

## About Arctos

Arctos is an online multidisciplinary collection management information system hosted at the Texas Advanced Computing Center at the University of Texas in Austin. Arctos was initially set up for natural history disciplines and is used with a diverse range of collections like botany, entomology, herpetology, mammalogy, ornithology, paleontology, and parasitology. Twenty different institutions from all over the United States use Arctos as a collection management tool. Almost three million specimens can be searched using Arctos from 94 different collections. The Archaeology and Ethnology & History departments at the University of Alaska Museum of the North are the first to adapt Arctos for use with cultural collections. All of the data fields in Arctos are set up to work primarily with natural history collections and our cultural information is placed where it fits best. Searching for cultural material in Arctos is not an entirely intuitive process and therefore we have created this user guide for the Archaeology Collections. If you have questions or want to learn more about Arctos try searching the documentation site here: <http://arctosdb.org/>. Or if all else fails call or email Scott Shirar at 907-474-6943 or sjshirar@alaska.edu.

## Search Arctos for UAMN Archaeology Collections HERE:

<http://arctos.database.museum/home>

### How to search the database

- 1) Once at the Arctos homepage navigate to UAM collections via the shortcut along the left hand side of the screen, and then scroll down to the Archaeology (UAM:Arc) section.
- 2) Within the Archaeology (UAM:Arc) section select the option to “Search 354998 Specimens.” This takes you to the main page for searching our database where there are eight different search boxes each with a “Show More Options” tab.
- 3) The Archaeology collection can be searched in several different ways:
  - a. By **catalog number** in the “Identifiers” box.
    - i. If you know the catalog number for the artifact you are looking for, enter it here in its entirety (examples: 0011-0065; 1-1947-0001; or UA97-080-0002).
  - b. By **AHRS number** in the “Identifiers” box.
    - i. To search for artifacts from a single site by AHRS number, click the “Show More Options” tab at the top right of the “Identifiers” box.
    - ii. Click on the “Other Identifier Type” box and select the “AHRS (Alaska Heritage Resources Survey)” box.
    - iii. Enter the full AHRS number in the search box (example: FAI-00001).
  - c. By **site name** in the “Identifiers” box.
    - i. To search for artifacts from a single site by site name, click the “Show More Option” tab at the top right of the “Identifiers” box.
    - ii. Click on the “Other identifier Type” box and check the “Locality ID” box.
    - iii. Enter the complete site name in the search box (example: Campus Site).
    - iv. To make the search as broad as possible change “is” to “contains.”

- d. By **UA accession** number in the “Identifiers” box.
  - i. To search for artifacts from a known accession number, click the “Show More Options” tab at the top right of the “Identifiers” box.
  - ii. Enter the accession number in the box (example: UA95-060).
- e. By **artifact type** in the “Identification and Taxonomy” box.
  - i. To search for artifacts according to type, use the “Identification and Taxonomy” box.
  - ii. Enter the artifact type you want to find in the top “Identification (scientific name) box (example: microblade core).
- f. By **USGS Quad** in the “Locality” box.
  - i. To search for artifacts from an entire USGS Quad use the “USGS Quad Map” field in the “Locality” box.
  - ii. Enter all or part of the USGS Quad you want to search (example: Fairbanks).
- g. By **collector** in the “Date/Collector” box.
  - i. To search for artifacts collected by a specific person use the “Date/Collector” box.
  - ii. Select “collector” from the drop down menu and then enter all or part of the person’s name in the box (example: Otto Geist)
- h. By **material type** in the “Biological Individual” box.
  - i. To search for artifacts according to material type use the “Biological Individual” box and click on the “Show More Options” button.
  - ii. Click on the “pick an attribute” box, scroll down and select “materials.”
  - iii. Enter the material type in the appropriate box (example: ivory).
- i. By **other attributes** in the “Biological Individual” box.
  - i. There are several other attributes that can be searched using the same basic methods as searching materials.
  - ii. These attributes include: **culture of origin, square, provenience, quadrant, provenience north, provenience east, depth, stratigraphic position, and feature.**
  - iii. Click on the “pick an attribute” box, scroll down and select the attribute.
  - iv. Enter the term you want to search in the appropriate box.