UPDATED TOOLKIT FOR FINDS REPORTING:
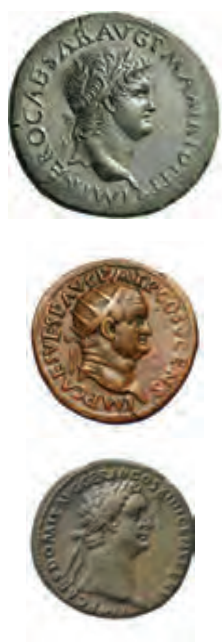
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In 2022 CIfA launched the new online resource **Toolkit for Finds Reporting: Roman Coinage** – the nationally recognised guide for anyone engaged in the planning, commissioning, production or monitoring of a specialist report on Roman coins. The Toolkit is designed to be used for the reporting of Roman coin finds from all types of archaeological projects (surface collection, watching briefs, evaluations and full-scale excavations) and at all stages of a project's life cycle (from initiation and planning to the preparation of archive reports and publications). A follow-up proposal to support the enhancement of the Toolkit was approved in 2024, leading to the relaunch in March 2025 of the newly updated and extensively revised version of the Toolkit.

Toolkit for Finds Reporting: Roman Coinage – Introduction webpage

The Roman Coinage Toolkit deals with these concerns by providing integrated resources and guidance to ensure the reliable and consistent reporting of archaeologically recovered Roman coins. The Toolkit's key resource is the *Roman Coin Recording Template*, which is a downloadable Microsoft Excel workbook where details of Roman coins' identifications can be entered and saved. Dropdown lists containing standardised listings of entries are provided for the key elements of a Roman coin's identification – Denomination, Emperor (or Issuer) and Mint – and also link to the international system of standard *Numismatic Identifiers* (developed by Nomisma.org). Furthermore, selecting one of the 238 options in the dropdown list of emperors and issuers in whose names coins were struck (including empresses, princes and usurpers), also automatically completes the template's fields related to a coin's date of production, ensuring that all the essential data in a coin's identification are recorded to the same consistent standard.

This is the first time a resource like the *Roman Coin Recording Template* has been developed for an archaeological artefact and the process involved some challenging coding (undertaken by James Sherwood, excel4business). Although the original template did the job it was designed to do, there is always room for improvement and the newly updated template is more stable and even more comprehensive, while the website now also includes a 15-minute introductory video that provides an overview of the

The Toolkit was originally proposed and developed in response to the results of the Historic England-funded project *Review of the Standard of Reporting on Archaeological Artefacts in England* (Cattermole 2017), which identified as a significant concern the great variation in the content and quality of specialist archaeological artefact reports, including Roman coins. The Cattermole review found that only 56 per cent of published and grey literature specialist artefact reports met 50 per cent or more of the criteria considered essential for such reports – and with fewer than 1 per cent meeting 90 per cent of the same criteria – concluding that existing standards and guidance were not being used effectively.

1st century denominations: Sestertius of Nero / Dupondius of Vespasian / As of Domitian. Credit: Peter Guest

ROMAN COINAGE

3rd century radiates (not to scale): Caracalla (215–222) / Postumus (260–269) / Radiate copy, probably of Tetricus I (270+). Credit: Peter Guest
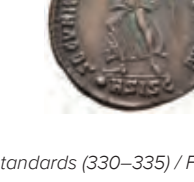
Toolkit's resources, a downloadable pdf document containing all of the Toolkit's guidance, and a new FAQ section.

The Roman Coinage Toolkit is available on CIfA's website, and the goal is, by producing standardised and consistent records of Roman coins, to encourage the integration of Roman coinage into wider archaeological narratives and improve standards in Romano-British coin studies. It is important that this involves the analysis of Roman coins beyond the site-level, looking at regional patterns and comparing assemblages from multiple settlements in order to explore the circulation of Roman coins and the nature of the monetary economy in Roman Britain. For this to happen it must become simpler to locate and collect data for analysis, which means that records of excavated Roman coin assemblages should be readily available in a format that can be queried or searched quickly and easily. To facilitate this, and following the FAIR Guiding Principles, the

Roman Coin Recording Template can be saved in a format that can be uploaded with an excavation project's digital archive to OASIS V and, ultimately, to the Archaeology Data Service (ADS) Library. This is done by simply clicking a button on the template's coversheet, which also includes all the file-level metadata required by the ADS to archive and disseminate data.

The **Toolkit for Finds Reporting: Roman Coinage** forms part of a wider suite of Toolkits (see www.archaeologists.net/work/toolkits) that have been developed to support the archaeology sector to record archaeological data as accurately and consistently as possible.

The original project was proposed and developed by CIfA's Finds Group and funded by Historic England. Peter Guest of Vianova Archaeology & Heritage Services designed and authored the Toolkit.

Selection of common 4th century reverse types (not to scale): GLORIA EXERCITVS – 2 standards (330–335) / FEL TEMP REPARATIO – Falling Horseman (348–361) / SECVRITAS REIPVBLICAE (364–378). Credit: Peter Guest

Peter Guest

Peter is an archaeological numismatist with over 35 years' experience as a finds specialist, excavator and researcher. Specialising in the Roman period, Peter is particularly interested in coinage, currency and the imperial economy. He has identified coin assemblages from over 90 excavations in the UK, of which 30 are published.

Website: https://vianovaarchaeology.com/