

Proponemos a continuación los estándares para la documentación de los objetos arqueológicos, publicados por el CIDOC (el grupo de trabajo sobre los sitios arqueológico del ICOM).

## 0. IDENTIFICATION

0.1. Computer record number (*Number automatically generated by the system*)

0.2. Link to other records (*Number(s) of the records for similar objects, to manage according to the system*)

## 1. INSTITUTION(S)

### 1.1. INSTITUTION WHERE THE OBJECT DESCRIBED IS KEPT

1.1.1. Name of the institution (*Official name of the institution in the mother tongue, eg musée du Louvre, National Museum, Museo Arqueologico*)

1.1.2. Location of the institution

1.1.2.1 Country

1.1.2.2 Intermediary administrative division, eg Bouches-du-Rhône, Lazio, Cambridgeshire

1.1.2.3 Commune, district, borough, eg Marseille, Roma, Cambridge

1.1.2.4 Smaller administrative division (hamlet, locality), eg Ostia

### 1.2 INSTITUTION LEGALLY RESPONSIBLE FOR THE OBJECT

Where the proprietary institution is curatorially responsible for the object, arrange for automatic duplication from 1.1

1.2.1. Name of the institution (*see 1.1.1*)

1.2.2. Location of the institution

1.2.2.1 *see 1.1.2.1*

1.2.2.2 *see 1.1.2.2*

1.2.2.3 *see 1.1.2.3*

1.2.2.4 *see 1.1.2.4*

## 2. IDENTIFICATION REFERENCES

2.1. Inventory number of the work (*Unique number given by the proprietary museum*)

2.2. References to the stratum (?)

2.3. Number of the object given on site

## 3. NAME OF THE OBJECT

3.1. Category (*Give the main functional types for the object, eg funerary object, object for transport*)

3.2. Designation

3.3. Name

3.4. Details (*Specify if it is a fragment, a set, or if the object belongs to a set, eg fragment, set, part of group; Specify, if applicable, the number of items in the group*)

## 4. TITLE - DESCRIPTION - ICONOGRAPHY

4.1. Title of the work

4.2. Description

4.3. Iconographic analysis

**5. MATERIAL - TECHNIQUE**

5.1. Material (*List of materials used in the manufacture of a 3D object*)

5.2. Technique (*Technique(s) in the manufacture of a 3D object*)

5.3. Further information (optional) (*Clear description allowing the association of the materials and techniques so as to account for the complexity of the object*)

**6. DIMENSIONS AND FORM**

6.1. Unit (*Dimensions are normally given in centimetres*)

6.2. Height: h

6.3. Length: l

6.4. Depth: d

6.5. Diameter: di

6.6. Weight: w

6.7. Form

**7. ARCHAEOLOGICAL CONTEXT**

7.1. Manner of discovery (*Eg chance find, regular excavations (institution), inventor*)

7.2. Place of discovery (*Eg country, region, département, district, borough, locality*)

Also provide precise references for the site, eg Lambert co-ordinates

Other details, eg grotto, house, square

7.3. Level, layer

7.4. Significant associations (Eg in a hearth, a tomb, etc)

**8. AUTHOR AND CULTURAL MILIEU**

8.1. Actual or ascribed author (*if known; Eg painter of "Pan"*)

8.2. Justification of the attribution (*Specify the reasons (signature, literacy sources, style etc) and, if possible, the author of the attribution; Choose the most usual transcription of Proper Names (possibly add a phonetic transcription in brackets)*)

8.3. Region, style, workshop

Eg Seine Oise Marne (Protohistory), "oriental style" (Greek ceramics), Lazoux (sigillée), Trèves (coin)

**9. INSCRIPTIONS AND MARKS**

9.1. "Type" (*Eg stamped, en exergue, engraved*)

9.2. Position

9.3. Description of transcription

9.4. Language of the inscription (*if applicable*) (*Indicate the language of the inscription, the alphabet, the height of the letters etc*)

**10. DATE AND EPOCH**

10.1. Dating by year

Exceptional: coin, inscription

10.2. Epoch (*Dating by millennium, period, reign, century etc, eg La Tène I, 1stC BC, Thinite Era, Cycladic Middle Bronze Age*)

## **11. ACQUISITION**

11.1. Acquisition method (*Eg purchase, donation, bequest*)

11.2. Date of acquisition (*by year*)

11.3. Previous owner (*Give the name of the previous owner of the work (collector, gallery, institution) prior to its acquisition by the museum*)

## **12. STATE OF CONSERVATION**

12.1. Treatment - restoration

12.2. Analyses