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]
     o Parish
     o Chapter
     o Monastery/convent/religious house/refugee house/priory
     o Hospital/orphanage
     o Cooperation/confraternity
     o 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]
        o independent
        o residing in a parish church
        o other [text field]
        o 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]
        o men
        o women
        o men and women
        o semi-religious men
        o 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]