

Definitions of the Medieval Memoria Online Description Standard for Texts concerning memoria

Version 2.0

Level 1: General description of the entire manuscript or text-carrier

Definition: (general description) contains a description of a single identifiable manuscript or text-carrier, which is either a manuscript or text-carrier containing one text or a manuscript or text-carrier consisting of more than one text. In order to be included in MeMO DS at least one of the texts in the manuscript or text-carrier must have had a memorial function inside a religious or ecclesiastical community/institution.

1.1. Manuscript or text-carrier identifier

Definition: (manuscript identifier) contains the information required to identify the manuscript or text-carrier being described, i.e. a unique code or number.

1.2. Manuscript or text-carrier name

Definition: (text-carrier name) contains any form of unstructured alternative name used for the manuscript or text-carrier, e.g. a document name as given in an inventory or catalogue, shorthand or epithet.

1.3. Categorisation

Definition: (category): contains a systematic classification and short description of the manuscript or text-carrier being described.

1.3.1. Type of text-carrier

Definition: (type) indexes the type of the entire manuscript or text-carrier according to a neutral categorisation. The number of indexing terms may be extended.

1.3.2. Classification

Definition: (classification) indexes the classification of the entire manuscript or text-carrier according to a 'traditional' categorisation, e.g. miscellany, composite. The number of indexing terms may be extended.

1.3.3. Short description

Definition: (description) contains a short description of the entire manuscript or text-carrier, which may also hold an indication of the date, e.g. 'a 15th-century miscellany with six memorial texts and two liturgical texts from the same institution' or 'a convolute with three memorial texts from institution X and two literary texts of unknown origin, bound together by a private collector in the 18th century'.

1.3.4. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

1.4. Holding institution

Definition: (holding institution) contains a description of the institution where the manuscript or text-carrier is being kept. If (it is known that) parts of the manuscript or text-carrier are dispersed over several holding institutions, each holding institution needs to be described separately. In such cases element 1.4. needs to be repeated for each holding institution.

1.4.1. Name of the holding institution

Definition: (name) contains the name of the holding institution where the manuscript or text-carrier is being kept, e.g. an archive, library, museum, university, church or private collection.

1.4.2. Location of the holding institution

Definition: (location holding institution) contains information concerning the location of the holding institutions according to the current geo-political constellation.

1.4.2.1. Country

Definition: (country) contains the name of a geo-political unit, such as a nation, country, colony, or commonwealth, larger than or administratively superior to a region.

1.4.2.2. Region

Definition: (region) contains the name of an administrative unit such as a province or county, larger than a municipality or settlement, but smaller than a country.

1.4.2.3. Municipality

Definition: (municipality) contains the name of a single geo-political and administrative unit consisting of one or more settlements.

1.4.2.4. Settlement

Definition: (settlement) contains the name of a settlement, e.g. a city, town, or village identified as a single geo-political unit.

1.4.3. Website

Definition: (website) contains a direct link to the homepage or general website of the holding institution.

1.4.4. Repository/collection

Definition: (repository) contains the name of the repository or collection where the manuscript or text-carrier is stored.

1.4.5. Entry number of repository/collection

Definition: (entry number repository) supplies any number or other identifier used to identify the repository or collection in a standardised way. These entry numbers are mostly used in archives.

1.4.6. Identifier

Definition: (identifier) supplies any number or other identifier used to identify a manuscript or text-carrier in a standardised way by the holding institution, e.g. inventory number or catalogue number.

1.4.7. Link to online description

Definition: (online description link) contains a direct link to the description of the manuscript or text-carrier in an online inventory/catalogue of the holding institution.

1.4.8. Alternative or previous repository/collection

Definition: (alternative repository) contains the name of an alternative or previous repository or collection used by the holding institution or a former holding institution for a manuscript or text-carrier, such as a former repository name (including a possible alternative entry number of the repository).

1.4.9. Alternative or previous repository identifier(s)

Definition: (alternative identifier) supplies an alternative or former number or other identifier used to identify the manuscript or text-carrier in a standardised way, e.g. former inventory number or catalogue number.

1.4.10. Accessibility

Definition: (accessibility) contains any additional information concerning the accessibility of the manuscript or text-carrier, e.g. 'the manuscript or text-carrier is part of a private collection' or 'the manuscript is only available on microfilm'.

1.4.11. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

1.5. Physical description

Definition: (physical description) contains a physical description of the entire manuscript or text-carrier.

1.5.1. Material

Definition: (material) indexes the material of which a manuscript or text-carrier is composed. The number of indexing terms may be extended.

1.5.2. Watermark

Definition: (watermark) contains a description of a watermark or similar device.

1.5.3. Number of leaves

Definition: (number of leaves) contains a description of the number of leaves of the manuscript or text-carrier. It also states if the manuscript or text-carrier has page numbers and/or folio numbers.

1.5.4. Collation

Definition: (collation) contains a description of the manuscript or text-carrier's current and original structure, that is, the arrangement of its leaves and quires. This information may be conveyed using informal prose, or any appropriate notational convention.

1.5.5. Dimensions

Definition: (dimensions) contains a dimensional specification (height x width) in millimetres, measured from the highest and widest point.

1.5.6. Condition

Definition: (condition) contains any descriptive or other information concerning the physical condition of the manuscript or text-carrier. It may state if the manuscript or text-carrier contains defects that affect the readability of the texts, such as pages lost, water damage or signs of wear, and also the location of these defects within the manuscript or text-carrier.

1.5.7. Adaptation(s)

Definition: (adaptation) contains any descriptive or other information concerning any adaptations of the manuscript or text-carrier during the time it had a memorial function.

1.5.7.1. Type of adaptation(s)

Definition: (type of adaptation) indexes the type of adaptations of the manuscript or text-carrier during the time it had a memorial function. The number of indexing terms may be extended.

1.5.7.2. Specify adaptation(s)

Definition: (specify adaptation) contains any explicatory and/or supplementary information concerning any adaptations of the manuscript or text-carrier during the time it had a memorial function.

1.5.8. Cover

Definition: (cover) contains any descriptive or other information concerning the cover of the manuscript or text-carrier.

1.5.8.1. Cover material

Definition: (cover material) indexes the type of material used for the cover. The number of indexing terms may be extended.

1.5.8.2. Date of the cover

Definition: (cover date) contains an approximate or specific date or a range of dates for the cover of the manuscript or text-carrier, numerically given, e.g. 1470 or 1650-1700.

1.5.8.3. Specify date of the cover

Definition: (specify cover date) contains any explicatory and/or supplementary information concerning the date of the cover, e.g. 'the cover is original and dates from the late 15th century, because...?'

1.5.9. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

1.6. Contents

Definition: (contents) describes the intellectual content of a manuscript or text-carrier.

1.6.1. List of contents

Definition: (list of contents) contains a list of the contents of a manuscript or text-carrier, with the location (page/folio) of each text in the manuscript or text-carrier. This list of contents is drawn up by the describer.

1.6.2. Table of Contents

Definition: (table of contents) contains a description of any available table of contents that is included in the manuscript or text-carrier. The description will also state where the table of contents is located inside the manuscript or text-carrier, whether it corresponds with the contents of the manuscript or text-carrier, and when it was added (i.e. when the manuscript or text-carrier still had a memorial function or after it had lost its memorial function).

1.6.2.1. Contemporary table of contents

Definition: (contemporary table of contents) indexes whether the manuscript or text-carrier contains a contemporary (i.e. not modern) table of contents.

1.6.2.2. Specify contemporary table of contents

Definition: (specify contemporary table of contents) contains any explicatory and/or supplementary information concerning the contemporary table of contents.

1.6.3. Colophon

Definition: (colophon) contains a description of the colophon that is available in the manuscript or text-carrier.

1.6.3.1. Colophon present

Definition: (colophon present) indexes whether there is any colophon present in the manuscript or text-carrier.

1.6.3.2. Specify colophon present

Definition: (specify colophon present) contains any explicatory and/or supplementary information concerning any colophon present in the manuscript or text-carrier.

1.6.4. Coat of arms

Definition: (coat of arms) contains a general description of any coat of arms depicted in the manuscript or text-carrier. The focus here lies on the coats of arms in the non-memorial texts of the manuscript or text-carrier. The coats of arms in the non-memorial texts will be described in general terms. Coats of arms accompanying memorial texts can be described in more detail in level 2 (element 2.16).

1.6.4.1. Number of coat of arms

Definition: (number of coat of arms) contains the number of coats of arms that can be found throughout the entire manuscript or text-carrier.

1.6.4.2. Location of the coat of arms

Definition: (location of coat of arms) describes the location in the manuscript or text-carrier of the coat of arms. The number of indexing terms may be extended.

1.6.4.3. Specify coat of arms

Definition: (specify coat of arms) contains a short description or any explicatory and/or supplementary information of any depicted coats of arms and location in the manuscript or text-carrier, e.g. shield, armorial bearings.

1.6.5. Illustrations

Definition: (illustrations) contains a general description of any illustrations in the manuscript or text-carrier. The focus here lies on the illustrations in the non-memorial texts of the manuscript or text-carrier. These illustrations will be described in general terms. Illustrations accompanying memorial texts can be described in more detail in level 2 (element 2.17).

1.6.5.1. Location of illustrations

Definition: (location of illustrations) describes the location in the manuscript or text-carrier of any illustration. The number of indexing terms may be extended.

1.6.5.2. Type of illustrations

Definition: (type of illustrations) indexes the types of illustration that can be found in the manuscript or text-carrier. The number of indexing terms may be extended.

1.6.5.3. Specify illustrations

Definition: (specify illustrations) contains a short description or any explicatory and/or supplementary information of the illustrations and location in the manuscript or text-carrier.

1.6.6. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

1.7. Provenance

Definition: (provenance) contains a short description of the history of ownership (and acquisition) of the manuscript or text-carrier after its creation and up to the present day.

1.8. Marks of ownership

Definition: (marks of ownership) contains any descriptive or other information concerning any mark of ownership that is present in or on the manuscript or text-carrier.

1.8.1. Marks of ownership

Definition: (marks of ownership) indexes any mark of ownership in or on the manuscript or text-carrier. The number of indexing terms may be extended.

1.8.2. Specify marks of ownership

Definition: (specify mark of ownership) contains a short description or any descriptive or other information concerning the marks of ownership in or on the manuscript or text-carrier.

1.9. Surrogates

Definition: (surrogates) contains information about any printed, handwritten, photographic or digital representation of (parts of) the manuscript or text-carrier which may exist in the holding institution or elsewhere.

1.9.1. Editions

Definition: (editions) contains any reference about any edition of (parts of) the manuscript or text-carrier, either printed or digital (provide a web link). The annotation style is to be determined by the user or using institution of MeMO DS.

1.9.2. Facsimiles

Definition: (facsimiles) contains any reference about any facsimile of (parts of) the manuscript or text-carrier, either printed or digital (provide web link). The annotation style is to be determined by the user or using institution of MeMO DS.

1.9.3. Transcriptions

Definition: (transcriptions) contains any reference about any unpublished transcription of (parts of) the manuscript or text-carrier, either handwritten or digital. It will also state the location, e.g. in a holding institution or in private ownership, where the transcription is held.

1.9.4. Photos

Definition: (photo) contains information about any digital or photographic representation of (a part of) the manuscript or text-carrier.

1.9.4.1. Photo identifier

Definition: (photo identifier) contains the information required to identify the photos of (a part of) the manuscript, i.e. a unique code or number.

1.9.4.2. Photo location

Definition: (photo location) contains the name of the holding institution and the repository of the photos.

1.9.4.3. Copyright statement

Definition: (photo copyright) contains a copyright statement concerning the photo being identified in 1.9.4.1.

1.9.5. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

1.10. Literature

Definition: (literature) contains a reference to a bibliographic source that discusses the manuscript. The annotation style is to be determined by the user or using institution of MeMO DS, e.g. author, title, year, pages.

1.11. Links to other online descriptions of the same manuscript/text-carrier

Definition: (links) contains a link to other databases or websites with information about the text-carrier.

1.12. Remarks

Definition: (remarks) contains any additional information pertinent to the information in level 1.

1.13. Administrative information

Definition: (administrative information) contains the information required to identify the person describing the manuscript or text-carrier, the date of description and any updates.

1.13.1. Describer

Definition: (describer) contains the name of the person responsible for the description of the manuscript or text-carrier.

1.13.2. Reviewer

Definition: (reviewer) contains the name of the person responsible for reviewing the description of the manuscript or text-carrier.

1.13.3. Date of description

Definition: (date of description) contains the date (yyyymmdd) when the manuscript or text-carrier was described.

1.13.4. Date of update

Definition: (date of update) contains the date (yyyymmdd) when the description of the manuscript or text-carrier was updated.

1.13.5. Workflow

Definition: (workflow) indexes the progress of the description, being either still in progress, ready for reviewing or finished.

1.13.6. Notes

Definition (notes) contains any additional information concerning the description of the text, e.g. specific things that still need to be filled in, or other remarks to communicate with other describers or reviewers.

Level 2: Memorial Text Description

Definition: (memorial text description) contains a description of a specific part of the manuscript being described, i.e. a text with a memorial function in a religious or ecclesiastical community/institution. Level 2 needs to be repeated for each memorial text if a manuscript or text-carrier contains more than one memorial text.

2.1. Memorial text identifier

Definition: (memorial text identifier) contains the information required to identify the specific text that is being described (i.e. a unique code or number).

2.2. Title

Definition: (title) contains a (modern) title (or short description) of the memorial text.

2.3. Location

Definition: (location) contains any reference to one or more folios within a manuscript or text-carrier, where the text is being located. The location is conventionally specified as a sequence of folios or page numbers, but may also be a discontinuous list, or a combination of the two. In case of foliation also provide the *recto* or *verso* side of the folio.

2.4. Key words

Definition: (key words) indexes the type of memorial text according to any convenient typology, e.g. annals, chronicle, death role, register of graves, necrology, obituary (see also Huyghebaert for the memorial registers and Genicot for narrative sources). The number of indexing terms may be extended.

2.5. Incipit

Definition: (incipit) contains the incipit of a text, i.e. the opening words of the text proper, exclusive of any rubric which might precede it, of sufficient length to identify the work uniquely. Such incipits were frequently used in former times as a means of reference to a work, in lieu of a title.

2.6. Explicit

Definition: (explicit) contains the explicit of a text, i.e. the closing words of the text proper, exclusive of any rubric or colophon which might follow it.

2.7. Date

Definition: (date) contains a several descriptions of dates, used to identify three things. Firstly, to date the origin of the intellectual content of the text being described, e.g. ‘the *Historia Francorum* of Gregory of Tours was written in the 6th century’. Secondly, to date the moment or period when this particular version of the text was recorded, e.g. ‘the version of the *Historia Francorum* being described was copied in the 14th century’. And thirdly, to date the period covered by the text, e.g. ‘the second part of the *Historia Francorum* (books V and VI) covers the period 575-584’.

2.7.1. Date of origin

Definition: (date of origin) contains an exact date, a range of dates or an approximate date (i.e. earliest date, latest date) used to identify the origin of the intellectual contents of the text, e.g. a register of gifts started in 1422, or a chronicle of a convent that was originally written in the late 14th century.

2.7.1.1. (Exact) date

Definition: (exact date) contains a year or exact date (yyyymmdd) used to identify the date of origin of the intellectual contents of the text.

2.7.1.2. Date range

Definition: (date range) contains the approximate years (or exact dates) in between which the intellectual content of the text was originally created.

2.7.1.2.1. Earliest date

Definition: (earliest date) contains an approximate year or exact date (yyyymmdd) used to identify the earliest date of the origin of the intellectual content of the text.

2.7.1.2.2. Latest date

Definition: (latest date) contains an approximate year or exact date (yyyymmdd) used to identify the latest date of the origin of the intellectual content of the text.

2.7.1.3. Arguments for the date of origin

Definition: (arguments date of origin) indexes the arguments for the date of origin of the intellectual content of the text.

2.7.1.4. Specify arguments for the date of origin

Definition: (specify arguments date of origin) contains any explicatory and/or supplementary information concerning the date of the origin of the intellectual content of the text.

2.7.2. Date of recording

Definition: (recording date) contains an exact date, a range of dates or an approximate date (i.e. earliest date, latest date) used to identify the moment or period when the text that is being described was recorded, e.g. a copy from 1448 of a register of gifts (that was originally written around 1422), or a register of memorial services from a convent started in 1465 and kept until the dissolution in 1572.

2.7.2.1. (Exact) date

Definition: (exact date) contains a year or exact date (yyyymmdd) used to identify the date of recording of the text.

2.7.2.2. Date range

Definition: (date range) contains the approximate years (or exact dates) in between which the text was recorded.

2.7.2.2.1. Earliest date

Definition: (earliest date) contains an approximate year or exact date (yyyymmdd) used to identify the earliest date of recording of the text.

2.7.2.2.2. Latest date

Definition: (latest date) contains an approximate year or exact date (yyyymmdd) used to identify the latest date of recording of the text.

2.7.2.3. Arguments for the date of recording

Definition: (arguments recording date) indexes the arguments for the date of recording of the text.

2.7.2.4. Specify arguments for the date of recording

Definition: (specify arguments recording date) contains any explicatory and/or supplementary information concerning the recording date of the text.

2.7.3. Dates of separate entries

Definition: (dates of entries) contains a range of dates or an approximate or specific date (i.e. earliest date, latest date) used to identify the moment or period covered by the text, e.g. a register of gifts that cover the period 1391-1425 (regardless about whether the text

was written in that period), or a register of memorial services (started in 1465) with entries from between 1429-1572.

2.7.3.1. (Exact) date

Definition: (exact date) contains a year or exact date (yyyymmdd) used to identify the period covered by the text.

2.7.3.2. Date range

Definition: (date range) contains the approximate years (or exact dates) in between which the separate entries were recorded.

2.7.3.2.1. Earliest date

Definition: (earliest date) contains an approximate year or exact date (yyyymmdd) used to identify the earliest date or moment covered by the text.

2.7.3.2.2. Latest date

Definition: (latest date) contains an approximate year or exact date (yyyymmdd) used to identify the latest date or moment covered by the text.

2.7.3.3. Arguments for the date(s) of separate entries

Definition: (arguments for dates of entries) indexes the arguments for the moment or period covered by the text.

2.7.3.4. Specify arguments for the date(s) of separate entries

Definition: (specify arguments for dates of entries) contains any explicatory and/or supplementary information concerning the moment or period covered by the text.

2.7.4. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.8. Entry sequence

Definition: (sequence) contains any descriptive or other information concerning the structure of the texts.

2.8.1. Type of registration

Definition: (registration type) indexes the type of registration of the entries in the text, e.g. chronologically by year, according to the liturgical calendar. The number of indexing terms may be extended.

2.8.2. Specify type of registration

Definition: (specify registration type) contains any descriptive or other information concerning the structure of the text and its entries.

2.9. (Original) religious or ecclesiastical community/institution

Definition: (original institution) contains a description of the (original) religious or ecclesiastical community/institution where the text had a memorial function. If the text successively had a memorial function in more than one community/institution, each community/institution needs to be described separately. In such cases element 1.5. needs to be repeated for each institution where the text was used.

2.9.1. Institution identifier

Definition: (institution identifier) contains the information required to identify the original community/institution where the text being described had a memorial function, i.e. a unique code.

2.9.2. Name of the community/institution

Definition: (name) contains the name or names of the religious or ecclesiastical community/institution where the text had a memorial function.

2.9.2.1. Name (native tongue)

Definition: (name native tongue) contains the common name (in the native tongue) of the community/institution where the text had a memorial function.

2.9.2.2. Name (English)

Definition: (English name) contains the English translation (if necessary) of the name of the community/institution where the text had a memorial function.

2.9.2.3. Alternative name(s) of the community/institution

Definition: (alternative name) contains any alternative name used by the community/institution itself.

2.9.3. Location (historical)

Definition: (historical location) contains any information concerning the ecclesiastical location of the (original) community/institution.

2.9.3.1. Diocese

Definition: (diocese) contains the name of the (medieval) administrative territorial unit administered by a bishop. In case of a reorganisation of the dioceses the successive divisions should be named, e.g. for the Netherlands before 1559 and after 1559.

2.9.3.2. Parish

Definition: (parish) contains the name of the historical parish where the (original) community/institution was located.

2.9.4. Location (current)

Definition: (current location) contains any information concerning the location of the (original) community/institution if it is compared to the current geo-political constellation.

2.9.4.1. Country

Definition: (country) contains the current name of the geo-political unit, such as a nation, country or commonwealth, larger than or administratively superior to a region, where the original institution was located. For this element the modern name of the geo-political unit is used, to avoid any misconception concerning any changes in the past of the geo-political borders.

2.9.4.2. Region

Definition: (region) contains the current name of the administrative unit such as a province or county, larger than a settlement, but smaller than a country, where the original institution was located. For this element the current name of the administrative unit is used, to avoid any misconception concerning any changes in the past of the geo-political borders, such as a county becoming a duchy, or a part of a county that over the course of time switched from one county to another.

2.9.4.3. Municipality

Definition: (municipality) contains the name of a single geo-political and administrative unit consisting of one or more settlements. For this element the current name of the administrative unit is used, to avoid any misconception concerning any changes in the past of the geo-political borders.

2.9.4.4. Settlement

Definition: (settlement) contains the current name of the settlement such as a city, town, or village identified as a single geo-political unit. For this element the current name of the administrative unit is used, to avoid any misconception concerning any changes in the past of the geo-political borders.

2.9.5. Arguments for the original community/institution

Definition: (arguments for institution) indexes the arguments why the text originates from this community/institution.

2.9.6. Specify arguments for the original community/institution

Definition: (specify arguments for institution) contains any explicatory and/or supplementary information concerning the religious or ecclesiastical original community/institution.

2.9.7. History

Definition: (history) contains a short description of the history of the religious or ecclesiastical community/institution, such as the date or period of foundation, the consecration of the church, chapel or altar(s), reforms of the institution and dissolution.

2.9.8. Extant material

Definition: (extant material) contains information concerning extant archival material, objects and building remnants.

2.9.8.1. Extant archival material

Definition: (extant archives) contains any reference to additional archival material concerning the religious or ecclesiastical community/institution that has survived in archives, libraries, museums, churches, etc., e.g. 'the remaining archive of monastery X can be found in The National Archive'.

2.9.8.2. Extant objects and building remnants

Definition: (extant remnants) contains any reference to any surviving objects or building remnants still or once belonging to the religious or ecclesiastical community/institution, e.g. 'an altar piece from this church can be found in the National Gallery in London', 'only the refectory of monastery X survives', or 'parts of the library of this monastery are now kept at the Utrecht University Library and at the Royal Library in Brussels'.

2.9.9. Literature on the institution

Definition: (literature) contains any reference to a bibliographic source dealing with the religious or ecclesiastical community/institution. The annotation style is to be determined by the user or using institution of MeMO DS, e.g. author, title, year, pages.

2.9.10. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.10. Function(s)

Definition: (functions) contains a description of the function of the text when it had a memorial function. If only an edition or transcription survives, the memorial function of the contents is described as far as is assessable.

2.10.1. Intended user/audience

Definition: (intended user) indexes the function the text. This element describes how the text was used, i.e. for communal or private use, and for liturgical, educational or administrative use. The number of indexing terms may be extended. NB note that liturgical purposes include prayer.

2.10.2. Specify intended user/audience

Definition: (specify intended user) contains any descriptive or other information concerning the intended user.

2.10.3. Intended location of usage

Definition: (location of usage) indexes the location or locations inside the community/institution where the text was used. The number of indexing terms may be extended.

2.10.4. Specify intended location of usage

Definition (specify intended location of usage) contains any descriptive or other information concerning the intended location of usage of the text inside the community/institution.

2.10.5. Depository inside the community/institution

Definition: (depository institution) indexes the depository where the text was kept inside the community/institution. The number of indexing terms may be extended.

2.10.6. Specify depository

Definition: (specify depository) contains any descriptive or other information concerning the depository of the text inside the community/institution.

2.10.7. Traces of usage

Definition: (traces of usage) contains any descriptive or other information concerning traces of usage in the text. Provide the type of traces of usage, such as rubrication, glossary, well-thumbed pages, etc., and the location of these traces in the text.

2.10.8. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.11. Commissioning party

Definition: (commissioning party) contains a description of the commissioning party, personal or corporate, of the text. If the commissioning party consists of a group of individuals who are not part of an organisation or institution the description element of the commissioning party needs to be repeated for each individual.

2.11.1. Commissioning party name

Definition: (commissioning party name) contains a general name or description of the commissioning party, e.g. the name of one or more individuals, or the members of an institution.

2.11.2. Composition of commissioning party

Definition: (commissioning party type) indexes whether the text was commissioned by one or more individuals or an organisation, or whether this is unknown.

2.11.3. Personal details

Definition: (personal details) contains a description of the individual that is part of the commissioning party.

2.11.3.1. Person identifier

Definition: (person identifier) contains a unique identification code with which each individual can be identified.

2.11.3.2. Name

Definition: (name commemorated) contains the name of the individual that is part of the commissioning party.

2.11.3.3. Sex

Definition: (sex) indexes the gender of the individual that is part of the commissioning party.

2.11.3.4. Year of birth

Definition: (birth) contains the exact date/year of birth or an approximate year of birth of the individual that is part of the commissioning party, based on research (yyyymmdd).

2.11.3.5. Year of death

Definition: (death) contains the exact date/year or approximate year of death of the individual that is part of the commissioning party, based on research (yyyymmdd).

2.11.3.6. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this sub-element

2.11.4. Institution details

Definition: (institution details) contains a description of the institution that is (part of) the commissioning party

2.11.4.1. Institution identifier

Definition: (institution identifier) contains a unique identification code with which each institution can be identified.

2.11.4.2. Name

Definition: (name commemorated) contains the name of the organisation, association or group that is part of the commissioning party.

2.11.4.3. Sex

Definition: (sex) indexes the gender of the members of the institution that is part of the commissioning party.

2.11.4.4. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this sub-element.

2.11.5. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.12. Person(s) responsible for the text

Definition: (maker) contains a description of the people responsible for the intellectual (author and compiler) and physical (compiler and scribe) content of the text. If there are several anonymous authors, compilers or scribes, they can be described as a group in sub-element 2.12.1. If one or more authors, compilers or scribes of a text are known, sub-elements 2.12.2. can be repeated for each separate author, compiler or scribe.

2.12.1. Statement of responsibility (redaction)

Definition: (statement of responsibility) supplies a statement of responsibility for the intellectual content of a text, edition, recording, or series, where the specialised elements for authors, compilers, etc. do not suffice or do not apply.

2.12.2. Identity of separate identifiable person

Definition: (identity of maker) contains any descriptive or other information concerning the person responsible for the content, either intellectual or physical, of the text.

2.12.2.1. Name

Definition: (name of maker) contains the name of the person responsible for the content, (intellectual or physical) of the text. This can be either the name of an author (or a descriptive name connected to the intellectual contents of the texts, such as pseudo-Gregory), a compiler or a scribe.

2.12.2.2. Sex

Definition: (sex) indexes whether the author is a man or a woman.

2.12.2.3. Year of birth

Definition: (birth) contains the exact date/year of birth or an approximate year of birth of the person responsible for the content of the text, based on research (yyyymmdd).

2.12.2.4. Year/date of death

Definition: (death) contains the exact date/year or approximate year of death of the person responsible for the content of the text, based on research (yyyymmdd).

2.12.2.5. Role

Definition: (role) indexes the role performed by the person responsible for the content of the text. This role can be either 'author', 'compiler', 'scribe' or a combination.

2.12.2.6. Specify role

Definition: (specify role) contains any explicatory and/or supplementary arguments concerning the role performed by the person responsible for the content of the text.

2.12.3. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.13. Place(s) of production

Definition: (place of production) contains the name of the location where the text originates, i.e. the institution where the text was created. This is not necessarily also the location where the text was used, e.g. a text, being produced in convent A, but used in convent B. If possible it may also contain a cross-reference to element 2.9.1. from this or another description.

2.14. Description of hands

Definition: (description of hands) contains a description of all the different kinds of writing used in a text. This can be done in a standardised way following a fixed terminology, or in a more descriptive manner. The descriptive style is to be determined by the user or using institution of MeMO DS.

2.15. Language

Definition: (language) describes the language used in the text e.g. Latin, Dutch. The number of indexing terms may be extended.

2.16. Coat of arms

For the elements and definitions see Level 2 of MeMO DS for Memorial Objects

2.17. Illustration

Definition: (illustration) contains any descriptive or other information concerning any illustrations accompanying the memorial text. For each illustration element 2.17. needs to be repeated.

2.17.1. Location the illustration

Definition: (location of illustration) describes the location of any illustration in the text, e.g. upper left corner of the margin, left side of the margin, at the beginning of the text.

2.17.2. Type of illustration

Definition: (type of illustration) indexes the type(s) of illustration present in the text. The number of indexing terms may be extended.

2.17.3. Description of the illustration

Definition: (description of illustration) contains a short description or any explicatory and/or supplementary information of the illustration(s) in the text.

2.17.4. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.18. Filiation

Definition: (filiation) contains information concerning the text's filiation, i.e. its relationship to other surviving memorial texts. Provide a cross-reference to these other memorial texts if any other manuscripts or text-carriers are known that contain approximately the same text.

2.19. Register of gifts

Definition: (gifts) contains any descriptive or other information concerning a text that is being classified as a register of gifts.

2.19.1. Types of gifts

Definition: (types of gifts) indexes the types of gifts that are mentioned in the register of gifts into several categories, e.g. money, real estate, pittance, sustenance, objects for worship and decoration. The number of indexing terms may be extended.

2.19.2. Number of gifts

Definition: (number of gifts) indexes the (estimated) number of gifts recorded in the register of gifts.

2.19.3. Types of counter gifts

Definition: (types of counter gift) indexes the types of counter gifts that are being mentioned in the register of gifts, such as prayer, vigil, visit to the grave, etc. The number of indexing terms may be extended.

2.19.4. Benefactors

Definition: (benefactors) contains any descriptive or other information of the donors of the gifts as a group and not as individuals.

2.19.4.1. Number of benefactors

Definition: (number of benefactors) indexes the (estimated) number of donors that are mentioned in the register of gifts.

2.19.4.2. Sex of the benefactors in percentages

Definition: (gender percentages) indexes the percentages of male and female benefactors.

2.19.4.3. Background

Definition: (background of benefactors) indexes general information about the group of donors that are mentioned in the register of gifts as a whole, e.g. donors are members of (or persons associated with) the institution, or donors are extraneous persons (persons from outside the institution). The number of indexing terms may be extended.

2.19.4.4. Specify background of the benefactors

Definition: (specify background of benefactors) contains any explicatory and/or supplementary information concerning the background of the benefactors as a group.

2.19.5. Supplementary information

Definition: (supplementary information) indexes whether the register of gifts contains additional information concerning graves, pittances, memorial services, biographical information etc. The number of indexing terms may be extended.

2.19.6. Specify supplementary information

Definition: (specify supplementary information) contains any explicatory and/or supplementary information concerning any supplementary information.

2.19.7. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.20. Register of graves

Definition: (graves) contains any descriptive or other information concerning a text that is being classified as a register of graves.

2.20.1. Type of register of graves

Definition: (types of graves) indexes the type of register of graves being described.

2.20.2. Number of graves

Definition: (number of graves) indexes the (estimated) number of graves recorded in the register of graves.

2.20.3. Grave owners (if the text is a list of grave owners)

Definition: (grave owners) contains any descriptive or other information of the grave owners as a group and not as individuals.

2.20.3.1. Number of grave owners

Definition: (number of grave owners) indexes the (estimated) number of grave owners recorded in the register of graves.

2.20.3.2. Sex of the grave owners in percentages

Definition: (gender percentages) indexes the percentages of male and female grave owners.

2.20.3.3. Background of the grave owners

Definition: (background of grave owners) indexes general information about the owners of graves. The number of indexing terms may be extended.

2.20.3.4. Specify background of the grave owners

Definition: (specify background of grave owners) contains any explicatory and/or supplementary information concerning the background of the grave owners.

2.20.4. Persons buried

Definition: (persons buried) contains any descriptive or other information of the persons buried as a group and not as individuals

2.20.4.1. Number of persons buried

Definition: (number of buried) indexes the (estimated) number of persons buried recorded in the register of graves.

2.20.4.2. Sex of the persons buried in percentages

Definition: (gender percentages) indexes the percentages of males and females buried.

2.20.4.3. Background of the persons buried

Definition: (background of persons buried) indexes general information about the people buried. The number of indexing terms may be extended.

2.20.4.4. Specify background of the persons buried

Definition: (specify background of persons buried) contains any explicatory and/or supplementary information concerning the background of the persons buried.

2.20.5. Location of graves

Definition: (location of graves) indexes the location of the graves.

2.20.6. Supplementary information

Definition: (supplementary information) indexes whether the register of graves contains additional information concerning graves, pittances, gifts, biographical information etc. The number of indexing terms may be extended.

2.20.7. Specify supplementary information

Definition: (specify supplementary information) contains any explicatory and/or supplementary information concerning any supplementary information.

2.20.8. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.21. Register of memorial services

Definition: (memorial services) contains any descriptive or other information concerning a text that is being classified as a register of memorial services.

2.21.1. Types of memorial services

Definition: (type of memorial service) indexes the types of memorial services that are being mentioned in this register of memorial services into several categories. The number of indexing terms may be extended.

2.21.2. Number of memorial services

Definition: (number of memorial services) indexes the (estimated) number of memorial services that are being recorded in this register of memorial services.

2.21.3. Frequency of memorial services

Definition: (frequency of memorial services) indexes the frequency of the memorial services, e.g. daily, weekly and monthly. The number of indexing terms may be extended.

2.21.4. Executors of the memorial service

Definition: (executors of memorial service) indexes whether the executor of the memorial service was a member of the receiving institution or is not associated with the institution where the memorial service is being held.

2.21.5. Persons commemorated

Definition: (persons commemorated) contains any descriptive or other information of the persons commemorated as a group and not as individuals.

2.21.5.1. Number of persons commemorated

Definition: (number of persons commemorated) indexes the (estimated) number of people for whom memorial services were to be held and are recorded in this register of memorial services.

2.21.5.2. Sex of the persons commemorated in percentages

Definition: (gender percentages) indexes the percentages of males and females commemorated.

2.21.5.3. Background of the persons commemorated

Definition: (background of persons commemorated) indexes general information about the people for whom memorial services were to be held and that are mentioned in the register of memorial services. The number of indexing terms may be extended.

2.21.5.4. Specify background of the persons commemorated

Definition: (specify background of persons commemorated) contains any explicatory and/or supplementary information concerning the background of the persons commemorated.

2.21.6. Supplementary information

Definition: (supplementary information) indexes whether the register of memorial services contains additional information concerning gifts, graves, payments and pittances, biographical information etc. The number of indexing terms may be extended.

2.21.7. Specify supplementary information

Definition: (specify supplementary information) contains any explicatory and/or supplementary information concerning any supplementary information.

2.21.8. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.22. Register of names

Definition: (names) contains any descriptive or other information concerning a text that is being classified as a register of names.

2.22.1. Type of register of names

Definition: (type name) indexes the type of name list. The number of indexing terms may be extended.

2.22.2. Persons mentioned

Definition: (persons mentioned) contains any descriptive or other information of the persons mentioned as a group and not as individuals.

2.22.2.1. Number of names

Definition: (number of names) indexes the (estimated) number of names that are listed in this register of names.

2.22.2.2. Sex of the persons mentioned in percentages

Definition: (gender percentages) indexes the percentages of males and females named.

2.22.2.3. Background of the persons mentioned

Definitions: (background of persons mentioned) indexes general information about the people who are being mentioned in the register of names. The number of indexing terms may be extended.

2.22.2.4. Specify background of the persons mentioned

Definition: (specify background of person mentioned) contains any explicatory and/or supplementary information concerning the background of the persons mentioned.

2.22.2.5. Physical state of the persons mentioned at the time of registration

Definition: (physical state) indexes whether the persons mentioned were alive when they were recorded in the register of names.

2.22.3. Supplementary information

Definition: (supplementary information) indexes whether the register of names contains additional information concerning gifts, graves, pittances, memorial services, biographical information etc. The number of indexing terms may be extended.

2.22.4. Specify supplementary information

Definition: (specify supplementary information) contains any explicatory and/or supplementary information concerning any supplementary information.

2.22.5. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.23. Register of pittances

Definition: (pittance) contains any descriptive or other information concerning a text that is being classified as a register of pittances.

2.23.1. Types of pittances

Definition: (types of pittances) indexes the type of pittance. The number of indexing terms may be extended.

2.23.2. Frequency of pittances

Definition: (frequency of pittances) indexes the frequency of the pittances.

2.23.3. Destination/purpose of pittances

Definition: (destination of pittance) indexes the destination or purpose of the pittances.

2.23.4. Number of pittances

Definition: (number of pittances) indexes the (estimated) number of pittances.

2.23.5. Types of counter gifts

Definition: (types of counter gifts) indexes the types of counter gifts that are being mentioned in the register of pittances, such as prayer, vigil, visit to the grave, etc. The number of indexing terms may be extended.

2.23.6. Benefactors

Definition: (benefactors) contains any descriptive or other information of the benefactors of the pittances as a group and not as individuals.

2.23.6.1. Number of benefactors

Definition: (number of benefactors) indexes the (estimated) number of benefactors that are mentioned in the register of pittances.

2.23.6.2. Sex of the benefactors in percentages

Definition: (gender percentages) indexes the percentages of male and female benefactors.

2.23.6.3. Background of the benefactors

Definition: (background of benefactors) indexes general information about the group of benefactors that are mentioned in the register of pittances as a whole, e.g. the benefactors are members of (or persons associated with) the institution, or the benefactors are extraneous persons (persons from outside the institution). The number of indexing terms may be extended.

2.23.6.4. Specify background of the benefactors

Definition: (specify background benefactors) contains any explicatory and/or supplementary information concerning the background of the benefactors as a group.

2.23.7. Supplementary information

Definition: (supplementary information) indexes whether the register of pittances contains additional information concerning gifts, graves, memorial services, biographical information etc. The number of indexing terms may be extended.

2.23.8. Specify supplementary information

Definition: (specify supplementary information) contains any explicatory and/or supplementary information concerning any supplementary information.

2.23.9. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element

2.24. Narrative source concerning one or more biographies

Definition: (biographies) contains any descriptive or other information concerning a text that is being classified as a narrative source concerning one or more biographies.

2.24.1. Type of biography/gesta

Definition: (type of biography) indexes the type of biography or gesta being described, i.e. one or more biographies for officials or biographies for members of a convent. The number of indexing terms may be extended.

2.24.2. Short summary of the contents

Definition: (summary) contains a short summary or other description of the contents.

2.24.3. Completeness of biographies/gesta

Definition: (completeness) contains any descriptive or other information on whether the biographies or gesta can be considered a complete list of officials or members of a convent, e.g. where there persons left out on purpose?

2.24.4. Number of biographies/gesta for men

Definition: (number of biographies for men) indexes the (estimated) number of biographies that are listed in this narrative source.

2.24.5. Number of biographies/gesta for women

Definition: (number of biographies for women) indexes the (estimated) number of names that are listed in this narrative source.

2.24.6. Structure of biographies/gesta

Definition: (structure of biographies) indexes the structure (chronologically or thematically) of the narrative source.

2.24.7. Type of biographical information

Definition: (type of biographical information) indexes the type of biographical information present in the narrative source. The number of indexing terms may be extended.

2.24.8. Specify type of biographical information

Definition: (specify type of biographical information) contains any explicatory and/or supplementary information concerning the biographical information in the text.

2.24.9. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.25. Narrative source containing one or more historical events

Definition: (historical events) contains any descriptive or other information concerning a text that is classified as a narrative source concerning historical events.

2.25.1. Type of narrative source

Definition: (type of narrative source) indexes the type of narrative source that covers historical events, e.g. annals, chronicle or a combination of annals and a chronicle or annals and gesta. The number of indexing terms may be extended.

2.25.2. Short summary of the contents

Definition: (summary) contains a short summary or other description of the contents.

2.25.3. Annual entries

Definition: (annual entries) contains information on whether the annals were kept on a regular basis, e.g. where the annals kept annually, or are certain years or periods left out, and why?

2.25.4. Information regarding memoria

Definition: (memoria information) contains information any descriptive or other information concerning memoria aspects given in the text.

2.25.4.1. Types of memoria information

Definition (types of memoria information) indexes the memorial aspects that are being described in the text. The number of indexing terms may be extended.

2.25.4.2. Specify memoria information

Definition: (specify memoria information) contains any explicatory and/or supplementary information concerning the memoria aspects that are being described in the text.

2.25.5. Context

Definition: (context) contains any descriptive or other information concerning the historical context that is given in the text.

2.25.5.1. General historical information

Definition: (general historical information) indexes the types of historical information that is being described in the text. The number of indexing terms may be extended.

2.25.5.2. Specify general historical information

Definition: (specify historical information) contains any explicatory and/or supplementary information concerning the historical information given in the text.

2.25.5.3. Phases in the history of the institution

Definition: (history phases) indexes the phases in the history of the institution that is being described in the text. The number of indexing terms may be extended.

2.25.5.4. Specify institution history phases

Definition (specify history phases) contains any explicatory and/or supplementary information concerning the phases in the history of the institution given in the text.

2.25.6. Remarks

Definition: (remarks) contains any additional information pertinent to the information in this element.

2.26. Remarks

Definition: (remarks) contains any additional information pertinent to the information in level 2.