, coiled), single element (knitting, netting, looping), and warp tension techniques |
| Overlay inlay | Inlay filled with stones to form a design |
| Overlaid | Design cut into flat metal piece soldered to same size piece, recessed areas darkened for contrast |
| Painted | Color, patterns, or smudges applied to objects |
| Pecked | When objects are used to strike the surface of another object |
| Plaited | Elements weave back and forth crossing each other at set intervals |
| Polished | Smooth or reflective state |
| Repaired | Evidence of pre-curation fixing or repair |
| Repousse | Design hammered in relief, a raised design |
| Roped | Twisted like a rope |
| Sand cast | Pouring molten metal into a mold of sand |
| Sanded | Ground or made smooth by rubbing with an abrasive object |
| Set | Stones set in bezel |
| Sawed | Cut with a saw |
| Sewn | Stitching has been performed |
| Skewered | Wood or metal is driven through to hold it for cooking |
| Smoothed | Process to finish coiled ceramic objects |
| Soldered | Metal parts fused together |
| Spin cast | Lost wax method |
| Spun | Loose fibers that are drawn into a long continuous strand |
| Stamped | Impressed with a mark or a figure |
| Strung | |
| Tanned | The hide of an animal has been worked by tanning |
| Tooled | Design impressed on leather |
| Twined | Pairs/triplets of wefts twisted as they pass over and under warps |
| Twisted | Two or more elements are twisted together |
| Unfired | Clay objects that have not been fired |
| Utilized | Debitage flakes that were used as a tool |
| Wound | Wrapped around |
| Woven | Elements passing over and under each other at right angles |
| Wrapped | One or more items bound together |
| Wrought | |