

Definitions of the Medieval Memoria Online Description Standard for Religious or Ecclesiastical Communities/Institutions

1.0. Description of the religious or ecclesiastical community/institution

Definition: (general description of the original institution) contains a description of the religious or ecclesiastical community/institution where an object or a text had a memorial function.

1.0.1. Type

Definition: (type) indexes the type of religious or ecclesiastical community/institution, e.g. chapter, convent, parish.

1.0.2. Institution identifier

Definition: (institution identifier) contains the information required to identify the original community/institution where the object had a memorial function, e.g. a unique code or number.

1.1. Name of the religious or ecclesiastical community/institution

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

1.1.1. Name (native tongue)

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

1.1.2. Name (English)

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

1.1.3. Alternative name(s)

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

1.1.4. Patron saint

Definition: (patron saint) indexes the patron saint or saints of the religious or ecclesiastical community/institution.

1.1.5. Remarks

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

1.2. Location (historical)

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

1.2.1. Diocese

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

1.2.2. Parish

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

1.3. Location (current)

Definition: (current location) contains any information concerning the current geo-political location of the religious or ecclesiastical community/institution.

1.3.1. 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.

1.3.2. 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, e.g. a county becoming a duchy, or a part of a county that switched from one county to another over the course of time.

1.3.3. 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 past changes of the geo-political borders.

1.3.4. 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 past changes of the geo-political borders.

1.3.5. Coordinates

Definition: (coordinates) contains a set of number (coordinates) to plot the buildings belonging to the religious or ecclesiastical community/institution on a map.

1.4. Institutional history of the religious or ecclesiastical community/institution

Definition: (institutional history) contains a description of the religious or ecclesiastical community/institution.

1.4.1 Parish

Definition: (parish) contains a description of the original religious or ecclesiastical community/institution that is being classified as a parish.

1.4.1.1. Date of foundation (or earliest record)

Definition: (foundation) contains the date of foundation of the parish or the earliest recorded date according to historical sources.

1.4.1.2. Founders/most important benefactors

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the parish, e.g. names, years of living and social background of the founders/benefactors.

1.4.1.3. Right of collation

Definition: (collation) contains any descriptive or other information concerning the right of collation of the parish priests and chaplains.

1.4.1.4. Phases in the institutional history

Definition: (history) contains a short description of the phases in the history of the parish.

1.4.1.5. Date of reformation

Definition: (reformation) contains the date when the parish changed to Protestantism.

1.4.1.6. Remarks

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

1.4.2. Chapter

Definition: (chapter) contains a description of the original religious or ecclesiastical community/institution that is being classified as a chapter.

1.4.2.1. Date of foundation (or earliest record)

Definition: (foundation) contains the date of foundation of the chapter or the earliest recorded date according to historical sources.

1.4.2.2. Type of chapter

Definition: (chapter type) indexes whether the chapter was independent or residing in a parish church.

1.4.2.3. Founders/most important benefactors

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the chapter, e.g. names, years of living and social background of the founders/benefactors.

1.4.2.4. Number of prebends

Definition: (prebends) contains the number of prebends that were associated with the chapter.

1.4.2.5. Phases in the institutional history

Definition: (history) contains a short description of the history of the chapter.

1.4.2.6. Transition to secular management

Definition: (secular management) contains any descriptive or other information concerning the transition of management of the chapter to secular management during or after the Reformation.

1.4.2.7. Date of dissolution

Definition: (dissolution) contains the date when the chapter was finally resolved.

1.4.2.8. Remarks

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

1.4.3. Monastery/convent/religious house/refugee house/priories

Definition: contains a description of the original religious or ecclesiastical community/institution that is being classified as a monastery, convent, religious house, refugee house or priory.

1.4.3.1. Date of foundation (or earliest record)

Definition: (foundation) contains the date of foundation of the monastery, convent or religious house, or the earliest recorded date according to historical sources.

1.4.3.2. Founders/most important benefactors

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the monastery, convent or religious house, e.g. names, years of living and social background of the founders/benefactors.

1.4.3.3. Religious order

Definition: (religious order) indexes the religious order to which the community/institution belonged, e.g. Benedictine, Cistercian, Carthusian.

1.4.3.4. Associated with (congregation of...)

Definition: (congregation) contains any descriptive or other information concerning a possible congregation or chapter the monastery, convent or religious house was associated with, e.g. 'religious house X was from 1402 on part of the Chapter of Utrecht'.

1.4.3.5. Type of community

Definition: (community type) indexes whether the community consisted of religious men, women or both.

1.4.3.6. Mother house

Definition: (mother house) indexes whether the community was associated with a mother house.

1.4.3.7. Name of the mother house

Definition: (mother house name) contains the name of the community/institution that was known as the mother house of the monastery, convent or religious house.

1.4.3.8. Phases in the institutional history

Definition: (history) contains a short description of the history of the monastery, convent or religious community.

1.4.3.9. Transition to secular management

Definition: (secular management) contains any descriptive or other information concerning the transition of management of the monastery, convent or religious house to secular management during or after the Reformation.

1.4.3.10 Date of dissolution

Definition: (dissolution) contains the date when the monastery, convent or religious house was finally resolved.

1.4.3.11 Remarks

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

1.4.4. Hospital/orphanage

Definition: (hospital) contains a description of the original religious or ecclesiastical community/institution that is being classified as a hospital or orphanage.

1.4.4.1. Date of foundation (or earliest record)

Definition: (foundation) contains the date of foundation of the hospital or orphanage, or the earliest recorded date according to historical sources.

1.4.4.2. Founders/most important benefactors

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the hospital or orphanage, e.g. names, years of living and social background of the founders/benefactors.

1.4.4.3. Institution purpose

Definition: (institution purpose) indexes the purpose of the hospital or orphanage, i.e. whether it was an institution for men, women, children or a combination.

1.4.4.4. Personnel

Definition: (personnel) indexes the type of personnel active in the hospital or orphanage, e.g. laymen or members of a convent.

1.4.4.5. Phases in the institutional history

Definition: (history) contains a short description of the history of the hospital or orphanage.

1.4.4.6. Transition to secular management

Definition: (secular management) contains any descriptive or other information concerning the transition of management of the hospital or orphanage to secular management during or after the Reformation.

1.4.4.7. Remarks

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

1.4.5. Cooperation/confraternity

Definition: (cooperation) contains a description of the original religious or ecclesiastical community/institution that is being classified as a cooperation or confraternity.

1.4.5.1. Date of foundation (earliest record)

Definition: (foundation) contains the date of foundation of the cooperation or confraternity, or the earliest recorded date according to historical sources.

1.4.5.2. Founders/most important benefactors

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the cooperation or confraternity, e.g. names, years of living and social background of the founders/benefactors.

1.4.5.3. Aim of the foundation

Definition: (aim of cooperation) contains any descriptive or other information concerning the purpose of the cooperation/confraternity according to the foundation charter.

1.4.5.4. Affiliation (identical to, or associated with a guild?)

Definition: (guild) indexes whether the cooperation was identical to or associated with a guild.

1.4.5.5. Specify affiliation

Definition: (specify affiliation) contains any explicatory and/or supplementary information concerning possible affiliation with a guild.

1.4.5.6. Altar

Definition: (altar) contains any descriptive or other information concerning the altar(s) used by the cooperation/confraternity.

1.4.5.7. Composition of the cooperation/confraternity

Definition: (cooperation composition) indexes the composition of the cooperation/confraternity, e.g. a confraternity for laymen, or a confraternity for laymen and the secular clergy.

1.4.5.8. Phases in the institutional history

Definition: (history) contains a short description of the history of the cooperation or confraternity.

1.4.3.9. Date of dissolution

Definition: (dissolution) contains the date when the cooperation or confraternity was finally resolved.

1.4.5.10. Remarks

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

1.4.6 Chapel

Definition: (chapel) contains a description of the original religious or ecclesiastical community/institution that is being classified as a chapel.

1.4.6.1. Type of chapel

Definition: (chapel type) indexes the type of chapel, i.e. a chapel that is a freestanding building or a chapel that is part of a church or other religious building or complex.

1.4.6.2. Specify type of chapel

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

1.4.6.3 Date of foundation (earliest record)

Definition: (foundation) contains the date of foundation of the chapel, or the earliest recorded date according to historical sources.

1.4.6.4. Founders/most important benefactors]

Definition: (founders) contains any descriptive or other information concerning the founders and/or the most important benefactors of the chapel, e.g. names, years of living and social background of the founders/benefactors.

1.4.6.5. Right of collation

Definition: (collation) contains any descriptive or other information concerning the right of collation of the chaplain.

1.4.6.6. Phases in the institutional history

Definition: (history) contains a short description of the history of the chapel.

1.4.6.7. Date of dissolution

Definition: (dissolution) contains the date when the chapel (as an institution, not the building) was finally resolved.

1.4.6.8. Remarks

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

1.5. Building history of the buildings belonging to the religious or ecclesiastical community/institution

Definition: (building history) contains information about the building history of the buildings used by the religious or ecclesiastical community/institution.

1.5.1. General date of construction

Definition (general date) contains a general date of the construction of the buildings used by the institution structured by century, e.g. XIV (for the 14th century) or by quarter of a century such as XIV b-c (for the second and third quarter of the 14th century).

1.5.2. Map of the (complete) institution complex

Definition: (map) contains a reference to a map showing all or a part of the buildings used by the community/institution.

1.5.3. Church/chapel*

Definition: (church) contains any descriptive or other information concerning the church or chapel used by the institution. If an institution used more than one church or chapel element 1.7.3. needs to be repeated for each separate church or chapel. NB this does not concern the different phases of the building history of a church or chapel.

1.5.3.1. Date foundation

Definition: (date foundation) contains the date of the foundation of the church or chapel according to historical sources.

1.5.3.2. Date of consecration of the church/chapel

Definition: (date consecration) contains the date of the consecration of the church or chapel according to historical sources.

1.5.3.3. Short history of the building stages

Definition: (building stages) contains any descriptive or other information concerning the building stages of the church or chapel.

1.5.3.4. Map of the building stages of the church/chapel

Definition: (map of building stages) contains a reference to a map showing the building stages of the church or chapel.

1.5.3.5. Altars in the church/chapel

Definition: (altars) contains any descriptive or other information concerning the altars in the church or chapel, e.g. the number of altar or a reference to a map with the locations of the altars.

1.5.3.6. Photographs

Definition: (photo) contains a reference to photographs of the church or altar.

1.5.3.7. Remarks]

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

1.5.4. Burial grounds (graveyard/church)

Definition: (burial grounds) contains any descriptive or information concerning the burial grounds connected to the religious or ecclesiastical community/institution.

1.5.4.1. Location(s)

Definition: (location) contains any descriptive or information concerning the burial grounds used by the institution, e.g. church, cemetery, chapter house.

1.5.4.2. Date of consecration

Definition: (date consecration) contains the date of the consecration of the burial grounds according to historical sources.

1.5.4.3. Date(s) of clearance

Definition: (date of clearance) contains the date or a range of dates when the burial grounds were cleared.

1.5.4.4. Remarks

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

1.5.5. Other buildings

Definition: (other buildings) contains any descriptive or other information concerning other buildings used by the institution, e.g. chapter house, refectory.

1.5.6. Extant building remnants

Definition: (extant building remnants) contains a reference to any surviving building remnants still or once belonging to the religious or ecclesiastical community/institution, e.g. 'only the refectory of monastery X survives', or 'the choir of the church still stands, but the nave collapsed in 1774 and was never rebuilt'.

1.5.7. Demolition of (parts of) the institution

Definition: (demolition) contains the date, or a range of dates when (parts of) the buildings belonging to the institution were demolished.

1.5.8. Remarks

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

1.6. Extant archival material, manuscripts, objects and artifacts (other than the objects and texts being described in the MeMO project)*

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

1.6.1. Type of extant material

Definition: (type of extant material) indexes the different types of extant material e.g. archival material, objects or artifacts.

1.6.2. Geographical distribution/storage of extant material (as far as assessable)

Definition: (geographical distribution) indexes the geographical distribution of the extant material, e.g. in one place or spread over several holding institutions.

1.6.3. Short description of the extant material

Definition: (description extant material) contains a short description of the extant material, e.g. 'the remaining archive of hospital X can be found in The National Archive', or 'parts of the library of this monastery are now kept at the Utrecht University Library and at the Royal Library in Brussels'.

1.6.4. Holding institution

Definition: (holding institution) contains a description of the institution where the extant material is being kept.

1.6.4.1. Holding institution name

Definition: (name) contains the name of the holding institution where the extant material is being kept, e.g. archive, library, museum, university, church or private collection.

1.6.4.2. 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.

1.6.4.2.1. 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.

1.6.4.2.2. 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.

1.6.4.2.3. Municipality

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

1.6.4.2.4. Settlement

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

1.6.4.3. Website

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

1.6.4.4. Remarks

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

1.7. Literature

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

1.8. Web link

Definition: (web link) contains a link to online *monastica* or other online databases containing (additional) information concerning the institution.

1.9. Remarks

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

1.10. Administrative information

Definition: (administrative information) contains the information required to identify the person describing the religious or ecclesiastical community/institution, the date of description and a progress report.

1.10.1. Describer

Definition: (describer) contains the name of the person responsible for the description of the community/institution.

1.10.2. Reviewer

Definition: (reviewer) contains the name of the person responsible for reviewing the description of the community/institution.

1.10.3. Date of description

Definition: (date of description) contains the date when the community/institution was described.

1.10.4. Date of update

Definition: (date of update) contains the date (yyyymmdd) when the description of the community/institution was up-dated.

1.10.5. Workflow

Definition: (workflow) indexes the progress of the description, being 'in progress', 'ready for reviewing' or 'approved'.

1.10.6. Notes

Definition: (notes) contains any additional information concerning the description of the community/institution, e.g. specific descriptive elements that still need to be filled in or completed, or other remarks to communicate with other describers or reviewers.