



DAACS Cataloging Manual: Beads

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The DAACS Bead Manual documents how beads 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 2026. These revisions were made by Galle, Bollwerk, Bloch 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, 2026).

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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 BEAD MODULE

The **Bead** Module captures detailed information on all beads, regardless of material type. Bone and shell beads are cataloged into the Bead Module, not the Faunal Module. Similarly, stone beads are cataloged into the Bead Module, not the Lithic Module.

This manual is divided into three sections. The first section provides details on the fields recorded for the DAACS Gold, Silver and Bronze interfaces and the cataloging protocols. The second section explains what information is recorded in each database field. The third section provides instructions on how to catalog specific bead types.

Before you begin cataloging beads, you may wish to invest in a good microscope or lighted loupe. Many aspects of a bead's manufacture, decoration, etc. are apparent only under magnification. Therefore, DAACS analysts examine every bead under magnification in order to accurately record color, manufacturing technique and decoration details.

Much of the information in this document regarding bead identification is summarized from the following two publications. They should be consulted for additional detail:

Karklins, Karlis.

1994 "A Classification System for Drawn Glass Beads." Paper presented at Society for Historical Archaeology Conference on Historical and Underwater Archaeology, Vancouver, B.C. Revised Dec. 1998.

Karklins, Karlis.

1985 "Glass Beads: Guide to the Description and Classification of Glass Beads." Parks Canada.

2.1: COMPARISON AND LOCATION OF BUTTON ATTRIBUTES RECORDED FOR BRONZE, SILVER, AND GOLD CATALOGING LEVEL

Table 1. Fields by Cataloging Level

Field	Bronze	Silver	Gold
Artifact Count	Main	Main	Main
Completeness	Main	Main	Main
Material	Main	Main	Main
Manu Tech	Main	Main	Main
Bead Structure			Main
Bead Form			Main
Bead Shape		Main	Main
Complex Shape			Main
Kidd and Kidd Type	Main	Main	Main
Bead Color	Main	Main	Main
End Treatment?			Main
Patination			Main
Heat Treated?			Main
Diaphaneity			Main
Decoration?	Main	Main	Main
Mended?			Main
Length (mm)		Main	Measurements
Width (mm)		Main	Measurements
Height (mm)		Main	Measurements
Size of Perforation I (mm)		Main	Measurements
Size of Perforation II (mm)		Main	Measurements
Weight (g)	Main	Main	Measurements
Total Number of Facets		Main	Measurements
Burned?			Condition
Patination?			Condition
Weather/Eroded?			Condition
Post Manufacturing Modification (PMM)?			Condition
Conservation?			Condition
Bead Casing Layer			Casing Info
Bead Casing Color			Casing Info
Decoration			Decoration
Color			Decoration
Description			Decoration
Image			Image
Object			Object

3. BRONZE CATALOGING PROTOCOLS FOR BEADS

3.1 BRONZE OVERVIEW

We urge scholars to not catalog Beads at the Bronze Level. Like other “small finds,” beads are rare finds that contain useful analytical information. We believe that it is worth the time to individually catalog beads at the Silver or Gold level in order to collect measurements, decoration, and other critical data.

If you catalog at the Bronze level, you will not record potentially important pieces of information, such detailed measurements and information on decoration. We also strongly recommend *against* using the Notes field to record further details on decoration or measurements. Adding unstandardized discursive details in an open text field will negate the time and resources you are attempting to save by using the Bronze level interface and create data that are harder to use. If you find additional detail for decoration or measurements are important to your research, consider using the Silver or Gold interface.

The fields recorded at the Bronze level are:

- Artifact Count
- Completeness
- Material
- Manufacturing Technique
- Kidd and Kidd Type
- Bead Color
- Decoration?
- Weight
- Links to Images
- Links to Objects

3.2 BRONZE BATCHING PROTOCOLS

Complete beads cataloged at the Bronze level may be batched by Material, Manufacturing Technique, Kidd and Kidd Type, Bead Color, and Decoration. Fragments of beads may be batched in the following ways, to minimize artificial inflation of bead counts:

- Multiple fragments that are all associated with the *same* unique bead. Catalog all associated fragments in a single record with a Quantity of “1”. Describe state of bead (smashed into roughly X number of fragments) in the Notes field.
- Bead fragments that exhibit evidence of fresh breaks that can be mended together. Fragments should be grouped together and cataloged with Quantity of “1” in a single record. Describe state of bead (fresh break – bead broken in X number of fragments) in the Notes field.

- Multiple bead fragments that share Material, Manufacturing Technique, Kidd and Kidd Type, Bead Color, and Decoration but do not directly mend and may be part of more than one bead. Fragments should be batched into a single record with appropriate Artifact Count. Note lack of direct mends in the Notes field.

4. SILVER CATALOGING PROTOCOLS FOR BEADS

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 data on bead shape and detailed bead measurements. The Silver Level also allows catalogers to work at a faster pace by removing the Gold level requirement to record detailed casing and decoration 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 detailed information on casing layers. 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 | • Length |
| • Completeness | • Width |
| • Material | • Height |
| • Manufacturing Technique | • Size of Perforation I |
| • Bead Shape | • Size of Perforation II |
| • Kidd and Kidd Type | • Weight |
| • Bead Color | • Total Number of Facets |
| • Decoration? | • Links to Images |
| • Post Manufacturing Modification? | • Links to Objects |

4.2 SILVER BATCHING PROTOCOLS

Do **not** batch complete beads at the Silver level. Fragments of beads may be batched in the following ways, to minimize artificial inflation of bead counts:

- Multiple fragments that are all associated with the *same* unique bead. Catalog all associated fragments in a single record with a Quantity of “1”. Record complete

measurements only. Describe state of bead (smashed into roughly X number of fragments) in the Notes field.

- Bead fragments that exhibit evidence of fresh breaks that can be mended together. Fragments should be grouped together and cataloged with Quantity of “1” in a single record. Record complete measurements only. Describe state of bead (fresh break – bead broken in X number of fragments) in the Notes field.
- Bead fragments that share Silver level attributes but do not directly mend. Fragments with complete measurements should be cataloged individually. Fragments with no complete measurements may be batched into a single record with appropriate Artifact Count. Note lack of direct mends in the Notes field.

5. GOLD LEVEL CATALOGING PROTOCOLS

5.1 GOLD OVERVIEW

The main benefit of cataloging at the Gold level is the ability to record the maximum amount of individualized measurements and attribute data for every artifact. Cataloging at the Gold level also allows you to capture formal characteristics of bead shape, production, and decoration that may be temporally diagnostic. However, think carefully about the analytical tradeoffs. Recording more detailed attributes for beads 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 Bead 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 streamlined versions of the original DAACS Bead module.

The fields recorded at the Gold level are:

- | | |
|---------------------------|--------------------------|
| • Artifact Count | • End Treatment? |
| • Completeness | • Heat Treated? |
| • Material | • Diaphaneity |
| • Manufacturing Technique | • Mended? |
| • Bead Structure | • Decoration? |
| • Bead Form | • Length |
| • Bead Shape | • Width |
| • Complex Shape | • Height |
| • Kidd and Kidd Type | • Size of Perforation I |
| • Bead Color | • Size of Perforation II |

- Weight
- Total Number of Facets
- Burned?
- Patination?
- Weather/Eroded?
- Post-Manufacturing Modification?
- Conservation?
- Bead Casing Layer
- Bead Casing Color
- Decoration
- Color
- Description
- Links to Images
- Links to Objects

5.2 GOLD BATCHING PROTOCOLS

Do **not** batch complete beads at the Gold level. Fragments of beads may be batched in the following ways, to minimize artificial inflation of bead counts:

- Multiple fragments that are all associated with the *same* unique bead. Catalog all associated fragments in a single record with a Quantity of “1”. Record complete measurements only. Describe state of bead (smashed into roughly X number of fragments) in the Notes field.
- Bead fragments that exhibit evidence of fresh breaks that can be mended together. Fragments should be grouped together and cataloged with Quantity of “1” in a single record. Record complete measurements only. Describe state of bead (fresh break – bead broken in X number of fragments) in the Notes field.
- Bead fragments that share Gold level attributes but do not directly mend. Fragments should be cataloged individually.

6. DAACS BEAD FIELD DEFINITIONS AND PROTOCOLS

6.1 MAIN BEAD TABLE

6.1.1 ARTIFACT COUNT

Numeric

This field documents the number of artifacts in the record.

6.1.2 COMPLETENESS

Controlled Vocabulary

This field records whether the artifact is a whole bead or a fragment of a bead.

6.1.3 MATERIAL

Controlled Vocabulary

Use the drop-down list to select the appropriate Material for the bead being cataloged.

The options for material are:

- Amber – an organic gemstone formed from fossilized plant resin
- Bone -- natural animal skeletal material.
- Carnelian -- a red, slightly translucent variety of the mineral chalcedony that contains hematite and other iron compounds.
- Ceramic -- earthenware or stoneware pottery material. Porcelain is identified separately. (Note, this term was originally clay. It was changed to ceramic in May of 2026).
- Copper/Copper Alloy – any copper-based metal (i.e. bronze and brass).
- Glass -- human-made amorphous silicate material.
- Gold -- the precious metal, rare as a bead material.
- Jet – a black mineraloid that is derived from fossilized organic material.
- Not Recorded -- Do not use this term for beads unless adding records for artifacts that are missing or have not been located.
- Synthetic/Modern -- a plastic or other manmade material. (Note, this term was originally plastic, was updated to synthetic/modern in May of 2026 to align with material types listed in button module).
- Porcelain -- vitrified ceramic produced using the same recipes as for ceramic vessels or buttons.
- Shell – natural material from clam, marginella, mussel, olivella, oyster, or whelk shell.
- Silver -- the precious metal, uncommon as a primary bead material.
- Stone, unidentifiable – used to capture when a material is clearly a mineral, but it is not possible to identify the specific type.
- Unidentifiable – for materials that cannot be identified.

6.1.4 MANUFACTURING TECHNIQUE

Controlled Vocabulary

Manufacturing Technique refers to the main manufacturing technique of the bead. Use the drop-down list to select the appropriate manufacturing technique for the bead being cataloged.

Table 2. Bead Manufacturing Technique

Manufacturing Technique:	Description
"Blown"	Karklins (1985:103) notes there are three techniques for manufacturing blown beads. The first entails fixing a small gather of molten glass on the end of a blowpipe and blowing it into a bubble with a slight hollow projection at either end. When the bubble has cooled, the projections are broken off, creating the perforation, and the jagged edges are usually fire polished. The second method is essentially the same except that the bubble is blown in a two-piece mold, to impart either a design or a special or uniform shape. In the third method, a series of bubbles is blown in a heated glass tube. The latter is then broken into individual or segmented beads whose ends may or may not be fire polished.
"Cast"	Molten metal poured into a mold and allowed to harden.
"Cut/Carved"	This technique includes cutting, carving and lathe-turning of materials, most commonly organics such as bone, shell, and stone.
"Drawn"	Drawn beads are also known as tube, cane, and hollow-cane beads. Manufacturing technique that begins by heating a large hollow wand of glass and stretching (or drawing) the tube in opposite directions, shrinking its diameter into an appropriate bead size. When sufficiently cooled these tubes are cut into three-foot lengths, sorted into similar diameters, and eventually cut with a blunt-edged tool into individual beads.
"Handmade"	This term, used primarily for shell beads, references a variety of non-industrial shaping techniques, including breaking, grinding, smoothing, drilling, and shaping processes done by hand, performed by multiple tools. Reserved for cases where there is no evidence of cut marks or use of a lathe.
"Molded, Prosser"	Technique that uses high levels of pressure and heat to mold beads. Karklins (1985:104) notes two types of Prosser molded beads have been recorded to date. One is spherical with a broad, raised band about the equator; the other is in the form of a short cylinder. On both, one end is rounded and smooth, while the other is flat and rough or pebbled. The perforation tapers toward the rounded end. Exterior surfaces range from

	glazed to dull, the latter resembling unglazed porcelain. Note that unlike buttons, both porcelain and glass beads are produced using this technique.
"Mold Pressed"	Karklins (1984:100-101) notes two methods were used to mold beads. In the first the end of a glass rod is heated until it melts. A piece is then pinched and pressed into a tong-like two-piece mold. As the glass is compressed by the mold any excess was forced out at the seam while a moveable pin pierced the glass and formed the perforation. In the second method, two pieces of viscid glass, one in either half of a two-piece mold, were pressed together to fuse them. The movable pin that formed the perforation could either extend from one half of the mold to the other or across the open face. <i>Note:</i> This category does not include beads that were made by blowing glass into molds. These should be cataloged as Blown beads.
"Not Recorded"	Used only in instances where artifacts are being translated or are missing from collection.
"Unidentified"	Use when the manufacturing technique is unidentified.
"Wound"	Wound beads were manufactured individually starting with a wire wand. The bead maker (often called a "lamp winder") would heat individual wands of glass with a lamp, and once molten, wind the glass around the wand. After cooling, the beads were stripped from the wand. The surface of a wound bead usually exhibits swirl marks around the bead's axis.

6.1.5 BEAD STRUCTURE

Controlled Vocabulary

There are two options for Bead Structure in DAACS:

"Compound": Two or more layers of glass form the bead body. Each layer should be described on the Casing Info Tab.

"Simple": A single layer of glass forms the bead body.

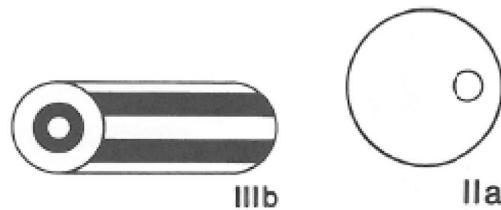
Note: The Karklins bead system lists "complex" and "composite" as bead structures. Complex beads are described as simple or compound beads with decoration. Although DAACS uses many components of the Karklin's system, we only designate simple or compound beads. Added glass elements, appearing as raised areas above the body of the bead may be found on both simple and compound beads and are recorded in Decoration.

6.1.6 BEAD FORM

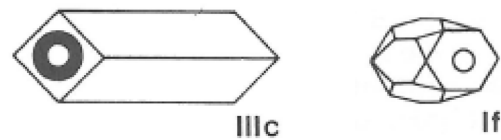
Controlled Vocabulary

Bead form is determined from the shape of the bead's cross-section and whether the bead was twisted during the drawing process. DAACS uses these terms to describe not only drawn beads, but other types as well (images taken from Karklins, 1985).

“Straight Curvilinear”: Beads with a round cross-section and straight or spherical bodies.



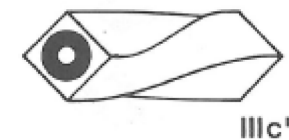
“Straight Polyhedral”: Beads with a polyhedral cross-section and straight bodies.



“Twisted Curvilinear”: Beads with a round or oblate cross-section and twisted bodies.



“Twisted Polyhedral”: Beads with a polyhedral cross-section and twisted bodies.



Some bead classification systems include “Ribbed or Ridged Curvilinear” and “Ribbed or Ridged Polyhedral” as Bead Forms. DAACS only uses the above-described “Straight” or “Twisted” forms; record any ribbing or ridging in the Decoration table.

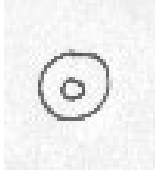
6.1.7 BEAD SHAPE

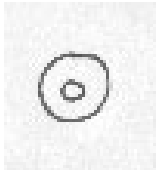
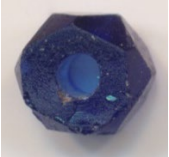
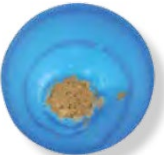
Controlled Vocabulary

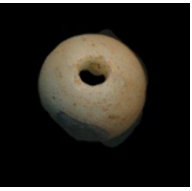
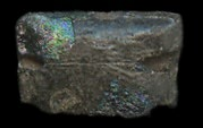
This field records the two-dimensional shape of the bead as viewed when worn. If the bead is faceted this field is simply recorded as “Faceted;” additional information about faceted bead shape is recorded in the Complex Shape field. Choose from the following list of bead shapes:

- **Barrel**
- **Biconical**
- **Collared Sphere**
- **Conical**
- **Cylindrical**
- **Disc**
- **Faceted**
- **Not Recorded**
- **Oval**
- **Spherical**
- **Square**
- **Sub-Spherical**
- **Triangular**
- **Unidentifiable**
- **Waisted**

We discovered that catalogers had difficulty consistently and uniformly identifying the differences between Disc-, Sub-Spherical-, and Spherical-shaped beads. To ensure accurate identification of these bead shapes, we developed a bead length-to-width ratio measurement to define these bead shapes. See entries for these bead shapes below:

Basic Bead Shape	Description	Other Information	Basic Shape Length View	Basic Shape Diameter View
“Barrel”	A barrel bead has a 1:1 diameter to length ratio, or diameter may be greater than length. The sides are parallel or slightly bulging. Bead ends are flattened (most often cut/sawn/ground flat).	Barrel shape beads are primarily of drawn manufacture. Wound barrel shape beads were produced, but they are rare. Closely related to tubular beads, but ratio is different.	 Source: Blair et al. (2009), Plate 3-N	
“Biconical”	Biconical beads sharply taper from the center to both ends, creating a diamond shape.			

“Collared Spheroid”	A spheroid bead with short raised collars at both perforations. The bead looks like it has a “turtleneck” at both perforations.	Primarily of drawn manufacture.	 Source: Blair et al. (2009), Plate 11-G	
“Conical”	A conical bead is round in cross-section and is tapered with one end having a larger diameter than the other.		 Source: Cromwell et al 2013, p. 125	
“Disc”	A disc-shaped bead has a length-to-width ratio of 0.45 or less. Sides are parallel or slightly bulging	Using calipers, measure the length and the width of the bead. Calculate the length-to-width ratio (length/width). The bead is disc-shaped if the length-to-width measurement is less than or equal to 0.45.	 Source: Cromwell et al 2013, p. 65	
“Faceted”	A faceted bead has ground, molded, or paddled facets.	May be of drawn, wound, or molded manufacture.	 Artifact ID: 1413-99-03-087-DRS--00173	
“Oval”	An oval-shaped bead has a length greater than its width. Oval beads gradually taper from the center to the ends.		 Source: Cromwell et al 2013, p. 85	

“Spherical”	A spherical-shaped bead has a length-to-width ratio of at least 0.95 and appears circular, with a continuous curve from center to perforations.	Using calipers, measure the length and the width of the bead. Calculate the length-to-width ratio (length/width). The bead is spherical if the length-to-width measurement is greater than or equal to 0.95.	 Artifact ID: 1058-192Z_04-NRD--00002	
“Square”	A square bead appears square as worn; the ends may be rectangular or square.	Often a complete cube, but may be flattened	 Artifact ID: 1075-301-F01-Fill01-DRS--00073	
“Sub-spherical”	A sub-spherical bead has a diameter that is only slightly greater than its length, with continuous curve from center to perforation. A sub-spherical bead has a length-to-width ratio between 0.46 and 0.94.	Using calipers, measure the length and the width of the bead. Calculate the length-to-width ratio (length/width). The bead is sub-spherical if the length-to-width measurement is less than 0.95 but greater than 0.45 (see Disc and Spherical above).	 Artifact ID: 1058-194W_05-NRD--00049	
“Triangular”	The bead is tapering, triangular in its length view, typically with flat sides.			

“Tubular”	A tubular bead has a length that is greater than its diameter. The ends of this bead are often cut/sawn/ground flat. The diameter is consistent across the length of the bead.	Primarily of drawn manufacture. Unlike a barrel-shaped bead, the length is greater than diameter.	 Source: Blair et al. (2009), Plate 3-F	
“Unidentifiable”	Shape of the bead is unidentifiable due to incompleteness, burning, post-depositional processes, or any other condition that makes the basic bead shape unidentifiable.			
“Waisted”	Tube-shaped bead (length is greater than its diameter) that has been pinched in the middle. This makes the bead look like it has a waist. Its ends are often rounded or heat-treated.	Primarily of drawn manufacture.		

6.1.8 COMPLEX SHAPE

Controlled Vocabulary

Some beads have complex shapes that are not fully captured by the above Bead Shape field. These include all faceted beads, as well as others with unusual shapes such as raspberry and scarab. For these beads, the complex shape field allows for further elaboration. Choose from the following list of complex bead shapes:

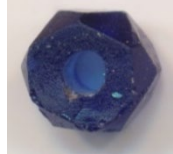
“Alternating Twist”

“Cornerless Heptagonal”

“Cornerless Hexagonal”
 “Cornerless Octagonal”
 “Cornerless Pentagonal”
 “Heptagonal”
 “Hexagonal”
 “Not Applicable”
 “Octagonal”
 “Pentagonal”

“Raspberry”
 “Scarab”
 “Square”
 “Tear Drop, flat”
 “Tear Drop, inverted”
 “Triangular”
 “Unidentifiable”

Note: “Corner” in Complex Shape relates to the junction of primary facets that create the polyhedral shape in cross-section, e.g, hexagonal, octagonal, etc. Rather than the primary facets extending the full length of the body, so that these junctions are visible in cross-section. In “cornerless” examples, secondary facets have been made to trim the primary junctions or corners away, creating a beveling or tapering towards the perforation.

Complex Bead Shape	Description	Complex Shape Length View	Complex Shape Diameter View
“Cornerless Heptagonal”	A faceted bead that has seven primary sides when viewed in cross-section and secondary faceting towards the perforation ends. The majority of cornerless heptagonal beads have a manufacturing technique of “Drawn.”	 Artifact ID: 1212-2-A-28-DRS--00001	
“Cornerless Hexagonal”	A faceted bead that has six primary sides when viewed in cross-section and secondary faceting towards the perforation ends. The majority of cornerless hexagonal beads have a manufacturing technique of “Drawn.”	 Artifact ID: 1413-99-03-087-DRS--00173	

“Cornerless Octagonal”	A faceted bead that has eight primary sides when viewed in cross-section and secondary faceting towards the perforation ends. The majority of cornerless octagonal beads have a manufacturing technique of “Drawn”, however we have encountered a number of wound cornerless octagonal beads as well.	 Artifact ID: 1037-737A-DRS--00002	
“Cornerless Pentagonal”	A faceted bead that has five primary sides when viewed in cross-section and secondary faceting towards the perforation ends. The majority of cornerless pentagonal beads have a manufacturing technique of “Drawn”, however we have encountered several wound cornerless pentagonal beads as well.	Similar to above	Similar to above
“Heptagonal”	A seven-sided bead, with primary facets extending to the perforation ends, creating corners. Most heptagonal beads have a manufacturing technique of “Drawn”.	Similar to below	Similar to below
“Hexagonal”	A six-sided bead, with primary facets extending to the perforation ends, creating corners. The majority of hexagonal beads have a manufacturing technique of “Drawn”.	 Artifact ID: 1410-97-03-138-DRS--00300	
“Not Applicable”	Many beads do not have a complex shape; simply enter “Not Applicable”.		

"Octagonal"	An eight- sided bead, with primary facets extending to the perforation ends, creating corners. Octagonal beads can have a manufacturing technique of either "Drawn or "Wound".	Similar to above	Similar to above
"Pentagonal"	A five- sided bead, with primary facets extending to the perforation ends, creating corners. Pentagonal beads can have a manufacturing technique of either "Drawn or "Wound" and, in the case of shell beads, "Cut/Carved".	 Source: Cromwell et al 2013, p. 80	
"Raspberry"	Raspberry beads are most often wound beads with applied, rounded prunts.	 Artifact ID: 5007-87-43-431-DRS--00012	 Artifact ID: 5007-87-43-358-DRS--00024
"Scarab"	Faience or glass beads in the shape of a scarab beetle. Typically, Bead Shape will be "Oval."		
"Square"	Square beads are most often mold pressed or prosser molded.		
"Teardrop, flat"	Flat teardrop shaped beads are most often of mold pressed manufacture.		

"Teardrop, inverted"	Inverted teardrop shaped beads are most often of Drawn manufacture.	 Artifact ID: 16-2244B-DRS--00036	
"Triangular"	Has three sides in cross-section or on face.		
"Unidentifiable"	Use "Unidentifiable" if you believe the bead has a complex shape but that specific shape is unidentifiable.		

6.1.9 KIDD AND KIDD TYPE

Controlled Vocabulary

DAACS uses the bead classification developed by Kidd and Kidd (2012) and Karklins (1985) to describe bead manufacture. Refer to this schema for recording this field. Scanned digital versions of bead resources are available to DAACS registered users under the Tools menu (Tools > Readings > Syllabus and Readings > Bead Module).

6.1.10 BEAD COLOR

Controlled Vocabulary

Match the bead to the nearest color range using the Detailed Color Groups section of the DAACS Color Book. It is advised to view the bead in close proximity to a targeted light source when identifying the color, since patination and wear can often obscure bead color. If the bead is eroded, dull, or lightly patinated, wet the surface of the bead before trying to determine color.

6.1.11 END TREATMENT

Controlled Vocabulary

Choose from the following list of options:

"Cut/Sawn/Ground Flat": Cutting/sawing/grinding will produce flat ends and

sharp corners, unless the corners have been heat treated and slightly rounded. Saw marks and grinding marks are both sometimes visible. Grinding tends to produce finer marks on the ends, while saw marks can look like file marks across the ends.

“Rounded”: Rounded edge, usually the result of heat treatment or fire polishing.

“Unfinished”: Rough ends.

6.1.12 HEAT TREATED

Controlled Vocabulary

Beads were often heat treated to smooth their edges. Remember to look at each bead under the microscope – if the edges of a bead look at all smoothed, enter “Yes” for Heat Treated. For many of these beads, the End Treatment will be “Rounded” and Heat Treated will be “Yes.” Occasionally, one sees beads that have clearly been heat treated in some drastic fashion – ex. when beads have melted together or have melted into irregular shapes. If you can identify a particular method of heat-treating, such as heating in a pan with charcoal and sand or heating using the “a speo” method, enter this information into the Notes field.

6.1.13 DIAPHANEITY

Controlled Vocabulary

Diaphaneity is the amount of light that can pass through the body of the bead. Only measure diaphaneity for glass beads.

“Opaque”: Light does not pass through the body of the bead. Some light may pass through along the edges of the bead, but only to a small extent.

“Translucent”: Light easily passes through the body of the bead, but the glass is not clear.

“Transparent”: Very clear. Objects can be seen through the bead.

“Not Applicable”: Use for non-glass beads.

6.1.14 MENDED?

Controlled Vocabulary

Enter “Yes” if the bead has been physically mended. The default is “No.” Disregard the “N/A” option.

6.1.15 DECORATION?

Controlled Vocabulary

Enter “Yes” if the bead has casing or any type of decoration (including facets) that will be entered in the Decoration tab. The default is “No.” Disregard the “N/A” option.

6.1.16 NOTES

Open Text

Use this field to record any additional diagnostic information about the button not captured in an existing field. However, when cataloging at the Bronze or Silver levels, we strongly recommend *against* putting extraneous information that is not captured by existing level data fields into the Notes field. While it may be tempting to record decoration 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 and Silver levels by reducing cataloger efficiency. If this higher level of data collection is desired, please consider upgrading your cataloging level.

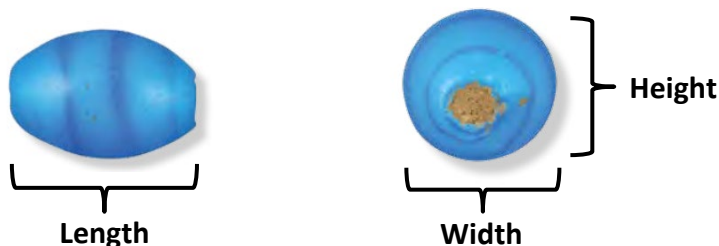
6.2 MEASUREMENTS TABLE

Record any complete measurements in hundredths of millimeters. Remember that some measurements may be measurable even if the bead is incomplete.

6.2.1 LENGTH, WIDTH, AND HEIGHT

Numeric

Length is defined as the distance from perforation to perforation. Width is the measurement of the other axis on the bead (i.e., perpendicular to the length). To take the Height measurement, rotate the bead ninety degrees from where Width was taken to capture variation.



6.2.2 SIZE OF PERFORATIONS

Numeric

Measure the diameter of each perforation using spreading-jaw calipers.

6.2.3. WEIGHT

Numeric

Always record Weight. Weight is recorded in grams to the nearest tenth.

6.2.4 NUMBER OF FACETS

Numeric

Count the number of facets on the bead. If the bead is not faceted, enter “0” in this field.

6.3 CONDITION

6.3.1 CONDITION SPECIFICS

Controlled Vocabulary

Enter either “Yes” or “No” as appropriate for each of the following fields:

Burned?

Patination?

Weathered/Eroded?

The default is “No.” Disregard the “N/A” and “N/R” options.

6.3.2 POST-MANUFACTURING MODIFICATION

Controlled Vocabulary

Enter “Yes” or “No.” The default is “No.” Disregard the “N/A” option.

Use this field when an artifact appears to have been physically modified to change its original appearance or function. Karklins describes how a bead can be ground to remove its exterior layer or to modify its form (1998:4). Catalog the object as it would be cataloged in its original form. Enter “Yes” under Post-Manufacturing Modification, and describe in the Notes field how the object has been modified. Note: Burning is not considered Post-Manufacturing Modification.

6.3.3 CONSERVATION

Open Text

The default is “No Conservation.” If a bead has been conserved, enter “Yes” into this field and describe the conservation in the Notes field.

6.4 CASING INFORMATION

For compound glass beads, use this tab to record specific information about each layer of glass individually. Select “+ Add Casing Information” to add each layer.

6.4.1 BEAD CASING LAYER

Controlled Vocabulary

Select the appropriate number, with “1 (interior)” being the innermost layer of glass.

6.4.2 BEAD CASING COLOR

Controlled Vocabulary

Use the **Detailed Color Groups** in the DAACS Color Book to identify the color of the layer. For the inner layers of glass, it may be helpful to hold the bead up to a light source. For example, a bead with a green interior layer and a red exterior layer should be cataloged as follows:

Bead Casing Layer	Bead Casing Color
1 (interior)	Green, muted medium
2	Red, intense medium

DAACS has defined “casing” differently than Karklins does in his Classification for Glass Beads. Karklins describes casing as follows: “Beads made by the hand-drawn method were often cased in clear glass to increase their brilliance. This was frequently done for translucent graying white and opaque Indian-red beads but apparently never for transparent blue, opaque black or opaque white beads. The presence of this layer, often microscopic, should be noted but does not qualify an otherwise monochrome bead for inclusion in one of the four multilayered categories described above” (1998:8).

DAACS uses casing to describe any of the layers one might see on a bead. **Therefore, all compound beads should be described in the Casing Information Table.** The type of bead cased in the manner Karklins describes above should be listed as a compound bead, with the colorless casing described in the Casing Information Table.

6.5. DECORATION

Use this tab to record information about bead decoration. If multiple decoration types or colors are present on a single bead, enter a new line for each decoration.

6.5.1 DECORATIVE ELEMENTS

Controlled Vocabulary

Choose one of the following decorative elements:

“Eyes”

“Facets, ground/cut”

“Facets, paddle pressed”

“Floral Designs”

“Insets”

“Monochrome Stripes”

“Multi-colored Stripes”

“Nodes”

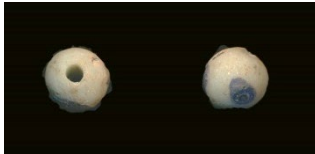
“Plated”

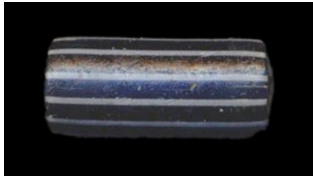
“Ribbed”

“Rings”

“Unidentifiable”

“Wavy Lines”

Decorative Element	Description	Example Image
“Eyes”	Small dots of glass applied to the surface of the bead, typically of a different color than the main body of the bead. Unlike nodes, eyes sit mostly flush with the surface of the bead. This is a specific type of inset with a known temporal component.	 Artifact ID: 1058-193V_03-NRD--00002

“Facets, ground/cut”	Flat facets ground or cut into the surface of the bead after it was formed. Under magnification, the edges of the facets will appear sharp and straight, and striations may be visible on the facets.	 Artifact ID: 1413-99-03-087-DRS--00173
“Facets, paddle pressed”	Flat facets pressed into the surface of the bead while the glass was still malleable. Under magnification, the edges of the facets will appear rounded and slightly irregular.	 Source: William Billeck, Smithsonian Institution (via Thunderbird Archaeology)
“Floral Designs”	Any decorative element intended to resemble a flower.	
“Monochrome Stripes”	Parallel lines of a single color running along the length of the bead.	 Artifact ID: 5006-92-84-72-25-DRS--00061
“Multi-colored Stripes”	Parallel lines of multiple colors running along the length of the bead. Remember to add a separate line on the Decoration tab for each color that is present.	 Artifact ID: 1206-E9.2-DRS--00006

“Nodes”	Small dots of glass applied to the surface of the bead, giving a “bumpy” appearance. The nodes are typically the same color of glass as the body of the bead. Use this decorative element for raspberry beads.	 Artifact ID: 5007-87-43-358-DRS--00024
“Plated”	A thin layer of metal, most often gilt, applied to the surface of the bead. For Color, record the appropriate metal rather than using the Detailed Color Groups.	 Source: Blair et al. (2009), Plate 9-G.
“Ribbed”	Molded ridges running along the length of the bead.	 Artifact ID: 1238-091.3-DRS--00012
“Rings”	Stripes in the form of circles that extend around a bead and are oriented perpendicular to the perforation.	 Artifact ID: 1410-97-02-16-DRS--00188
“Unidentifiable”	Any decorative element that cannot be specifically identified, often due to incompleteness or patination of the bead. Describe the decoration as much as possible in the Description field.	

"Wavy Lines"	Undulating lines applied to the bead surface in any orientation. May be flush or raised.	 Artifact ID:1020-F008C-WTS--00077
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6.5.2. COLOR

Controlled Vocabulary

If applicable, identify the color of the decoration using the **Detailed Color Groups** section of the DAACS Color Book. It is advised to view the bead in close proximity to a light source when identifying the color, since patination and wear can obscure bead color. If a single decorative element has more than one color (e.g., multi-colored stripes), remember to add a new line for each color. If the decorative element does not have a color, select "Not Applicable."

6.5.3. DESCRIPTION

Open Text

Write a brief description of the decoration. Include, for example, the number of stripes on a bead or where the facets on a bead have been ground.

6.6. IMAGE

Image each notable or unusual bead. If possible, take both a front/back and a side view picture. Please see manual on Image capture and entry into the database.

6.7. OBJECT

Please see manual on Object entry into the database.

7. REFERENCES

- Blair, Elliot H., Lorann S.A. Pendleton, and Peter Francis, Jr.
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- Cromwell, Robert J., Flynn O. Renard, and Elaine C. Dorset
2013 "Beads (NCRI Curation Series No. 5)," in *Within the Collection: A Look Inside the Fort Vancouver Museum*. National Park Service.
- Karklins, Karlis.
1985 "Glass Beads: Guide to the Description and Classification of Glass Beads." Parks Canada.
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1994 "A Classification System for Drawn Glass Beads." Paper presented at Society for Historical Archaeology Conference on Historical and Underwater Archaeology, Vancouver, B.C. Revised Dec. 1998.
- Kidd, Kenneth E. and Martha Ann Kidd
2012 [1970] A Classification System for Glass Beads for the Use of Field Archaeologists. *Beads* 24:39-61.