DAACS Cataloging Manual: Utensils

Updated: March 2025
Version 1.0: 2003

The DAACS Utensil Manual documents how utensils used in food consumption and preparation are cataloged in the DAACS PostgreSQL database. This manual is one of sixteen DAACS Cataloging Manuals. Each manual documents a specific module of the DAACS database, and they provide protocols for using each module. In addition to defining each data field (meta data), the manuals describe how data should be entered into data field, provide guidance on artifact identification, and give examples of how artifacts should be cataloged.

The DAACS database was developed in 2000 by Jillian Galle and Fraser Neiman, in collaboration with members of the DAACS Steering Committee. Jillian Galle, Fraser Neiman, and DAACS Staff, including Leslie Cooper, Lynsey Bates, Lindsay Bloch, Elizabeth Bollwerk, Jesse Sawyer, and Beatrix Arendt, led the development of cataloging protocols. In addition to DAACS staff and steering committee members, Monticello current and former Archaeology Department staff, Jennifer Aultman, Sara Bon-Harper, Derek Wheeler, Donald Gaylord, Karen Smith, and Nick Bon-Harper also contributed to the development of cataloging protocols. Jennifer Aultman and Katherine Grillo produced the initial versions of these DAACS manuals in 2003. They have been continuously revised by DAACS staff in the intervening years.

This manual was substantially revised for the introduction of the Bronze, Silver, and Gold cataloging tiers in 2022, and in preparation for the new website launch in 2025. These revisions were made by Galle, Bloch, Bollwerk, and by DAACS analysts Iris Puryear, Allison Mueller, and Catherine Garcia.

Convoy, a web design and graphic design company based in Charlottesville, Virginia, initially programmed the DAACS database in SQLServer (2001-2013). The University of Virginia's Institute for Advanced Technology in the Humanities (IATH) built and currently maintains the PostgreSQL version of the DAACS database (2014-present). Convoy also designed the original DAACS website (2004), and has since redesigned the website twice (2014, 2024).

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1. THE DAACS DATABASE

The DAACS database was designed by Galle and Neiman in 2001, with direct input from the DAACS Steering Committee and collaborating institutions. The large relational database is programmed in PostgreSQL and comprises over 200 related tables. This structure instantiates the protocols and standards outlined in the DAACS manuals. The database is linked to a Ruby-on-Rails web-based interface, which allows DAACS Research Consortium (DRC) members to access the database through a web browser with a login from anywhere with an internet connection. For a detailed summary of the DAACS database and history of DAACS, please see Galle, Bollwerk, and Neiman 2019.

In 2018, a major grant from the National Endowment for the Humanities' Digital Humanities Division provided funds to develop a tiered cataloging interface that would allow DRC users to engage with the database on a variety of levels while retaining the data standards and integrity built into the original system. This new interface, with its Bronze, Silver, and Gold tiers, went live in March 2022. This project was a collaboration between DAACS, The University of Virginia's Institute for Advanced Technology in the Humanities, and Convoy.

2. ABOUT THE UTENSIL MODULE

The **Utensil Module** should be used to catalog handheld artifacts intended for the production, serving, and consumption of food, e.g., forks, knives, and spoons. The only blades that should be cataloged into the Utensil Module are table knives and larger kitchen knives or cleavers. Folding knives, pocketknives, daggers, etc. should be cataloged into the General Artifact Module. The Utensil Module should also include kitchen utensils such as ladles, flesh forks, fish serving utensils, sugar spoons, and tongs. If you can identify a utensil as a specific form, such as a ladle or meat fork, provide a description of the diagnostic attributes and ask the DAACS administrator to add that form into DAACS.

Note: If you lack the diagnostic information to determine that you have a utensil, catalog the ambiguous artifact into the General Artifacts Module. For example, if you have a blade but are unable to distinguish between a table knife blade, a sword blade, or a folding knife blade, catalog the artifact in the General Artifacts Module with completeness "Blade" and form "Knife, unid.," "Tool, unid.," etc. as appropriate. If you have a piece of carved bone, but cannot identify it as a utensil handle, catalog the artifact in the General Artifacts Module.

This manual is divided into two main sections. The first provides details on the utensil cataloging protocols for the DAACS Gold, Silver, and Bronze interfaces. The second section provides detailed descriptions of each database field and information on how attribute data is identified or measured.

2.1 Comparison and Location of Utensil Attributes recorded for Bronze, Silver, and Gold Cataloging Levels

	Entry and Field Location		
Field	***Bronze***	***Silver***	***Gold***
Artifact Count	Main	Main	Main
Completeness		Main	Main
Utensil Form	Main	Main	Main
Material	Main	Utensil Elements	Utensil Elements
Manufacturing Technique	Main	Utensil Elements	Utensil Elements
Fork – Number of Tines		Main	Main
Spoon Rat Tail? (Y/N)			Main
Mended? (Y/N)			Main
Decoration? (Y/N)	Main	Main	Main
Post-Manufacturing Modification? (Y/N)		Main	Condition
Artifact Length		Main	Measurements
Artifact Width		Main	Measurements
Artifact Weight	Main	Main	Measurements
Notes	Main	Main	Main
Part		Utensil Elements	Utensil Elements
Shape			Utensil Elements
Length			Utensil Elements
Width			Utensil Elements
Height			Utensil Elements
Marks			Decoration
Plating			Decoration
Handle Decoration			Decoration
Burned? (Y/N)			Condition
Conservation?			Condition
Link to Images	Images	Images	Images
Link to Objects	Objects	Objects	Objects

3. Bronze Level Cataloging Protocols

3.1 Bronze Overview

Bronze Level cataloging is the fastest, most efficient form of cataloging in the DAACS database. It allows users to batch artifacts using only a small number of diagnostic attributes. The result is the ability to catalog more artifacts at a faster pace. However, think carefully about the analytical tradeoffs. If you catalog at the Bronze level, you will not record potentially important pieces of information, such as completeness, marks, and decoration. The choice of cataloging level should reflect the research goals, as well as time and/or budgetary considerations, specific to a given project.

The fields recorded at the Bronze level are:

- Artifact Count
- Completeness
- Utensil Form
- Decoration? (Y/N)
- Artifact Weight
- Manufacturing Technique
- Material
- Notes
- Links to Images
- Links to Objects

We begin by introducing Bronze level batching protocols and offering suggestions for cataloging efficiency. Details on identifying specific utensil types and protocols for recording individual attributes can be found in Section 6.

3.2 Bronze Batching Protocols

Batch all utensil fragments and complete utensils by the following diagnostic attributes:

- Utensil Form
- Material*
- Manufacturing Technique*
- Decoration? (Y/N)

**Note*: At the Bronze level, only the extant predominant utensil material and manufacturing technique should be recorded. For example, a utensil fragment with a complete bone handle with fragmentary forged iron flat tang is recorded as “Bone” for Material and “Cut/Carved” for Manufacturing Technique. Please note that in the Silver and Gold Levels, you can record both materials and manufacturing techniques in Utensil Elements.

Artifact Count should record the total number of fragments or complete utensils in the batch. Please note that it is possible to have a batch with an Artifact Count of 1.

The only measurement recorded is the Artifact Weight, which is the total weight of the batch in grams.

See Section 6 for a more detailed description of fields and protocols.

3.3 Bronze Cataloging Recommendations

We recommend the following steps for sorting artifacts prior to cataloging. This sorting process will expedite cataloging at the Bronze level.

1. Sort fragments by Utensil Form.
2. Sort Utensil Form groups into smaller groups by (primary) Material type.
3. Sort each Utensil Form/Material group into smaller groups based on Manufacturing Technique.
4. Sort out fragments with decoration from sorted groups. Sorting is by presence/absence of decoration only.
5. Note that at the end of this process you could have a "batch" of multiple fragments, and/or a "batch" of only one fragment. A batch of one is still considered a batch and should be recorded using the same prescribed guidelines.
6. Remember that all attributes must match within a group of fragments to catalog as a batch.

Note: We strongly recommend *against* putting extraneous information that is not captured by existing Bronze level data fields into the Notes field. While it may be tempting to record decorative genre or detailed measurements in this section, this is not the purpose of the open text field. Using the Notes field in this way makes it difficult to extract consistent data and effectively negates one of the key benefits and intents of cataloging at the Bronze level by reducing cataloger efficiency. If this higher level of data collection is desired, please consider upgrading your cataloging level to Silver or Gold.

4. Silver Level Cataloging Protocols

4.1 Silver Overview

The main benefit of cataloging at the Silver level is the ability to record more diagnostic attribute data than is available at the Bronze level. This includes individual utensil elements and additional measurements. At the same time, it allows catalogers to work at a faster pace by removing the Gold level requirement to record detailed decoration, shape, and measurement data. However, think carefully about the analytical tradeoffs. If you catalog at the Silver level, you will not capture potentially important pieces of information, such as formal attributes and measurements for individual utensil elements that may be temporally diagnostic. On the other hand, batching is not possible at the Silver level (unlike Bronze) and cataloging each fragment individually may be time consuming. The choice of cataloging level should reflect the research goals, as well as time and/or budgetary considerations, specific to a given project.

The fields recorded at the Silver level are:

- Artifact Count
- Completeness
- Utensil Form
- Fork – Number of Tines
- Decoration? (Y/N)
- Post-Manufacturing Modification?
- Artifact Length
- Artifact Width
- Artifact Weight
- Notes
- Part
- Material
- Manufacturing Technique
- Links to Images
- Links to Objects

We begin by introducing Silver level batching protocols and offering suggestions for cataloging efficiency. Details on identifying specific utensil types and protocols for recording individual attributes can be found in Section 6.

4.2 Silver Batching Protocols

At the Silver level, catalog all fragmentary and complete utensils individually. *Do not batch.*

Record individual utensil parts in the Utensil Elements tab.

See Section 6 for a more detailed description of fields and protocols.

4.3 Silver Cataloging Recommendations

Remember to catalog each utensil or utensil fragment individually. Artifact Count should be 1.

Whenever possible, identify a specific Utensil Form (i.e., “Knife, 2 piece”), or assign artifact to a more generalized Form category (i.e., “Knife, unid.”). To aid in identification, use the diagnostic information provided in Section 6, as well as any auxiliary resources listed in the bibliography.

Record material and manufacturing information about individual utensil parts in the Utensil Elements table. See Section 6.3 for specific protocols.

Note: We strongly recommend *against* putting extraneous information that is not captured by existing Silver level data fields into the Notes field. While it may be tempting to record decorative genre or detailed measurements in this section, this is not the purpose of the open text field. Using the Notes field in this way makes it difficult to extract consistent data and effectively negates one of the key benefits and intents of cataloging at the Silver level by reducing cataloger efficiency. If this higher level of data collection is desired, please consider upgrading your cataloging level to Gold.

5. Gold Level Cataloging Protocols

5.1 Gold Overview

The main benefit of cataloging at the Gold level is the ability to record a large number of individualized measurements and the maximum amount of attribute data for every artifact. Cataloging at the Gold level also allows you to capture formal characteristics and measurements for individual utensils, which may be temporally diagnostic. However, think carefully about the analytical tradeoffs. Batching is not possible at the Gold level and identifying and recording measurements for individual utensil elements can be time consuming and requires a high level of cataloger expertise. The choice of cataloging level should reflect the research goals, as well as time and/or budgetary considerations specific to a given project.

Please note that Gold Level standards represent the original Utensil attribute fields that have been part of DAACS since 2001. These original fields were chosen by DAACS staff and material culture scholars. Silver and Bronze Levels are stream-lined versions of the original DAACS Utensil module.

The fields recorded at the Gold level are:

- Artifact Count
- Completeness
- Utensil Form
- Fork – Number of Tines
- Spoon Rat Tail?
- Mended?
- Decoration? (Y/N)
- Notes
- Artifact Length
- Artifact Width
- Artifact Weight
- Part
- Shape
- Material
- Manufacturing Technique
- Length
- Width
- Height
- Marks
- Plating
- Handle Decoration
- Burned?
- Post-Manufacturing Modification?
- Conservation?
- Links to Images
- Links to Objects

We begin by introducing Gold level batching protocols and offering suggestions for cataloging efficiency. Details on identifying specific utensil forms and protocols for recording individual attributes can be found in Section 6.

5.2 Gold Batching Protocols

At the Gold level, catalog all incomplete and complete utensils individually. *Do not batch.*

Record individual utensil parts in the Utensil Elements tab.

See Section 6 for a more detailed description of fields and protocols.

5.3 Gold Cataloging Recommendations

Remember to catalog each complete utensil or utensil fragment individually. Artifact Count should be 1.

Whenever possible, identify a specific Utensil Form (i.e., "Knife, 2 piece"), or assign artifact to a more generalized Form category (i.e., "Knife, unid."). To aid in identification, use the diagnostic information provided in Section 6, as well as any auxiliary resources listed in the bibliography.

Record material and manufacturing information about individual utensil parts in the Utensil Elements table. See Section 6.3 for specific protocols.

6. DAACS Field Definitions and Protocols for Utensils

6.1 Main Utensil Table

6.1.1 Artifact Count

Numeric
Do *not* batch utensils at the Gold and Silver levels. Artifact Count should be 1.

At the Bronze level, batch utensils by Completeness ("Complete" or "Incomplete"), Utensil Form, presence of decoration, Material, and Manufacturing Technique. Record total count of batch as Artifact Count. For more information on Bronze level batching, see Sections 3.2 and 3.3.

6.1.2 Completeness

Controlled Vocabulary
Choose either "Complete" or "Incomplete." Utensils identified as "Complete" should have all utensil parts (i.e., handles, tines, blades, and/or tangs).

6.1.3 Utensil Form

Controlled Vocabulary
Forks, knives, and spoons are generally categorized as either "1 Piece" or "2 Piece."
1-piece utensils are manufactured as a single piece of metal, with all parts (handle, blade, bowl, tines, etc.) cast, forged, or stamped in one event. Pewter spoons, for example, are typically 1-piece. Occasionally, one sees knives or toasting forks forged as 1-piece utensils. Use "1 Piece: Unid." if you can tell that the utensil was 1-piece, but you cannot tell if it was a spoon, fork, or knife.

2-piece utensils have two main parts: a bone, wood, or ceramic handle applied to a tang and the head of the utensil. Most historic period knives and forks are 2-piece utensils. Use "2

Piece: Unid." if you can tell that the utensil was 2-piece, but you cannot tell if it was a spoon, fork, or knife.

The options for Utensil Form are:

- "1 Piece: Unid"
- "2 Piece: Unid"
- "Fork, 1 Piece"
- "Fork, 2 Piece"
- "Fork, toasting"
- "Fork, unid"
- "Knife, 1 Piece"
- "Knife, 2 Piece"
- "Knife, unid"
- "Spoon, 1 Piece"
- "Spoon, 2 Piece"
- "Spoon, unid"
- "Unidentified"

6.1.4 Fork – Number of Tines

Controlled Vocabulary

A tine is the spearing point on a fork. Enter the number of tines that the fork would have originally had, not the number of tines currently present on the fork. This is usually easy to determine, even if the tines are completely broken; if not, use "Indeterminate." For all other utensil types, the default is "Not Applicable".

"Fork - Number of Tines" is only recorded at the Gold and Silver levels; this field is not recorded at the Bronze level.

Figure 1. Top: 2-piece iron fork with two tines, bone handle, and pointed tang (DAACS ID: 1000-547AA-NOS--00091). Middle: 2-piece cast iron fork with three tines, pointed tang (DAACS ID: 1401-76-02-07-NOS--00159). Bottom: 1-piece plated stamped copper alloy fork with four tines (DAACS ID: 1412-79-61-002-DRS—00044).

6.1.5 Spoon Rat Tail

Controlled Vocabulary

A spoon rat tail is a metal spinal rib on the back of a spoon bowl that reinforces the connection between the bowl and the stem (Figure 2; Figure 3: second left). Seen in silver, pewter, and

copper alloy spoons, the rat tail is most often associated with egg-shaped bowls produced in the early 18th century. The single or double metal drop joint at the junction of the bowl and the stem replaced the rat tail by the 1740s (Hume 1991:181-183; Figure 3: third and fourth examples).

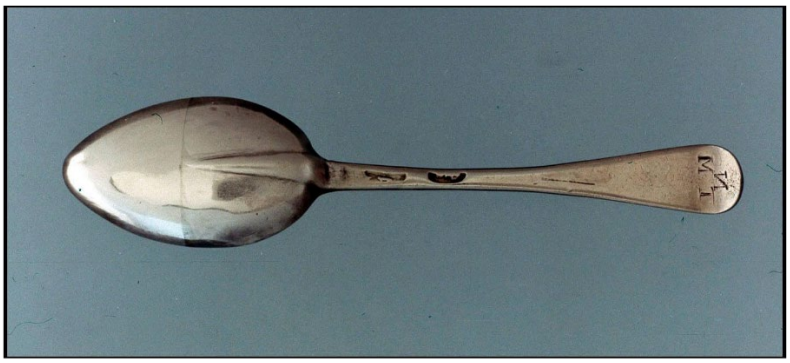

Figure 2 Rat Tail Silver Spoon, ca. 1715 (Colonial Williamsburg, Object Number: 1972-185)

When you are cataloging a spoon, enter "Yes" or "No" into this field as appropriate. If you have a spoon but cannot tell if it had a spoon rat tail or not, enter "Uni". For all other utensil types, the default is "N/A." T

Other back treatments can be found on spoons (Figure 3). If identified, indicate the type of treatment in the Notes field.

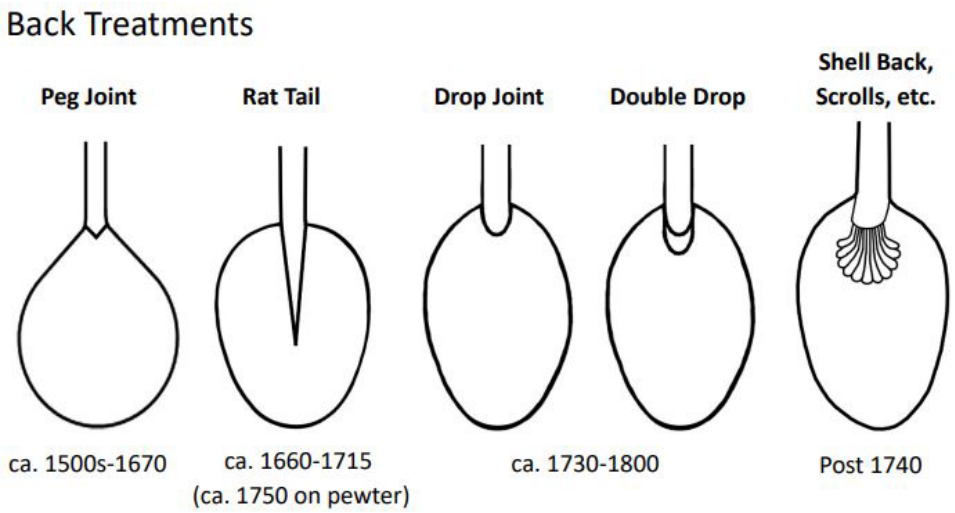

Figure 3: Spoon back treatments (Rivers-Cofield 2022: 2)

6.1.6 MENDED?

Controlled Vocabulary

The default for this field is "No." This field is not recorded in Silver or Bronze modules.

If the artifact has multiple fragments that have been physically glued together, enter “Yes, Physically Mended.” If multiple fragments mend together but are not physically glued, enter “Yes, Mends But Not Physically” in this field. Catalog each fragment individually. If the artifact mends in any way, list the associated Artifact IDs in the Notes field.

6.1.7 Decoration?

Controlled Vocabulary
Choose ““Yes,” “No,” or “Uni” depending on the presence or absence of decoration. The default for this field is “No.”

At the Gold level, if Decoration? is “Yes,” you must complete the appropriate Decoration fields in the Decoration tab as well (Section 6.4). At the Bronze and Silver levels, we strongly recommend *against* describing decorative elements in the Notes field.

6.1.8 Notes

Open Text
Use this field to enter any pertinent information that cannot be fully captured in the existing fields. However, this field should not be used to describe features of objects that can be obtained by cataloging at a higher level.

6.2 Measurements Table

This table is only present at the Gold level, but some measurements are recorded on the Main Utensil table in Silver and Bronze. Fill out the individual numeric fields as indicated below.

6.2.1 Utensil Length

Numeric
Record the total length of the utensil or utensil fragment in millimeters to the hundredths place. You do not need a complete utensil to take these measurements; measure the length of the artifact (even if incomplete) and enter that information into the Measurements Table (*Note:* this is different than what you would do for the Utensil Elements table).

6.2.2 Utensil Width

Numeric
Record the greatest width of the utensil in millimeters to the hundredths place. You do not need a complete utensil to take these measurements; measure the width of the artifact (even if incomplete) and enter that information into the Measurements Table (*Note:* this is different than what you would do for the Utensil Elements table).

6.2.3 Utensil Weight

Numeric
Record the weight of the utensil or utensil batch in grams to the tenths place. Record artifact weight at all cataloging levels.

6.3 Utensil Elements Table

The Utensil Elements table is used to enter detailed information about specific parts of fragmentary and complete utensils, including measurements, materials, and manufacturing techniques. This table is only present at the Gold and Silver levels and should be filled out for all utensils entered into this module at those levels. Disregard for Bronze level.

The Utensil Elements table consists of the following fields at the Gold level:

- Part
- Shape*
- Manufacturing Technique
- Material
- Length (mm) *
- Width (mm) *
- Height (mm)*

*Not recorded at Silver level

Select Add Element to enter separate attributes for each of the discrete utensil elements listed below (if present). For example, if your artifact consists of a 1- piece spoon bowl and handle, you will create two element records in Utensil Elements.

6.3.1 Part

Controlled Vocabulary
The Part options are “Blade,” “Bowl,” “Handle,” “Stem,” “Tang,” “Tine,” and “Unidentifiable.” Use the drop-down list to select the utensil part being recorded:

> **“Blade”**: The sharp portion of a knife used for cutting, attached to a handle and/or tang. See options for blade shape in Section 6.3.2.1.
>
> **“Bowl”**: The concave section of a spoon used for holding and transferring liquid or other material. See options for bowl shape in Section 6.3.2.2.
>
> **“Handle”**: The section of a utensil held by the user, either fitted over a tang or formed as part of the 1-piece utensil. Handles are present on forks, knives, and spoons. See options for handle shape in Section 6.3.2.3.
>
> *Note*: The handle measurement should not include the bolster (the support or thickening between the blade and the tang).
>
> **“Stem”**: The metal piece between the handle and the tines. The term “Stem” is used *only* with 2-piece forks. When using “Stem,” enter Shape as “Not Applicable”. For 1-piece spoons and other utensils, use the term “Handle” instead of “Stem.”
>
> **“Tang”**: The part of a utensil to which a handle is fitted. Tangs are only present on 2-piece utensils. See options for tang shapes in Section 6.3.2.4.

"Tine": Tines are the spearing points on forks. Note that only one tine per fork needs to be entered into the Utensil Elements table, unless the fork has two or more complete tines with *different* length measurements. Shape should be entered as "Not Applicable." Record the appropriate Manufacturing Technique and Material and record the measurement for Length. Be sure to enter the fork's original number of tines in the General table on the Main tab.

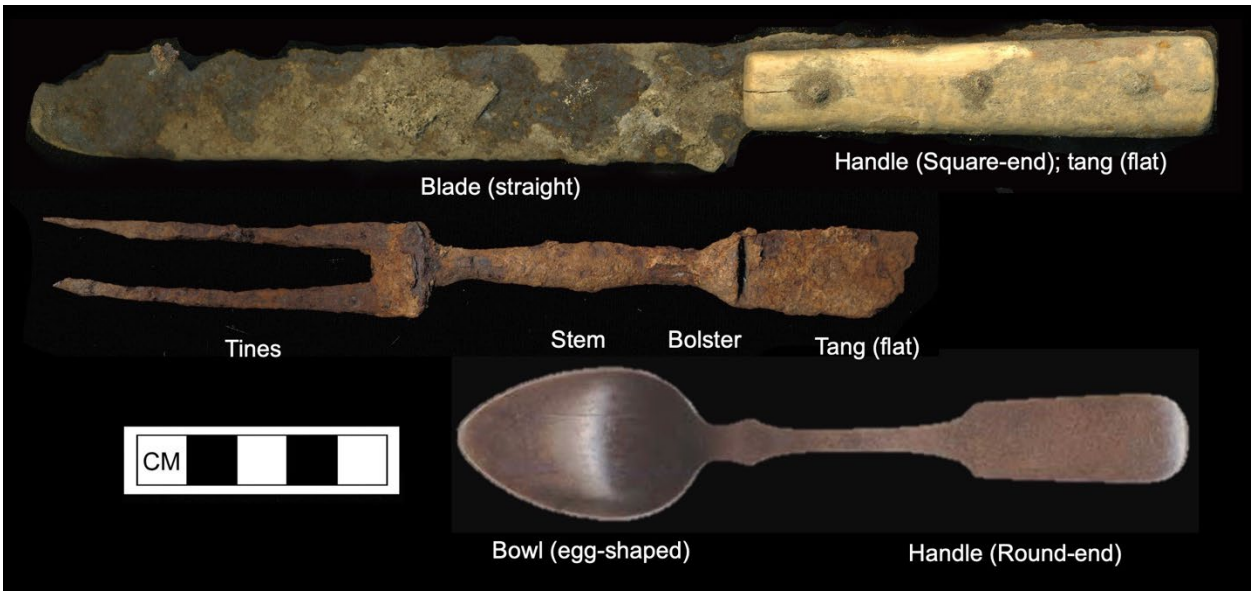

Figure 4. Utensil parts on common forms. Top: forged iron 2-piece knife (DAACS ID: 1410-97-01-30-DRS--00672). Middle: cast iron 2-piece, two-tined fork (DAACS ID: 1410-99-02-004-DRS--00010). Bottom: stamped copper alloy 1-piece spoon (1402-75.06.18-DRS—00182).

6.3.2 Shape

Controlled Vocabulary

The Shape field provides several general shape descriptors for utensil blades, bowls, tangs and handles, as outlined below.

6.3.2.1 Knife Blade

Shape options for a Knife Blade are "Curved," "Pointed," "Straight," and "Unidentifiable":

"Curved Blade": The blade has a rounded end that curves slightly upward (Figure 5: nos. 4, 5, and 6).

"Pointed Blade": The blade is straight and tapers to a point (Figure 5: no. 1).

"Straight Blade": The blade is straight, with either a squared-off or a rounded end (Figure 5: nos. 2, 3, 7).

Figure 5: Knife Blade Shapes (Hume 1991: 182)

6.3.2.2 Spoon Bowl Shape

Shape options for a spoon bowl are "Egg-shaped Bowl," "Fig-Shaped Bowl," "Puritan Bowl" and "Unidentified."

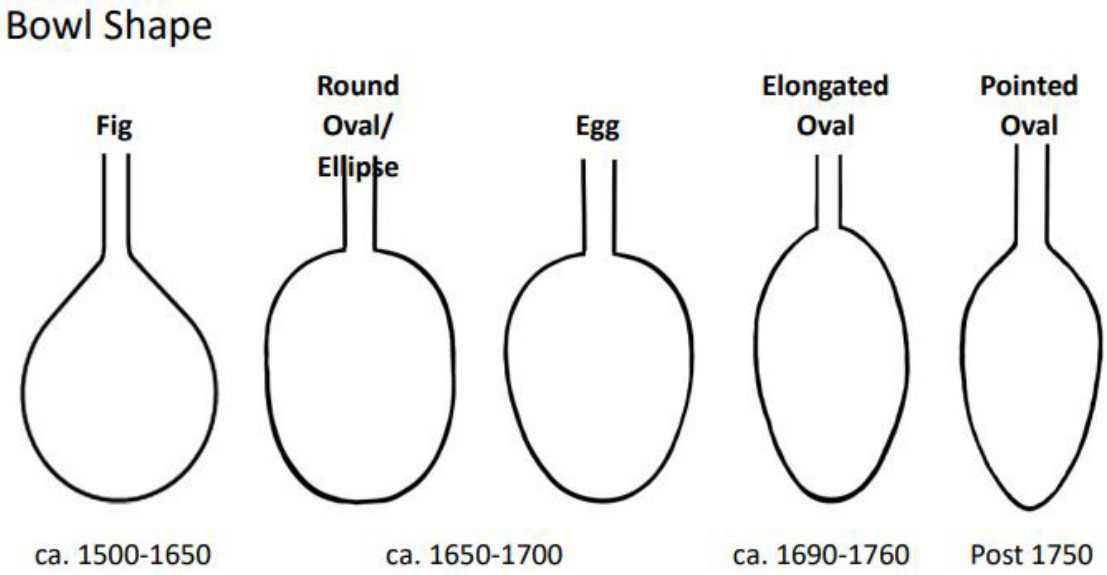

Figure 6: Spoon Bowl shapes (Rivers-Cofield 2022: 2).

"Egg-Shaped Bowl": Egg-shaped bowls are widest at the handle attachment and taper to a narrower point on the opposite end. The handle attachment is at the wide end of the bowl (Figure 6: center; Figure 7).

Figure 7: Egg-shaped Bowl (DAACS Artifact ID: 1005-154A1-DRS—00004).

"Fig-Shaped Bowl": Fig-shaped bowls are narrowest at the handle attachment and expand to a wider rounded end on the opposite side (Figure 6: left; Figure 8).

Note: Distinguishing between Egg- and Fig-shaped bowls can be confusing. They are oriented in opposite directions. For an Egg-shaped bowl, the handle attachment is at the wide end of the bowl, whereas Fig-shaped bowls are attached at the narrow end of the handle. If only the bowls are present, look for the attachment point to determine which of the two shapes you have.


Figure 8: Fig-shaped spoon ca. 1604-1605 (Colonial Williamsburg, Object Number 1971-139).

"Puritan Bowl" A true oval-shaped bowl. These bowls are of equal width at the handle attachment and the opposite side. They often have a deeper well and a rat tail handle attachment on the back (Hume 1991: 181-183). These types of bowls can also be called Round, Oval, or Ellipse. (Figure 6: second left; Figure 9)

Figure 9: Puritan spoon ca. 1671-1672 (Colonial Williamsburg, Object Number 1971-395).

6.3.2.3 HANDLE

Handle shape typically refers to the shape of the base of the handle, the part furthest from the blade, bowl, or tines. Shape options are “Angular Hndl,” “Bilobed End,” “PistolGrip Hndl,” “Round-end Hndl,” “Square-end Hndl,” “Trifid End,” and “Unidentified.”

“Angular Hndl”: Angular handles can have various geometric shapes with defined angles and may be used to describe 1-piece or 2-piece utensils (Figure 5: no. 2, 4).

“Bilobed End”: Bilobed handle ends have two attached rounded lobes (Figure 10).

Figure 10: Bilobed utensil handle, Creamware (DAACS ID: 104-465E-NOS—00061).

“Pistol Grip Hndl”: This handle type is most commonly found on knives but does occur on forks and spoons as well (Dunning 2000). The rounded cross-section and downward-curving end, shaped like a pistol handle, is designed for a secure grip while cutting. Typically made of wood, bone, metal, or ceramic, these handles are found on 2-piece utensils.

Figure 11: 2-piece ivory Pistol Grip fork handle (DAACS Image ID: 1924158, Project 1007, House for Families).

"Round-end Hndl": Round end handles have simple rounded ends and may be used to describe 1-piece or 2-piece utensils (Figure 12).

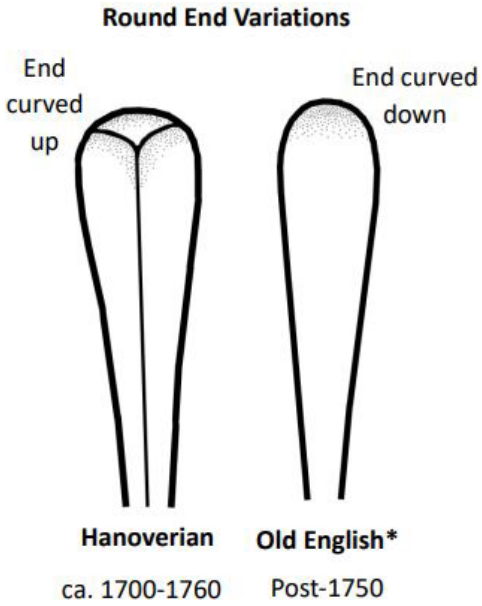

Figure 12: Round end handle variations (Rivers-Cofield 2022: 4).

"Square-end Hndl": Square end handles have simple squared ends (Figure 4, top; Figure 9).

"Trifid Hndl": Trifid (or "Trefid") handles are found on some of the earliest English flatware taken from French designs. They are identified by the three-lobed end (Figure 13; Figure 14).

Figure 13: Trifid handle end (DAACS ID: 1002-797J2-NOS—00066).

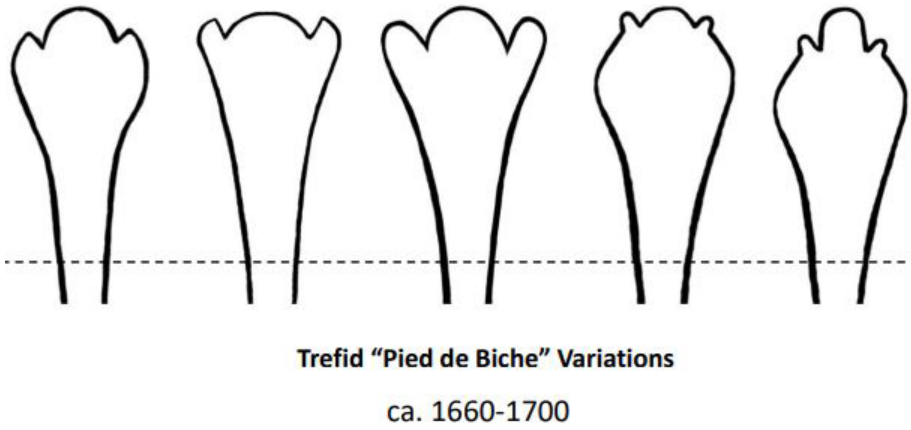

Figure 14: Trifid variations from French "Pied de Biche" ("deer's foot") designs (Rivers-Cofield 2022: 3).

6.3.2.4 TANG

Tangs are found on 2-piece utensils. The tang is the metal part that connects the bone, ceramic, metal, or wooden handle to the rest of the utensil. There are two general shapes for tangs: flat and pointed. Use "Unidentified" only if you cannot tell whether the tang is pointed or flat.

> **"Flat Tang":** A flat tang is a flattened piece of metal sandwiched between the two halves of a bone or wooden handle (Figure 15). It is held in place by pins that are driven through the width of the handle. *Note:* The pins are not recorded in the Utensil Elements table. If the pins on a utensil are either complete or particularly notable, describe them in the Notes.

Figure 15: Flat tang and knife blade (DAACS ID: 1410-97-01-29-DRS—00710).

"Pointed Tang": A pointed tang (also referred to as rat-tail tang) is rounded, pointed, or spike-like (Figure 16) and designed to be fully encased by the handle. They are wedged, screwed, or glued into the handle, typically with no visible hardware. Early pointed tangs extended through the end of the handle and were fixed with a washer or cap on the end. If you have a bone or wooden handle that appears to have a metal tang encased inside of it but you cannot see the tang's shape, you can still assume that it is a pointed tang.

Figure 16: Pointed tang with fork tines, stem, bolster (DAACS ID: 1401-76-02-07-NOS—00159).

Note: If you have a detached handle, the missing tang should still be recorded as a Utensil Element if there is evidence to indicate the specific shape. Enter the tang shape as "Flat" or "Pointed," Manufacturing Technique as "Unidentifiable," and Material as "Missing." No measurements should be taken. For example, a Pistol Grip handle with a circular hole would be recorded as having a missing "Pointed" tang in the Utensil Elements table.

6.3.3 Manufacturing Technique

Controlled Vocabulary
Use the drop-down list to select the appropriate manufacturing technique for the utensil part being cataloged.

The options for Manufacturing Technique are:

"Carved": This technique includes cutting, carving and lathe-turning of materials, most commonly organics such as bone and wood.

"Cast": Casting is the process of shaping molten materials (e. g., metal or glass) via the use of a mold.

"Molded" : This term should be reserved for non-molten materials shaped via the use of a mold (e.g., ceramics).

"Stamped": Stamping uses dies to cut and press materials into shape under pressure, typically reserved for sheets of metal, though other materials may also be stamped.

"Wrought/Forged": Metal that is shaped via heating and hammering.

"Unidentifiable": If the manufacturing technique cannot be identified, select "Unidentifiable."

6.3.4 Material

Controlled Vocabulary
Use the drop-down list to select the appropriate Material for the utensil part being cataloged.

The options for Material are:

- "Bone"
- "Ceramic"
- "Copper Alloy"
- "Iron"
- "Iron Alloy"
- "Ivory"
- "Lead Alloy"
- "Metal, unid"
- "Missing"
- "Pewter"
- "Plastic"
- "Silver"
- "Stone"
- "Unidentifiable"
- "Wood"

6.3.5 Length, Width, Height

Numeric
For all parts that are cataloged in the Utensil Elements table, record any complete individual element measurement that can be taken in millimeters to the nearest hundredth. For example, the bowl width could be recorded even if the bowl length is incomplete.

6.4. Decoration

This table is only available at the Gold level. Add additional decorative information to the Notes field only at the Gold level; Bronze and Silver levels should simply note the presence or absence of decorative elements in the "Decorations?" Field.

6.4.1 Marks

Open Text
Makers' marks are often seen on the back of utensils, typically on the handle. If there is a mark, enter exactly what appears on the utensil into this field. For example, this field might read "Sterling Plate" or "Old Company Stainless." If there is a non-letter mark (e.g., hallmark) on the utensil, describe this in the Notes field. If you cannot determine a letter or word, use a question

mark inside a bracket to denote the uncertainty [?]. The default for the Marks field is “Not Applicable.”

6.4.2 Plating

Controlled Vocabulary
The default for this field is “None.” If a utensil is plated, choose the applicable metal plating. The options for Plating are:

- “Gilt/Yellow Plating” (Use for gilt or yellow-appearing plating where you can’t identify metal used for gilding)
- “Gold”
- “None”
- “Not Recorded”
- “Silver”
- “Tin”
- “Tin/Silver”
- “Unidentifiable”

If you cannot determine what the utensil is plated with, choose “Unidentifiable.”

6.4.3 Handle Decoration

Controlled Vocabulary
Only record information in this field if the artifact is a decorated handle. Because decorated handles are rare, the database automatically populates with “Not Applicable.” Record the decorative technique of the motif found on the utensil handle by utilizing the drop options in this list. Provide further information about the decoration in the Notes field on the Main Table. For example, for a bone handle with diagonal lines carved into its surface, record Handle Decoration as “Carved” and describe the exact decorative motif in the Notes field. If other areas of the utensil are decorated (i.e., bolster, terminal, attachment), record that information in the Notes field as well.

If you have multiple decorative techniques and motifs on the handle, indicate the predominant decoration technique in the Handle Decoration drop down field. List all other handle decorations in the Notes field.

The options for Handle Decoration are:

- “Carved”
- “Inlay”
- “Molded”
- “None”
- “Not Applicable”
- “Painted”
- “Stamped”
- “Unidentifiable”

Note: If the part is a handle but has no decoration, use “None.” If handle has decoration but you cannot identify it, use “Unidentifiable.”

6.5. CONDITION

This table is only available at the Gold level. Additional information should be added to the Notes field only at the Gold level; any significant condition information can succinctly be added to the Notes field at the Bronze and Silver levels.

6.5.1 BURNED?

Controlled Vocabulary
Choose "Yes," "No," or "Uni." The default is "No". Do not use the "N/A" option.

6.5.2 POST-MANUFACTURING MODIFICATION?

Controlled Vocabulary
At the Silver and Gold levels only, choose "Yes," "No," or "Uni." Do not use the "N/A" option. This field is not available at the Bronze level.

"Post-Manufacturing Modification?" is a field seen in all artifact modules. Select "Yes" when an artifact appears to have been physically modified to change its original function (Figure 17). For example, one might find a spoon with a hole drilled into its bowl, a modification that allowed the spoon bowl to be hung as a pendant. Catalog the object in the Utensil module as it would be cataloged in its original form. Then select "Yes" under "Post-Manufacturing Modification?" and describe in the Notes that the spoon has been drilled.

Image all utensils with post-manufacturing modification.

Figure 17. Handle of a 1-piece pewter utensil with post-manufacturing pierced hole. DAACS ID: 1413-99-03-011-DRS--00444.

6.5.3 CONSERVATION?

Open Text
The default for this field is "No Conservation". If the utensil has been conserved, enter "Yes" and describe the conservation treatment in the Notes.

6.6. IMAGES

Please see the manual on Image capture and entry into the database.

6.7. OBJECTS

Please see the manual on Object entry into the database.

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