



OASIS Data Entry Form



THE UNIVERSITY *of* York

The OASIS data capture form has been designed to help in the flow of information from data producers, such as contracting units, through to local and national data managers, such as SMR's and NMR's. The resulting information will be validated by the relevant NMR and passed onto the ADS for inclusion in its online catalogue ArchSearch. The inclusion of information in ArchSearch will enable users search for the latest information pertaining to a particular site, type of monument and so on and either provide direct web links through to the grey literature reports or at least act as a pointer to the physical holding place of a report or archive. It is hoped that the OASIS project will facilitate the rapid flow of information from producer to user.

This form is designed to be the paper version of the online OASIS data capture form, if possible please use the online version, available at <http://ads.ahds.ac.uk/project/oasis/>. Please return your completed paper form to the relevant Historic Environment Records Officer for your project.

The field headings in bold represent mandatory fields. Please complete as much of the form as possible using the notes provided.

Project Details:

Project title

It is especially helpful if the title can indicate where the project took place.

Short description

This short-description should be written for non-specialists and should include a summary of the main period, type of site, and major features for which evidence was recovered. Please continue on a separate piece of paper if necessary.

Previous / future work

Please indicate whether there has been any previous work on the site, or whether the work will continue beyond this OASIS record.

Associated ref. nos.	Ref no	Origin
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Please include any codes by which the project is known by the organisation undertaking the archaeological work, or by the local or national records office.

Type of project *Firstly please select the 'type of project', making a note of its numeric code (① - ⑦). This code appears on the left hand side of this form against the sections which need to be filled in for each type of project*

- | | |
|---|---|
| ① <input type="checkbox"/> Desk based assesment | ② <input type="checkbox"/> Field Evaluation |
| ③ <input type="checkbox"/> Environmental assessment | ④ <input type="checkbox"/> Recording projec |
| ⑤ <input type="checkbox"/> Research project | ⑥ <input type="checkbox"/> Estate management survey |
| ⑦ <input type="checkbox"/> Building recording | |

Please take note of the number of the **Type of project** and fill in the unshaded boxes in the following questions which are relevent to your project's number. i.e. If you select **Research project** only tick boxes in column ⑤

Desk-based assessment

A programme of assessment of the known or potential archaeological resource, within a specified area... It consists of a collation of existing written, graphic, photographic and electronic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource

Field evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area... If such archaeological remains are present field evaluation defines their character, extent, quality and preservation and enables an assessment of their worth

Environmental assessment

A tiered multi-disciplinary programme of investigation which assembles data relating to a defined resource and then examines the likely positive and negative effects of a proposed development programme on the resource. The product of an environmental assessment programme is known as an Environmental Statement and, unlike the other events dealt with here, its content and scope are defined by legislation (European Directive 85/337/EEC; implemented in the UK as Town and Country Planning (Assessment of Environmental Effects) Regulations 1988 (SI 1199)).

Recording project

A post assessment and evaluation program of investigation initiated prior to a development that would result in the destruction of archaeology. This is a program of controlled, intrusive fieldwork with defined research objectives which examines, records and interprets archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site.

Research project

A research project in the context of OASIS may be defined as an archaeological program to examine a specified site or area, with defined research objectives, using a variety of techniques. Research projects are undertaken to advance knowledge, rather than to rescue the archaeological evidence of a particular site prior to its destruction in a development.

Estate management Survey
to be completed

Building Recording
to be completed

Range of methods or techniques employed

① ②

	①	②	③	④	⑤	⑥	⑦
Aerial photography	<input type="checkbox"/>	<input type="checkbox"/>					
Augering	<input type="checkbox"/>	<input type="checkbox"/>					
Documentary search	<input type="checkbox"/>	<input type="checkbox"/>					
Environmental sampling	<input type="checkbox"/>	<input type="checkbox"/>					
Fieldwalking	<input type="checkbox"/>	<input type="checkbox"/>					
Geophysical - Magnetic Susceptibility	<input type="checkbox"/>	<input type="checkbox"/>					
Geophysical – Magnetometer	<input type="checkbox"/>	<input type="checkbox"/>					
Geophysical – Resistivity	<input type="checkbox"/>	<input type="checkbox"/>					
Metal detectors	<input type="checkbox"/>	<input type="checkbox"/>					
Phosphate survey	<input type="checkbox"/>	<input type="checkbox"/>					
Sample trenches	<input type="checkbox"/>	<input type="checkbox"/>					
Survey/recording of fabric/structure	<input type="checkbox"/>	<input type="checkbox"/>					
Targeted trenches	<input type="checkbox"/>	<input type="checkbox"/>					
Test pits	<input type="checkbox"/>	<input type="checkbox"/>					
Topographic survey	<input type="checkbox"/>	<input type="checkbox"/>					
Visual inspection	<input type="checkbox"/>	<input type="checkbox"/>					

Position in the planning process

②

Pre-application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not known or not recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between deposition of an application & determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After full determination (eg. As a condition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After outline determination (eg. As a reserved matter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Survey techniques

③

Ecology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archaeology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human beings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highways and traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monument type	Monument type	<input type="text"/>	Period	<input type="text"/>
		<input type="text"/>		<input type="text"/>
		<input type="text"/>		<input type="text"/>

Please also include a few subject keywords that describe the site or monument. These should be drawn from controlled vocabulary sources where possible. If possible please use the English Heritage Thesaurus of Monument Types to help choose these keywords.

Significant finds	Artefact	<input type="text"/>	Period	<input type="text"/>
		<input type="text"/>		<input type="text"/>
		<input type="text"/>		<input type="text"/>

Please also include a few subject keywords that describe the most significant finds recovered from the site. These should be drawn from controlled vocabulary sources where possible. If possible please use the mda Archaeological Objects Thesaurus to help choose these keywords.

Project Creators:

Name of organisation	<input type="text"/>			
Project brief originator	<input type="text"/>			
Project design originator	Firstname	<input type="text"/>	Surname	<input type="text"/>
Director / supervisor	Firstname	<input type="text"/>	Surname	<input type="text"/>
Project manager	Firstname	<input type="text"/>	Surname	<input type="text"/>
Sponsor / funding body	<input type="text"/>			

Project Location:

Site address	<input type="text"/>
Parish	<input type="text"/>
Unitary authority / district	<input type="text"/>

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County

Postcode

Study area

This refers to the area which the project covered. In terms of a small-scale excavation this will be measured in square metres, whereas a large-scale landscape project may well cover an area which can be measured in hectares.

National grid reference

Grid letter	<input type="text"/>	Easting	<input type="text"/>	Northing	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>

Please enter centred 6 or 8-figure NGR for site/study area, preceded by the appropriate 2-letter 100 km grid square code. In certain circumstances it may be necessary or appropriate to give two references, for example to indicate the extremities page numbers of the article or chapter.

Height OD Minimum Maximum

Where a project has excavated down to natural, please record its average height relative to Ordnance Datum.

Project Archives:

Physical Address	Digital Address	Paper Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate the place of deposit for the digital, paper and finds related archives. NB. The locations must be completed for each type of archive; for example, the digital archive may well be deposited with the Archaeology Data Service, the finds with the local museums service and the paper archive in a specialist paper archive, such as the National Monuments Record of England. This will help researchers to 'join-up' distributed archives.

Archive ID code	Archive ID code	Archive ID code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Where possible please include an identification code given to the archive. This will help guide future users of the data to archive.

Archive contents

- Animal bones
- Human bones
- Environmental
- Ceramics
- Glass
- Metal
- Industrial
- Wood
- Leather
- Textiles
- Worked bone
- Worked stone

Archive notes

Archive contents

- Stratigraphic
- Survey
- Animal bones
- Human bones
- Environmental
- Ceramics
- Glass
- Metal
- Industrial
- Wood
- Leather
- Textiles
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Archive notes

Archive contents

- Stratigraphic
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Archive notes

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If there is any additional information, such as an alternative temporary location for part of the archive, please indicate that here.

Project Date:

Start date End date

If the project is still in progress if possible please give some indication of likely completion date.

Project Bibliography:

Type of publication

- ① An article in a published serial
- ② An article / chapter in a published monograph
- ③ A published monograph
- ④ An unpublished document / manuscript

An article in a published serial

For example, this refers to a paper on the site that was published journal such as Britannia, Yorkshire Archaeological Journal or Internet Archaeology.

An article/chapter in a published monograph

For example, this refers to a paper on the site that was published as a subset of a larger book.

A published monograph

For example, this refers to the site being published as a separate book

An unpublished document/manuscript

For example, this refers to a project or site report that was not formally published in a book or a journal. Often this is referred to as a 'grey literature' report.

Title

- ① ② ③ ④

This refers to the full name of the report, chapter, or monograph.

Serial title

- ①

In the case of a report appearing as a paper in a published serial, please give the full title of the serial/series.

Monograph title

- ②

In the case of a report that appears as an article or chapter in a published monograph, please include the title of the monograph and the title of the monograph series of which it forms part.

Author(s) / editor(s)

- ① ② ③ ④

Please record the name(s) of the author(s)/editor(s) of the report.

Serial / multi-article editor(s)

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① ②

Where the report is an article or a chapter that is contained within a published serial or monograph, the name(s) of the editor(s) should be given.

Page nos

-

① ②

In the case of a report appearing as an article or a chapter in a published serial or monograph, please include the start and finish page numbers of the article or chapter.

Other bibliographic details

① ②

In the case of a report appearing as an article or chapter in a published serial or monograph, please include further bibliographic details of the published serial or monograph that contains the report: e.g. series number, volume number, volume part number, year or years for which issued and year of imprint/publication (if different).

Edition

② ③

If the report is a published monograph, or is an unpublished document or manuscript that exists in more than one edition, please include the relevant edition of the report.

Date

① ② ③ ④

Issuer or publisher

① ② ③ ④

Place of issue or publication

① ② ③ ④

ISBN/ISSN

① ② ③

Description

① ② ③ ④

Please include a description of the report in terms of its format, appearance, or presentation.

URL

① ② ③ ④

Please include a web address or Universal Resource Locator (URL) for the publication if it is available over the Internet.

Completed by:

Name

Signature

Date