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

1.0. Description of the religious or ecclesiastical community/institution
    1.0.1. Type [multiple choice, 1 x n]
- Parish
- Chapter
- Monastery/convent/religious house/refugee house/priory
- Hospital/orphanage
- Cooperation/confraternity
- Chapel

    1.0.2. Institution identifier [text field]

1.1. Name of the religious or ecclesiastical community/institution
    1.1.1. Name (native tongue) [text field]
    1.1.2. Name (English) [text field]
    1.1.2. Alternative name(s) [text field]
    1.1.3. Patron saint(s) [controlled list]
    1.1.4. Remarks [text field]

1.2. Location (historical)
    1.2.1. Diocese [text field]
    1.2.2. Parish [controlled list]

1.3. Location (current)
    1.3.1. Country [controlled list]
    1.3.2. Region [controlled list]
    1.3.3. Municipality [controlled list]
    1.3.4. Settlement [controlled list]
    1.3.5. Coordinates [numeric field]

1.4. Institutional history of the religious or ecclesiastical community/institution
    1.4.1 Parish
        1.4.1.1. Date of foundation (or earliest record) [text field]
        1.4.1.2. Founders/most important benefactors [text field]
        1.4.1.3. Right of collation [text field]
        1.4.1.4. Phases in the institutional history [text field]
        1.4.1.5. Date of religious reform [text field]
        1.4.1.6. Date of dissolution [text field]
        1.4.1.6. Remarks [text field]

    1.4.2. Chapter
        1.4.2.1. Date of foundation (or earliest record) [text field]
        1.4.2.2. Type of chapter [multiple choice, 1 x n]
- independent
- residing in a parish church
- other [text field]
- unknown

        1.4.2.3. Founders/most important benefactors [text field]
        1.4.2.4. Number of prebends [numeric field]
        1.4.2.5. Phases in the institutional history [text field]
        1.4.2.6. Transition to secular management [text field]
        1.4.2.7. Date of dissolution [text field]
        1.4.2.8. Remarks [text field]

    1.4.3. Monastery/convent/religious house/refugee house/priory
        1.4.3.1. Date of foundation (or earliest record) [text field]
        1.4.3.2. Founders/most important benefactors [text field]
        1.4.3.3. Religious order [text field]
        1.4.3.4. Associated with (congregation of….) [text field]
        1.4.3.5. Type of community [controlled list]
- men
- women
- men and women
- semi-religious men
- semi-religious women

- 1.4.3.6. Mother house [multiple choice, 1 x n]
  - o yes
  - o no
  - o unknown
- 1.4.3.7. Name of the mother house [numeric field]
- 1.4.3.8. Phases in the institutional history [text field]
- 1.4.3.9. Transition to secular management [text field]
- 1.4.3.10. Date of dissolution [text field]
- 1.4.3.11. Remarks [text field]

1.4.4. Hospital/orphanage
- 1.4.4.1. Date of foundation (or earliest record) [text field]
- 1.4.4.2. Founders/most important benefactors [text field]
- 1.4.4.3. Institution purpose [multiple choice, n x m]
  - o elderly men
  - o elderly women
  - o poor men
  - o poor women
  - o sick men
  - o sick woman
  - o male orphans
  - o female orphans
  - o other [text field]
- 1.4.4.4. Personnel [multiple choice, n x m]
  - o laymen
  - o laywomen
  - o members of a convent (male)
  - o members of a convent (female)
  - o members of a convent and secular clergy
  - o members of the secular clergy
  - o other [text field]
- 1.4.4.5. Phases in the institutional history [text field]
- 1.4.4.6. Transition to secular management [text field]
- 1.4.4.7. Remarks [text field

1.4.5. Cooperation/confraternity
- 1.4.5.1. Date of foundation (earliest record) [text field]
- 1.4.5.2. Founders/most important benefactors [text field]
- 1.4.5.3. Aim of the foundation [text field]
- 1.4.5.4. Affiliation (identical to, or associated with a guild?) [multiple choice, 1 x n]
  - o yes
  - o no
  - o unknown
- 1.4.5.5. Specify affiliation [text field]
- 1.4.5.6. Altar [text field]
- 1.4.5.7. Composition of the cooperation/confraternity [multiple choice, n x m]
  - o laymen
  - o laywomen
  - o secular clergy
  - o other [text field]
- 1.4.5.8. Phases in the institutional history [text field]
- 1.4.5.9. Date of dissolution [text field]
- 1.4.5.10. Remarks [text field]

1.4.6 Chapel
- 1.4.6.1. Type of chapel [multiple choice, 1 x n]
  - o independent chapel (i.e. standing alone)
  - o part of a church or other religious building or complex
- 1.4.6.2. Specify type of chapel [text field]
- 1.4.6.3 Date of foundation (earliest record) [text field]
- 1.4.6.4. Founders/most important benefactors [text field]
- 1.4.6.5. Right of collation [text field]
- 1.4.6.6. Phases in the institutional history [text field]
- 1.4.6.7. Date of dissolution [text field]

1.4.6.8. Remarks [text field]

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

       1.5.1. General date of construction [text field]

       1.5.2. Map of the (complete) institution complex [text field]

       1.5.3. Church/chapel*

              1.5.3.1. Date foundation [text field]

              1.5.3.2. Date consecration church/chapel [text field]

              1.5.3.3. Short history of the building stages [text field]

              1.5.3.4. Map of the building stages of church/chapel [text field]

              1.5.3.5. Altars in the church/chapel [text field]

              1.5.3.6. Photograph(s) [text field]

              1.5.3.7. Remarks [text field]

       1.5.4. Burial grounds (graveyard/church) [text field]

              1.5.4.1. Location(s) [text field]

              1.5.4.2. Date of consecration [text field]

              1.5.4.3. Date(s) of clearance [text field]

              1.5.4.4. Remarks [text field]

       1.5.5. Other buildings [text field]

       1.5.6. Extant building remnants [text field]

       1.5.7. Demolition of (parts of) the institution [text field]

       1.5.8. Remarks [text field]

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

       1.6.1. Type of extant material [multiple choice, 1 x n]

          o   institution archive/archival material

          o   objects and artifacts

          o   extant manuscripts and printed books

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

          o   in one place

          o   mainly in one place

          o   slightly spread

          o   strongly spread

          o   unknown

       1.6.3. Short description of the extant material [text field]

       1.6.4. Holding institution

              1.6.4.1. Holding institution name [controlled list]

              1.6.4.2. Location of the holding institution

                    1.6.4.2.1. Country [controlled list]

                    1.6.4.2.2. Region [controlled list]

                    1.6.4.2.3. Municipality [controlled list]

                    1.6.4.2.4. Settlement [controlled list]

              1.6.4.3. Website of holding institution [text field]

              1.6.4.4. Remarks [text field]

1.7. Literature [text field]

1.8. Web link [text field

1.9. Remarks [text field]

1.10. Administrative information

       1.10.1. Describer [text field]

       1.10.2. Reviewer [text field]

       1.10.3. Date of description [numeric field]

       1.10.4. Date of update [numeric field]

       1.10.5. Workflow [multiple choice, 1 x n]

          o   in progress

          o   ready for review

          o   approved

          o   not approved

       1.10.6. Notes [text field]