Definitions of the Medieval Memoria Online Description Standard for Memorial Objects
Version 2.0

Level 1: General description of the entire object
Definition: (general description) contains a description of a single identifiable object, which is either an object consisting of one part or an object consisting of more than one part which as a whole fulfilled a memorial function.

1.1. Object identifier
Definition: (object identifier) contains the information required to identify the object being described, i.e. a unique code or number.

1.2. Object name
Definition: (object name) contains any form of unstructured alternative name used for the object, i.e. a general name, such as 'tomb monument for …', a shorthand or epithet.

1.2.1. Current name
Definition: (current name) contains the name currently used for the object, e.g. 'Memorial piece with Crucifixion and (donor-)portraits'.

1.2.2. Original or alternative name
Definition: (original name) contains a name, or a series of names, by which the object was known in the past, e.g. the example given in 1.2.1. (Crucifixion) was in the past often called 'Christ among the murderers'.

1.3. Categorisation
Definition: (categorisation): contains a systematic classification and short description of the object being described.

1.3.1. Type
Definition: (type) indexes the type of object, i.e. memorial item or tomb monument. NB an epitaph is considered a memorial item and not a tomb monument.

1.3.2. Classification
Definition: (classification) indexes the object following a systematical classification, following a 'traditional' categorisation e.g. diptych, triptych, stained-glass window, liturgical vestment, tomb chest, tomb slab. The number of indexing terms may be extended.

1.3.3. Short description
Definition: (description) contains a short description of the entire object, e.g. for a tomb monument: 'a freestanding transi tomb with two effigies, a canopy and the coats of arms of the deceased and their parents', or 'a triptych depicting the Nativity with (donor-) portraits on the inner wings and saints on the outer wings', or 'a silver chalice with the coat of arms of the donor and an inscription'.

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

1.4. General date
Definition (general date) contains a general date of the object either 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. (Original) religious or ecclesiastical community/institution
Definition: (original institution) contains a description of the (original) religious or ecclesiastical community/institution where the object had a memorial function. If the object successively had a memorial function in more than one community/institution, each community/institution needs to be described separately. In that case element 1.5. needs to be repeated for each institution where the object was used.

1.5.1. 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.

1.5.2. 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.

1.5.2.1. 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.

1.5.2.2. 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.

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

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

1.5.3.1. 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.

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

1.5.4. Location (current)
Definition: (current location) contains any information concerning the location of the (original) community/institution in comparison to the current geo-political constellation.

1.5.4.1. 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.

1.5.4.2. 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.

1.5.4.3. 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.

1.5.4.4. 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.

1.5.5. Arguments for the (original) community/institution
Definition: (arguments for institution) indexes the arguments why the object originates from this community/institution.

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

1.5.7. 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 the church, chapel or altar(s), reforms of the institution and dissolution.

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

1.5.8.1. 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'.

1.5.8.2. 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'.

1.5.9. Literature on the community/institution
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 user or using institution of the MeMO DS, e.g. author, title, year, pages.

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

1.6. (Original) location
Definition: (location) contains any information of the location inside the (original) institution, i.e. inside the buildings belonging to the (original) religious or ecclesiastical community/institution where the object had a memorial function. If the object successively had a memorial function in more than one religious or ecclesiastical community/institution element 1.6. needs to be repeated for each institution.

1.6.1. Is the object still in the institution where it was (originally) placed?
Definition: (stabilitas loci) indexes whether the object is still in the buildings or on the grounds belonging to the (original) religious or ecclesiastical community/institution where it was (originally) placed, regardless of whether it is in situ.

1.6.2. Location inside the (original) religious or ecclesiastical community/institution
Definition: (location in institution) contains any information concerning the location of the object in the buildings or on the grounds belonging to the (original) religious or ecclesiastical community/institution.

1.6.2.1. In situ
Definition: (situ) contains any descriptive or other information about whether the object is in situ in the institution where it was originally placed and had a memorial function.

1.6.2.2. (Probable) (original) location
Definition: (original location) indexes the (probable original) location of the object inside the buildings or on the grounds of the (original) community/institution. The number of indexing terms may be extended.

1.6.2.3. Specify (original) location
Definition: (arguments original location) contains any explicatory and/or supplementary information for the (probable) (original) location of the object inside the (original) community/institution.

1.6.2.4. Linked object identifier
Definition: (linked object identifier) contains the information required to identify another object of the same commemorated person(s) or a relative that was placed near this object. This sub-element (1.6.2.4.) needs to be repeated for each separate object that is connected to the object described.

1.6.2.5. Specify linked object
Definition: (specify linked object) contains any explicatory and/or supplementary information concerning other objects that are linked to this object.

1.6.2.6. Orientation
Definition: (orientation) indexes the orientation of the object (if possible). This is especially (and mostly) relevant for tomb monuments.

1.6.2.7. Specify orientation
Definition: (specify orientation) contains any explicatory and/or supplementary information concerning the orientation of the object.

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

1.6.3. Transfer to another religious institution
Definition: (transfer) contains any descriptive or other information concerning the transfer of a object to another religious institution, where the object had a memorial function. For each transfer element 1.6. needs to be repeated.

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

1.7. Function
Definition: (function) contains any descriptive or other information concerning the usage of the object when it had a memorial function.

1.7.1. Memorial item
Definition: (memorial item) contains any descriptive or other information concerning the usage of a memorial item (memorial piece, liturgical vestments etc.).

1.7.1.1. Function
Definition: (memorial item function) indexes the type of memorial function of the object (memorial item). The number of indexing terms may be extended.

1.7.1.2. Specify function
Definition: (specify function) contains any explicatory and/or supplementary information concerning the function of the object.

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

1.7.2. Tomb monument
Definition: (tomb monument) contains any descriptive or other information if the object was related to a grave.

1.7.2.1. Function
Definition: (tomb monument function) indexes the function of the tomb monument, e.g. monument to mark a grave, cenotaph.

1.7.2.2. Grave type
Definition: (grave type) indexes the type of grave if the tomb monument was placed over or near the grave of the person(s) who had to be commemorated with the tomb monument. The number of indexing terms may be extended.

1.7.2.3. Grave findings
Definition: (grave findings) contains any explicatory and/or supplementary information concerning any grave findings during excavation works, including information about human remains.

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

1.7.3. Original function
Definition: (original function object) contains any descriptive or other information if the object, or parts of the object, had a different function before it was given a memorial function, e.g. paintings commemorated a marriage or spolia.

1.7.4. Change of function
Definition: (change of function object) contains any descriptive or other information if the function of the object changed over time.

1.7.5. Liturgical use
Definition: (liturgical use) contains any descriptive or other information concerning any known liturgical use of the object.

1.7.6. Relics
Definition: (relics) contains any descriptive or other information concerning any relics that the object contains or contained.

1.7.7. Alterations
Definition: (alterations) contains any descriptive or other information about whether the object was altered at a certain point in time, when the object still had a memorial function, e.g. added inscriptions, effigies, persons portrayed. These adaptations should concern the memorial function of the object. Damage is not taken into account.

1.7.7.1. Type of alterations
Definition: (alteration type) indexes the type of alteration to the object when it had a memorial function. The number of indexing terms may be extended.

1.7.7.2. Specify alterations
Definition: (specify alterations) contains any explicatory and/or supplementary information concerning any alterations to the object when it had a memorial function.

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

1.8. Commemorated party
Definition: (commemorated party) contains information about the individual or group that is to be commemorated with the object.

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

1.8.2. Composition of the commemorated party
Definition: (commemorated party composition) indexes the composition of the commemorated party, e.g. one person, members of a family, members of an institution.

1.8.3. Personal details
Definition: (personal details) contains a description of the individual that is part of the commemorated party. If the commemorated party consists of more than one person element 1.8.3. needs to be repeated for each separate person whose personal details are known.

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

1.8.3.2. Name commemorated person
Definition: (name commemorated person) contains the name of the individual that is part of the commemorated party.

1.8.3.3. Sex
Definition: (sex) indexes the gender of the individual that is part of the commemorated party.

1.8.3.4. 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 commemorated party, based on research (yyyymmdd).

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

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

1.8.4. Institution details
Definition: (institution details) contains a description of the institution that is (part of) the commemorated party. If the commemorated party consists of more than one institution, element 1.8.4. needs to be repeated for each separate institution.

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

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

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

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

1.8.5. Relation
Definition: (relation) contains any information about the relation between the persons who are represented on the object through portraits, inscriptions and coats of arms.

1.8.5.1. Type of relation between the persons that are represented on the object
Definition: (relation commemorated party) indexes the relation between the persons who are represented on the object. The number of indexing terms may be extended.

1.8.5.2. Specify the relation
Definition: (specify relation) contains any explicatory and/or supplementary information concerning the relation between the persons who are represented on the object.

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

1.9. Commissioning party
Definition: (commissioning party) contains information about the individual, organisation, association, or group that commissioned the object.

1.9.1. 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, a family name or the members of an institution.

1.9.2. Composition of the commissioning party
Definition: (commissioning party composition) indexes whether the object was commissioned by one or more individuals or an institution, or whether this is unknown.

1.9.3. Personal details
Definition: (personal details) contains a description of the individual that is part of the commissioning party. If the commissioning party consists of more than one person element 1.9.3. needs to be repeated for each separate person whose personal details are known.

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

1.9.3.2. Name commissioner
Definition: (name commissioner) contains the name of the individual that is part of the commissioning party.

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

1.9.3.4. 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).

1.9.3.5. 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).

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

1.9.4. Institution details
Definition: (institution details) contains a description of the community/institution that is (part of) the commissioning party. If the commissioning party consists of more than one institution, element 1.9.4. needs to be repeated for each separate institution.

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

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

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

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

1.9.5. Relation between the commissioning party and the commemorated party
Definition: (relation commissioning party and deceased) contains a description of the relation between the members of the commissioning party and the commemorated party.

1.9.5.1. Type of relation
Definition: (relation type commissioning party) indexes the relation between the commissioning party and the commemorated party. The number of indexing terms may be extended. The number of indexing terms may be extended.

1.9.5.2. Specify the relation between the commissioning party and the commemorated party
Definition: (specify relation commissioning party) contains any explicatory and/or supplementary information concerning the relation between the commissioning party and the commemorated party.

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

1.10. Physical description
Definition: (physical description) contains a description of the appearance of the object in generic terms, without stylistic information.

1.10.1. Material
Definition: (material) indexes the material of which a object (or part of an object) is composed. The number of indexing terms may be extended.

1.10.2. Specify material
Definition: (specify material) contains any explicatory and/or supplementary information concerning the material of the object.

1.10.3. (Remnants of) polychromy
Definition: (polychromy) any descriptive or other information if the object has (any traces of) polychromy and from which period.

1.10.4. Dimensions
Definition: (dimensions) contains a dimensional specification (height x width x depth) in centimetres, measuring from the highest or widest point.

1.10.5. Completeness
Definition: (completeness) contains any descriptive or other information on whether the object is complete or whether any parts are lost, e.g. only the effigies, or the tomb survived (for tomb monuments), or only the outer wings or the central panel (for a memorial piece).

1.10.6. Condition
Definition: (condition) contains any information concerning the current condition of the object.

1.10.7. Conservation/restoration(s)
Definition: (conservation) contains any information about procedures or actions the object has undergone to conserve, stabilise or repair it.

1.10.8. Examination/technical research
Definition: (technical research) contains any descriptive or other information about any examination or technical research that has been carried out.

1.10.8.1. Type of examination/technical research
Definition: (examination) indexes the type of examination or technical research that has been carried out. The number of indexing terms may be extended.

1.10.8.2. Specify the type of examination/technical research
Definition: (specify examination) contains any explicatory and/or supplementary information concerning the examination or technical research that has been carried out.

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

1.11. Provenance
Definition: (provenance) contains a short description of the history of ownership (and acquisition) of the object after its creation, up to the present day.

1.12. Marks of ownership
Definition: (marks of ownership) contains any descriptive or other information concerning any mark of ownership that is found on the object, or used to be found on the object.

1.12.1. Type of marks of ownership
Definition: (type marks of ownership) indexes the type of mark(s) of ownership on the object. The number of indexing terms may be extended.

1.12.1. Specify marks of ownership
Definition: (specify marks of ownership) contains a short description or any descriptive or other information concerning the marks of ownership on the memorial piece/object.

1.13. Photo
Definition: (photo) contains information about the photo(s) that exist of the object (and are being included in the description of the object). This description element needs to be repeated for each separate photo.

1.13.1. Photo identifier
Definition: (photo identifier) contains the information required to identify the photo of the object (i.e. a unique code or number)

1.13.2. Copyright statement
Definition: (copyright) contains a copyright statement concerning the photo being identified in 1.13.1.

1.13.3. Date of photo
Definition: (date of photo) contains the date when the photo was made (yyyymmdd).

1.13.4. Remarks
Definition: (remarks) contains any additional information pertinent to the information in this element, including whether the picture differs from the object as it is now due to later restorations, damages etc.

1.14. Literature
Definition: (literature) contains a reference to a bibliographic source dealing with the object. The manner of annotation is to be determined by the user or using institution of the MeMO DS, e.g. author, title, year, pages.

1.15. Documentation in cultural heritage institution(s)
Definition: (documentation) contains a reference to filed documentation about the object that is being kept at any cultural heritage institution. Links to websites of the cultural heritage institutions can also be included here.

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

1.17. Administrative information
Definition: (administrative information) contains the information required to identify the person describing the object, the date of description and a progress report.

1.17.1. Describer
Definition: (describer) contains the name of the person responsible for the description of the object.

1.17.2. Reviewer
Definition: (reviewer) contains the name of the person responsible for reviewing the description of the object.

1.17.3. Date of description
Definition: (date of description) contains the date when the object was described.

1.17.4. Date of update
Definition: (date of update) contains the date (yyyymmdd) when the description of the object was up-dated.

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

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

Level 2: Description of a specific part of the object
Definition: (part) contains a description of a specific part of the object being described. It contains information about the date of creation, the artist, possible copies or originals, as well as detailed descriptions of five components that may be found on the object part, i.e. portrayed persons, inscriptions, coats of arms, saints and decorations. The description of the components need to be repeated for each portrayed person, inscription, coat of arms or saint represented on the object part.

2.1. Object part identifier
Definition: (object part identifier) contains the information required to identify the part of the object being described, i.e. a unique code or number.

2.2. Indication of part
Definition: (part indication) indexes which part of the object is being described. The number of indexing terms may be extended.

2.3. Short description
Definition: (part description) contains a short description of this part, e.g. for an altar wing: 'interior left wing of a triptych with three male persons to be commemorated and their patron saints'.

2.4. Holding institution
Definition: (holding institution): contains a description of the institution where the object is being kept. If (it is known that) parts of the object are scattered over several holding institutions, each holding institution should be described separately. In such cases element 2.4. needs to be repeated for each holding institution.

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

2.4.2. 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.

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

2.4.2.2. 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.

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

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

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

2.4.4. Repository/collection
Definition: (repository) contains the name of the repository or collection where the object is stored.

2.4.5. Identifier
Definition: (identifier) supplies any number or other identifier used to identify a object in a standardised way by the holding institution, e.g. inventory number or catalogue number.

2.4.6. Online description link
Definition: (online description link) contains a direct link to the description of the object in an online inventory/catalogue of the holding institution.

2.4.7. Alternative or previous repository/collection(s)
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 object, such as a former repository name.

2.4.8. Alternative or previous identifier
Definition: (alternative identifier) supplies an alternative or former number or other identifier used to identify the object in a standardized way, e.g. former inventory number or catalogue number.

2.4.9. Accessibility
Definition: (accessibility) contains any additional information concerning the accessibility of the object, e.g. 'the object belongs to a private collection' or church.

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

2.5. Date
Definition: (date) contains a description of the date or a range of dates when this part of the object was created.

2.5.1. Object part date
Definition: (object part date) contains a date or a range of dates of the object part, numerically given, e.g. 1470 or 1458-1485.

2.5.2. Specified date
Definition: (specified date) contains the date as given on the object.

2.5.3. Arguments for the date
Definition: (arguments for date) indexes the arguments for the date of this part of the object. NB please note that in literature the date of death is often used as the date of manufacturing, although that is often not the case.

2.5.4. Specify arguments for the date
Definition: (specify arguments for date) contains any explicatory and/or supplementary information concerning the arguments for the date of this part of the object.

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

2.6. Contract
Definition: (contract) contains any descriptive or other information if a contract or other documentation survives concerning the realisation of the object.

2.7. Artist
Definition: (artist) contains a description of the creator, designer or craftsman of this specific part of the object. If it is known that this specific part of the object has more than one artist this descriptive element (2.7.) needs to be repeated for each individual artist.

2.7.1. Identity of the artist
Definition: (artist identity) contains the named or anonymous individuals or corporate bodies responsible for the design, production, manufacture, or alteration of the object. This can either be the name of the artist, a descriptive name connected to a object or a settlement, e.g. 'Master of the St Bartholomew Altarpiece', 'Master of Delft' or a more general term, e.g. Netherlandish.

2.7.2. Arguments for the artist
Definition: (arguments for artist) contains arguments for the artist of the object.

2.7.3. Specify arguments for the artist
Definition: (specify arguments for artist) contains any explicatory and/or supplementary information concerning the arguments of the artist.

2.7.4. Artist role
Definition: (artist role) contains the role or activity performed by the artist or creator in the conception, design, or production of the object. This role can be either 'designer', 'craftsman' or both.

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

2.8. Filiation
Definition: (filiation) contains information concerning the object's filiation, i.e. its relationship to other surviving objects, either as an original or as a (partial) copy.

2.9. Portrayed person
Definition: (portrayed person) contains a description of any person that is being depicted on the part of the object. The portrayal of the person does not necessarily have to be an actual portrait. Each individually depicted person is to be described separately if the object part contains more than one person. In such cases element 2.9. needs to be repeated for each portrait, according to the following order: from top to bottom and from left to right.

2.9.1. Location of the portrayed person on this part
Definition: (location on part) specifies in a systematic manner the location of the portrayed person on the specific part of the object being described, e.g. first from the left, second from the left. For each separate object part this needs to be done from left to right and from top to bottom, respectively.

2.9.2. Arguments for the identification of the portrayed person
Definition: (arguments for identification) indexes on which ground(s) the portrayed person was indentified. The number of indexing terms may be extended.

2.9.3. Specify arguments for the identification of the portrayed person
Definition: (specify arguments identification) contains any explicatory and/or supplementary information concerning the arguments of the identification of the portrayed person.

2.9.4. Portrayed person identifier
Definition: (person identifier) contains a unique identification code that identifies the portrayed person.

2.9.5. Personal details
Definition: (personal details) contains a description of the person that is being depicted on the part of the object.

2.9.5.1. Name
Definition: (name) contains the name of the portrayed person.

2.9.5.2. Sex
Definition: (sex) indexes whether the portrayed person is a man or a woman.

2.9.5.3. Year/date of birth
Definition: (birth) contains the exact date/year of birth or an approximate year of birth of the portrayed person, based on research (yyyymmdd).

2.9.5.4. Year/date of death
Definition: (death) contains the exact date/year or approximate year of death of the portrayed person, based on research (yyyymmdd).

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

2.9.6. Social standing
Definition: (social standing) contains any descriptive or other information concerning the status and/or background of the portrayed person.

2.9.6.1. Status
Definition: (status) indexes the social status of the portrayed person. The number of indexing terms may be extended.

2.9.6.2. Arguments for status
Definition: (status arguments) indexes the arguments for the social status of the portrayed person. The number of indexing terms may be extended.

2.9.6.3. Specify arguments for status
Definition: (specify status arguments) contains any explicatory and/or supplementary information concerning the arguments for the social status of the portrayed person.

2.9.6.4. Member of a convent
Definition: (member of a convent) contains any descriptive or other information if the portrayed person is a member of a convent.

2.9.6.4.1. Religious order
Definition: (religious order) indexes the type of religious order to which the portrayed person belonged, e.g. Benedictine, Cistercian, Norbertine. The number of indexing terms may be extended.

2.9.6.4.2. Specify religious order
Definition: (specify religious order) contains any explicatory and/or supplementary information concerning the religious order to which the portrayed person belonged.

2.9.6.5. Member of the secular clergy
Definition: (member of clergy) contains any descriptive or other information if the portrayed person belonged to the secular clergy.

2.9.6.5.1. Secular clergy
Definition: (secular clergy) indicates the type of secular clergy to which the portrayed person belonged, e.g. bishop, canon, (parish) priest. The number of indexing terms may be extended.

2.9.6.5.2. Specify secular clergy
Definition: (specify secular clergy) contains any explicatory and/or supplementary information concerning the type of secular clergy to which the portrayed person belonged.

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

2.9.7. Portrait
Definition: (portrait) contains any descriptive or other information on how the portrayed person is depicted.

2.9.7.1. Physical state of the portrayed person
Definition: (physical state) indicates whether the portrayed person is depicted as deceased.

2.9.7.2. Arguments for depicted as deceased
Definition: (arguments deceased) indexes the arguments why the portrayed person is depicted as deceased. The number of indexing terms may be extended.

2.9.7.3. Specify arguments for depicted as deceased
Definition: (specify arguments deceased) contains any explicatory and/or supplementary information on why the portrayed person is depicted as deceased.

2.9.7.4. Posture
Definition: (posture) indexes the posture of the portrayed person.

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

2.9.8. Clothing, attributes and insignia
Definition: (clothing) contains any descriptive or other information concerning the clothes and insignia the portrayed person is wearing, as well as the attributes the portrayed person is depicted with.

2.9.8.1. Type of clothing
Definition: (clothing type) indexes the type of clothing the portrayed person is wearing. The number of indexing terms may be extended.

2.9.8.2. Short description of the clothing
Definition: (specify clothing) contains a short of the clothing the portrayed person is wearing.

2.9.8.3. General attributes
Definition: (attributes) indexes the attributes the portrayed person is holding, using, or that are standing close to the portrayed person. The number of indexing terms may be extended.

2.9.8.4. Insignia and special attributes
Definition: (insignia) indexes insignia and other attributes that refer to specific organisations, e.g. pilgrim insignia, confraternity signs. Special orders of knighthood such as the Order of the Golden Fleece and the Order of the Garter are considered confraternity signs.

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

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

2.10. Inscription
Definition: (inscription) contains a description of any inscription on this part of the object. Each inscription is to be described separately if the object part contains more than one inscription. In such cases element 2.10. needs to be repeated for each inscription.

2.10.1. Location of the inscription on this part
Definition: (location on part) specifies in a systematic manner the location of the inscription on this part of the object, e.g. in a separate section on the part, in a separate text panel connected to the part, in a separate text panel not connected to the part, in a banderole, lettering along the edge, distributed across the part.

2.10.2. Language
Definition: (language) indexes the language or languages used in the inscription. The number of indexing terms may be extended.

2.10.3. Transcription
Definition: (transcription) contains a transcription of the inscription. The method of transcription needs to be determined by the user.

2.10.4. English translation
Definition: (translation) contains an English translation of the transcribed inscription.

2.10.5. Lay-out (and type of lettering)
Definition: (lay-out) contains a description of the lay-out used on the object and the type of lettering being used.

2.10.6. Identification of person mentioned
Definition: (person mentioned) describes whether any persons are mentioned by name in the inscription. Each person that is mentioned is to be described individually. In such cases element 2.10.6. needs to be repeated for each person mentioned.

2.10.6.1. Reason for mention
Definition: (reason) indexes the reason why this person is being mentioned in the inscription e.g. 'the person mentioned is the person who is commemorated' or 'the person mentioned is only mentioned as the spouse of the person that is being commemorated'.

2.10.6.2. Person mentioned identifier
Definition: (person identifier) contains a unique identification code that identifies the portrayed person.

2.10.6.3. Personal details
Definition: (personal details) contains a description of the person mentioned on the part of this object.

2.10.6.3.1. Name
Definition: (name) contains the name of the person mentioned.

2.10.6.3.2. Sex
Definition: (sex) indexes whether the person mentioned is a man or a woman.

2.10.6.3.3. Year/date of birth
Definition: (birth) contains the exact date/year of birth or an approximate year of birth of the person mentioned, based on research (yyyymmdd).

2.10.6.3.4. Year/date of death
Definition: (death) contains the exact date/year or approximate year of death of the person mentioned, based on research (yyyymmdd).

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

2.10.6.4. Social standing
Definition: (social standing) contains any descriptive or other information concerning the status and/or background of the person mentioned.

2.10.6.4.1. Status
Definition: (status) indexes the social status of the person mentioned. The number of indexing terms may be extended.

2.10.6.4.2. Arguments for status
Definition: (status arguments) indexes the arguments for the social status of the person mentioned. The number of indexing terms may be extended.

2.10.6.4.3. Specify arguments for status
Definition: (specify status arguments) contains any explicatory and/or supplementary information concerning the arguments for the social status of the person mentioned.

2.10.6.4.4. Member of a convent
Definition: (member of a convent) contains any descriptive or other information if the person mentioned is a member of a convent.

2.10.6.4.4.1. Religious order
Definition: (religious order) indexes the type of religious order to which the person mentioned belonged, e.g. Benedictine, Cistercian, Norbertine. The number of indexing terms may be extended.

2.10.6.4.4.2. Specify religious order
Definition: (specify religious order) contains any explicatory and/or supplementary information concerning the religious order to which the person mentioned belonged.

2.10.6.4.5. Member of the secular clergy
Definition: (member of clergy) contains any descriptive or other information if the person mentioned belonged to the secular clergy.

2.10.6.4.5.1. Secular clergy
Definition: (secular clergy) indicates the type of secular clergy to which the person mentioned belonged, e.g. bishop, canon, (parish) priest. The number of indexing terms may be extended.

2.10.6.4.5.2. Specify secular clergy
Definition: (specify secular clergy) contains any explicatory and/or supplementary information concerning the type of secular clergy to which the person mentioned belonged.

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

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

2.11. Coat of arms
Definition: (coat of arms) contains a description of any coat of arms on the part of the object. Each separate coat of arms is to be described separately if the object part contains more than one coat of arms. In such cases element 2.11. needs to be repeated for each coat of arms. The order of description will be done systematically, starting from top to bottom and from left to right.

2.11.1. Location of the coat of arms on this part
Definition: (location on part) specifies in a systematic manner the location of the coat of arms on the specific part of the object being described, e.g. first from the left in the first row, second from the left in the first row. For each separate object part this needs to be done from left to right and from top to bottom, respectively.

2.11.2. Specification of the coat of arms
Definition: (specification coat of arms) contains a description of the coat of arms that is being depicted on the object.

2.11.2.1. Shape of the shield
Definition: (shape) indexes the shape or outline of the shield of the coat of arms. The number of indexing terms may be extended.

2.11.2.2. Type of the coat of arms
Definition: (type) indexes the type of shield of the coat of arms. The number of indexing terms may be extended.

2.11.2.3. Description of the shield
Definition: (shield description) contains a general description of the shield of the coat of arms.

2.11.2.4. Description of other armorial bearings
Definition: (armorial bearings) contains a description of other armorial bearings (other than the shield), such as a scroll, (helm) crest and/or mantling.

2.11.2.5. Motto
Definition: (motto) contains a transcription of the motto.

2.11.2.6. English translation of the motto
Definition: (translation motto) contains an English translation of the (transcribed) motto.

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

2.11.3. Additional decorations of the coat of arms
Definition: (additional decorations) contains any descriptive or other information of any additional decorations that are present directly near the coat of arms being depicted on the object.

2.11.3.1. Type of shield bearer
Definition: (shield bearer type) indexes the type of shield bearer, if a coat of arms has one. The number of indexing terms may be extended.

2.11.3.2. Insignia or attributes
Definition: (insignia) contains a description of additional insignia or other attributes that do not belong to a standard coat of arms, such as signs of a military or religious order, or a wreath.

2.11.4. Identification
Definition: (identification) contains any descriptive or other information if the coat of arms has been identified with a person, family or corporate identity through research.

2.11.4.1. (Family) name
Definition: (general name) contains the name of a person, family or a corporate identity, with which the coat of arms has been identified through research, e.g. the identification of person owning the coat of arms, or the identification of the religious order owning the coat of arms.

2.11.4.2. Personal details
Definition: (personal details) contains a description of the person, if the coat of arms belonged to a private person.

2.11.4.2.1. Name
Definition: (name) contains the name of the person identified by the coat of arms.

2.11.4.2.2. Sex
Definition: (sex) indexes whether the person identified by the coat of arms is a man or a woman.

2.11.4.2.3. Year/date of birth
Definition: (birth) contains the exact date/year of birth or an approximate year of birth of the person identified by the coat of arms, based on research (yyyymmdd).

2.11.4.2.4. Year/date of death
Definition: (death) contains the exact date/year or approximate year of death of the person identified by the coat of arms, based on research (yyyymmdd).

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

2.11.4.3. Social Standing
Definition: (social standing) contains any descriptive or other information concerning the status and/or background of the person identified by the coat of arms.

2.11.4.3.1. Status
Definition: (status) indexes the social status of the person identified by the coat of arms. The number of indexing terms may be extended.

2.11.4.3.2. Arguments for status
Definition: (status arguments) indexes the arguments for the social status of the person identified by the coat of arms. The number of indexing terms may be extended.

2.11.4.3.3. Specify argument for status
Definition: (specify status arguments) contains any explicatory and/or supplementary information concerning the arguments for the social status of the person identified by the coat of arms.

2.11.4.3.4. Member of a convent
Definition: (member of a convent) contains any descriptive or other information if the person identified by the coat of arms is a member of a convent.

2.11.4.3.4.1. Religious order
Definition: (religious order) indexes the type of religious order to which the person identified by the coat of arms belonged, e.g. Benedictine, Cistercian, Norbertine. The number of indexing terms may be extended.

2.11.4.3.4.2. Specify religious order
Definition: (specify religious order) contains any explicatory and/or supplementary information concerning the arguments for the religious order to which the person identified by the coat of arms belonged.

2.11.4.3.5. Member of the secular clergy
Definition: (member of clergy) contains any descriptive or other information if the person identified by the coat of arms belonged to the secular clergy.

2.11.4.3.5.1. Secular clergy
Definition: (secular clergy) indicates the type of secular clergy to which the person identified by the coat of arms belonged, e.g. bishop, canon, (parish) priest. The number of indexing terms may be extended.

2.11.4.3.5.2. Specify secular clergy
Definition: (specify secular clergy) contains any explicatory and/or supplementary information concerning the type of secular clergy to which the person identified by the coat of arms belonged.

2.11.4.3.6. 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. Saint
Definition: (saint) contains a description of any saint (apart from the saints in the religious image), depicted on this part of the object. Each saint is to be described separately if the object part contains more than one saint. In such cases element 2.12 needs to be repeated for each saint, according to the following systematic order: starting from top to bottom and from left to right

2.12.1. Location of the saint on this part
Definition: (location on part) indexes the location of the saint on the part of the object being described. The number of indexing terms may be extended.

2.12.2. Specification of the saint
Definition: (specification of saint) contains a description of the saint depicted on the part of the object

2.12.2.1. Name
Definition: (saint name) contains the name of the saint.

2.12.2.2. Sex
Definition: (sex) indexes whether the saint is a man or a woman.

2.12.2.3. Type of saint
Definition: (saint type) indexes the type of saint that is located behind or near the portrayed person. The number of indexing terms may be extended.

2.12.2.4. Specify type of saint
Definition: (specify saint type) contains any explicatory and/or supplementary information concerning the type of saint being described.

2.12.2.5. Attributes
Definition: (saint attributes) indexes the attributes that the saint is carrying.

2.12.2.6. Gesture of the hand of the saint
Definition: (saint gesture) indexes the manual gesture the saint is making.

2.12.2.7. Posture of the saint
Definition: (saint posture) indexes the posture of the saint. The number of indexing terms may be extended.

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

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

2.13. Decorations/ornaments
Definition: (decorations) contains information about any decoration or ornament that is depicted on the object. All decorations and ornaments that are present on a part of the object are described at once. Therefore, element 2.13. does not have to be repeated for every single decoration or ornament.

2.13.1. Type of decorations/ornaments
Definition: (decorations type) indexes the types of decoration and ornaments that are being depicted on the object. The number of indexing terms may be extended.

2.13.2. Description of the decorations/ornaments
Definition: (decoration description) contains a short description of all the decorations and ornaments that are being depicted on the object.

2.13.3. Depicted allegories
Definition: (allegories) contains a short description of possible depicted allegories.

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

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