



## OASIS DATA COLLECTION FORM GUIDELINES

### CAMBRIDGESHIRE

The web address for OASIS forms is <http://ads.ahds.ac.uk/oasis/form.cfm>

Your organisation's USERNAME and PASSWORD should be used each time.

This will give you access to your group's list of records already created on OASIS and their status (e.g. whether electronic pdf versions have been uploaded or are awaited).

You can also set up default option lists to make the process easier (such as a list of relevant 'Project design originators').

You can lose the data in the section you are working on if you leave the form inactive for too long (less than 30 minutes). If this does happen, you will be asked to log in again. You will still be able to return to the record you were working on, after logging in again simply by clicking back to the previous pages using the web page arrows at the top.

To create a new record, go to New Projects.

Fill in the five fields of information:

1. Project Details
2. Project Location
3. Project Creators
4. Project Archives
5. Project Bibliography

#### 1. Project Details

Project name

Create a name for this based on the title of the grey literature report. Use the same template on all records for instance:

'Archaeological Excavation, Roman Cemetery, Babraham Institute, Cambridgeshire'  
'Archaeological Evaluation, 25 High Street, Kimbolton, Cambridgeshire'

Short description of the project

The quickest way to do this is to lift it straight from the summary statement at the beginning of the grey report. As a guide, 250 words should be enough.

Project dates

Please use the actual date(s) of the field excavation as start and end dates of the project.

#### Previous/future work

Please use 'not known' if you are unsure. You will most likely know if your group has undertaken previous work on the same site. If you are unsure whether future work will take place, use 'not known'.

#### Any associated project reference codes?

As a minimum, you must add the HER number for Cambridgeshire sites (e.g. ECB2056) and your own site code (e.g. CAMHS12) if your group uses them. Feel free to add any others you feel relevant.

#### Type of project

This will provide you with a series of options e.g. Field Evaluation, Recording Project etc. Check with your group how you wish to record excavation; some use the term 'recording project' but others don't. Please try to use the same terminology within your own group.

Fill in details relating to the primary aims of the project. These can include associated investigations, such as fieldwalking BUT ONLY IF they are reported in the report that you are uploading.

#### Site status

Check the drop-down list, but usually the answer is 'none' – except perhaps for listed buildings or scheduled archaeological sites. If you are unsure, you can email the CHER and we will help you to check.

#### Reason for investigation

A selection of possible answers is provided, but most likely ones are: 'Direction from Local Planning Authority'.

#### Position in planning process

Please use the most appropriate option, if applicable.

#### Current land use

For Greenfield sites use cultivated land or pasture land categories  
For Brownfield sites, perhaps 'Industry & Commercial', 'Housing'  
Don't forget that this is the CURRENT land use rather than what the previous or intentional land use may be.

#### Monument type

List the main (and/or significant) monument types encountered as features or groups of features within excavations, and match with broad chronological period (e.g. Early Bronze Age, Middle Iron Age, Roman, Early Medieval, Medieval etc.).

Despite the fact that this is a free text field, please use terms from the [English Heritage Thesaurus of Monument Types](#) (in the singular form rather than plural such as PIT rather than PITS) as this section contributes to the

indexing mechanisms that allows you to search for the report once it enters the ADS Grey Literature Library.

It is possible to keep on adding fields to this by clicking on the + prompt.

### Significant finds

This asks you to list the main artefact types from the site(s) and their periods. List any that have been subject to a specialist report as a minimum but its up to you how many more to include.

Although not as explicit as the Monuments thesaurus, please try to use terms from the [MDA \(Museums Documentation Association\) Object Thesaurus](#) and use obvious categories e.g. quern stone, iron nail, pottery etc. (in the singular rather than plural).

All finds should be included and if there is the same type of find from two distinct periods, please add separately:

“Pottery/Roman”

“Pottery/Medieval”

Significant finds can also be added, particularly well preserved or rare examples.

It is possible to keep on adding fields to this by clicking on the + prompt.

Once you have completed the section, store the information by clicking on ‘store details’. Please check first on what you have written in order to make sure that you don’t want to change any details, as you won’t be able to go back without requesting the form be unlocked. Once stored, the form will return to the original menu for projects so that you can fill in the next section.

## 2. Project Location

This includes a number of mandatory fields which are marked with an asterisk.

### Site location

Click Cambridgeshire

The relevant Unitary Authorities will be listed:

- Fenland District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council
- East Cambridgeshire District Council
- Cambridge City Council

This will then list the Parish and Non-Parish areas. As this is a mandatory field, please find out the District and Parish of the site before you fill it in. If you don’t have either of these to hand, contact the CHER and we can let you know what they are.

**If you are unsure, just ask for the correct County/District/Parish when you request an ECB reference at the outset of a project.**

## Postcode

This is not a mandatory field, but include if possible. There is a link here to Streetmap <http://www.streetmap.co.uk>, if you have the grid reference but not the postcode.

## Study area (size)

Enter the figure in hectares (if large i.e <0.5 hectare) and square metres (if small). Enter numerically within the size field, and choose from options (square metres, hectares or square kilometres) within the units field.

## Site coordinates

Select 'Point Location' from the Type List and then enter an 8-figure grid reference for the centre of the site entering the 100km map grid square (e.g. TL or TF) in the left hand box, then the first half of the grid coordinates in the Easting, and the second half in the Northing. Once this has been entered properly, it is possible to convert this into lines of Latitude and Longitude (below) by clicking on the Switch coordinate system box above. Further point or else polygon data (if delineating the corners rather than the centre of the site) can be added by clicking on the + prompt. For simplicity, use the grid reference provided for the ECB.

For more complex site boundaries, you can upload a copy of the area as a GIS formatted file (ArcGIS .Shapefile or MapInfo Tab.file). This ensures accurate plotting of HER data.

## Height OD

A minimum and maximum height (in metres) for the area of land being investigated should be provided. This can be taken from the 1:25000 Ordnance Survey map or contact the HER.

Once you have completed the section, store the information by clicking on 'store details'. Please check first on what you have written in order to make sure that you don't want to change any details, as you won't be able to go back without requesting the form be unlocked. Once stored, the form will return to the original menu for projects so that you can fill in the next section.

## 3. Project Creators

### Name of Organisation

This is set to default to your group.

You can set lists for the following fields specific to your group.

### Project Brief Originator

Please use 'group member' or 'not applicable' something similar.

### Project Design Originator

Please set up a list for the appropriate names in your group.

### Project Director/Manager

Please set up a list for the appropriate names in your group.

## Project Supervisor

Please set up a list for the appropriate names in your group.

## Type of Sponsor/ Funding body

This is the developer or landowner.

Enter the actual name of the sponsor or funding is entered in the text field beneath this.

Once you have completed the section, store the information by clicking on 'store details'. Please check first on what you have written in order to make sure that you don't want to change any details, as you won't be able to go back without requesting the form be unlocked. Once stored, the form will return to the original menu for projects so that you can fill in the next section.

## 4. Project Archives

Three tick box categories relating to the physical, digital and paper archives.

The physical archive consists of all artefacts, retained animal and human bones, wood and plant material, stone and soil samples. This transfers across to the digital and paper archive lists, with additional items added on the lists below.

The digital archive is the archive in electronic form (this includes photos and GPS/GIS maps, surveys and spreadsheets). The paper archive consists of any printed text, including copies of the final reports, context sheets, plans and sections.

In almost all cases all three archives will exist, and thus all relevant categories should be included.

For Cambridgeshire sites the archive recipient would normally be Cambridgeshire County Council Archaeology Archives unless other prior arrangements have been made.

### Physical archive

The site archive ID will be the same as the site code e.g. ARC 05 or ECB reference if your group does not use site codes. The possible contents of the physical archive are pretty well covered in the tick menu. This should be completed as fully as possible. There is unlikely to be any associated media with this, other than a finds list and labels.

### Digital archive

Digital catalogues and specialist reports should be available for all the finds types, therefore this should match with the physical archive and the paper archive. In addition there will be stores of digital photos and any CAD drawn plans and sections, spreadsheets and other surveys.

### Paper archive

As with the digital archive there should be a paper archive to match the physical one. Printed copies of any specialist reports should be included

alongside copies of the completed grey report. Documentary archives, old photos, aerial photos, diaries and field notebooks, context sheets, maps should also be included here.

There are free text boxes beneath each of the three archive category for entering any further information, such as about archive notes etc. Try to be as thorough as possible in listing the different categories of archive. Unless some of the archive is held elsewhere already e.g. such as in the relevant HER, RCAHME or at EH, these can be left blank.

Once you have completed the section, store the information by clicking on 'store details'. Please check first on what you have written in order to make sure that you don't want to change any details, as you won't be able to go back without requesting the form be unlocked. Once stored, the form will return to the original menu for projects so that you can fill in the next section.

## 5. Project Bibliography

First select Grey Literature (unpublished document/ manuscript) or Publication.

The grey report fields are as follows:

### Title

Please use the exact same wording as on the report cover.

### Author(s) / Editor(s)

This should be entered in the same format as publications, with the main author first

### Other bibliographic details

Please add the report number e.g. "CAU Report No. 1171"

### Date, Issuer or publisher and Place of issue

Please add the year, your group as issuer (if a grey literature report), and the location of your group.

### Description

Please add a physical description of the report based on this template:  
"Size/ binding method/no. of pages/no. of colour plates"  
e.g.- "A4 wire bound with plastic laminate front, 112 pages, 10 colour plates"

### URL

Please use this field to add the permanent URL for the report if a digital copy is to be stored on an alternative file store to the ADS Grey Literature Library. If this is not a permanent location, please upload a full pdf copy of the report.

Once you have completed the section, store the information by clicking on 'store details'. Please check first on what you have written in order to make sure that you don't want to change any details, as you won't be able to go back without requesting the form be unlocked. Once stored, the form will return to the original menu for projects so that you can fill in the next section.

Please print off a copy of the completed OASIS record and add it to the hard copy that you send to the HER.

### **Uploading a copy of the grey literature report**

Once the report has been finalised, please upload a digital copy to the OASIS record and post a hardcopy to the HER.

After uploading the .pdf to OASIS (follow prompts), you will be asked whether you want this validated immediately, please tick yes.

### **The record cannot be validated and sent through to the ADS Grey Literature Library until these aspects are completed.**

This validation period will not start until the digital copy is uploaded and the hard copy is received by the HER.

### **Unlocking sections**

If you would like to reopen a section of a form for any reason, click on the 'Reopen' button on the record main page. This sends an email to the HER who can unlock the section and return it to editable status.

### **Further help and useful contacts**

There are FAQs available here: <http://oasis.ac.uk/pages/wiki/FAQ>

Cambridgeshire HER:

For help, advice, data and inputting queries:

Sally Croft [sally.croft@cambridgeshire.gov.uk](mailto:sally.croft@cambridgeshire.gov.uk)

Group email address: [archaeology@cambridgeshire.gov.uk](mailto:archaeology@cambridgeshire.gov.uk)

English Heritage and ADS:

You can also contact Mark Barratt at Historic England:

[mark.barratt@HistoricEngland.org.uk](mailto:mark.barratt@HistoricEngland.org.uk) or [oasis@english-heritage.org.uk](mailto:oasis@english-heritage.org.uk)

For technical issues with the form: [oasis@ads.ac.uk](mailto:oasis@ads.ac.uk).