



A Guide for the Description of Building Hardware

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## PREFACE

A cataloguing guide is one of the elements required as an aid to producing suitable descriptions for artifact research. The present guide is the product of such research and the consequent realization for its need. As an initial effort it does not include all artifact categories which could be considered as part of building hardware nor does it provide an adequate coverage of the total range within a category. It is based on work with only a small number of collections and will be revised and expanded several times as new material is encountered. The purpose of the present edition is partly to provide guidelines for describing some categories of artifacts but also to obtain comment on its format and content so that changes or improvements can be made for subsequent editions.

Although all three authors have contributed to various sections, the responsibility for final choice on content and format, and any problems associated with them, must be attributed to the senior author.

## INTRODUCTION

The total range of hardware is too extensive to serve as a manageable unit of research for an individual or small group and, consequently, some selection based on major, or general, criteria of similarity and difference must be carried out to provide such manageable units. An additional advantage can also be gained if the artifact groups have a high degree of functional coherence.

The initial unit selected for consideration within hardware research being carried out by the National Historic Sites Service is building hardware, consisting of items used in the assembly and operation of land structures. This includes the variety of fasteners used in holding various parts together and the variety of items used on doors, windows, shutters, and other similar facilities to allow for their operation. The term is intended to apply also to such forms of construction as palisades, platforms and others which do not enclose a space with a roof but are examples of land construction. The category does not include items specifically related to the use of a building.

A cataloguing guide can be of several forms, thus serving to fulfil one or more objectives. In all instances it should provide a means of recording the characteristics of an artifact in an organized and consistent manner, thereby establishing a basis for subsequent comparison and interpretation. It can also serve as a training device, providing an introduction to a subject, providing adequate information for the recognition of all features, thereby providing the means to carry out a complete and adequate

artifact description. As a training device, all aspects and features must be extensively defined and discussed, to leave little or no room for doubt on any point. A third objective could be to arrange the descriptive categories for any unit of artifacts in terms of a code or key so that descriptions could be recorded in terms of such a code.

The guide in its present form does not fulfil all of the above objectives. It does provide a means for completing artifact descriptions but it cannot stand by itself as a training device. Nor does it attempt to provide a code or key of any form because insufficient data are available at present to provide an adequate base for such a code. Certain assumptions about an individual's knowledge in the field have been included, on occasion unintentionally. Definitions and discussions are not always complete. In part this will be rectified by subsequent revisions when knowledge on the subject will have advanced and inadequacies and problems with the present edition will have become more clear through its actual application.

Artifact description can either emphasize the whole object or its various elements in sequence, providing terminology for these in a number of separate categories. This guide uses the latter approach. The final product in either case is a description of a whole object. Emphasis on the whole object would be organized in terms of artifact types; a specific type, X, would be listed with the criteria for its definition and any item being catalogued would be compared with type X; if it shared the same criteria it would be considered as the same type and if it did not it would be compared with other types until a similarity of criteria was located. If no similarity was recognized, a new type would have to be

defined based on the item being catalogued. Such an approach is not difficult if only small groups of types are being considered; however, if large numbers are defined too lengthy comparisons are required to determine the type of a specific item. A greater problem lies in the fact that the criteria for any type are likely to exclude some of the characteristics present on the artifacts in that group. The argument that these characteristics are of no significance for the type can be countered by the possibility of their being significant for other reasons. However, cataloguing by types would exclude them from the record and, thus, remove them from consideration in any future research. The insignificance of any characteristic also need not be permanent and if such characteristics have not been recorded they are not available at some point in the future when they are being considered. The value of descriptions provided by past projects is thus greatly reduced since comparisons based on the presence or absence of some characteristics cannot be carried out.

The alternative approach which this guide uses and which permits more detail and flexibility than the above mentioned approach is to acknowledge the presence of all recognizable features and record them in some organized arrangement. Emphasis is then on designating the parts of an artifact and describing them in some detail. Even here, some selection is made as to what constitutes significance but the degree of difference which will be included in the same term or characteristic will be greatly reduced. The significance of some features may not be realized at the time a particular description is made but the assumption is made that some significance may exist and can be established through

subsequent research projects. Changes in the categories and characteristics can be made as significance or the lack of it is established.

The emphasis on individual characteristics, or attributes, can still culminate in the definition and discussion of types based on any or all of the attributes recorded for a group of items. If, however, the type does not consider all of the attributes, these are still available for future research in the descriptions of individual items.

The list of possible attributes for any group of artifacts may still be extensive but the process of selection for any specific description would be less cumbersome than reviewing the type definitions to establish similarity. Concern for the "type" represented can come at some time after the artifact has been described and the criteria for definition of the type have been considered. The artifact is then considered as belonging to a certain type through examination of the description and comparison with the type definition.

The present guide is an attempt to provide a list of possible attributes for use in the description of an artifact. The artifacts are divided into functional groups, arranged alphabetically, each one providing a list of alternative statements from which the appropriate ones can be chosen to characterize a specific item. It does, however, attempt to arrange the attributes into a number of categories and sub-categories so that new attributes can be added in the appropriate places as they are encountered.

In each instance, the functional units are defined so that each item can be allocated to one of them without difficulty. In addition, a normal orientation is defined so that each item in a group can be viewed in a

regular manner, thus improving the possibilities for comparison through being derived from the same perspective. In some instances, this normal orientation may have several possibilities, depending on the complexity of the group. If necessary, the orientation intended to be used at a certain point in a description is given in the guide. Normal orientations are determined for the convenience of the researcher and, although there may be some relationship with the orientation of an object in actual use, this possibility is not given ultimate priority in the decision.

Descriptions can be recorded on edge punch as a step toward the coding of information and punching of cards for data retrieval operations. At the moment such cards are considered adequate for the artifacts being considered. In each case, a general format for a description has been written out on such a card and is included at the end of the lists of attributes as an example of how to arrange the description of an item.

Completeness is recorded as one of three possibilities: complete, incomplete, or fragment. Usage of these terms in this guide is slightly specialized. Complete means that the object is whole (although possibly damaged) or sufficiently represented for all characteristics to be recognizable and all measurements to be taken. Incomplete means a degree less than this: the majority of characteristics are still recognizable and most measurements can be taken or estimated. Fragment applies to all remaining situations in which some characteristics are recognizable and some measurements can be taken. Practical experience will determine which of the three will be selected, based on a cataloguer's acquired knowledge of what constitutes an intact item in comparison to the one being considered at a particular moment.

An important feature for any description is the allowance for comments in addition to the list of attributes which can characterize an object. In many instances there may be elements of the appearance of an object which are unique but which may also contribute to an understanding of some aspect of its manufacture, use or history and thus enhance their interpretation and that of the site. Such comments may in turn also lead to revisions of parts of the guide because they contain some feature originally overlooked in formulation of the guide.

The example of a format for each group also includes the heading "Metric Attributes" as recognition of the fact that the various measurements of an item are also of some importance. However, at this time there is no outline provided for which measurements are to be recorded and what terminology is to be applied to them. Again, this will be rectified by subsequent revisions.

All of the groups which follow have been determined and defined on the basis of general similarities in intended function. Designation of any item as belonging to any one of them is no more than the recognition of its potential. In the absence of specific contextual information which can provide a definite identification of function it will be assumed that all or the majority of items were used as intended. In some instances it would not be possible for an item to be used in any other manner.

The categories selected for consideration at this time are those represented in the collection of building hardware from Fort Beausejour, New Brunswick although other categories, which will be included in subsequent revisions, have already been encountered in other collections. The category of nails has been omitted for the present because of the



complexity of forms and the problem of how to deal with large quantities from each site. Illustrations have also been drawn from the collection from Coteau du Lac, Quebec, which has already been studied.

## DOOR LOCK

Definition: a housing containing various fixed and moveable parts, attached to a door and providing a means of securing it; operation is achieved at least in part with a key.

### Normal Orientation

Plan View: having the main plate in a plane perpendicular to the line of observation, the longitudinal axis of the bolt(s) horizontal, and the eye of the keyhole superior to the slot, with the consequence that the head of the bolt(s) will appear either to the left or right for a specific item; this view is understood in all discussion and description, unless otherwise specified.

General Form: based on the overall nature of the housing and its manner of attachment to a door.

Stock Lock: having a housing constructed at least in part of wood and attached to the surface of the door.

Plain Stock Lock: having a housing consisting of a flat wooden block with all of the parts attached or mortised into one surface; in use this surface is next to the door.

Plate Stock Lock: having all of the parts attached to a main plate, with a front plate, and mortised as a unit into one surface of a flat wooden block; in use the main plate is next to the door (Fig. 7b; 8b; 9b).

Stock Lock and Latch: stock lock with the addition of a spring thrown latch bolt.

Plain Stock Lock and Latch: same as a plain stock lock.

Plate Stock Lock and Latch: same as a plate stock lock.

Rim Lock: having the parts of the mechanism attached to a main plate, enclosed on all sides with metal plates and attached to the surface of a door.

Open Rim Lock: having only a part of the mechanism, primarily the ward system, covered by a plate smaller than the main plate (Fig. 9c; 10).

Closed Rim Lock: having the entire mechanism covered and the housing closed with a plate the same size as the main plate.

Rim Lock and Latch: rim lock with the addition of a spring thrown latch bolt and the mechanism required to withdraw it.

Open Rim Lock and Latch: same as an open rim lock (Fig. 9a).

Closed Rim Lock and Latch: same as a closed rim lock.

Mortise Lock: having the parts of the mechanism attached to a main plate, completely enclosed in a housing which is set into a mortise on the edge of a door. In use, only the front plate is visible.

Mortise Lock and Latch: mortise lock with the addition of a spring thrown latch bolt and the mechanism required to withdraw it.

## General Operation

### Throw

Single: requiring only one revolution of the key to throw and/or withdraw the bolt completely (Fig. 8b; 10b).

Double: requiring two revolutions of the key to throw and/or withdraw the bolt completely (Fig. 8a).

### Bolt

Latching: having the front of the bolt head bevelled on one side or the other, consequently also being maintained in a thrown position by a spring.

Dead: having no bevel on the bolt head (Fig. 2e; 3; 4a,b; 5).

Handedness: based on the location of the bolt head.

Right: having the bolt head to the right (Fig. 10).

Left: having the bolt head to the left (Fig. 9a,b).

Housing: that part to which all parts of the mechanism are attached and which serves to enclose them.

Main Plate: having all or most parts of the mechanism attached to it.

### Form

Trapezoidal: having the front and back edges parallel, with the back being the longer one (Fig. 7b; 8b; 9b).

Rectangular: (Fig. 7c,d; 9c; 10).

Square

Keyhole

Absent

Eye

Circular (Fig. 7; 8).

Slot

Sides

Straight, Parallel

Straight, Diverging (Fig. 7a-c; 8).

S Curve, Parallel

End

Straight

Concave (Fig. 7b; 8b)

Shouldered (Fig. 7a; 8a).

Front Plate: strap attached perpendicular to the main plate, at one end, and through which the bolt head(s) pass.

Attachment: the manner in which it is joined to the main plate.

Continuous with Main Plate

Bent from same piece of stock as Main Plate  
(Fig. 7a-c; 8b; 9b,c).

Cast as a unit with Main Plate

Cast as a unit with Main, Top, and Bottom  
Plate (Fig. 10).

Riveted: having horizontal pins attached to the interior surface with one end being passed through the main plate and riveted.

Integral Pin: being continuous with the plate, the result of being cast as a unit.

Separate Pin: being a separate pin, attached to the plate by a lug, along one side, passing through the plate and being riveted.

Openings: for the bolt head(s).

Number

1 - n

Shape: if several different shapes are present, the number of each should be recorded.

Rectangular (Fig. 7a)

Square (Fig. 7a)

Relative Width

Same as Top and Bottom Plate

Greater than Top and Bottom Plate (Fig. 7a; 8a; 9a; 10).

Relative Thickness

Uniform (Fig. 7; 8; 9; 10).

Thinned toward Main Plate

Back Plate: strap attached perpendicular to main plate, at end opposite to front plate.

Attachment: the manner in which it is joined to main plate.

Continuous with Main Plate

Bent from same piece of stock as Main Plate  
(Fig. 7a; 8a; 9a).

Cast as a unit with Main, Top and Bottom Plate

Forge Welded

Riveted

Integral Pin

Separate Pin

Relative Thickness

Uniform

Thinned toward Main Plate

Top Plate: strap attached perpendicular to the main plate along its upper edge.

Attachment: the manner in which it is joined to the main plate.

Continuous with Main Plate

Bent from same piece of stock as Main Plate

Cast as a unit with Main Plate

Cast as a unit with Main, Front, and Back Plate

Forge Welded

Riveted

Integral Pin (Fig. 10).

Separate Pin (Fig. 7a; 8a; 9a).

Relative Thickness

Uniform

Thinned toward Main Plate

Bottom Plate: strap attached perpendicular to main plate along its lower edge.

Attachment: the manner in which it is joined to the

main plate.

Continuous with Main Plate

Bent from same piece of stock as Main Plate

Cast as a unit with Main Plate

Cast as a unit with Main, Front, and Back Plate

Forge Welded

Riveted

Integral Pin (Fig. 10).

Separate Pin (Fig. 7a,c; 8a; 9a,c).

Relative Thickness

Uniform

Thinned toward Main Plate

Openings

Number

1 - n

Shape: if several different shapes are present,  
the number of each should be recorded.

Rectangular

Square

Cover Plate: plate parallel to main plate and serving to  
cover part or all of the mechanism and possibly close the  
housing.

Shape

Square (Fig. 9c).

Rectangular



Cut Corners and Spur on one Upper Corner

(Fig. 9b).

Notched Upper Corner, for Guide Staple

Notched Lower edge, for Attachment Pins

of Bottom Plate (Fig. 9a).

Notched Lower Edge for Attachment Pins of

Bottom Plate (Fig. 10c).

Bevelling: on the outer surface.

Absent

Bevelled

Completely: for the total length of all edges.

Partially: all edges except at the corners.

Attachment: the manner in which it is held in place.

Riveted: lugs on the near edge of either of the Auxilliary plates pass through openings near the ends of the cover plate and are riveted to hold cover plate in place. (Fig. 9b,c).

Bolted: having a bolt passing through a hole near either end of the plate and screwed into the main plate, with position and alignment maintained by lugs on the near edge of either of the auxilliary plates passing through openings near the ends of the cover plate (Fig. 9a; 10c).

Keyhole

Absent

Eye

Circular (Fig. 9a; 10c).

Slot

Sides

Straight, Parallel

Straight, Diverging (Fig. 9a; 10c).

S Curve, Parallel

End

Straight

Curved (Fig. 9c).

Shouldered Curve (Fig. 10c).

Open (Fig. 9b).

Auxilliary Plates: being a pair of plates attached perpendicular to the main plate and serving as attachment and alignment points for some of the wards and the cover plate.

Form

Flat: being a flat plate.

Bent Lower Edge: having each lower edge bent at right angles, toward the keyhole (Fig. 7b, 8b).

Orientation

Vertical: with the plates being parallel to each other, as a consequence, (Fig. 7a,c; 8a; 10a,b).

Oblique: with the plates not being parallel to each other.

Diverging: having the distance between them

increase toward the upper edge of the lock  
(Fig. 7h; 8b).

Fastening Holes

Number

1 - n

Location: if there are fastening holes in several plates,  
number in each of them should be recorded.

Main Plate

Front Plate

Lock Bolt: that part of the mechanism which is thrown, or moved  
out of the housing through an opening in the front plate, and  
engages with a catch or keeper on the door frame to secure the  
door; operation is achieved, at least in part, with a key.

Handedness: relative location of the head and included only  
in descriptions of separate lock bolts. Orientation is with  
the edge of the tail which engages with the key, inferior  
and any horizontal tail offset at the head being toward the  
observer.

Right: having the head to the right.

Left: having the head to the left.

Construction

One Piece

Cast

Forge Welded: with one end of the stock folded,  
welded, and shaped into the head.

Two Piece

Cast: a cast head with the tail added during casting.

Forge Welded: head and tail are separate items welded together (Fig. 8b).

## Form

### Head

Dead Bolt: being in the form of a block and requiring a key or handle for its operation (Fig. 2e; 3; 4a,b; 5).

Latching Bolt: being in the form of a block with the front bevelled, on one side or the other, maintained in a thrown position by a spring, and withdrawn by a key or handle.

### Tail

#### Width at Head

Full: being the same width as the head (Fig. 2e; 3b; 4a; 5a-c; 8a; 10b).

Narrow: being narrower than the head (Fig. 3a,c; 4b; 5d; 8b).

#### Shape

Parallel Edges: having the upper and lower edges parallel and straight although the width may vary (Fig. 2e; 3a,b,c; 4a,b; 5; 8a; 10a)

Diverging Edges: having the upper and lower edges straight and diverging from the head.

Converging Edges: having the upper and lower

edges straight and converging from the head, with the upper edge maintained in a straight line with the top of the head (Fig. 8b).

Relative Location of Attachment to Head

Centred: being attached in the centre of the head.

Offset

Vertically

Upward: being attached above the centre of the head (Fig. 3a,c; 4b; 5d; 8b).

Downward: being attached below the centre of the head.

Horizontally

Away from Main Plate (Fig. 2e; 3b,c; 4a; 5; 8b).

Toward Main Plate

Operation: Considering those parts which affect movement of the bolt.

Stops: devices or situations which limit the extent to which it can be thrown or withdrawn.

Forward: limits on forward motion, or extent to which it can be thrown. The various possibilities are designated in terms of the type of feature present on the bolt, its general location, and the

part of the housing or mechanism with which it comes in contact to effect the stop.

Lower Head Lug on Front Plate: having a lug on the lower edge of the tail, at the head, coming in contact with the front plate (Fig. 3a).

Lower Tail Lug on Front Plate: having a lug on the lower edge of the tail, at the head, coming in contact with the front plate (Fig. 7d).

Upper Tail Shoulder on Vertical Plate Bolt Guide: having a shoulder on the upper edge of the tail, achieved by an abrupt change in width, coming in contact with the upper lug of the vertical plate bolt guide (Fig. 3b; 8a).

Tail End Bend on Vertical Plate Bolt Guide: having the end of the tail bent at right angles, toward the main plate, coming in contact with the vertical plate bolt guide (Fig. 3c; 8b).

Tail Slot on Shouldered Post Bolt Guide: having a slot in the body of the tail with the back end of it coming in contact with the shouldered post guide (Fig. 4a; 10b).

Tail End Lug on     ?: having a lug on the upper edge of the tail, at the end, coming in contact with ? (Fig. 4b).

Tail End Notched Bend on Horizontal Plate

Bolt Guide: having the end of the tail bent at right angles, toward the main plate, and notched coming in contact with the bent front end of the horizontal plate bolt guide (Fig. 4c).

Back: limits on back motion, or extent to which it can be withdrawn. Possibilities will be designated in terms similar to those for forward stops.

Tail Slot on Shouldered Post Bolt Guide:

having a slot in the body of the tail with the front end of it coming in contact with the shouldered post bolt guide (Fig. 4a; 10b).

Lower Tail Shoulder on Vertical Plate Bolt

Guide: having a shoulder on the lower edge of the tail, achieved by an abrupt change in width, coming in contact with the lug on the inside lower bend of the flat stock squared staple bolt guide (Fig. 4b; 8a).

Guides: means to prevent unnecessary vertical or horizontal movement, restricting it to straight line horizontal. In characterizing the situation for any specific lock, several of the possibilities below will occur together and the presence of each should be noted.

Front: located at or near the front plate and acting only on the head.

Front Plate: the opening in the front plate,

through which the head passes, serves as one guide in all locks having a front plate. Since it is a universal feature, its presence will not be noted in any description but will be assumed for any lock having a front plate.

Rear: located between the front and back plates and acting only on the tail.

Double Lug Vertical Plate: being a vertical plate, perpendicular to the main plate and attached to it, with a lug at either end of the near edge; the tail of the bolt rides on the near edge between the two lugs (Fig. 3b,c; 5a, d; 7b).

Single Lug Vertical Plate: being a vertical plate, perpendicular to the main plate and attached to it, with a lug on the upper end of the near edge; the tail of the bolt rides on the near edge between the lug and some other guide (Fig. 4b).

Squared Staple (squared stock): being a squared staple, in a vertical plane perpendicular to the main plate and riveted to it, straddling the tail of the bolt.

Squared Staple (flat stock): being a squared staple, in a vertical plane perpendicular to the main plate and fastened to it, straddling



the tail of the bolt.

Bent on an Edge: being bent on an edge rather than a side.

Squared Staple (flat stock) with Lug: being a squared staple, in a vertical plane perpendicular to the main plate and fastened to it, with a lug attached on the inside lower bend and straddling the tail of the bolt (Fig. 4b).

Tumbler: being a situation in which movement toward the main plate is prevented by some part of the tail riding on the body of the tumbler.

Tumbler Cam: being a situation in which movement toward the main plate is prevented by the tail riding on the tumbler cam.

Tumbler Spring: being a situation in which movement toward the main plate is prevented by the tail riding on the tumbler spring.

Cover Plate: having the upper portion of the cover plate preventing movement away from the main plate by being in direct contact with the tail (Fig. 9a; 10c).

Cover Plate Spur: having the spur of the cover plate in contact with the tail, preventing movement away from the main plate (Fig. 9b).

Shouldered Post: being a horizontal post,

perpendicular to the main plate and riveted to it, with a shoulder at its near end, in part preventing movement toward the main plate (Fig. 2b; 4a; 10b).

Tail Slot: having a slot in the body of the tail, riding on some other guide (Fig. 10b).

Tail End Bend and Notch: having the end of the tail bent at right angles, toward the main plate, with a notch in this bent section, riding on some other guide (Fig. 3c).

Horizontal Plate: being a horizontal plate, perpendicular to the main plate and riveted to it, with the tail riding on the near edge. The front edge is bent down at right angles (Fig. 4c; 9c).

Key Engagement Notches: based on the number of notches with which the key engages to move the bolt and the manner in which these notches are produced.

Number

Single: having a single notch and requiring a single revolution of the key to move the bolt completely in either direction (Fig. 7d; 8b; 10b).

Double: having two notches and requiring two revolutions of the key to move the bolt completely in either direction (Fig. 8a).

### Manufacture

Cut: having material cut and removed entirely, with nothing projecting below the line of the lower edge.

Cut and Bent: having cuts with material in the area of the notch(s) bent toward the main plate, with no material projecting below the line of the lower edge (Fig. 2e; 3b,c; 8a).

Lugs: having lugs projecting below the line of the lower edge with the notches resulting from gaps between them (Fig. 5d; 8b).

Tumbler Engagement: based on the manner in which the tumbler engages with the tail of the bolt.

Cut Notches: notches cut into the upper edge of the tail.

Bent Lugs: lugs near the lower edge produced by cutting the edge and bending the material toward the main plate (Fig. 2e; 3b,c; 8a,b).

Tumbler: being a device which serves to hold the bolt in position, preventing its movement until lifted by the key.

### General Form

Squared Bar and Cam: being a squared bar with one end spread and perforated for the pivot point with a rounded cam on the lower edge near the other end. Above the cam there is also a lug bent away from the main plate. Movement is restricted by a pin attached to the main

plate below the moveable end (Fig. 2d; 6a; 7a-c; 10a).

Squared P: being flat stock bent at one end into the shape of a P, with a squared loop, with the material of the loop being narrower than that of the shank. The change in width is abrupt and provides a lug to catch in the notches of the tail. The pivot end of the shank has a spur for attachment (Fig. 6b).

Rounded P: being flat stock bent at one end into the shape of a P, with a rounded loop, with the material of the loop being narrower than that of the shank. The change in width is abrupt and at this point there is also a small bar attached perpendicular to the long axis of the shank, serving as a lug to catch in the notches of the tail (Fig. 6c).

#### Operation

##### Attachment

Driven: having a spur at the pivot end which is driven into the wood of the housing (Fig. 6b).

Riveted Pin: having a pin through the hole at the pivot end which is attached to the main plate (Fig. 6a,c; 7a-c; 10a).

Bolted: having a bolt through the hole at the pivot end, threaded into a hole in the main plate.

Lock Bolt Engagement: being the manner in which it impedes motion of the lock bolt.

Horizontal Bar at Bend (Fig. 6b).

Horizontal Bar near Bend (Fig. 6c).

Horizontal Lug above Cam (Fig. 2d; 6a; 7a-c; 10a).

Spring: being a device to maintain pressure on the tumbler to hold it in place.

Form

Flat (Fig. 2c; 7a-c; 10a).

Flat V: being bent into the form of a V with the end of one arm attached and pressure exerted on the end of the other arm.

Attachment

Riveted: having a lug on one side near the end which is passed through a hole in the main plate and riveted (Fig. 2c; 7a-c; 10a).

Continuous with Tumbler: being of the same stock as the tumbler, bent around the pivot pin (Fig. 6c).

Fastened: having a fastening, such as a nail or screw, through the hole in the pivot end and into the wood of the housing.

Wards: being additional pieces of metal included in the mechanism to provide complexity and prevent operation of the bolt through use of anything but the correct key. The term secondary is applied to any ward which is attached to another ward.

Main: being a plate in the same plane as, and between, the main and cover plate, serving as a ward, a point for attaching other wards, and alignment of the key.

Form

Rectangular (Fig. 7c).

Arched Rectangular: being a rectangle with a convex upper edge (Fig. 7a).

Truncated Chevron: being a chevron shape with the upper point truncated (Fig. 7a).

Attachment

Riveted: having a lug at either end passing through a hole in each auxiliary plate and riveted (Fig. 7a-c).

Set or Driven: having the end sharpened, through thinning, and set into a prepared hole in the wood of the housing or driven.

Location

Centered: being midway between the main and cover plate.

Keyhole

Eye

Circular (Fig. 7a,b).

Slot

Absent (Fig. 7a,b).

Sides

Straight, Parallel

Straight, Diverging

S Curve, Parallel

End

Straight

Curved

Shouldered Curve

Open

Collar: being a strap circling the edge of the eye of the keyhole, on the main ward and perpendicular to it (Fig. 7a,b).

Location

One Side: being only on one side of the main ward.

Both Sides: being on both sides of the main ward.

Circle: being a strap, perpendicular to the main plate, forming a circle centered on the keyhole.

Location

Main Plate (Fig. 7d; 10a).

Cover Plate

Main Ward

Number: being the quantity per specific location.

1 - n

Completeness: being the degree to which it forms a complete circle.

Full: being a complete circle (Fig. 10a).

Partial: being an incomplete circle, open at the bottom (Fig. 7d).

Pin: being secondary wards consisting of short straps or lugs of various shape, attached to the main ward.

Form

Straight: being perpendicular to the main ward.

L: being perpendicular to the main ward with the end bent at a right angle.

Z: being at an oblique angle to the main ward with the end bent so as to be parallel to the main ward.

Location

One Side: being only on one side of the main ward.

Both Sides: being on both sides of the main ward.

Number: being the quantity per side of main ward and also keyhole.

l - n

Latch Bolt: that part of the mechanism which is thrown, or moved out of the housing through an opening in the front plate, and engages with a catch or keeper on the door frame to hold the door; it is maintained in a thrown position by a spring and has the front of the head bevelled on one side or the other so as to be automatically withdrawn as it slides past the catch or keeper. To disengage from the catch it is withdrawn by a handle, or cam and spindle arrangement (Fig. 9a).

Construction

One Piece

Cast

Forge Welded: with one end of the stock folded, welded and shaped into the head.

Two Piece

Cast

Forge Welded



Form

Head: the form of the head is always a block with one surface bevelled at the front and a description of this item need not be included as it can be assumed.

Tail

Width at Head

Full: being the same width as the head  
(Fig. 9a).

Shape

Parallel Edges: having the upper and lower edges straight and parallel (Fig. 9a).

Operation: considering those parts which effect its movement.

Stops: devices or situations which limit the extent of its movement.

Forward: limits on forward motion, or extent to which it can be thrown.

Vertical Tail Extension on Spindle Cam:

having a vertical extension downward at the end of the tail coming in contact with the cam on the spindle (Fig. 9a).

Back: limits on back motion, or extent to which it can be withdrawn.

Head on Main Plate Pin: having the back of the head coming in contact with a horizontal pin riveted through the main plate, perpendicular to it (Fig. 7a).

Guides: means to prevent unnecessary vertical or horizontal movement, restricting it to straight line horizontal. In characterizing the situation for any specific lock, several of the possibilities below will occur together and the presence of each should be noted.

Front: located at or near the front plate and acting on the head only.

Front Plate: the opening in the front plate, through which the head passes, serves as one guide in all locks having a front plate. Since it is a universal feature, its presence need not be recorded but can be assumed for any description including a front plate.

Rear: located between the front and back plates and acting on the tail only.

Vertical Plate: being the same as the vertical plate guide for the lock bolt with the tail of the latch bolt riding on the upper edge.

Squared Staple (flat stock): being the same staple as for the lock bolt with the tail of the latch bolt passing under the upper arm.

Tail End Bend: having the end of the tail bent at a right angle, toward the main plate, to prevent movement toward the main plate.

The vertical extension is attached after this

bend (Fig. 8a; 9a).

Spring: means of maintaining the bolt in a thrown position.

Form

Flat, Vertical

Attachment

Bolted: having a bolt through the pivot point, at the lower end, threaded into the main plate.

Cam Engagement: means of engaging with the cam to withdraw the bolt.

Vertical Tail Extension: having a vertical extension, downward, at the end of the tail with the cam pushing on it when turned (Fig. 9a).

Cam: being the means of exerting pressure on the bolt to withdraw it.

Form

Squared Bar: having an offset at its longitudinal midpoint with a hole to allow passage of the spindle (Fig. 9a).

Spindle: being a bar, horizontal and perpendicular to the main plate, passing through the main plate and serving to turn the cam and operate the latch bolt.

Form

Gross Section

Circular



Figure 1

Format for description of a door lock

	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77																																																																											
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3)	General Form; General Operation.																																																																																																												
4)	Housing:	<u>Main Plate-</u>										Form, Keyhole;										<u>Front Plate-</u>										Attachment, Openings, Relative Width, Relative Thickness;							<u>Back Plate-</u>										Attachment, Relative Thickness;							<u>Top Plate-</u>										Attachment, Relative Thickness;							<u>Bottom Plate-</u>										Attachment, Relative Thickness, Openings;							Cover Plate- Shape, Bevelling, Attachment, Keyhole;										<u>Fastening Holes.</u>									
5)	Lock Bolt: Construction; Form; Operation.																																																																																																												
6)	Tumbler: General Form; Operation.																																																																																																												
7)	Wards: Main; Collar; Circle; Pin.																																																																																																												
8)	Latch Bolt: Construction; Form; Operation; Cam; Spindle.																																																																																																												
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11)	Illustrations (if necessary).																																																																																																												

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NPC 144 (3-68) F89346 MCBE E

Figure 2

Door lock: open rim lock type

- a) Housing with assembled mechanism
- b) Shouldered post
- c) Tumbler spring
- d) Tumbler
- e) Lock bolt
- f) Circle ward

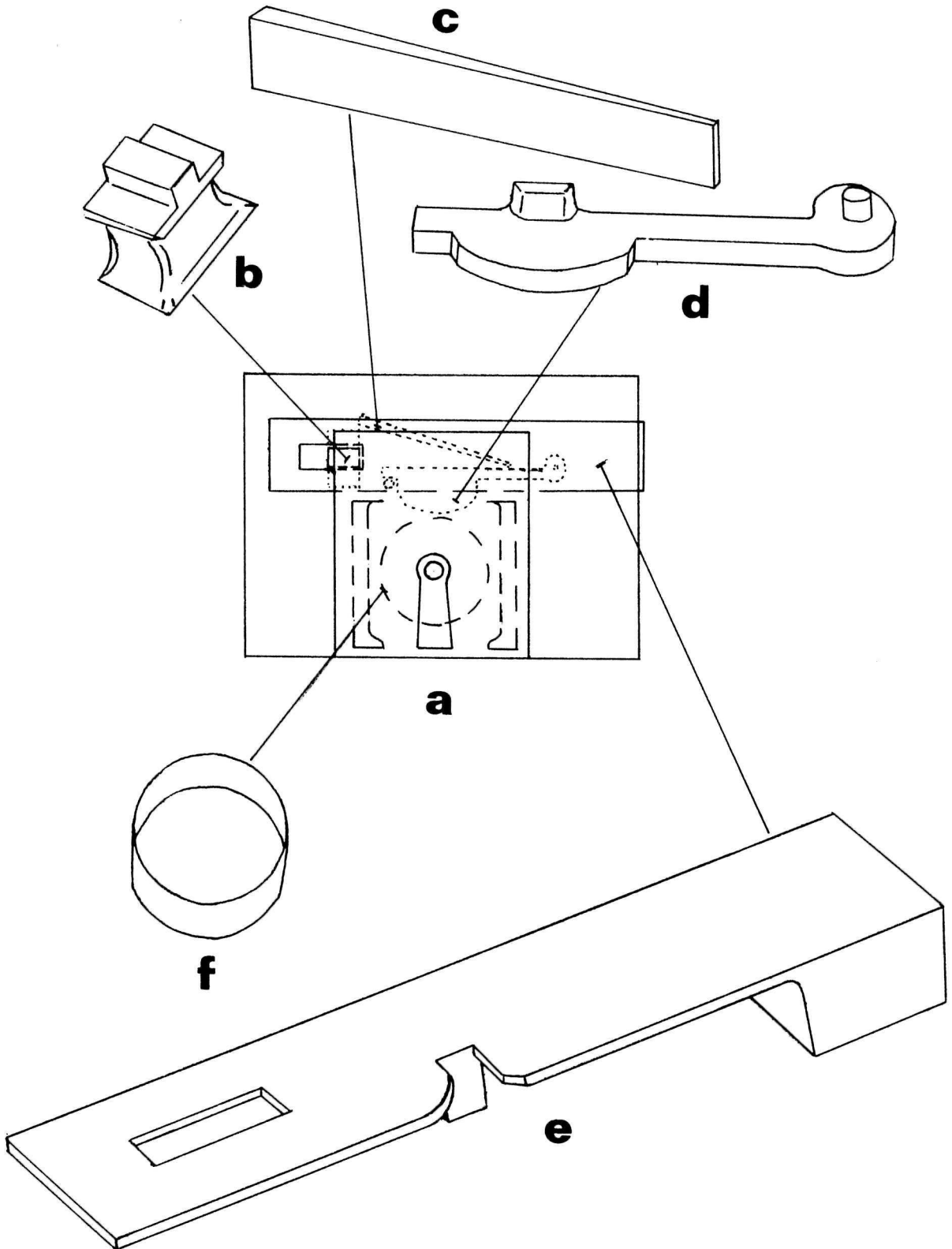




Figure 3

Door lock forward stop types

- a) Lower head lug on front plate
- b) Upper tail shoulder on vertical plate bolt guide
- c) Tail end bend on vertical plate bolt guide

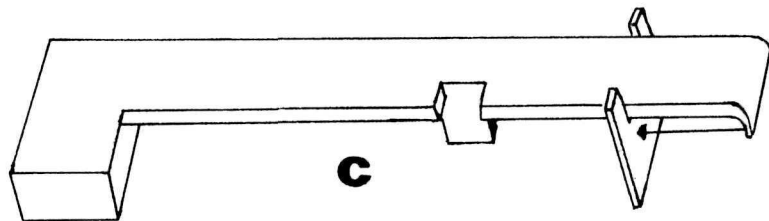
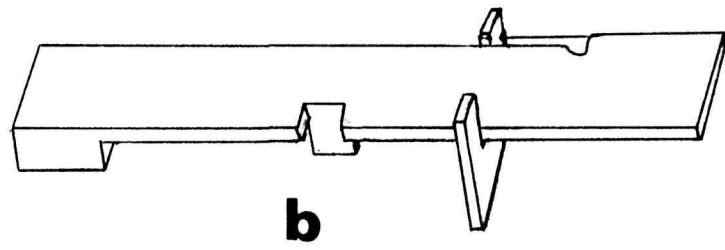
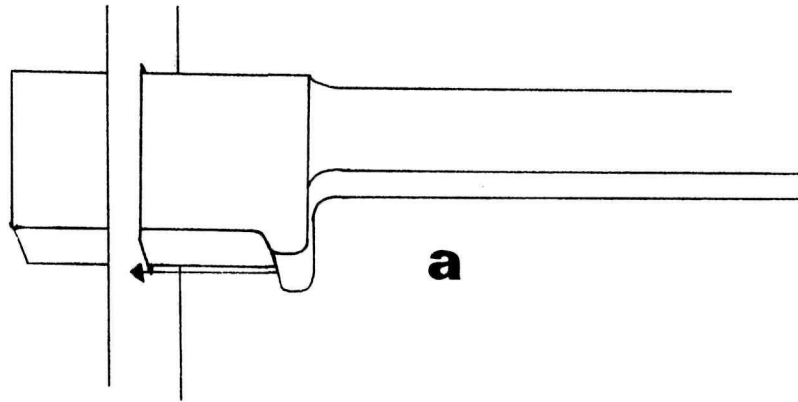


Figure 4

Door lock forward stop types

- a) Tail slot on shouldered post bolt guide
- b) Tail end lug
- c) Tail end notched bend on horizontal plate bolt guide

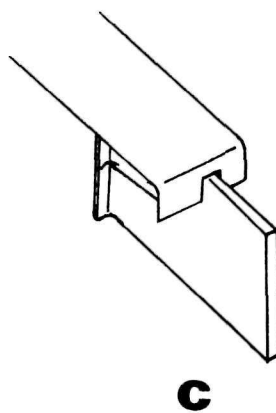
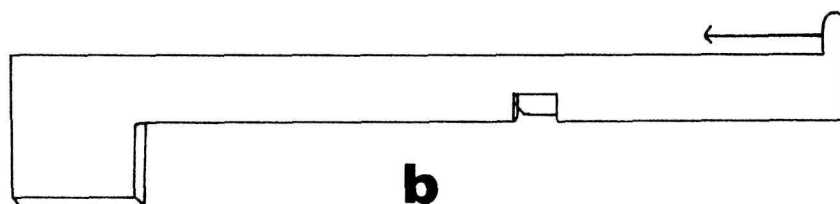
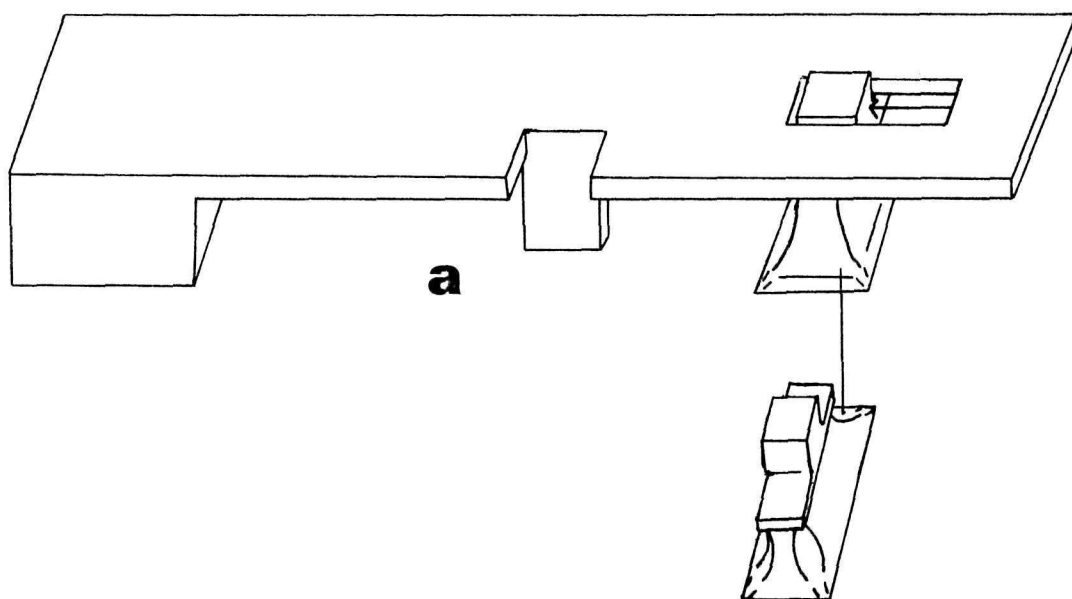


Figure 5

Door lock back stop types

- a) Lower tail shoulder on vertical plate bolt guide
- b) Lower tail shoulder on squared staple bolt guide
- c) Tail end on back plate
- d) Tail lug on vertical plate bolt guide

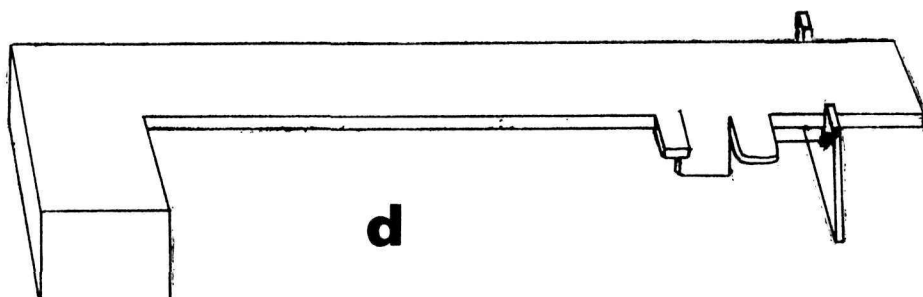
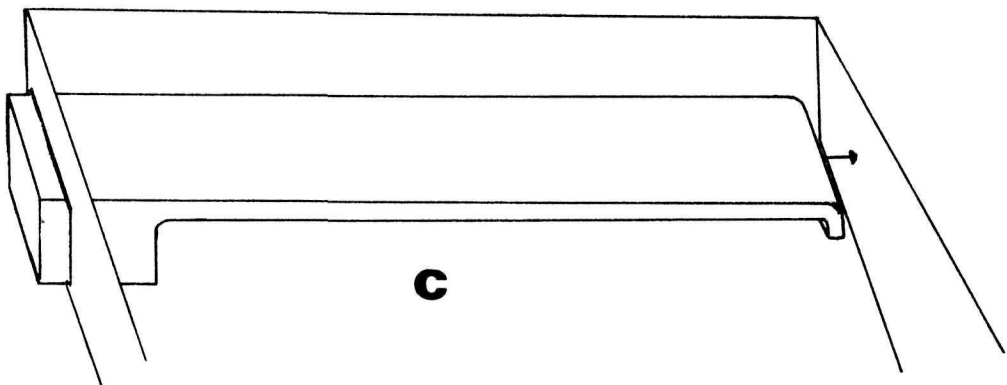
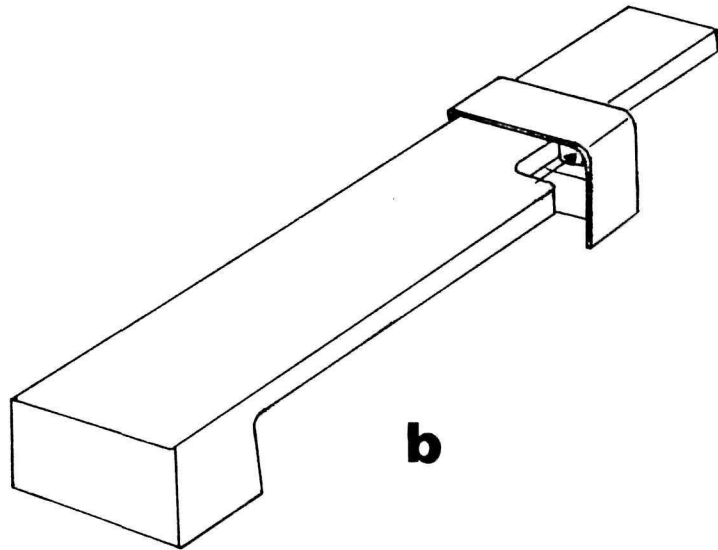
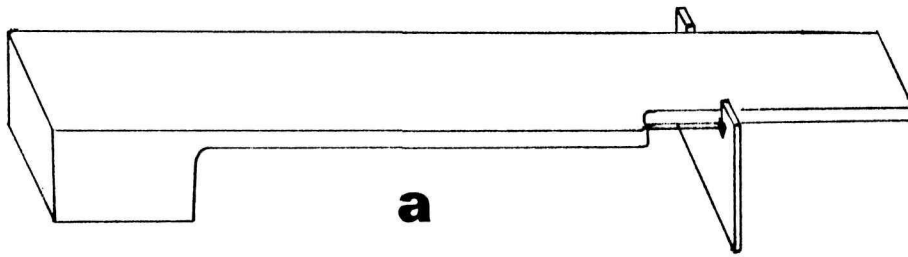
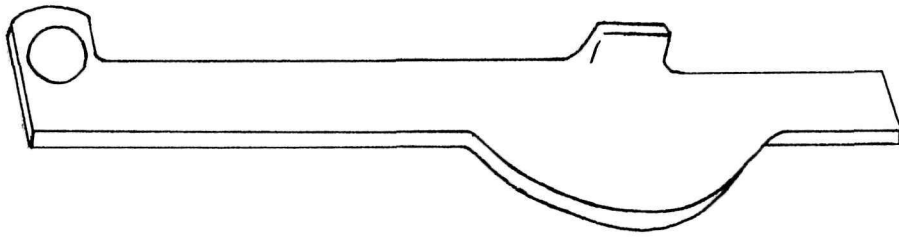


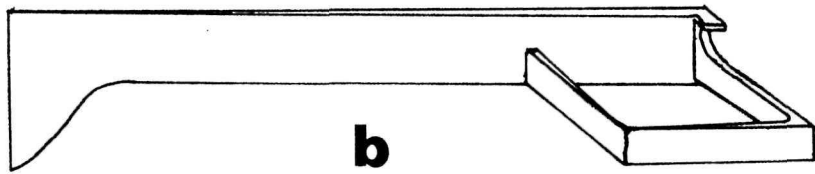
Figure 6

Door lock tumbler types

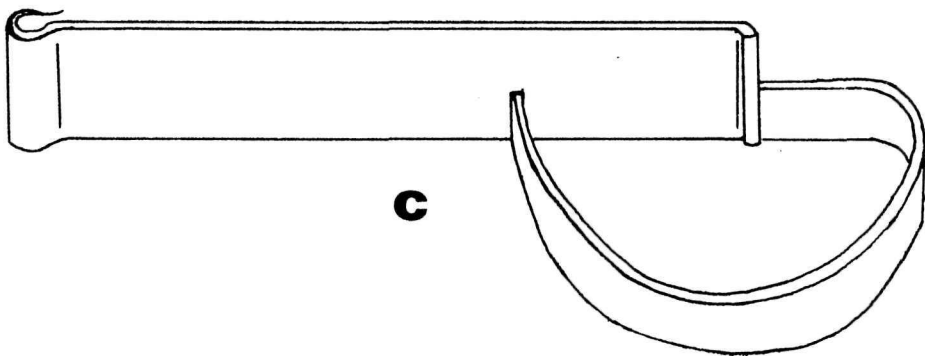
- a) Squared bar and cam
- b) Squared P
- c) Rounded P



**a**



**b**



**c**

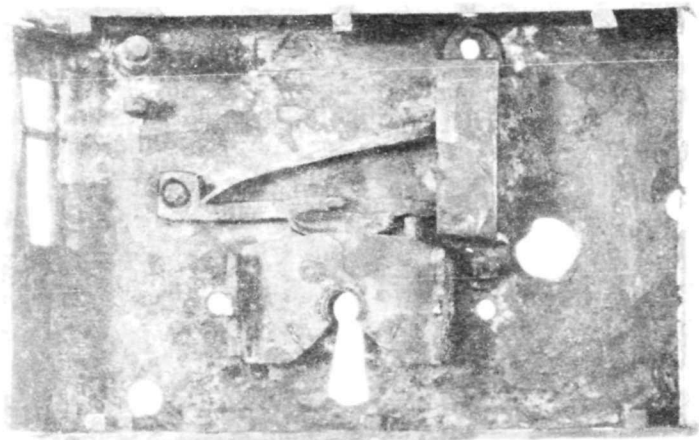


Figure 7

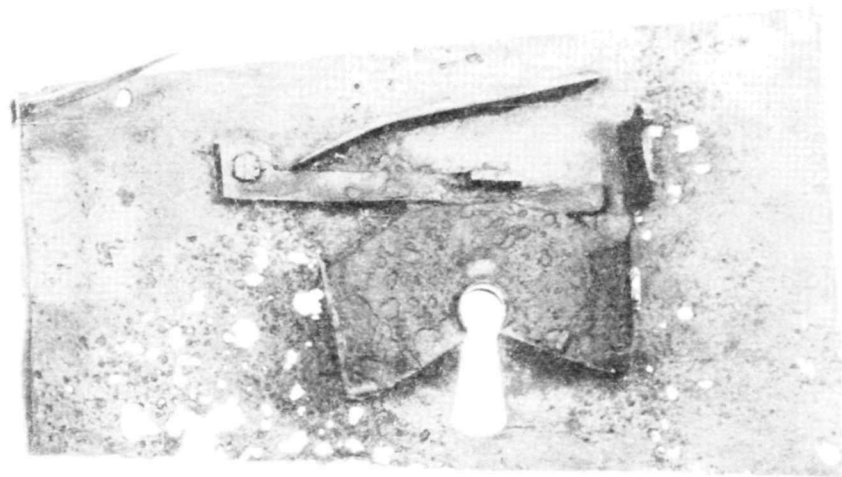
Coteau du Lac door lock types

- a) Housing (main, front, back, top, and bottom plates) with tumbler, tumbler spring, squared staple bolt guide, main ward, and auxiliary plates
- b) Main and front plates with tumbler, tumbler spring, vertical plate bolt guide, main ward, and auxiliary plates
- c) Housing (main, front, and bottom plates) with tumbler, tumbler spring, horizontal plate bolt guide, main ward, and auxiliary plates
- d) Main and front plates with lock bolt and squared staple bolt guide

(RA - 704 - B)



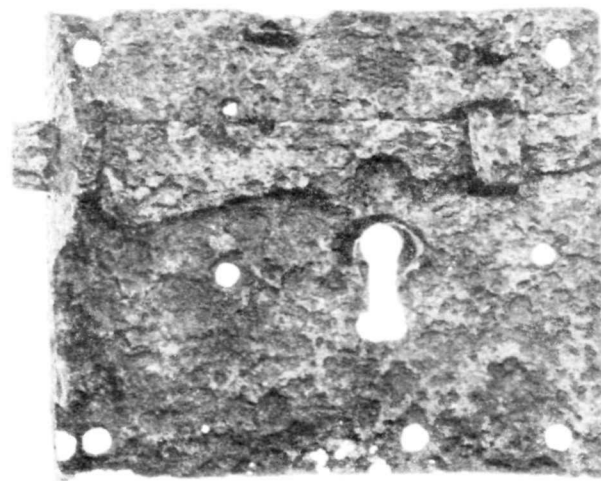
**a**



**b**



**c**



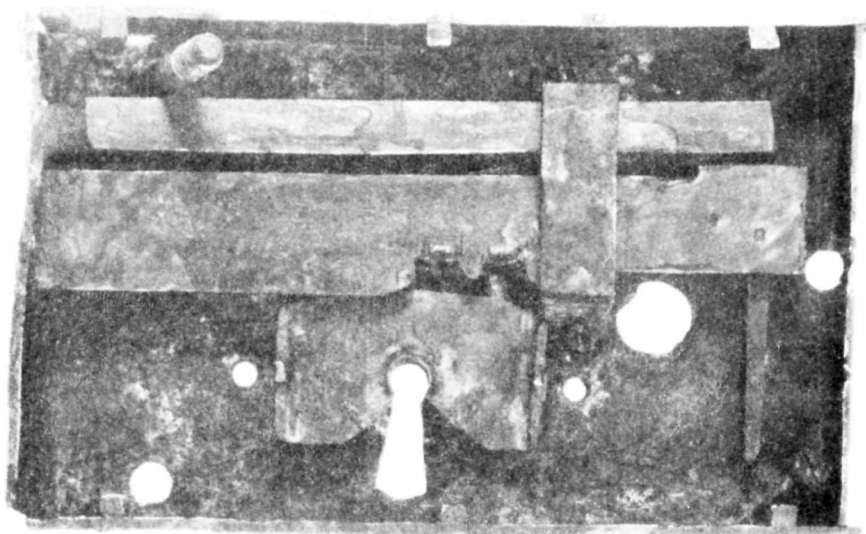
**d**

Figure 8

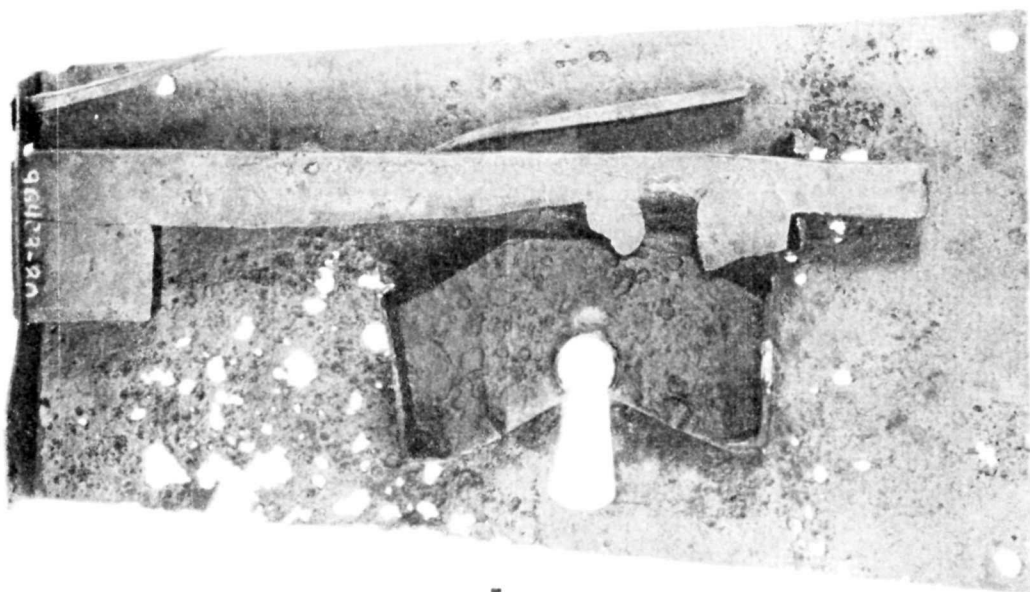
Coteau du Lac door lock types

- a) Figure 7a with the addition of a lock bolt and latch bolt
- b) Figure 7b with the addition of a lock bolt

(RA - 705 - B)



**a**

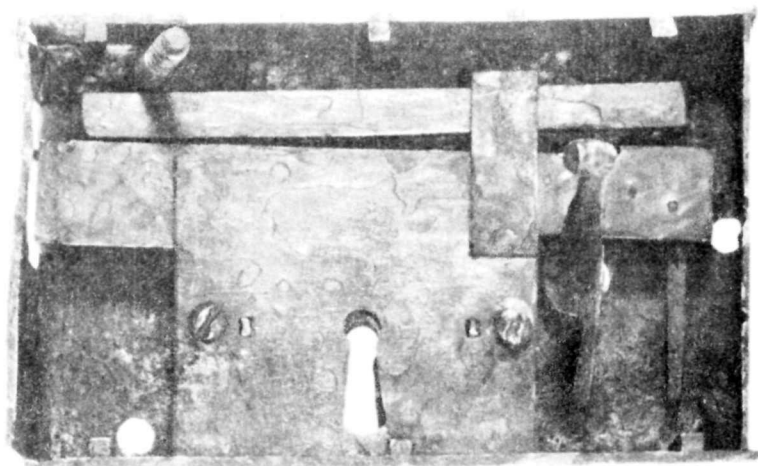


**b**

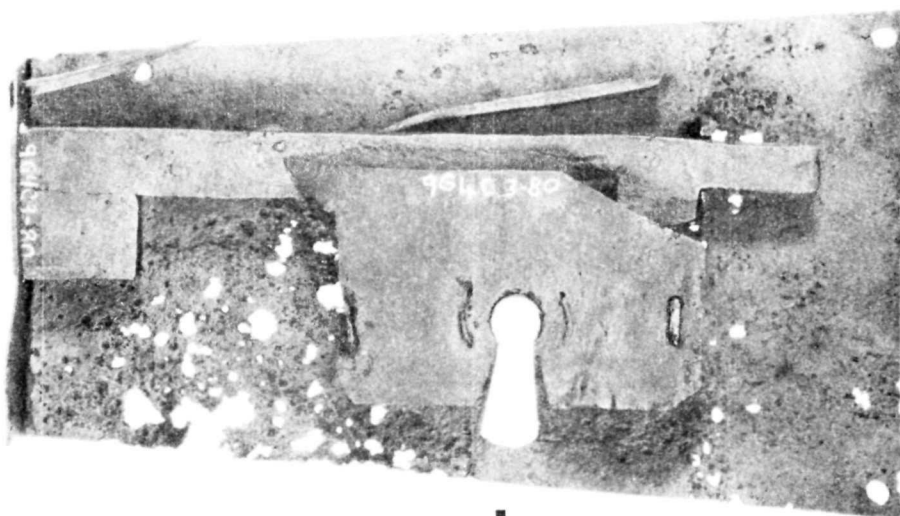
Figure 9

Coteau du Lac door lock types

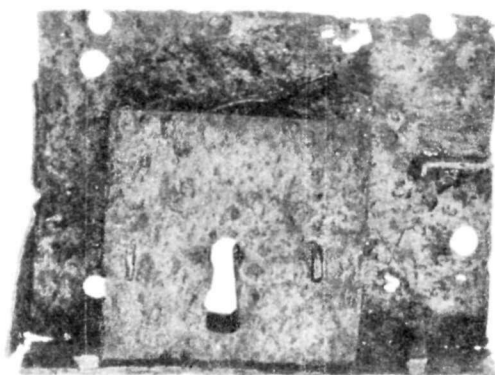
- a) Figure 8a with the addition of a cover plate, spindle, and cam
  - b) Figure 8b with the addition of a cover plate
  - c) Figure 7c with the addition of a cover plate
- (RA - 706 - B)



**a**



**b**



**c**

Figure 10

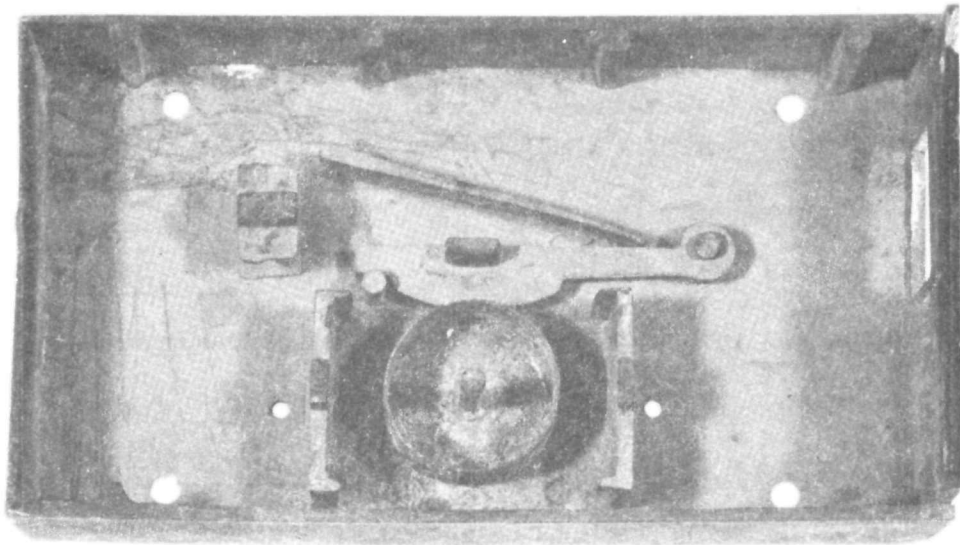
Coteau du Lac door lock type

a) Housing (main, front, back, top, and bottom plates) with tumbler, tumbler spring, shouldered post bolt guide, circle ward, and auxiliary plates

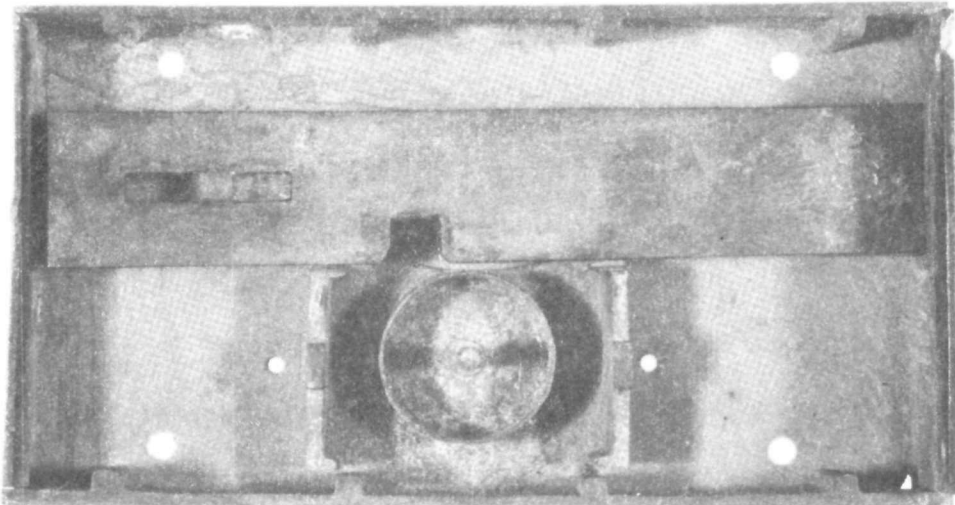
b) With addition of a lock bolt

c) With addition of a cover plate

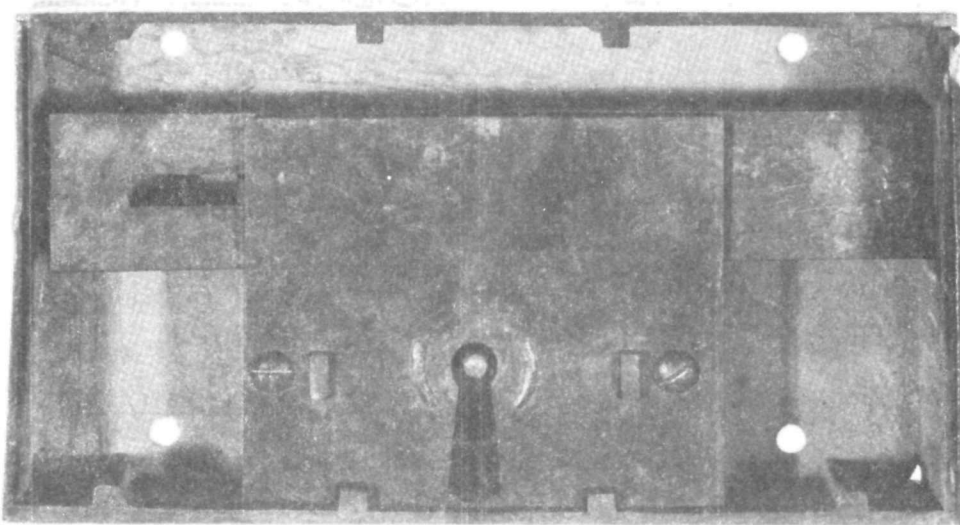
(RA - 745 - B, RA - 746 - B, RA - 747 - B)



**a**



**b**



**c**





## DOOR LOCK KEEPER

Definition: the box or plate attached to the door frame into or through which the bolt of a door lock projects when shot.

### Normal Orientation

Plan View: having the longitudinal axis of the housing perpendicular to the line of observation with the striker to the left and with its longitudinal axis vertical. The striker also appears on the plate nearest the observer. When in the form of a plate it will appear in a plane perpendicular to the line of observation with the striker edge to the left and the longitudinal axis of the plate and slot vertical.

General Form: concerned with the overall appearance of the object and its attachment.

Box: a rectangular housing attached to the surface of a door frame (Fig. 12).

Two-Sided: enclosed on two sides and both ends, the surface of a door frame forming a third side.

Three-Sided: enclosed on three sides and both ends, one of the sides being on the surface of a door frame.

Plate: consisting of a slotted plate with mounting holes, mounted on or mortised into the edge of a door frame.

### General Construction

Cast: the entire keeper is cast in one piece (Fig. 12c).

Wrought

Bent: having all of the sides and ends bent from one piece of stock (Fig. 12b).

Riveted: having separate side and end plates attached to the front plate with pin rivets.

Bent Riveted: having some of the sides bent and others fixed with pin rivets (Fig. 12a,d).

### Housing

Method of Attachment: concerned with the manner in which the housing is affixed to the door frame. At present, as we understand it, keepers are attached with some form of fastening such as bolts, rivets, screws, or nails. They can therefore be assumed in a description without being specifically named.

### Fastening Holes

#### Location

Front Plate

Back Plate

Front and Back Plate

#### Number

1 - n

Front Plate: that part of the housing, closest to the viewer, having a striker at or on the leading edge, and fastening holes. The leading edge is the edge closest to the front plate of a door lock when the door is closed.

Form: concerning the general shape.

Rectangular

Flat: having a flat surface (Fig. 12a).

Raised Edges: having a flat surface with raised edges.

Flanged: having overhanging edges.

Location

Both Ends and Closed Side

Both Ends

Closed Side

Striker: that reinforced part of the front plate which comes in contact with the bevelled edge of the lock bolt head as the door is closed.

Material: used only when the keeper and striker are made of different materials.

Iron

Brass

Form

Bent Edge: having the leading edge of the front plate bent forward (Fig. 12b,d).

Bent-Rolled Edge: having the leading edge of the front plate bent forward and then rolled back to form a double thickness.

Bar: being a separate piece of stock attached to the leading edge of the front plate (Fig. 12a).

Ridge: having a raised edge, found on cast specimens (Fig. 12c).

End Finish: concerning the manner in which the ends are finished.

Squared (Fig. 12a).

Bevelled (Fig. 12b).

Curved

Attachment

Riveted (Fig. 12a).

Forge Welded

Side Plate: that part of the housing mounted opposite the leading edge of the front plate and at or near right angles to it.

Form

Rectangular

Trapezoidal: having the two longitudinal sides parallel and the ends outslowing away from the front plate.

Channeled: having a channel or groove on the outer surface.

Relative Thickness

Uniform

Thinned Away from Front Plate

Thinned Toward Front Plate

Attachment

Bent from Same Stock as Front Plate

Riveted to Front Plate

Forge Welded to Front Plate

Orientation: based on the plane of the exterior surfaces of the side and front plates.

Perpendicular to Front Plate

Outsloping from Front Plate

Insloping from Front Plate

Top Plate: that part of the housing at the upper end of the front plate and at or near right angles to it, enclosing the top of the housing.

Form

Rectangular

Square

Trapezoidal: having the front and back edges parallel to each other and the leading edge perpendicular to them. The other edge diverges from front to back.

Relative Thickness

Uniform

Thinned Away from Front Plate

Thinned Toward Front Plate

Orientation

Perpendicular to Front Plate

Outsloping from Front Plate

Insloping from Front Plate

Attachment

Bent from same Stock as Front Plate

Bottom Plate: that part of the housing opposite the top plate and parallel to it which encloses the bottom end of the housing.

Form

Rectangular

Square

Trapezoidal

Relative Thickness

Uniform

Thinned Away from Front Plate

Thinned Toward Front Plate

Orientation

Perpendicular to Front Plate

Outsloping from Front Plate

Insloping from Front Plate

Attachment

Bent from same Stock as Front Plate

Back Plate: that part of the housing behind and parallel to the front plate, mounted on the door frame in three-sided keeper.

Form

Rectangular

Flat

Raised Edges

Flanged

Both Ends and Closed Side

Both Ends

Closed Side

Attachment

Bent from same Stock as Front and Side Plates

Riveted to Side Plate

Auxilliary Plates: any plate or plates mounted on or within the housing of a box keeper over and above the front, side, top, bottom, and, where present, back plate.

Location

Within the Housing

Attachment

Riveted to Side Plate

Riveted to Front Plate

Shape

Rectangular

Square



Figure 11

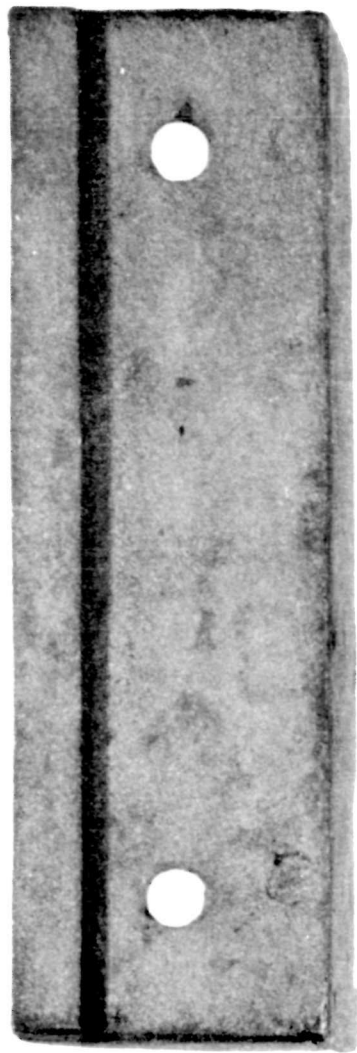
Format for description of a door lock keeper

43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
1	1) Catalogue No. DOOR LOCK KEEPER, Material, Manufacture, Completeness. Date.																												23						
2	Cataloguer.																												24						
3	2) Quantity __. Consisting of...																												25						
4	3) General Form; General Construction.																												26						
5	4) Housing: Attachment; Front Plate; Side Plate; Top Plate; Bottom Plate; Back																												27						
6	Plate; Auxilliary Plate(s).																												28						
7	5) Metric Attributes.																												29						
8	6) Comments.																												30						
9	7) Illustrations (if necessary).																												31						
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<div>Illustration of a diamond-shaped object with letters and numbers inside.</div>																																			

Figure 12

Coteau du Lac door lock keeper types

(RA - 741 - B)



**a**



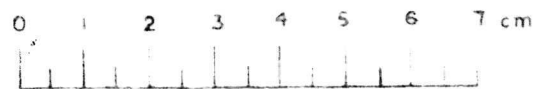
**b**



**c**



**d**





## EYE

Definition: a closed loop at, or near, the end of a body and through which a bar of some form can be passed to be held in place.

### Normal Orientation

Plan View: having the plane of the loop perpendicular to the line of observation, with the consequence that the line of observation passes through the loop, the longitudinal axis of the body vertical, whenever possible, and the loop superior.

Side View: having the plane of the loop parallel to the line of observation, with the loop consequently not visible, the longitudinal axis of the body vertical, whenever possible, and the loop superior.

General Form: based on the form of the body to which the loop is attached.

Shank: having a body which is square or near square and relatively long.

Single: being only one piece of material, in the final form.

Double: consisting of two bars running adjacent to each other but not joined together.

Strap: having a body which is relatively thin and long in comparison to its width.

Plate: having a body which is relatively thin but with a similar length and width (items should be described in terms

of specific shapes of plate which should be added to the cataloguing system as they are encountered).

Attachment

Mortise: being in some way inserted into or through the material to which it is attached. The designation "mortise" should not be used except in cases where the specific alternative within the category can not be identified.

Driven

Bolted: having the end of the shank threaded. The shank is passed through an existing hole in the material and a nut attached to the end.

Screwed: having the end of the shank threaded and turned into the material in the manner of a wood screw.

Pinned: having a perforation in the end of the shank. The shank is passed through an existing hole and held in place with a pin through the hole in its end.

Riveted: having the shank passed through an existing hole and spread, or riveted, at the end to hold it in place.

Set: being put into its proper place during construction and held there by subsequent construction, such as could be done on a brick or stone wall.

Surface: being placed on a surface and held in place with some form of fastenings. In many instances the kind of fastening will not be represented and the designation "surface attachment" will have to suffice. If any of the following

fastenings are present, the description can be recorded as  
"fastened with \_\_\_\_".

Nails

Bolts

Screws

Rivets

Manufacture

Loop: manner in which the loop is produced.

Punched

End Bent Bar: being a piece of stock bent into a loop  
at or near one end.

Mid Bent Bar: being a piece of stock bent into a loop  
at or near its mid point.

Cast: being cast as a unit with the remainder of the  
object.

End: manner in which the end of the stock of the loop is  
associated with the body of the object.

Butted

Lapped

Forge Welded

Forge Welded

Continuous: the result of casting.

Eye

Shape: in a plain view.

Circular

Oval



Teardrop

Rectangular

Square

Bar Cross Section

Circular

Rectangular

Square

Squared

Flat

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Shoulder: being an abrupt and substantial reduction in cross section from the bar of the loop to the body.

Form

Rounded

Squared

Location

All Sides: extending all the way around the body.

One Side

Two Sides

Relationship to Midline of the Body

Centred: having the centre of the loop on the midline of the body.

Offset: having the centre of the loop to one side of

the midline of the body.

Body: that part to which the loop is attached and which serves to attach it to something else.

Shank

Cross Section

Circular

Rectangular

Square

Squared

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Taper

Uniform: tapering approximately equally on all sides.

Primarily on Two Sides

Untapered

Point: only for driven types.

Sharp

Edge

Squared

Rounded

Strap

Plate

Figure 13

Format for description of an eye

[illegible]



## HASP

Definition: a strap or strap like device with an opening or loop at one end and which can be held in place with a pin or bar.

When in the form of a loop, it is secured by a bar passing through it, in the form of an opening it passes over a loop, such as an eye or staple, and is secured with a pin or bar through this second loop. The bar can be the bow of a padlock. The end opposite the opening or loop is attached with an allowance for movement.

### Normal Orientation

Plan View: having the plane of the object perpendicular to the line of observation with the longitudinal axis horizontal and the catch end to the left.

### General Form

Body: based on the general type of manufacture.

Strap: derived from a strap cut and shaped for the required catch and pivot ends.

Bent Bar: derived from a bar bent into the required catch and pivot ends.

Catch: the end which is held in place, in some way, by a bar.

Eye: having an opening through the body at one end.

Staple: having a staple attached at one end of the body to provide the required loop. The plane of the staple is perpendicular to that of the body.

Pivot: the end which is permanently attached and about which the object moves.

Eye: having an opening through the body at one end, opposite to that of the catch.

Hinged: being attached to a plate or strap by means of a pin through a series of interlocking loops, such as found on a hinge with butting sides.

Body

Sides

Parallel

BiConcave

Symmetrical: the catch and pivot ends being approximately the same size.

Asymmetrical: the catch end being larger than the pivot.

BiConvex

End: the termination of the body at the catch end.

Unmodified

Rolled

Catch

Eye

Manufacture

Bent Bar: already implied in the general form and not necessary as a separate statement.

Punched

Split Strap: having the end of the strap split and spread to form the shape of the eye with the ends then rejoined.

Cut and Spread: having the bar cut near one end and spread to form the eye.

Form

BiConvex

Symmetrical

Asymmetrical

Teardrop

Rectangular

Rounded Ends

Orientation: relationship of longitudinal axis to longitudinal axis of the object.

Longitudinal: parallel longitudinal axis.

Lateral: perpendicular longitudinal axis.

Pivot

Eye

Manufacture

Bent Bar: already implied in the general form and not necessary as a separate statement.

Form

Teardrop



Figure 14

Format for description of a hasp

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78
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## HINGE

Definition: a jointed device serving to link two objects and allowing the one to move, relative to the other, in an arc perpendicular to the longitudinal axis of the joint. Generally it consists of three basic elements, one attached to each of the two objects being linked and a third providing a connection between them, while allowing for the required movement. In practice these three may be separate and distinct items or the third is an integral part of one of the other two. They are primarily two dimensional objects, length and width greatly exceeding thickness, and, consequently, can be considered as having two surfaces and an edge.

### Normal Orientation

Plan View: having the surfaces in a plane perpendicular to the line of observation, the longitudinal axis of the joint vertical, and the front of the object facing the observer. The front is that surface which is left exposed to view when the hinge is attached; the opposite surface being designated the back. For offset types, in which one side is a pintle, the joint will be seen to the left and for butting types it will appear between the two sides, when fully extended. For future reference, two additional features can be defined for this view:

Vertical Midline: a vertical line passing through the middle of the joint and, in effect, the line about which the hinge pivots.

Horizontal Midline: a horizontal line bisecting the joint. For offset types, each side will have its own horizontal midline.

Side View: having the plane of the object and the vertical midline parallel to the line of observation with the front superior.

General Form: in plan view.

Strap: having a horizontal dimension which exceeds the vertical; for butting types this is the horizontal dimension of the whole object whereas for offset types it is only of the side which constitutes the hinge.

Single Strap: in which the other side is a pintle (Fig. 17c-g).

Paired: having two straps, one on either side of the door.

Horizontally Asymmetrical: being asymmetrical about the horizontal midline.

Double Strap: having a strap for each side (Fig. 16e,g).

Horizontally Asymmetrical

Vertically Asymmetrical: being asymmetrical about the vertical midline.

Horizontally and Vertically Asymmetrical

General: being a strap which is too fragmentary to allow for determination of its specific nature (Fig. 17h).

T Strap: approximating the appearance of a T, regardless of the location of the joint, with the longitudinal axis of

one side being vertical and that of the other horizontal.  
In a plan view, the vertical side will appear to the left.

Without Median: in which the vertical side is not separated from the joint by any horizontal section or extension (Fig. 16d).

With Median: having the vertical side separated from the joint by a relatively short horizontal section or extension.

H-HL: approximating the appearance of an H, achieved by having two vertical straps of equal length linked by a joint which is considerably shorter although centered vertically. The appearance of the L is achieved by having an additional horizontal strap attached at the end of one of the straps of the H. In a plan view this addition, when present, will appear at the bottom of the object, consequently either to the left or right.

H Without Median: having the vertical element of either side not separated from the joint by a horizontal section or extension.

H With Median: having the vertical element of each side separated from the joint by a horizontal section or extension, designated a median.

Symmetrical: having medians of equal length.

Asymmetrical: having medians of unequal length.

HL Without Median (Fig. 16i).

HL With Median

Symmetrical Median

Asymmetrical Median

General: being a situation in which the general appearance is discernable but not the presence or absence of a horizontal extension to make the L (Fig. 16k).

Rectangular: in which the vertical dimension exceeds the horizontal; for butting types this is the horizontal dimension of the whole object whereas for offset types it is only for the side considered to be the hinge (Fig. 16a-c).

Square: in which the vertical dimension equals the horizontal; for butting types this is the horizontal dimension of the whole object whereas for offset types it is only for the side considered to be the hinge.

Relationship of Sides: in a plan view.

Offset: having the horizontal midline of each side in different, but parallel planes. The side attached to the closure is considered to be the hinge and the other is designated as a pintle and considered elsewhere (Fig. 17c-g).

Butting: having the horizontal midline of each side in the same plane, making it the same line (Fig. 16; 17a,b,i).

Indeterminate: lacking sufficient evidence to determine which of the above possibilities is represented (Fig. 17h).

Attachment: an indication of how an item is intended to be attached in use. Actual uses may differ in some instances but these can not be determined except through detailed information

from the archaeological context, which may not be available in most cases.

Surface: placed along the surface and held in place by fastenings through the object. As a consequence, the object is exposed to view from one side. The designation is generally applied to items which have too great a horizontal dimension to be used in any other manner (Fig. 16e, g-k; 17c-h).

Butt: being attached to the edge of a closure or its frame and, consequently, removed from view for the most part when the closure is closed. The designation is restricted generally to items which have a relatively short horizontal dimension. Items intended for such an application can also be used in surface attachments (Fig. 16a-c).

Surface and Butt: one form for each side.

Surface or Butt

Mortise: having a side set into or through mortises in the material to which it is being attached.

Bent: passing through the material with the end bent to hold the object in place.

Fastened: having a fastening through the object somewhere in the mortise.

Number of Parts: being the number of loops involved in the formation of the joint. Offset types have only one, which can be assumed in a description rather than appearing as a separate



item.

l - n

Sides: additional information, in greater detail, regarding their form.

Relative Dimensions

Tapered: having a reduction in lateral dimension, away from the joints.

Full: extending from the joint to the end, exclusive of any end treatment present (Fig. 16g; 17f,g).

Partial: tapered only for a part of the total length.

One Half (Fig. 17d).

One Third

Distal End

Parallel Sided

Diverging Sides (Fig. 17a).

Thinning

Thinned: reduction in lateral dimension in a side view.

Horizontally

Vertically

End Treatment: being an obvious, and presumably intentional increase in width at an end.

Form

Teardrop (Fig. 17c).

Circular (Fig. 17f).

Triangular

Proximal Apex

Distal Apex

Truncated Spatulate (Fig. 17d,h).

Diamond

End Finish: being a termination without an increase in width.

Pointed

With Notches

Truncated

Rounded

Squared

Loops: additional information, in greater detail, regarding their form.

Relationship to Midline: location of the centre of the loop(s) relative to the plane of the object, in a side view.

Above

Partly Above

Centred

Partly below

Below

Manufacture: manner in which the loops are produced.

Rolled Forward: being the same stock as the body.

Rolled Back: being the same stock as the body.

Bent from a Separate Piece of Stock

Punched

Drilled

Cast

Relationship of End of Loop Stock to Body of Hinge

Lapped

Forge Welded

Lapped, Forge Welded, and Cut: having the original metal for the loops the full length of the joint which is lapped and forge welded with gaps cut subsequently, to match the loops of the other side.

Butted

Rolled Under

Forge Welded

Continuous: for items which are cast as a single unit. This designation can be assumed for cast items rather than appearing as a separate entry in a description.

Relative Length

Equal: all loops being of the same length.

Unequal: having some loops longer than others (Fig. 16a,c,d-h,j).

Reduced: for single strap hinges in which the length of the loop is less than the width of the immediately adjacent part of the body (Fig. 17f).

Pin

Relative Length

Partial: being shorter than the joint.

Permanence

Loose: can be removed at will.

Fast: having the ends spread so it can not be removed.

Fastening Holes

Number: per side; if each side is a different quantity, it should be recorded.

1 - n

Shape

Circular

Irregular

Square

Irregular

Manufacture

Punched

Drilled

Cast

Indeterminate

Sides: from a plan view.

Diverging

Converging

Parallel

Arrangement

Linear (Fig. 16a,b,h-k; 17c,d,f,g).

Staggered: being in two parallel straight lines with

alternate holes in the same line (Fig. 16c).

Offset (Fig. 16d,f).

Triangular

Trapezoidal (Fig. 17a).

Centred

Square

Centred

Countersinking

Countersunk

Location

Front

Back

Front and Back

Equally

Primarily on Front



Figure 15

Format for description of a hinge

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78																																																																																							
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<p>1) Catalogue No. HINGE, Material, Manufacture, Completeness. Date. Cataloguer</p> <p>2) Quantity: __. Consisting of...</p> <p>3) General Form; Relationship of Sides; Attachment; Number of Parts</p> <p>4) Sides: Relative Dimensions; End Treatment or End Finish</p> <p>5) Loops: Relationship to Midline; Manufacture; Relationship of end of Loop Stock to Body of Hinge; Relative Length</p> <p>6) Pin: Relative Length; Permanence</p> <p>7) Fastening Holes: Number; Shape; Manufacture; Sides; Arrangement; Countersinking</p> <p>8) Metric Attributes</p> <p>9) Comments</p> <p>10) Illustrations (if necessary)</p>																																																																																																																									
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Figure 16

Coteau du Lac hinge types

(RA - 748 - B)

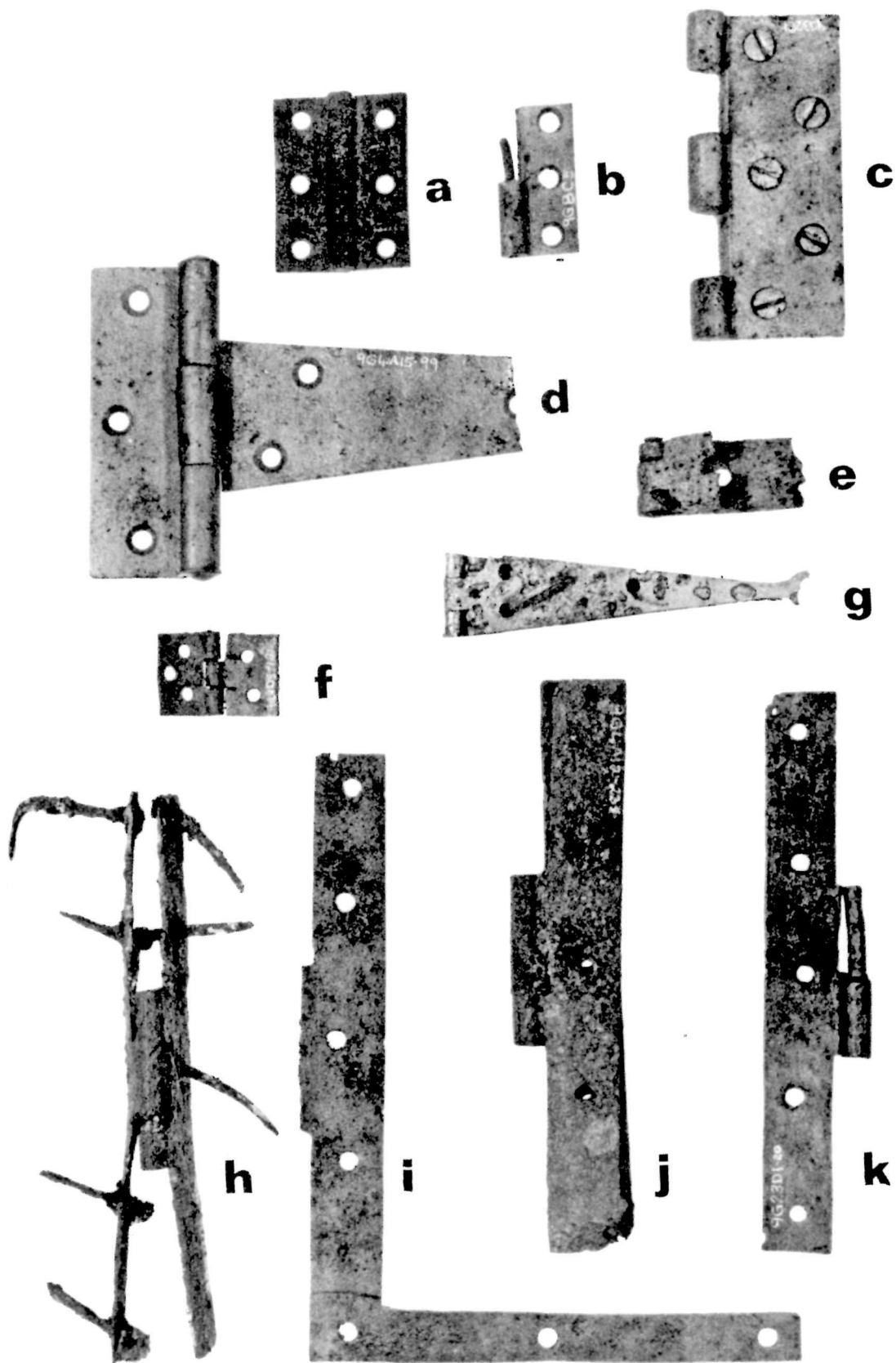
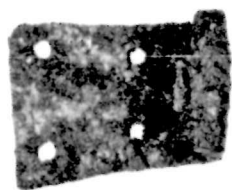


Figure 17

Coteau du Lac hinge types

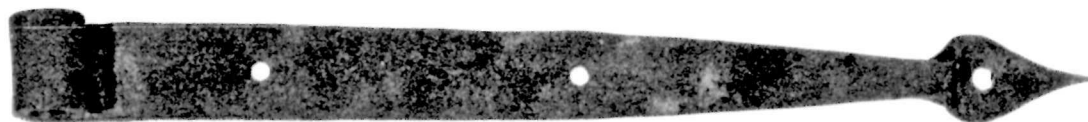
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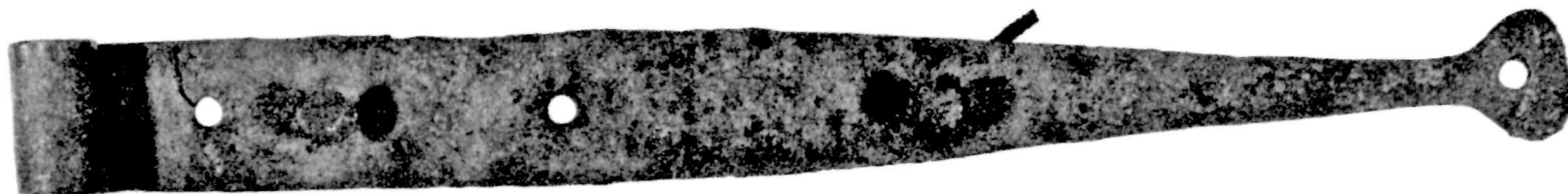
**a**



**b**



**c**



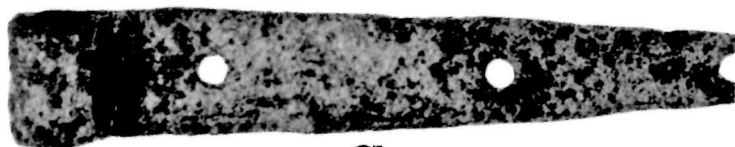
**d**



**e**



**f**



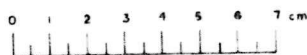
**g**



**h**



**i**





## HOOK AND EYE

Definition: a closure device consisting of a hooked eye, that is, a shank with an eye at one end and a hook at the other, attached to a door, gate, or other closure by means of a fastening eye or staple and catching on another eye or staple. Unless a fastening eye or staple or a catch eye or staple is present, the guide deals only with the hook and the designation of eye in the system refers only to the one on one end of the shank. Other eyes or staples which may be present will be designated as a "fastening \_\_\_" or "catch \_\_\_", depending on the part of the object with which it is associated, and described according to the system for eyes or staples available elsewhere.

### Normal Orientation

Plan View: having the longitudinal axis of the shank horizontal and perpendicular to the line of observation with the end of the hook inferior and the hook appearing to the left.

General Form: based on the type of hook present.

Rising Hook: having a hook which rises above the line of the shank (Fig. 19a-c,e,f).

Flat Hook: having a hook which does not rise above the line of the shank (Fig. 1d).

### Shank

#### Cross Section

##### Circular

##### Rectangular

Square

Squared

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_ with bevelled edges.

Shoulder

Shouldered at Hook

Taper

Tapered

Toward Hook End

Toward Eye End

Toward Both Ends

Eve

Manufacture

Bent Bar: being bent from the end of the shank (Fig. 19a-f).

Punched

Drilled

Relationship of end of Bar to Shank

Lapped

Forge Welded (Fig. 19a).

Butted (Fig. 19b-e).

Relationship to Midline of Shank

Above

Partly Above

Centred (Fig. 19a-f).

Partly Below

Below

Shape

Circular (Fig. 19b-f).

Teardrop (Fig. 19a).

Oval

Bar

Cross Section

Circular

Rectangular

Square

Squared

Flat

Bent on a Side

Bent on an Edge

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_ with bevelled edges.

Taber

Tapered: toward the end.

Shoulder

Shouldered: having a shoulder at the junction with the shank.

Rounded (Fig. 19e).

Angular (Fig. 19d).

Hook



Curvature

Straight (Fig. 19a).

Curved

Outward (Fig. 19b; d-f).

Inward

Rise: for rising hooks only.

Vertical: having the hook perpendicular to the shank.

Slanted

Forward

Back

Angle: for flat hooks only.

Squared

Rounded (Fig. 19d).

Bar Cross Section

Circular

Rectangular

Bent on a Narrow Side

Square

Squared

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_ with bevelled edges.

Taper

Tapered

Uniform: being approximately equal on all sides.

Primarily on two opposite sides

Non Tapered

Point

Sharp

Chisel

Bevelled

Blunt

Relationship to line of Shank

Perpendicular

Converging: slanted toward the shank (Fig. 19c).

Diverging: slanted away from the shank.

Figure 18

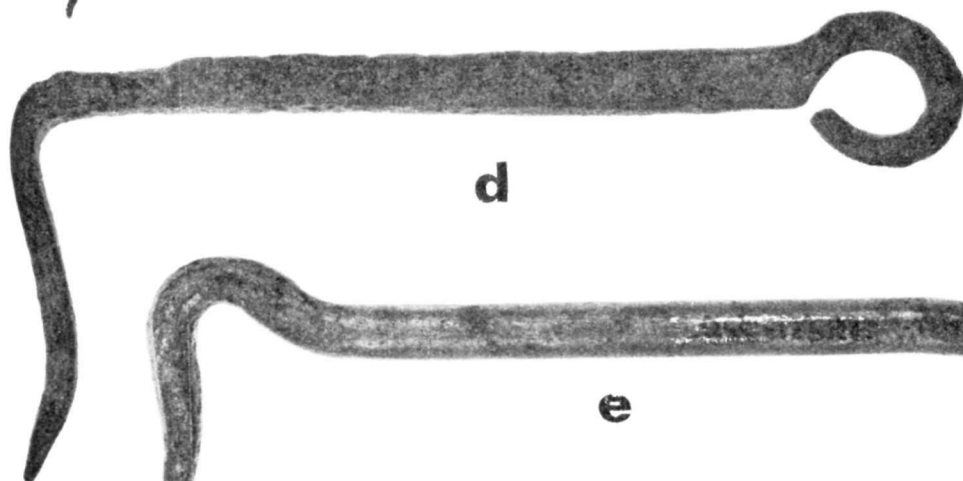
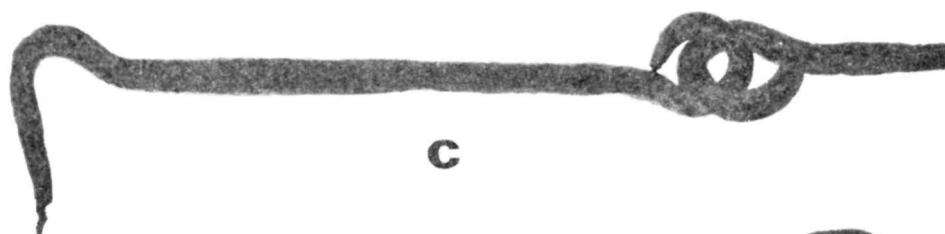
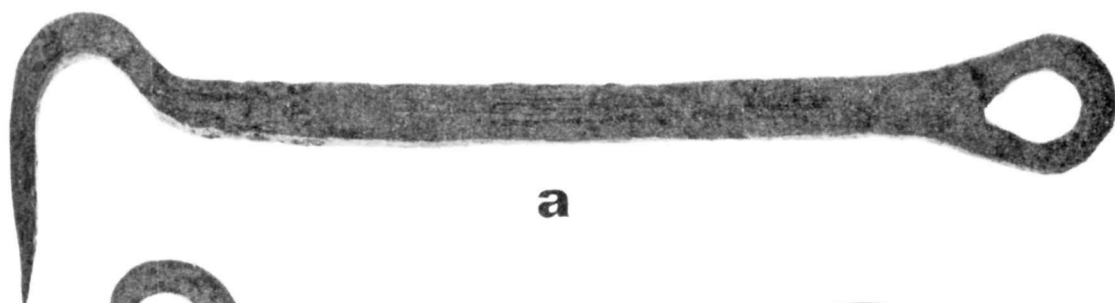
Format for description of a hook and eye

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Figure 19

Coteau du Lac hook and eye types

(RA - 693 - B)





## KEY

Definition: a portable instrument for throwing and withdrawing the bolt of a lock.

### Normal Orientation

Plan View: having the longitudinal axis of the stem horizontal, the bow in a plane perpendicular to the line of observation and to the left of the object, and the bit inferior and in a plane perpendicular to the line of observation (Fig. 23). For keys with a pivoted bit, the bit will be seen or be considered as being, in its down position.

End View: as seen from the bit end of the key with the longitudinal axis of the stem parallel to the line of observation, the bit inferior and nearest the observer.

General Type: based on the type of lock with which the key functions.

Ward Lock: ward locks are those containing a series of plates and pins, called wards, which prevent operation by any but the proper key and are operated by keys consisting of a bow, stem, and pin and having a bit with wards, corresponding to the wards of a particular lock, attached to the inferior side of the pin (Fig. 23; 24a-d).

Pivoted Bit: having a bit attached to the end of the stem with a pin which allows it to pivot from a position parallel to the line of the stem to one perpendicular to this line.



Cylinder Lock: having a bow and stem with the bit consisting of teeth or notches extending along one or both edges of the stem for most of its length (Fig. 23b).

General Form

Bow: the end providing a grasp during use (Fig. 21).

Form

Hollow: having a general link or ring like appearance (Fig. 21a-d; 24).

Solid: having the general appearance of a plate (Fig. 21e,f).

Shape: consideration of the general outline.

Oval: having a simple oval outline (Fig. 21a; 24a).

Single Bulb: having a thickening on the interior of the far side in line with the stem (Fig. 21b; 24b-e).

Double Bulb: having a thickening on the interior side of the trailing edge immediately above and below the horizontal midline of the stem.

Reniform (Fig. 21c).

Single Bulb

Double Bulb

Flattened: being slightly flattened along the vertical axis (Fig. 21d).

Trefoil: having three lobes (Fig. 21).

Scalloped: having scallops along the edge  
of the lobes.

Location

All Lobes

Upper and Lower Lobes

Trailing Lobe (Fig. 21f).

Cross Section

Uniform

Thickened along Far Edge in Line with the Stem  
(Fig. 24b).

Stem: that part extending horizontally from the near edge  
of the bow. In ward lock keys it separates the bow from  
the pin and bit and in cylinder lock keys it is contiguous  
with the bit.

Form

Sides

Parallel (Fig. 22b; 24c).

Diverging: from the bow (Fig. 24a).

Notched: having notches cut into one or both  
edges, constituting the bit.

Lower Edge (Fig. 23b).

Both Edges

End

Flat

Rounded

Pointed (Fig. 23b).

Cross Section

Circular (Fig. 24a-e).

Rectangular

Channeled: having grooves or channels cut into  
the side(s)

Location

Front

Back

Number: per location

1 - n

Decoration: nonfunctional additives, encircling the stem.

Form

Rings

Curved

Bulbous (Fig. 24b).

Angled (Fig. 24b,c).

Grooves (Fig. 24b-e).

Location

Near Proximal End of Stem: relative to bow.

Near Distal End of Stem: relative to bow.

Number: per location.

1 - n

Collar: a shoulder on the stem, preventing entry of the key  
beyond a certain point into a lock.

Absent

Form

Thickening of Stem

Ring (Fig. 24b).

Lug

Upper Edge

Lower Edge

Both Edges

Location

Distal End of Stem: relative to bow.

Mid Bit: in the general area of the main ward  
(Fig. 24a).

Near Proximal End of Stem

Pin: an extension of the stem, on ward lock keys, which enters the lock and to which the bit is attached. In instances where there is no clear demarkation between the stem and pin it is set arbitrarily as being at the termination of the bit.

Form

Sides

Parallel

Converging: from the stem.

End

Flat

Rounded

Gross Section

Circular

Hollow

Solid

Groove: a feature having possible functional significance.

Presence

Absent

Location

Near Pin End

Bit: being that part usually inserted into the lock through the slot of the keyhole and containing slots or notches, known as wards, which coincide with the wards within the lock. In the case of a pivoted bit, the keyhole does not have a slot and the bit enters through the eye and is then pivoted downward once inside the lock.

Form: plan view.

Rectangular

Horizontal: having a horizontal longitudinal axis. (Fig. 22g; 24d).

Vertical: having a vertical longitudinal axis (Fig. 22d-f; 24a-c).

Horizontal Cross Section: plan view.

Rectangular

Circular

Cross Section: end view.

Sides

Straight

Parallel

Diverging

Converging

S Curve

Parallel

Irregular

Parallel

End

Curved

Flat

Main Ward: a vertical slot at the mid point of the bit of a ward lock key, extending from the bottom of the bit to a point at or near the pin.

Absent (Fig. 24c,d).

Sides

Parallel (Fig. 22g; 24a,b).

Secondary Wards: slots or notches on a ward lock key located anywhere except for the location of the main ward.

Form

Notch

Slot

Straight (Fig. 22d,e; 24a,b).

L (Fig. 22f; 24b,d).

T (Fig. 22f).

Orientation

Horizontal (Fig. 22d - f; 24a,b).

Vertical

Location

Adjacent to Main Ward (Fig. 24a,b).

Trailing Edge (Fig. 24d).

Leading Edge (Fig. 24c).

Both Edges (Fig. 22d - f).

Bottom Edge

Number

l - n





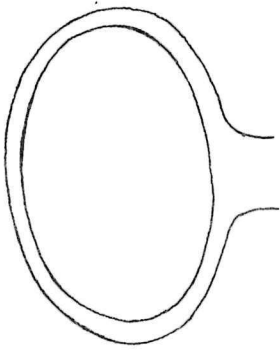
Figure 20

Format for description of a key

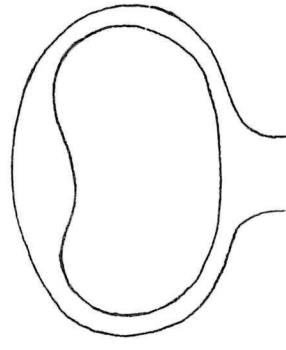
[illegible]

Figure 21

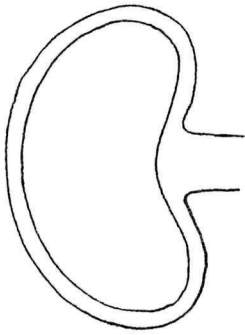
Key: bow forms



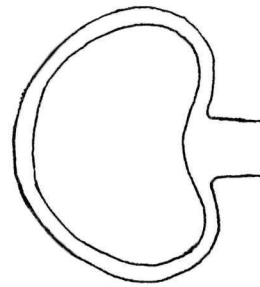
**a**



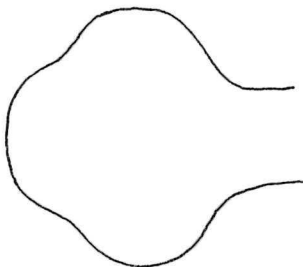
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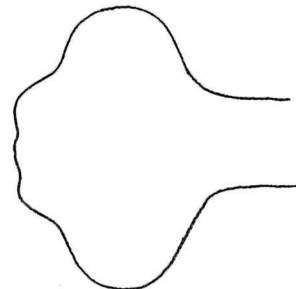
**c**



**d**



**e**



**f**

Figure 22

Key

a - c) Stem forms

d - g) Bit forms

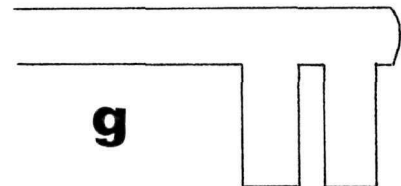
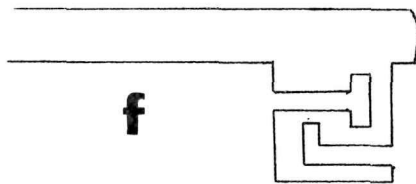
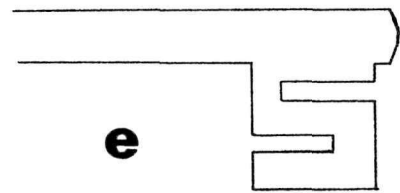
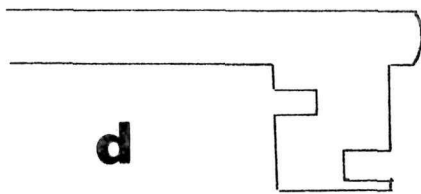
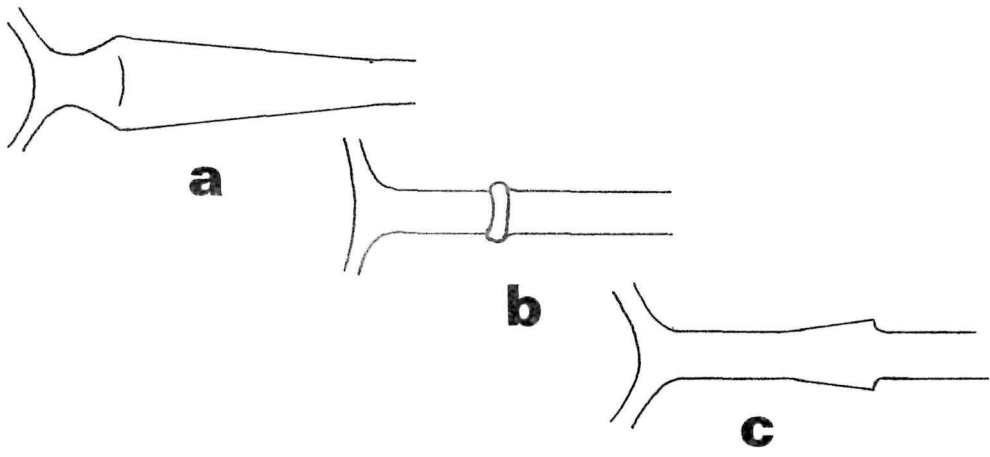


Figure 23

Key types

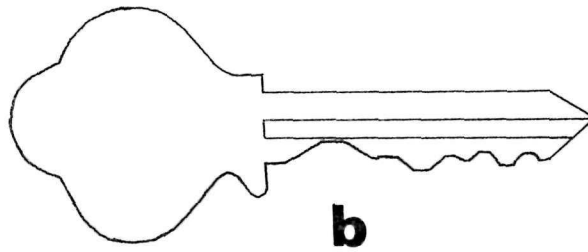
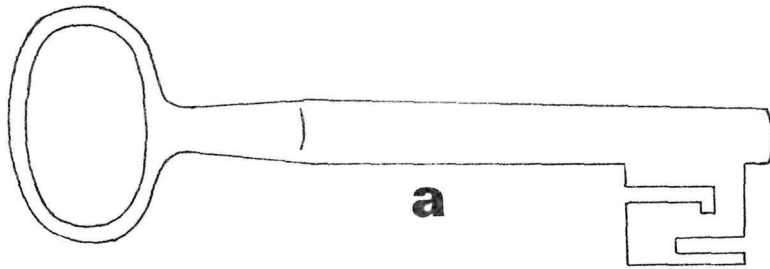
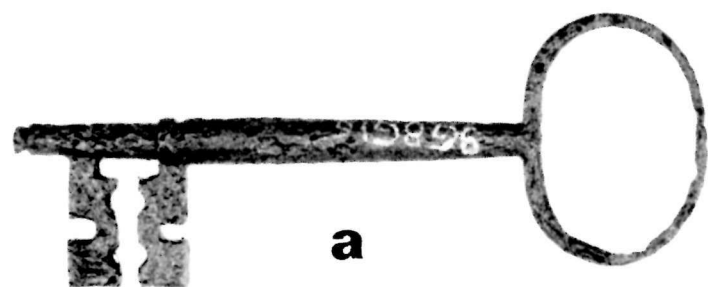




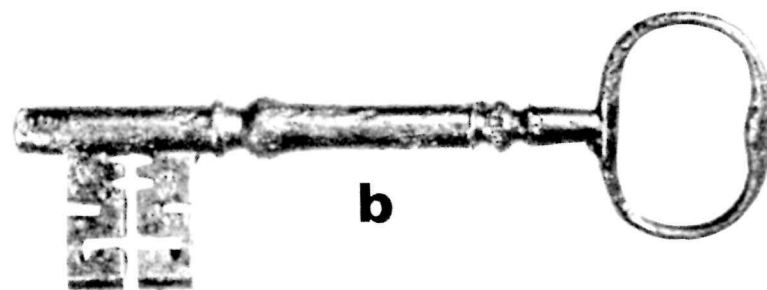
Figure 24

Coteau du Lac key types

(RA - 751 - B)



**a**



**b**



**c**



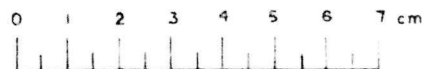
**d**



**e**



**f**





KEY ESCUTCHEON

Definition: a plate containing a keyhole which surrounds the keyhole on a door, door lock, or other lock form.

Normal Orientation: viewed with the longitudinal axis of the keyhole perpendicular to the line of observation and having the eye superior. In cases where a keyhole cover, countersunk mounting holes or other attributes indicative of a "front" side are present, the escutcheon will be viewed with this side closest to the viewer.

General Application: concerning the circumstances under which it is normally found.

Door

Door Lock

Padlock

General Form

Plan View

Oval

Diamond

Lobed

Number

1 - n

Cross Section

Flat

Curved

Raised

Edges

Vertical

Sloped

Stepped

Keyhole

Eye

Circular

Edges

Straight

Bevelled

Slot

Sides

Straight

Parallel

Diverging

Edges

Straight

Bevelled

End

Flat

Curved

Shouldered curve

Mounting Holes

Number

1 - n

Form

Circular

Straight

Countersunk

Cover

Absent

Form

Oval

Rectangular

Attachment

Riveted

Hinged

Movement

Parallel: in a plane parallel to the front of  
the escutcheon.

Perpendicular: in a plane perpendicular to the  
plane of the escutcheon.

Figure 25

Format for description of a key escutcheon

[illegible]





## PADLOCK

Definition: a portable lock with a pivoted or sliding bow which can be opened to pass through a staple or ring and then secured within the housing.

Normal Orientation:

Plan View: with the bow superior to the housing and, when it occurs on a front plate, the longitudinal axis of the keyhole vertical.

General Construction: based on the manner in which the various parts of the housing are joined together.

Riveted

Cast

Forge Welded

General Form: Overall appearance of the housing and relationship of the various plates.

Parallel Plate: having both a front and back plate, fixed parallel to each other (Fig. 27a - d; 32a - c).

Separate Side Plate: having both moveable and stationary parts of the mechanism mounted between the two plates kept separated by a separate side plate (Fig. 27a; 32a - c).

Bent Side Plate: having both moveable and stationary parts of the mechanism mounted between the two plates and maintained in that position by a side plate or plates formed by bending the edges of one of the plates at right angles to that plate.

Front: having the side or sides formed by bending the front plate (Fig. 27b ).

Back: having the side or sides formed by bending the back plate.

Split, Bent Side Plate: having both moveable and stationary parts of the mechanism mounted between the two plates, maintained in that position by bending the edges of both plates at right angles toward each other (Fig. 27c ).

No Side Plate: having the housing consisting of a front and back plate, the front being immediately attached to the back (Fig. 27d ).

Cylinder: having a cylindrical shaped housing, with the longitudinal axis horizontal (Fig. 27e ).

Hemisphere: having one plate in the form of a hemisphere immediately butting with another flat plate, within which are fixed the moveable and stationary parts of the mechanism (Fig. 27f ).

Half Heart: having one curved plate and one flat plate, separated by a top and side plates, housing the mechanism, which when viewed from the side, has the appearance of half a heart (Fig. 28a ).

Laminated Plate: having a series of horizontal plates one above the other containing the mechanism within the centre and held together by rivets (Fig. 28b ).

General Operation: based on the manner of opening and movement of the bow.

Key

Hollow Pin

Solid Pin

Combination

Bow

Pivoted

Vertical (Fig. 32a - c).

Horizontal

Rising and Horizontal Pivot

Rising-Detachable

Housing: that part to which the various parts of the mechanism are attached and which serves to enclose them. When the front and back plate have the same form and outline, the description will consist of statements on form, side plate, and top plate; when the front and back plate are different in form and outline, the description will have a separate statement for each plate.

Form: shape of the housing based on the outline.

Rectangular

Rectangular-Pointed: the top and sides form three sides of a rectangle with the sides changing direction at the bottom, converging to form a pointed base (Fig. 29a).

Square

Triangular: From the top edge, the sides are straight and converge to a pointed base forming an inverted triangle (Fig. 29b ).

Curved: having the base and sides forming a generally curved outline.

Circular (Fig. 29c ).

Parabolic (Fig. 29d : 32a,b).

Oblong: somewhat oval in shape with the horizontal axis being longer than the vertical (Fig. 29e).

#### Continuity of Curvature

Interrupted: the position of the lobes, at or near the upper edge, produces a change in direction of the curve (Fig. 29f ; 32a ,c).

Continuous: the lobes do not interfere with the smooth outline of the plate (Fig. 29g ; 32b ).

Lobes: projections at or near the upper edge of the plate.

#### Quantity

Double: having one lobe at either side of the top of the plate (Fig. 29h,i; 32a -c).

Single: having a lobe on only one side of the top of the plate (Fig. 29j).

Absent

#### Curvature

Rounded (Fig. 29i,j; 32b).

Pointed (Fig. 29h; 32a ).

Concavo-Convex

Rectangular

Square (Fig. 32c).

Upper Edge

Curved: having a concave appearance (Fig. 29h; 32a,c).

Straight

Horizontal (Fig. 29i; 32b).

Oblique (Fig. 29j).

Front Plate

Rectangular

Rectangular-Pointed: the top and sides form three sides of a rectangle with the sides changing direction at the bottom, converging to form a pointed base.

Square

Triangular: from the top edge, the sides are straight and converge to a pointed base forming an **inverted** triangle.

Curved: having the base and sides forming a generally curved outline.

Circular

Parabolic

Oblong: somewhat oval in shape with the horizontal axis being longer than the vertical.

Continuity of Curvature

Interrupted: the position of the lobes, at or

near the upper edge, produces a change in direction of the curve.

Continuous: the lobes do not interfere with the smooth outline of the plate.

Lobes: projections at or near the upper edge of the plate.

Quantity

Double: having one lobe at either side of the top of the plate.

Single: having a lobe on only one side of the top of the plate.

Absent

Curvature

Rounded

Pointed

Concavo-Convex

Rectangular

Square

Upper Edge

Curved: having a concave appearance.

Straight

Horizontal

Oblique

Section View

Curved

Straight

Back Plate

Rectangular

Rectangular-Pointed

Square

Triangular

Curved

Circular

Parabolic

Ovate

Continuity of Curvature

Interrupted

Continuous

Lobes

Quantity

Double

Single

Absent

Curvature

Rounded

Pointed

Concavo-Convex

Rectangular

Square

Upper Edge

Curved



Straight

Horizontal

Oblique

Section View

Curved

Straight

Side Plate: that part of the housing mounted perpendicular to the line of observation between the front and back plates.

Absent

Number

1 - n

Form

Rectangular

Strap

Half Heart: having the upper edge and one side straight and at right angles to each other with the other side being curved, forming a figure like that of a half heart (Fig. 28a).

Top Plate: that plate at the top of the housing between the ends of the bow.

Form

Rectangular

Flanges

Strap

Ovate

Attachment

Continuous with Side Plate

Bent from same Piece of Stock as Side Plate

Cast as a Unit with Side Plate

Forge Welded

Riveted

Openings: for Bow

Absent

Number

1 - n

Shape

Rectangular

Square

Circular

Keyhole

Location

Front Plate

Back Plate

Side Plate

Shape

Eye

Circular

Slot

Sides

Straight

Parallel

Diverging

S Curve

Parallel

Curved

Diverging

Irregular

End

Straight

Curved

Shouldered Curve

Cover

Absent

Material

Brass

Iron

Manufacture

Cast

Wrought

Stamped

Shane

Flat Strap

Plate

Ornamental

Operation

Pivoting

Hinged

Horizontal

Vertical

Attachment: (fastened with)

Rivet

Bolt

Hinge

Escutcheon: that part of the housing which surrounds  
the keyhole.

Absent

Material

Brass

Iron

Manufacture

Cast

Wrought

Stamped

Shape

Outline

Rectangular

Ornamental

Prolate Ellipse

Diamond

Sides

Vertical

Sloped

Stepped

Vertical

Sloped

Key Guide: that part of the mechanism, within the housing, which maintains the key in the proper orientation.

Pin: hollow pin keys fit over a horizontal pin, fixed to the plate opposite the keyhole, in line with the keyhole eye.

Perforated Plate: solid pin keys fit into a circular hole on a plate, in line with the keyhole eye.

Bow: that moveable part of the mechanism at the top of the lock which serves to maintain the lock in a closed position.

Form

Plan View

Semi-circle (Fig. 30a).

Ovoid (Fig. 30b,g; 32c,d).

U-shaped (Fig. 30d).

Cross-section

Circular

Rectangular

Square

Attachment

Riveted Pin (Fig. 32d).

Bolt Engagement

Slot

Rectangular

Square (Fig. 32a ).

Notch

Rectangular (Fig. 31b ).

Square

Split End (Fig. 32c ).

Figure 26

Format for description of a padlock





Figure 27

Padlock: construction types

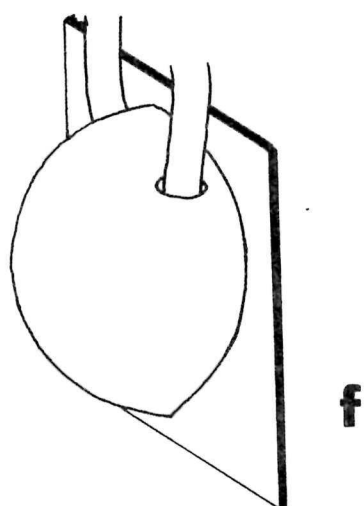
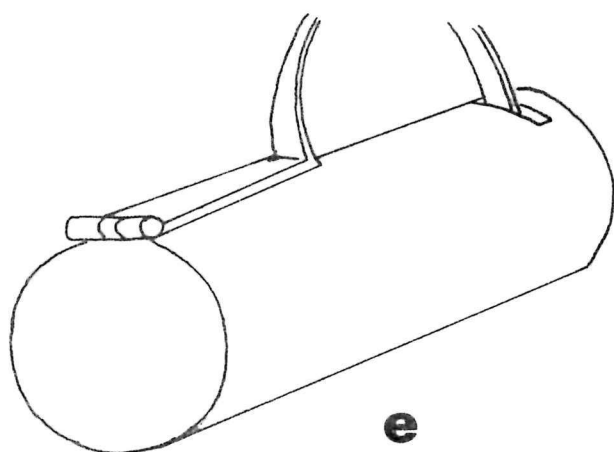
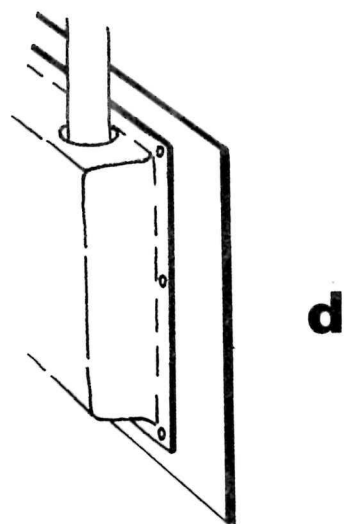
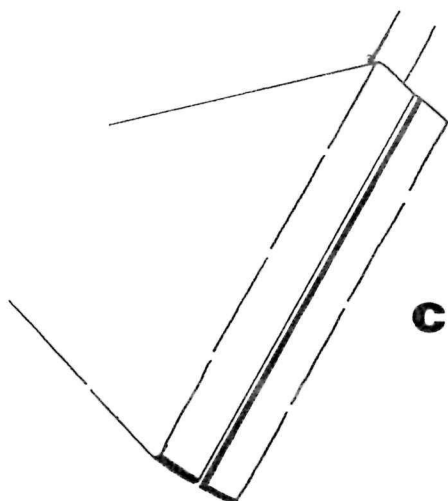
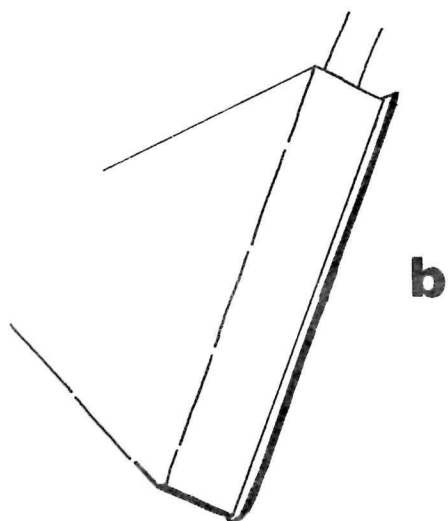
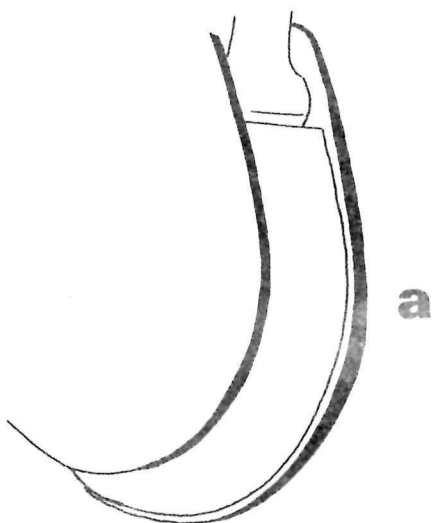


Figure 28

Padlock: construction types

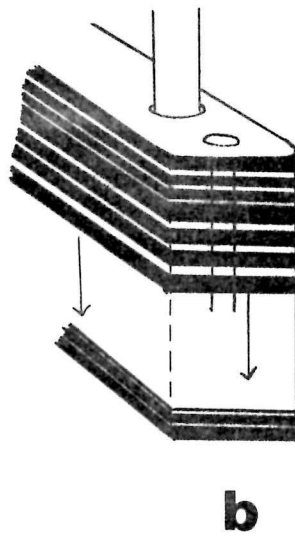
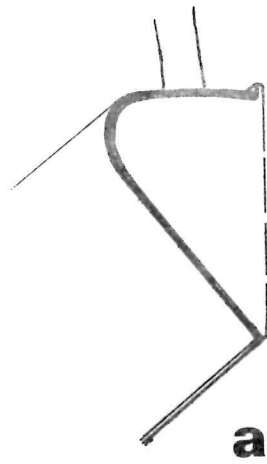
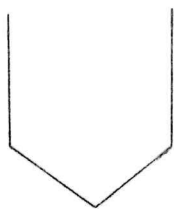


Figure 29

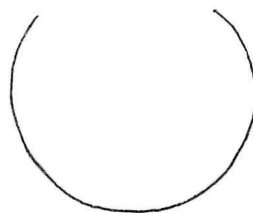
Padlock: housing outlines



**a**



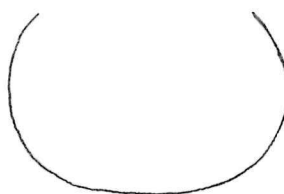
**b**



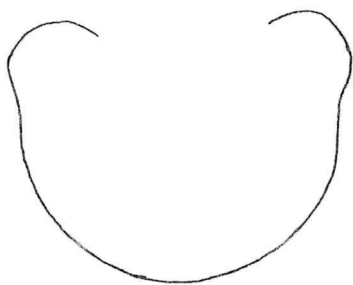
**c**



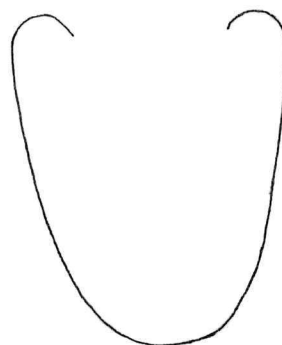
**d**



**e**



**f**



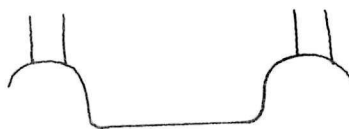
**g**



**h**



**j**



**i**

Figure 30

Padlock: bow forms

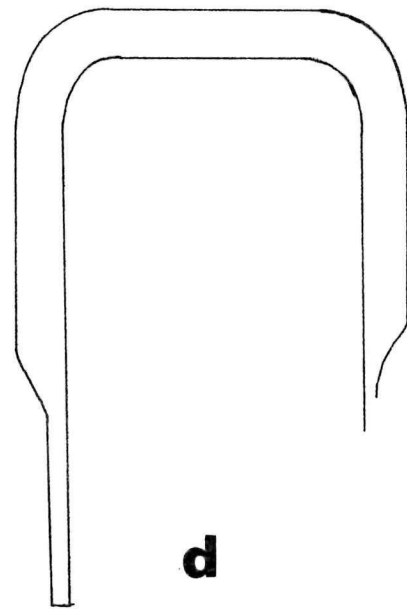
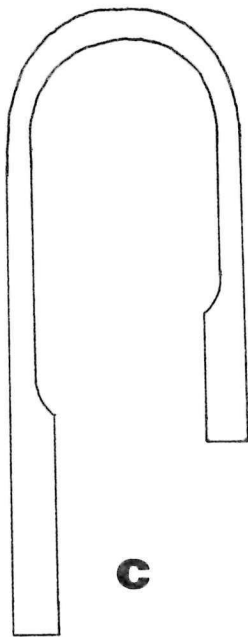
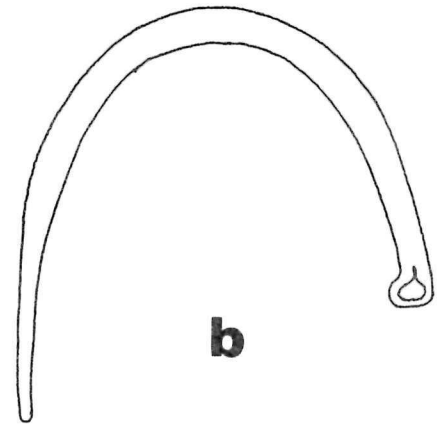
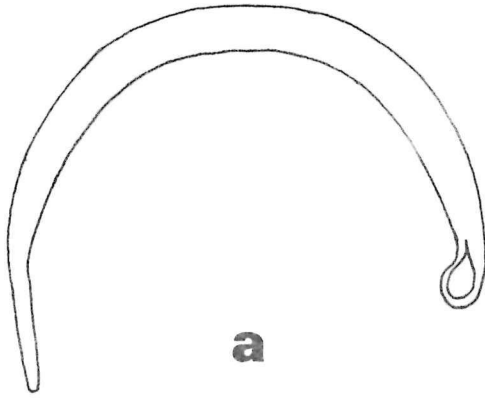




Figure 31

Padlock: bow; bolt engagement forms

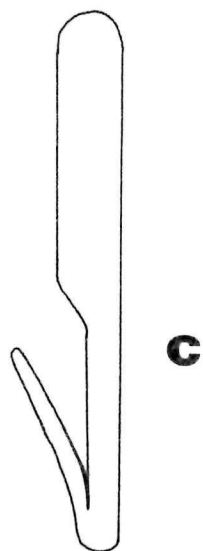
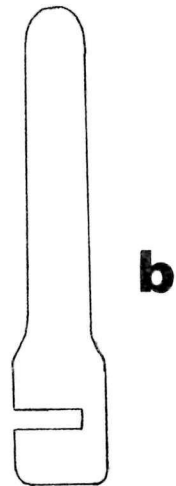


Figure 32

Coteau du Lac padlock types

(RA - 751 - B)



**a**



**b**



**c**



**d**





## PINTLE

Definition: consisting of a pin or socket on some form of body with which it is attached to the frame of a closure, such as a door or window, and from which the hinges of that closure are hung. When in the form of a pin, it usually takes the general shape of an L, the pin corresponding to the shorter arm. In the form of a socket, it is usually some type of shank with an opening at one or near one end and, as such, would probably be identified and described as an eye.

### Normal Orientation

Plan View: having the plane of the body, when it is a plate or strap, perpendicular to the line of observation with the longitudinal axis of the pin or socket vertical and perpendicular to the line of observation. When the body is in the form of a shank, the pin will appear to the right but when it is either a strap or plate priority is given to having the front of the body facing the observer. In all cases, the pin will be superior.

Top View: a ninety degree rotation of the plan view, with the longitudinal axis of the pin parallel to the line of observation.

General Form: in terms of the presence of a pin or socket and the general form of the body.

Pin and Shank: having a body which is generally squared and intended for a mortise attachment (Fig. 34a - k).

Pin and Strap: having a body which is relatively thin and long in comparison to its width.

Angled: having the longitudinal axis of the pin and strap approximately at right angles (Fig. 34 l,m).

Straight: having the longitudinal axis of the pin and strap in the same plane or line.

Pin and Plate: having a body which is relatively thin but with a similar length and width (Fig. 34n).

Socket and Shank

#### Attachment

Surface: having the body placed on the surface and attached with fastenings with the consequence that all or most of one surface would be exposed to view (Fig. 34l - n).

Mortise: having all or most of the body in some way contained within the material to which it is being attached and, consequently removed from view for the most part.

Driven (Fig. 34a - k).

Set: placed into its proper position and held there by subsequent construction.

Screwed: having a threaded shank which can be turned in as would be done with a wood screw.

Bolted: having a threaded shank which is passed through a prepared hole and held in place by a nut on the thread.

Pinned: having a shank with a perforated end passed through a prepared hole and held in place by a pin through the perforation.

Construction

One Piece: having the entire object derived from a single piece of stock. This does not include situations where a number of smaller pieces have been forge welded together to provide one of sufficient size (Fig. 34a - g, l - n).

Two Piece: having the object derived from two separate pieces of stock, usually one for the pin and another for the body (Fig. 34h - k).

Body: that part to which the pin is attached and which serves to hold the pin in place on a building.

Shank

Cross Section

Rectangular

Square

Bevelling

Bevelled Edges

Full length

One Half: being the half nearest the pin.

Continued onto Pin

Taper

Uniform: being approximately equal on all sides.

Primarily on Two Opposite Sides

Non Tapered

Point: only for driven types.

Sharp

Edge



Squared

Rounded

Blunt

Heel

Thinned

Indented on One Side

Reinforced: being a horizontal continuation of  
the shank beyond the line of the pin (Fig. 34 e - g).

Shoulder

Shouldered: being an abrupt step or reduction in  
cross section away from the pin.

Lower Edge (Fig. 34j, k).

Upper Edge

Sides

Bifurcation

Bifurcate: being divided into two separate bars.

Barbs

Barbed

Manufacture

Chisel Cut: possibly on the anvil hardy.

Location

Diagonally Opposite Edges

End Finish

Bent Down at Right Angles

Strap

Relative Width: in a plan view.

Tapered: decrease in width from the pin.

Diverging Sides: increase in width from the pin.

Parallel Sides (Fig. 34 1,m).

Relative Thickness: in a top view.

Uniform

Thinned: decrease in thickness from the pin.

End Treatment

Triangular

Proximal Apex (Fig. 34m).

Fastening Holes

Number

1 - n

Arrangement

Linear (Fig. 34 1).

Triangular

Manufacture

Punched

Sides: seen from the front

Diverging

Converging

Parallel

Countersinking

Countersunk

Front

Back

Front and Back

Equally

Primarily on Front

Heel

Thinned

Indented on One Side

Plate

General Form

Triangular (Fig. 34n).

Sides

Concave (Fig. 34n).

Convex

Straight

End

Straight (Fig. 34n).

End Finish

Notched (Fig. 34n).

Relative Thickness

Uniform

Thinned: decrease in thickness from the pin.

Curvature: from a top view.

Concave: on the front.

Fastening Holes

Number

1 - n

Arrangement

Triangular (Fig. 34n).

Manufacture

Punched

Sides: seen from the front.

Diverging

Converging

Parallel

Countersinking

Countersunk

Front

Back

Front and Back

Equally

Primarily on Front

Heel

Thinned

Indented on One Side

Pin

Cross Section

Circular

Irregular

Square

With Bevelled Edges

End Finish

Squared: having the side(s) and end meet at approximately  
Right angles.

Rounded

Irregular

Bevelled Edges: used in combination with any of the above possibilities and recorded as \_\_\_\_ with bevelled edges.



Figure 33

Format for description of a pintle

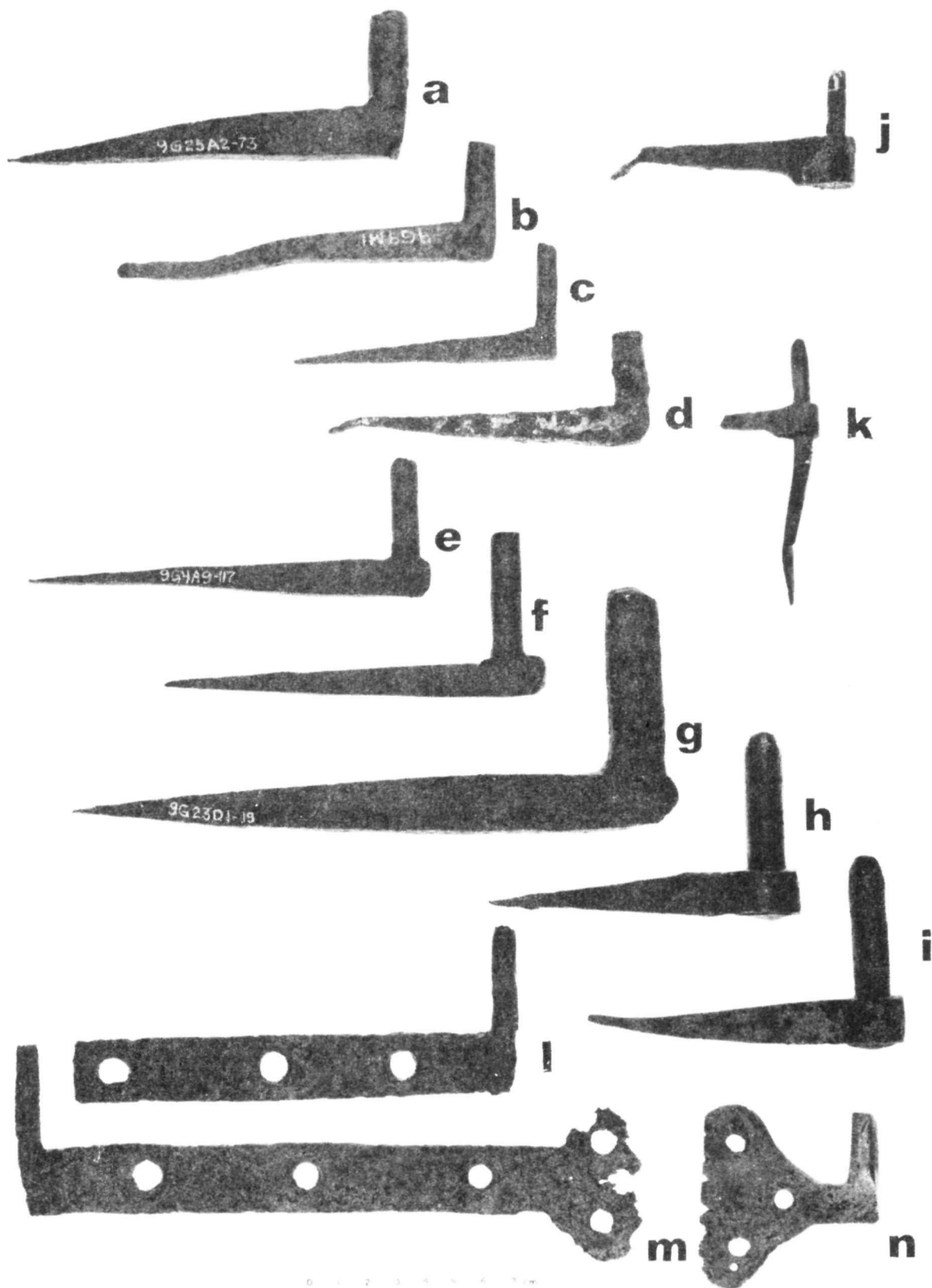
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<p>1) Catalogue Number. PINTLE. Material. Manufacture. Completeness. Date. Cataloguer.</p> <p>2) Quantity __. Consisting of....</p> <p>3) General Form. Attachment. Construction.</p> <p>4) Body: Shank: Cross Section; Taper; Bevelling; Point; Heel; Shoulder;  or Bifurcation; Barbs; End Finish.  Strap: Relative Width; Relative Thickness; End Treatment; Fastening  or Holes; Heel.  Plate: General Form; Sides; End; End Finish; Relative Thickness;  Curvature; Fastening Holes; Heel.</p> <p>5) Pin: Cross Section; End Finish.</p> <p>6) Metric Attributes.</p> <p>7) Comments.</p> <p>8) Illustrations (if necessary).</p>																																																						DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT NPC 144 (3-68) F89346 MCBEE																																																																													
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Figure 34

Coteau du Lac pintle types

(RA - 694 - B)



0 1 2 3 4 5 6 7 cm



## SLIDING BOLT

Definition: a device attached to a door, window, shutter, or other similar closure, consisting of a bar which can be moved in a straight line into a catch on the frame of the closure and serving to hold it in a set position, usually closed. Operation is restricted to being from the side to which it is attached with further restriction possible through the addition of a hasp handle and a padlock.

### Normal Orientation

Plan View: having the longitudinal axis of the bar horizontal and perpendicular to the line of observation with the back plate(s), whenever present, also in a plane perpendicular to the line of observation and behind the bar. When a handle is present on a circular bar it will appear with its longitudinal axis perpendicular to the line of observation and inferior to the bar.

Side View: vertically perpendicular to the plan view, with the longitudinal axis of the bar horizontal and the plane of the back plate(s) horizontal and parallel to the line of observation with the plate(s) below the bar.

### Bar

#### Cross Section

##### Rectangular

Narrow: having its long dimension perpendicular to the plane of the back plate (Fig. 36a - c, 37a - c).

Wide: having its long dimension parallel to the plane of the back plate (Fig. 36d,e; 37d,e).

Narrow to Wide: being narrow at the toe end and changing to wide toward the heel.

Wide to Narrow: being wide at the toe end and changing to narrow toward the heel.

Wide to Circular: being wide at the toe end and changing to circular toward the heel.

Square

Circular

Taper: being a reduction in cross section.

Toward Toe

Toward Heel

Toward Both Ends

Toe Termination: the toe being the end which engages with the catch.

Bevelled on Upper Edge: for quadrilateral cross sections (Fig. 37a - c).

Bevelled Edge: for circular cross sections.

Squared: having all surfaces meeting at or near right angles (Fig. 37d,e).

Heel Termination: the heel being the end opposite the toe; specific attributes should be listed as they are observed.

Handle

Manufacture

Bent: being bent from the bar, at or near right angles,

at the heel.

Angular (Fig. 37a,b,e).

Rounded (Fig. 37c).

Added: being a separate piece of stock attached to the bar.

Forge Welded

Riveted: having a lug at one end of the handle shank passed through a hole in the bar and riveted.

#### Location

Heel End: being at or near the heel. This designation is not necessary for bent types which are automatically at the heel (Fig. 37d).

Mid Bar: being between the heel and the toe but not near either one of them.

#### Shank

##### Cross Section

Circular

Rectangular

Square

Squared

Flat

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_ with bevelled edges.

#### Taper

Toward Bar

Toward Grasp

Grasp

Form

Flat, Circular

Bevelled Upper Edge (Fig. 37a,b).

Knob

Spherical

Hemispherical (Fig. 37d).

Circular

Conical: proximal apex.

Flat Base

Rounded Base

Scroll (Fig. 37e).

Loop

Vertical

Hasp: using the cataloguing systems for hasps  
provided elsewhere.

Material: only in situations where it differs from the  
remainder of the object.

Brass

Attachment: manner in which it is attached to the  
shank.

Riveted: having a lug on the end of the shank;  
passing through the grasp and riveted.

Forged: being shaped from the end of the shank.

(Fig. 37d).

Slip On With Set Screw

Attachment: manner in which the bar is held in place on the closure.

Back Plate(s): being attached to a plate(s) which is then attached with fastenings.

Single

Form

Rectangular

Orientation: the direction of its longitudinal axis.

Horizontal (Fig. 36a - f).

Vertical

Ornamentation

Scalloped Corners (Fig. 36f).

End Treatment: at the heel end.

Diamond

Shortened Diamond

Truncated Diamond

Square

Double

Form

Rectangular

Square

Squared

Staples: being the means of holding the bar on the



plate(s).

Form

Squared

Flat Stock (Fig. 36a - c, e).

Bent on an Edge

Squared Stock (Fig. 36d ).

Rounded

Flat Stock (Fig. 36f).

Attachment

Riveted: having lugs on the ends of the arms passed through the back plate(s) and riveted (Fig. 37a - e).

Fastened with Rivets: having the ends bent out at right angles with rivets through them.

Fastening Holes

Number: quantity per plate.

1 - n

Location

At the Corners

Staples: being attached directly to the closure by a number of staples; described using the cataloguing system for staples available elsewhere with the addition of the following:

Number

1 - n

Eyes: being attached directly to the closure by a number of eyes; described using the cataloguing system for eyes avail-

able elsewhere with the addition of the following:

Number

1 - n

Operation: consideration of features which in some way influence movement of the bolt.

Springing: means of maintaining tension on the bar to hold it in any position in which it is placed and located between the bar and back plate(s).

Absent

Form

Flat Spring

Orientation

Longitudinal: having its longitudinal axis parallel to the longitudinal axis of the bar (Fig. 37a - e).

Lateral: having its longitudinal axis perpendicular to the longitudinal axis of the bar (Fig. 36f).

Location

On the Bar (Fig. 37a,d,e).

On the Back Plate (Fig. 37b,c).

Attachment

Forge Welded to Toe of Bar (Fig. 37a).

Split from Bar: attached at toe.

Bent from Bar: being derived from the same stock as the bar, doubled over at

the toe (Fig. 37e).

Central Rivet: having a single rivet, at the centre (Fig. 37b,c).

End Rivets: having a rivet at either end (Fig. 36f).

Stops: means of arresting motion either when being thrown or withdrawn. Since many of these involve the staples or eyes holding the bar in place and also lugs on the bar, it is convenient to refer to both by number, beginning at the toe end. Designations are in terms of a feature on the bar and also the feature it comes in contact with. Items designated as decorative lugs are those which are more than simple squared projections on a bar and, since these have not yet been grouped into any sort of categories, each one should be sketched with the description of the object.

Forward: means of arresting motion in being thrown.

Handle Shank on Second Staple (Fig. 37d,e).

First Upper Lug on First Staple: having a lug on the front of the bar (Fig. 2c).

First Upper Lug (decorative) on Second Staple (Fig. 37b ).

Second Upper Lug (decorative) on Second Staple (Fig. 37a ).

Back

Handle Shank on Second Staple

First Side Lugs on Second Staple: having a lug on

either side of the bar (Fig. 36d,e).

First Upper Lug on Second Staple (Fig. 36c ).

First Upper Lug (decorative on Second Staple  
(Fig. 37a).

First Upper Lug (decorative) on Third Stap  
(Fig. 37b).

Figure 35

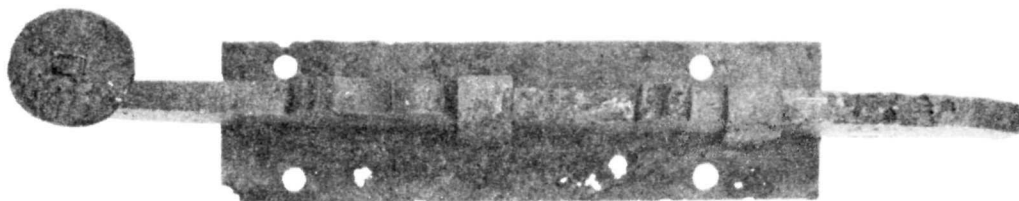
Format for description of a sliding bolt

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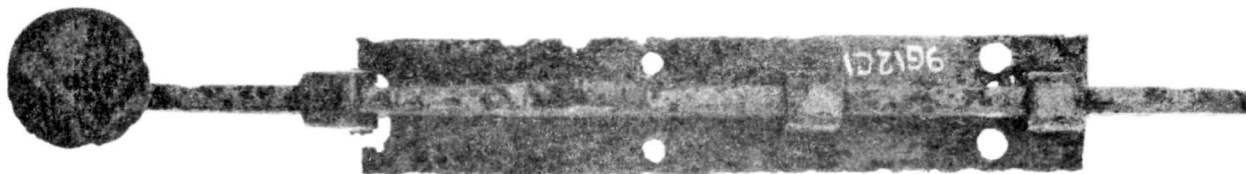
Figure 36

Coteau du Lac sliding bolt types; plan view

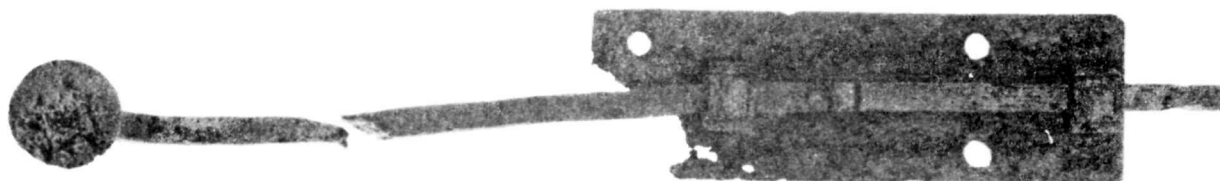
(RA - 698 - B)



**a**



**b**



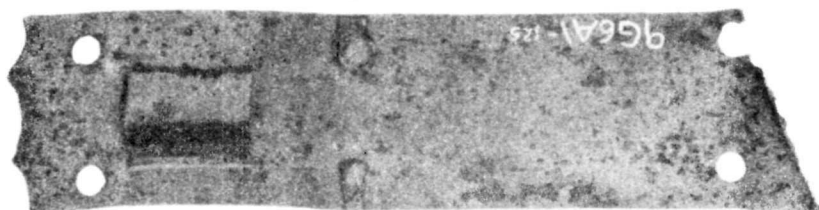
**c**



**d**



**e**



**f**

0 1 2 3 4 5 6 7 cm

1 2 3 4 5 6 7 8 9 10



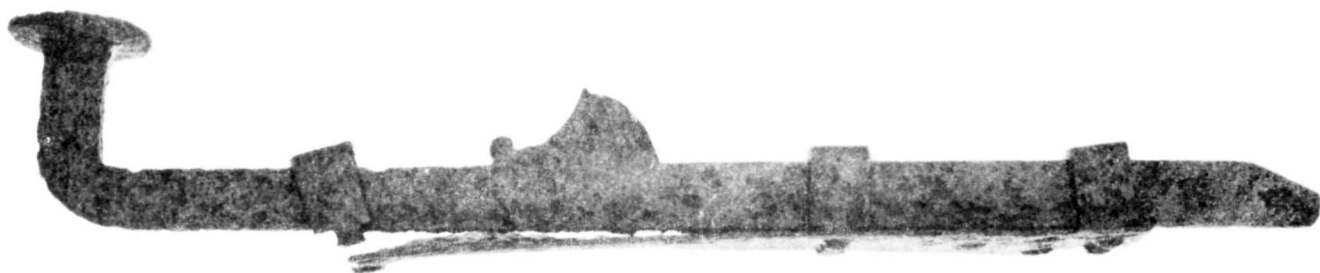
Figure 37

Coteau du Lac sliding bolt types; side view

(RA - 699 - B)



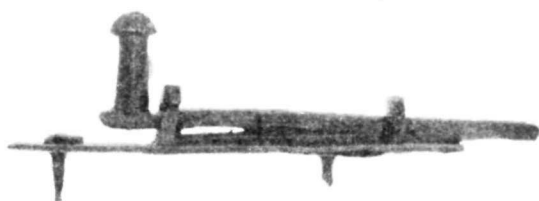
**a**



**b**



**c**



**d**



**e**





## STAPLE

Definition: an open loop, shaped somewhat like a "U", having its two arms approximately parallel and equal in length and through which a bar of some form passes to be held in place. It consists of two basic parts; the shank, which is the central portion, and the arms, with one attached to each end of the shank.

### Normal Orientation

Plan View: having the plane of the object perpendicular to the line of observation with the shank superior and the longitudinal axis of the arms vertical.

Side View: having the plane of the object parallel to the line of observation with the shank superior and the longitudinal axis of the arms vertical.

Top View: having the plane of the object and the longitudinal axis of the arms parallel to the line of observation with the shank nearest to the observer.

General Form: based on the form of the arch or bend of the shank.

Round: being in the form of a simple, rounded, single centered arch (Fig. 39a, b, d - g).

Square: being in the form of a flat arch (Fig. 39c, h - k).

### Attachment

Mortise: being in some way inserted into the material to which it is attached.

Driven (Fig. 39 d - k).

Bolted: having the ends of the arms threaded with the arms passed through prepared holes in the material and

held in place with a nut on the end.

Plate: being attached to a plate which is in turn attached with fastenings.

Riveted: having the ends of the arms passed through the plate and riveted (Fig. 39a).

With Rivets: having the ends of the arms bent outward at right angles and held in place by rivets passed through them and the plate.

Shank

Cross Section: determined at the centre.

Circular

Rectangular

Square

Squared

Flat

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Tapered: being a reduction in cross section toward the arms; its absence need not be noted.

Offset: being an abrupt and substantial reduction in cross section, on one or more sides. When present, it is also considered to represent the end of the shank.

Form

Rounded

Squared

Location A: being its lateral location.

One Side: being only one side of the arm, in a side view.

Both Sides: being on both sides of the arm, in a side view.

Interior: being on the interior side of the arm, in plan view.

Location B: being its longitudinal location; applicable only for squared forms.

At the Bend

Below the Bend

#### Arms

##### Cross Section

Circular

Rectangular

Square

Flat

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Combination: being any combination of the above possibilities recorded as \_\_\_\_ to \_\_\_\_, beginning at the upper end of the arm.

##### Taper

Uniform: tapering approximately equally on all sides.

Primarily Front and Back: as seen in plan view.

Untapered

Point

Sharp

Edge

Squared

Rounded

Offset: being an abrupt and substantial reduction in cross section on one or more sides, from the arm to the shank.

Form

Rounded

Squared

Location

Interior Surface: in plan view.





Figure 38

Format for description of a staple



Figure 39

Coteau du Lac staple types





## THUMB LATCH

Definition: a closure device attached to a door; consisting of several different parts as follows: (Fig. 46).

Handle: attached to one side of the door, being opposite to that of the latch bar, and providing a means of grasping and moving the door (Fig. 47a, b; 48-50).

Lift Bar: a bar through the door, passing through some part of the handle, and emerging immediately below the latch bar. Downward pressure on the handle end raises the other and consequently also raises the latch bar (Fig. 46; 47e - g; 48c - e).

Latch Bar: a bar attached to one side of the door, opposite to that of the handle, with one end projecting slightly beyond the edge of the door to engage with a catch attached to the frame (Fig. 46; 51f - h).

Latch Bar Catch: a device attached to the door frame, on the same side as the latch bar, and providing a notch into which the projecting end of the latch bar can fall to hold the door closed. (Fig. 46; 51a - d).

Latch Bar Guide: a staple attached to the door, straddling the latch bar, with the arms determining the extent of movement for the latch bar (Fig. 46; 51e, j).

Latch Bar Lock: a second bar attached above the latch bar and which can be moved into a position to prevent the latch bar from being lifted (Fig. 46; 51e ).

A complete latch, when attached to a door, consists of at least a handle with lift bar, a latch bar, catch and guide. The designation thumb latch is derived from the fact that pressure on one end of the lift bar, to raise the latch bar, is provided by a thumb.

Although numerous parts are involved in a complete latch on a door, in an archaeological context these will most often be found separately. Unless there is some conclusive evidence from the excavation records that various parts are actually from the same door, each part should be catalogued separately with possible associations left for subsequent discussions.

Normal Orientation: each part has its own version of normal orientations which will be provided individually for each one. In most instances, these will approximate the items position on a door.

#### Thumb Latch Handle

Definition: consisting of a grasp attached in some way to one or more plates which are in turn fastened to the door (Fig. 47a, b; 48a, b).

#### Normal Orientation

Plan View: having the back plate(s) in a plane perpendicular to the line of observation with the longitudinal axis of the grasp vertical, the lift bar superior, and the grasp in front of the plate(s) (Fig. 47a, b).

Side View: having the plane of the back plate(s) vertical and parallel to the line of observation, the grasp appearing to the left and the lift bar superior

(Fig. 48a, b).

General Form: based on the overall appearance in plan view and the manner in which the grasp is joined to the back plate(s).

One Piece: being a grasp with one or both ends forged into a fastening plate, termed a cusp.

Double Cusp: having a cusp at each end of the grasp.

Similar: having both cusps alike, or near alike, in size and shape (Fig. 47a; 49a, c).

Dissimilar: having the cusps unlike in size, shape, or both.

Cusp and Shank: having a cusp on the upper end of the grasp with the lower end left as some form of shank which can be driven into or through the door.

Two Piece: having the ends of the grasp pass through a plate, termed an escutcheon, and riveted into place. To prevent movement, each end is enlarged to form a shoulder which rests on the front of the escutcheon (Fig. 47b; 48b; 50a, b).

Three Piece: having each end of the grasp pass through a separate plate, each termed an escutcheon, and riveted into place. To prevent movement, each end is enlarged to form a shoulder which rests on the front of the escutcheons (Fig. 50).

Similar: having both escutcheons alike, or near



alike, in size and shape.

Dissimilar: having the escutcheons unlike in size, shape, or both.

Attachment: manner in which the handle is held in place on the door. This feature is implied in the descriptions of general form, all cusps and escutcheons are attached with fastenings and shanks are driven into or through the door, and, consequently, does not require a separate statement.

Pivot: based on the type of opening for the lift bar.

Forged: having a special section, to pass the lift bar through, forged between the upper end of the grasp and the lower edge of the upper cusp (Fig. 47a; 49a ).

Perforated Cusp: having a perforation in the upper cusp (Fig. 49c).

With Auxilliary Plates: having two vertical plates on the back of the cusp, one on either side of the perforation.

Perforated Escutcheon: having a perforation in the escutcheon, above the grasp. In the case of three piece types this will be in the upper escutcheon.

With Auxilliary Plates: having two vertical plates on the back of the escutcheon, one on either side of the perforation (Fig. 47b).

### Grasp

Form: in a side view.

Three Centered Arch (Fig. 48a; 49b, d).

Squared: being like a flat arch.

Cross Section

Circular

Oval

Rectangular

Square

Squared

Flat

Bevelled Edges: used in combination with some of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Taper

Uniform: being approximately equal on all sides; suitable for characterizing circular or oval cross sections. This should be taken to be towards both ends.

On Two Sides: as seen in a plan view.

Non Taper

Thinning

Away from Ends: as seen in a side view.

Decoration: each example of decoration should be illustrated with the description until some idea becomes available on the types which can be expected and the categories they may fit into.

Fastening Plate(s): if more than one is present, each should be described separately as far as is necessary, with an

indication of whether it applies to the upper or lower one.

Lusp

Form

Reniform (Fig. 47a; 49a).

Triangular: with a distal apex.

Fastening Holes

Number

1 - n

Arrangement

Triangular

Square

Rectangular

Trapezoidal

Manufacture

Punched

Shape

Circular

Irregular

Squared

Escutcheon

Form

Rectangular

With Scalloped Corners (Fig. 47b; 50a).

Fastening Holes

Number

1 - n

Arrangement

Sides and End: being at either end and  
midway along the sides.

Lift Bar: described according to the system for lift bars  
available elsewhere.

Thumb Latch, Lift Bar

Definition: consisting of a bar with one end spread into  
some form of a rounded plate, termed the thumb press, with  
the remainder designated as the shank. In use the thumb  
press is located above the grasp of the handle with the other  
end of the shank serving to lift the latch bar (Fig. 47c - e;  
48c - e).

Normal Orientation

Side View: as it would be seen in a side view of a  
handle to which it is attached; with the longitudinal  
axis horizontal, the plane of the thumb press horizontal,  
and the thumb press to the left (Fig. 48c - e).

Top View: as it would be seen from above when attached  
to a handle; with the longitudinal axis horizontal, the  
plane of the thumb press perpendicular to the line of  
observation, and the thumb press to the left (Fig. 47c  
- e).

General Form: based on the curvature of the shank, in a side  
view.

Straight Shank: having no curvature (Fig. 48c - e).

Curved Shank: having the lift end bent or curved downward. This feature can take several forms which should be added as sub-categories when they are encountered in the collections. At present there are insufficient varieties available to make such distinctions (Fig. 48b).

Pivot: manner in which the shank pivots, or the type of fulcrum used for the pivot.

Pin: having a pin through the shank, near the thumb press (Fig. 48a, b).

Perforation Edge: having the lower edge of the shank pivoting on the lower edge of the perforation through the cusp or escutcheon (Fig. 49c, d).

Attachment: manner in which the lift bar is held in place on the handle.

Pivot Pin: being held in place by the pivot pin passing through the shank and also some part of the handle. For types having a pin pivot this attribute is self evident and need not occur as a separate entry in a description (Fig. 48a, b).

Split Shank: having the lower edge of the shank split and bent out slightly; the handle being held between the end of the split and the thumb press (Fig. 48e).

Notched Shank: having a notch on the lower edge of the shank; the handle being held in place by either side of the notch.

Pin: having a pin through the shank; the handle being through the shank and also a shoulder on the thumb press at its junction with the shank; the handle being held in place between the pin and the shoulder.

Shank

Cross Section

Rectangular: with the long dimension being vertical, in a side view.

Squared

Taper

Uniform: tapering approximately equally on all sides.

Top and Bottom: in a side view.

Lateral Sides: being the wider surfaces in a rectangular cross section.

Non Taper

Thumb Press

Form: in a top view.

Circular (Fig. 47e, g).

Oval (Fig. 47f).

Reniform

Spatulate

Flared: having the sides recurved at the narrow end.

Curvature: based on the appearance of the upper surface.

Straight: having no curvature.

Laterally: having no curvature in an end view.

Longitudinally: having no curvature in a side view.

Flat: having no curvature in either view  
(Fig. 48c ).

#### Convex

Laterally: being convex in an end view.

Longitudinally: being convex in a side view.

#### Concave

Laterally: being concave in an end view.

Longitudinally: being concave in a side view.

Dished: being concave in both views.

#### Shoulder

Shouldered: having an abrupt reduction in cross section at the junction with the shank.

#### Thumb Latch, Latch Bar

Definition: a bar attached, at one end, along the surface of the door, engaging with the catch on the door frame, and pivoting about the attached end in a vertical plane (Fig. 51f - h).

#### Normal Orientation

Plan View: in a plane perpendicular to the line of observation with the longitudinal axis horizontal, the pivot to the right, and the front facing the observer. The front is that surface not in contact with the surface of the door and the one to which a handle may be

attached (Fig. f - h).

Side View: being in a plane parallel to the line of observation with the longitudinal axis horizontal, the pivot to the right, and the back inferior.

Shank: the major portion of the bar exclusive of the pivot end.

Cross Section

Rectangular

Squared

Flat

Bevelled Edges: used in combination with any of the above possibilities and recorded as \_\_\_\_ with bevelled edges.

Front Only: being only the edges on the front surface of the bar.

Taper: being a reduction in lateral dimension in plan view.

Toward Pivot

Full: beginning at or near the catch end and extending all the way to the pivot.

One Half: beginning approximately at the mid point and extending to the pivot (Fig. 51f ).

One Third: beginning approximately one third the length of the shank from the pivot end and extending to the pivot (Fig. 51g, h).



Pivot End: being only a short length of the shank at the pivot end.

Waisted: being a taper from both the pivot and catch ends to some point between.

Thinning: being a reduction in lateral dimension in a side view.

Thinned

Handle: an additional feature on the front of the shank to assist in raising the bar from that side of the door.

Manufacture

Bent: being bent from the catch end.

Added: being an additional piece attached somewhere between the catch and pivot ends.

Riveted: having one end of the handle shank passing through the bar and being riveted (Fig. 51h).

Shank

Cross Section

Circular

Rectangular

Grasp

Form

Flat, Circular

Spherical

Hemispherical

Manufacture

Forged: being shaped from the end of the shank.

Shank-Pivot Junction

Shoulder: being a step down from the shank to the pivot, on the front surface.

Ridge: having a lateral ridge, on the front.

Pivot: the end attached to the door, in some form of a plate.

Form: in plan view.

Circular (Fig. 51g).

Reniform (Fig. 51f).

Fastening Hole

Manufacture

Punched

Form

Circular

Irregular

Squared

Attachment: manner in which the bar is held on the door, at the pivot end.

Direct: attached directly to the door with some form of fastening through the pivot.

Indirect: attached to a plate which is in turn attached to the door with fastenings.

Plate

Form

Rectangular (Fig. 51h).

Fastening Holes

Number

1 - n

Location

Corners

Ends

Thumb Latch, Latch Bar Catch

Definition: providing some form of notch into which the catch end of the latch bar can fall to hold the door closed (Fig. 51a - d).

Normal Orientation

Side View: being in a plane perpendicular to the line of observation with the longitudinal axis of the shank horizontal, the hook superior and to the left, and, if a back plate is present, it will be in a vertical plane parallel to the line of observation (Fig. 51a - d).

General Form

Figure 4: being a triangular hook attached to some form of shank (Fig. 51a - d; 52).

Plate: specific forms of plate should be added as subcatagories as they are encountered in the collections.

Attachment

Mortise

Driven: with the shank driven into the door frame (Fig. 51a - c; 52).

Surface: with a plate against the surface of the door,  
held in place by fastenings through it (Fig. 51d).

Shank

Cross Section

Rectangular

Square

Squared

Taper

Uniform: being approximately equal on all  
sides.

Non Taper

Point: only for driven types.

Sharp

Edge

Squared

Rounded

Blunt

Reinforcing: being an additional bar extending down  
from the hook.

Form: an indication of its longitudinal axis  
relative to the longitudinal axis of the shank on  
the catch.

Parallel: extending down from the hook for a  
short distance and then bent to parallel the  
shank on the catch (Fig. 51c; 52b).

Oblique (Fig. 52a c).

Attachment

Mortise

Driven (Fig. 51c; 52b, c).

Surface: attached with a fastening through the end (Fig. 52a ).

Butted: with the end resting on the door frame or back plate without being attached to it (Fig. 51d; 52d).

Shank

Cross Section

Rectangular

Square

Squared

Taper

Uniform: approximately equal on all sides.

Primarily on Two Opposite Sides

Non Taper

Point: only for driven types

Sharp

Edge

Squared

Rounded

Blunt

End Treatment: plate at the end of the shank; for surface attachments.

Form

Circular

End Finish: additional element at the end of the shank; at present only applicable to butted attachments.

Curled

Ornamentation

Twisted: having the bar twisted several times to form a spiral

Fastening Plate: whenever present.

Form

Rectangular

Square

Fastening Holes

Number

1 - n

Form

Circular

Irregular

Square

Irregular

Manufacture

Punched

Location

Corners

Ends

Thumb Latch, Latch Bar Guide

Definition: being some form of square staple. When it is not attached to a back plate it can not be designated positively as being a guide and, consequently, will be described as a staple. The cataloguing system here is only for those forms which can be designated positively as guides; being attached to a back plate and having only sufficient room between the plate and staple the thickness of a latch bar (Fig. 51i, j).

Normal Orientation

Plan View: having the back plate in a plane perpendicular to the line of observation with the longitudinal axis of the shank of the staple vertical and the staple in front of the plate.

Staple

Form: implicit in the definition and, consequently, not necessary as a separate statement in a description.

Cross Section: of the stock.

Rectangular

Square

Squared

Flat

Plate

Form

Rectangular

Square

Fastening Holes

Number

1 - n

Form

Circular

Irregular

Square

Irregular

Manufacture

Punched

Location

Corners

Ends

Thumb Latch, Latch Bar Lock

Definition: consisting of a bar with a pivot plate at one end, the remainder being termed the shank (Fig. 51e).

Normal Orientation

Plan View: with the longitudinal axis of the shank vertical, the plane of the pivot perpendicular to the line of observation and the front facing the observer; the front being the surface opposite to the one in contact with the surface of the door when attached.

Shank

Cross Section



Rectangular

Narrow: having one of the sides with a shorter dimension in contact with the surface of the door.

Squared

Plano-Convex

Taper

Toward Pivot

Non Tapered

Shoulder

Shouldered: being an abrupt step down from the shank to the pivot on the front of the object.

Pivot

Form

Circular (Fig. 51e).

Reniform

Cardioid



Figure 40

Format for description of a thumb latch, handle

	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	
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20																													42							

1) Catalogue No. THUMB LATCH, HANDLE, Material, Manufacture, Completeness.  
Date. Cataloguer.

2) Quantity: \_\_. Consisting of...

3) General Form; Attachment; Pivot

4) Grasp: form; Cross Section; Taper; Thinning; Decoration

5) Fastening Plates: Cusp: Form; Fastening Holes  
or  
Escutcheon: Form; Fastening Holes;

6) Lift Bar

7) Metric Attributes

8) Comments

9) Illustrations (if necessary)

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NPC 144 (3-68) F89346 MCBE

Figure 41

Format for description of a thumb latch, lift bar

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42										
<div style="display: flex; justify-content: space-between;"> <div> <p>1) Catalogue No. THUMB LATCH, LIFT BAR, Material, Manufacture, Completeness.</p> <p>2) Quantity: __. Consisting of...</p> <p>3) General Form; Pivot; Attachment</p> <p>4) Shank: Cross Section; Taper</p> <p>5) Thumb Press: Form; Curvature; Shoulder</p> <p>6) Metric Attributes</p> <p>7) Comments</p> <p>8) Illustrations (if necessary)</p> </div> <div style="text-align: right;"> <p>Date. Cataloguer</p> </div> </div>																																																			
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M L K																															1 2 3 4 5 6 7 8 9 10 11 12											1 2 3 4 5 6 7 8 9 10 11 12									

Figure 42

Format for description of a thumb latch, latch bar

43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78																											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20											21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42											
<p>1) Catalogue No. THUMB LATCH, LATCH BAR, Material, Manufacture, Completeness. Date. Cataloguer.</p> <p>2) Quantity: __. Consisting of...</p> <p>3) Shank: Cross Section; Taper; Thinning; Handle</p> <p>4) Pivot: Form; Fastening Hole</p> <p>5) Attachment</p> <p>6) Metric Attributes</p> <p>7) Comments</p> <p>8) Illustrations (if necessary)</p>																																											<p>DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT</p>										<p>NPC 144 (3-68) F89346 MCBEE</p>									
<p>M L K</p>																																											<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</p>																			



Figure 43

Format for description of a thumb latch, latch bar catch

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
1) Catalogue No. THUMB LATCH, LATCH BAR CATCH,Material,Manufacture,Completeness.																																	
Date. Cataloguer.																																	
2) Quantity: __, Consisting of...																																	
3) General Form; Attachment																																	
4) Shank: Cross Section; Taper; Point																																	
5) Reinforcing: Form; Attachment; Shank; Point, or End Treatment, or End Finish;																																	
Ornamentation.																																	
6) Fastening Plate: Form; Fastening Holes																																	
7) Metric Attributes																																	
8) Comments																																	
9) Illustrations (if necessary)																																	
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Figure 44

Format for description of a thumb latch, latch bar guide

44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41
<p>1) Catalogue No. THUMB LATCH, LATCH BAR GUIDE,Material,Manufacture,Completeness. Date. Cataloguer.</p> <p>2) Quantity: __. Consisting of...</p> <p>3) Staple: Form; Cross Section</p> <p>4) Plate: Form; Fastening Holes</p> <p>5) Metric Attributes</p> <p>6) Comments</p> <p>7) Illustrations (if necessary)</p>																																								
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<p>NPC 144 (3-68) F89346 MCBEE</p>																																								

Figure 45

Format for description of a thumb latch, latch bar lock

		43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78																					
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		1) Catalogue No. THUMB LATCH, LATCH BAR LOCK, Material, Manufacture, Completeness. <div style="text-align: right;">Date. Cataloguer.</div>																				23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41	
		2) Quantity: __. Consisting of...																					
		3) Shank: Cross Section; Taper; Shoulder																					
		4) Pivot: Form																					
		5) Metric Attributes																					
		6) Comments																					
		7) Illustrations (if necessary)																					
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Figure 46

Parts of a thumb latch

- a) Lift bar
- b) Latch bar
- c) Latch bar catch
- d) Latch bar guide
- e) Latch bar lock

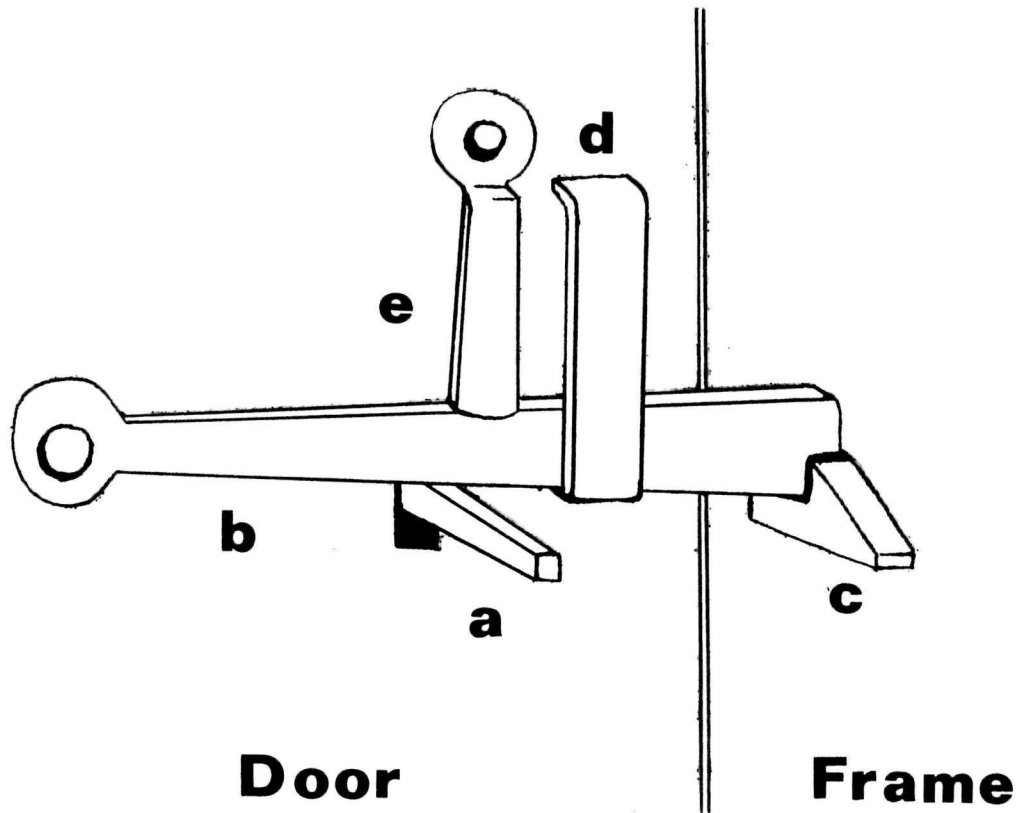




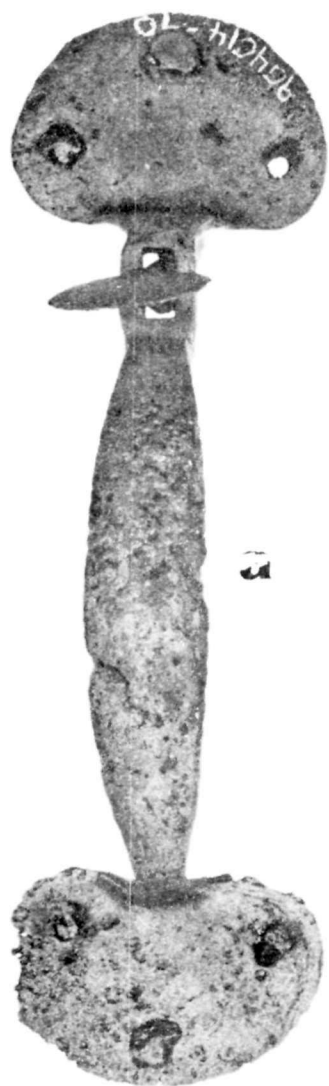
Figure 47

Coteau du Lac thumb latch types

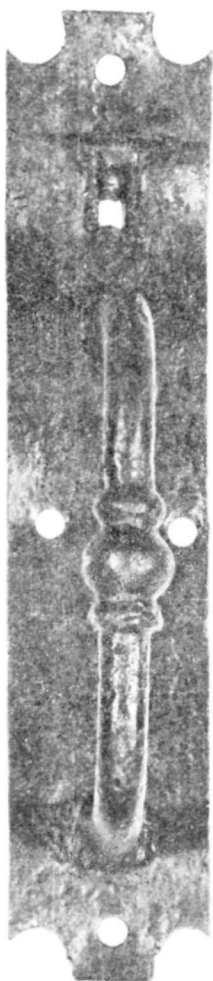
a - b) Thumb latch handle types, plan view

c - e) Thumb latch lift bar types, top view

(RA - 753 - B)



**a**



**b**



**c**



**d**



**e**



Figure 18

Coteau du Lac thumb latch types

a - b) Thumb latch handle types, side view

c - e) Thumb latch lift bar types, side view

(RA - 700 - B)

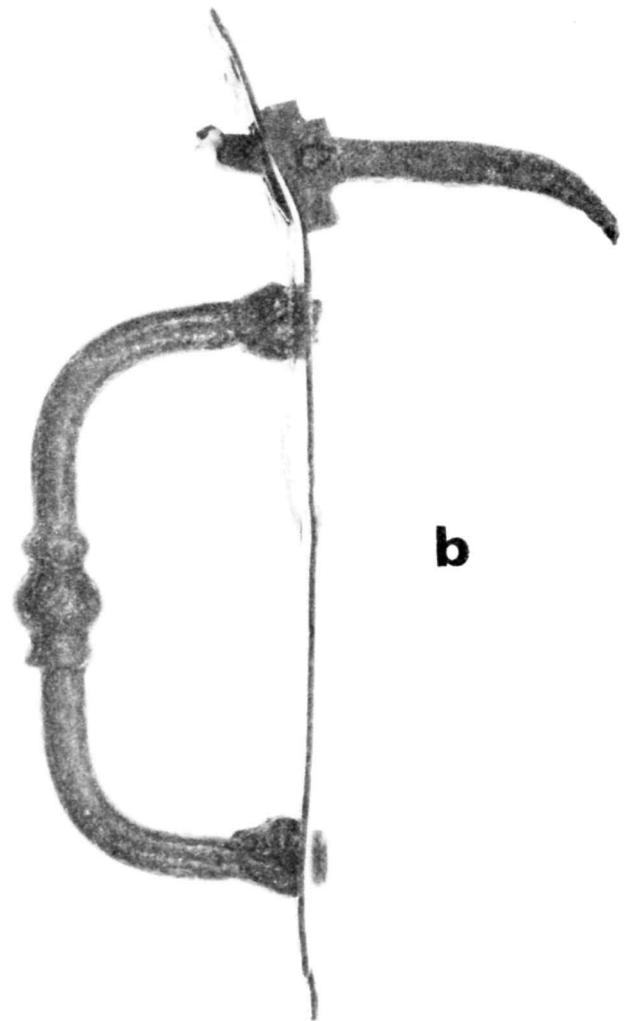
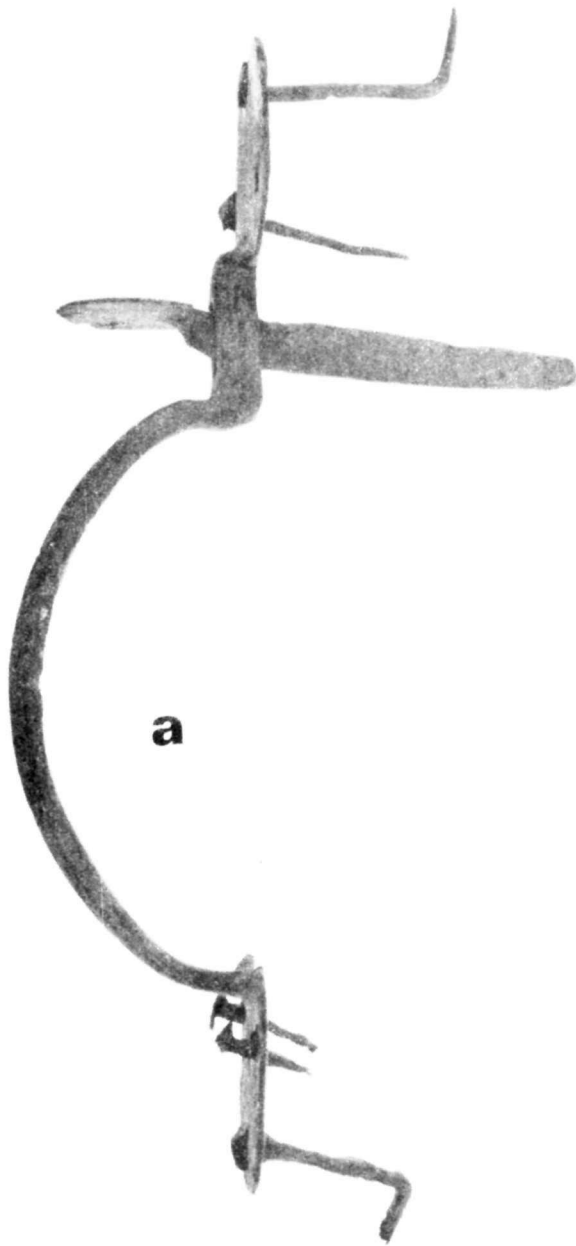
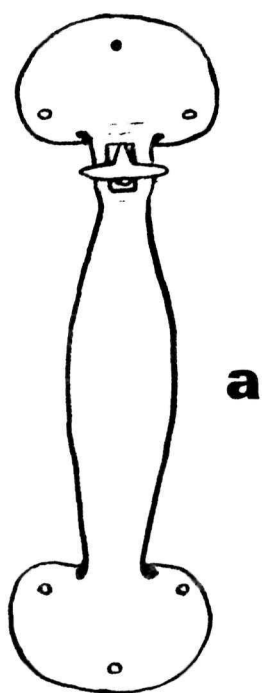


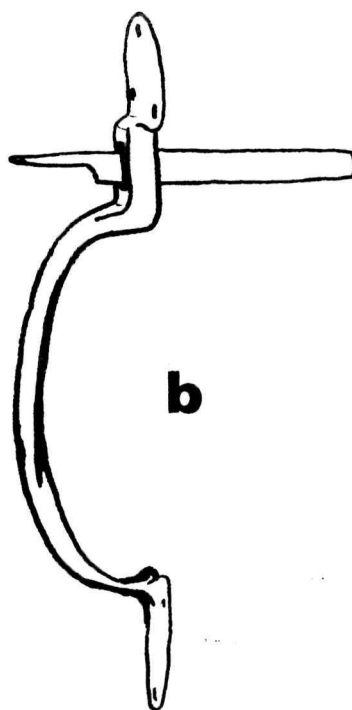
Figure 49

a, c) Thumb latch handle forms, plan view

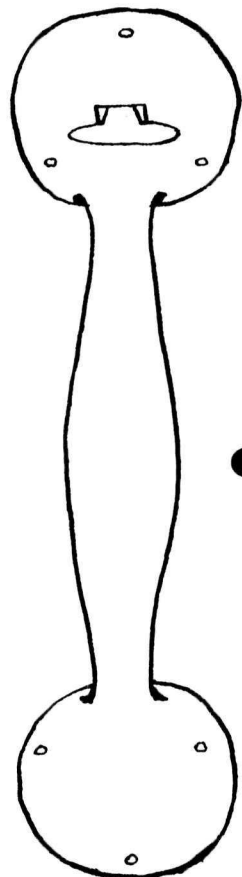
b, d) Thumb latch handle forms, side view



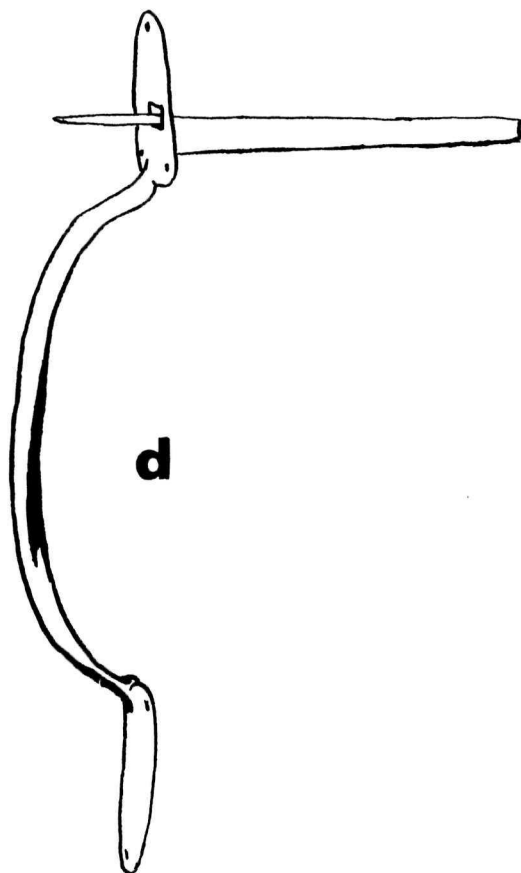
**a**



**b**



**c**

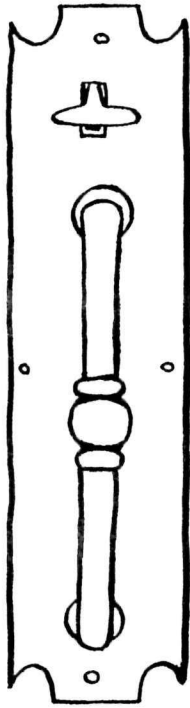


**d**

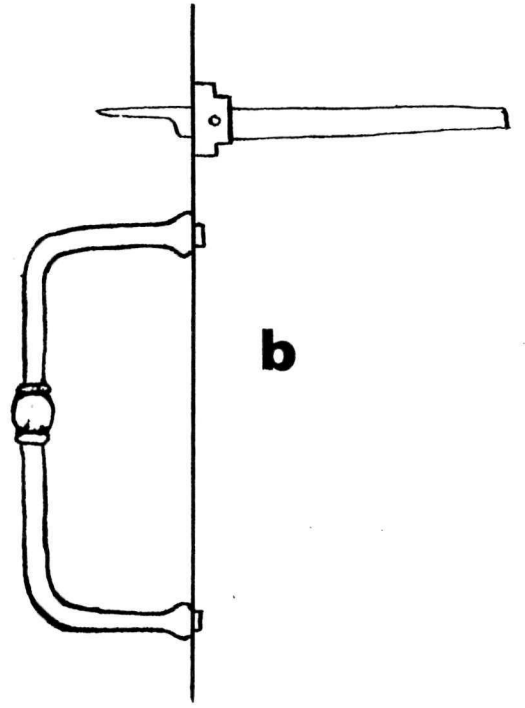
Figure 50

a, c) Thumb latch handle forms, plan view

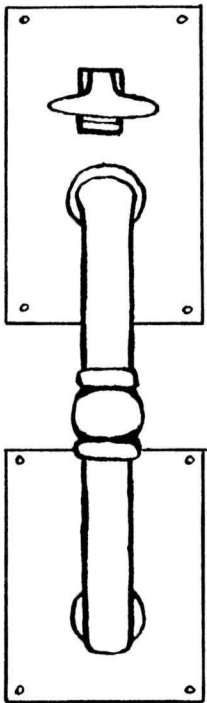
b) Thumb latch handle forms, side view



**a**



**b**



**c**



Figure 51

Coteau du Lac thumb latch types

a - d) Thumb latch latch bar catch types

e) Thumb latch latch bar lock type

f - h) Thumb latch latch bar types

i - j) Thumb latch latch bar guide types

(RA - 695 - B)



Figure 52

Thumb latch, latch bar catch reinforcing and attachment types

