

Set of elements of the Medieval Memoria Online Description Standard (MeMO DS) for Texts concerning memoria Version 2.0

The Medieval Memoria Online Description Standard (MeMO DS) is part of the Medieval Memoria Online project (see http://www.let.uu.nl/mmr/pdf/MMR_special01.pdf). The project aims to catalogue and describe source material that is fundamental for memoria research. The source material can be divided into two main categories:

- 1) **Objects**, i.e. objects that had a memorial function.
- 2) **Texts**, i.e. texts from a manuscript or text-carrier that had a function within the framework of memorial practices.

MeMO DS aspires to facilitate a generic description standard for the source material from these two categories. The reason for developing MeMO DS is twofold. Firstly it will enable researchers to describe source material that concerns the commemoration of the dead in the same standardised manner. Secondly it will promote the exchangeability of both the infrastructure and the data among scholars. Although other description standards for works of art or documents already exist (such as CDWA for works of art and EAD for archival material), these description standards do not cover any memorial aspects of the source material. MeMO DS focuses especially on those aspects.

Due to the complexity of the source material of the two main categories, MeMO DS consists of two different sets of descriptive elements: one for the objects and one for the texts. The present overview focuses on the texts. The memorial function of these texts can be liturgical, administrative and/or historiographical. In addition, these texts have to concern the commemoration of (ordinary, sinful) people and their actions (such as texts describing the donations for the benefit of the soul). Liturgical texts (e.g. manuscripts with the Office of the Dead, the requiem mass) are not included. Texts that were used for the commemoration of the dead or are useful for memoria research (e.g. some types of narrative sources, registers of gifts) are called a 'memorial text' to distinguish them from other texts in a manuscript or text-carrier that did not have a function within framework of the commemoration of the dead. The memorial texts can be divided into two subcategories:

- a) **memorial registers**; the term register is used to indicate a text with an overview of listed entries, not in the pure archival sense. The memorial registers can be subdivided into five types:
 - 1) register of gifts
 - 2) register of graves
 - 3) register of memorial services
 - 4) register of names
 - 5) register of pittances/alms/doles
- b) **narrative sources**:
 - 1) narrative sources containing one or more biographies (biographies of members of a convent, gesta)
 - 2) narrative sources containing historical events (annals, chronicles)

MeMO DS for Texts consists of elements and sub-elements divided into two Levels:

Level 1: (*General description of the entire manuscript or text-carrier*) contains information about an entire manuscript or text-carrier containing one or more texts. It categorises the manuscript or text-carrier and contains information about the current location, its physical appearance, provenance and any editions and transcriptions.

Level 2: (*Memorial text description*) describes a specific part of the manuscript or text-carrier, i.e. a memorial text. This level contains elements that describe formal aspects of the memorial text, such as the type, language, date, compiler, scribe or handwriting, but also more content-oriented aspects of the memorial text, such as information about gifts, pittances, graves, annals, chronicles etc. Level 2 needs to be repeated for each separate memorial text in a manuscript or text-carrier.

The set of descriptive elements can contain several kinds of descriptive fields. These can be:

- [controlled list]: dropdown list, only one possible (it is possible to add new options)
- [multiple choice 1 x n]: multiple choice, only one possible
- [multiple choice n x m]: multiple choice, more than one possible (it is possible to add new options)
- [numeric field]: 1, 2, 3 etc.
- [text field]: open text field
- If an element can be repeated the element is marked with *

Set of elements of the Medieval Memoria Online Description Standard for Texts concerning memoria

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

- 1.1. Manuscript or text-carrier identifier [\[numeric field\]](#)
- 1.2. Manuscript or text-carrier name [\[text field\]](#)
- 1.3. Categorisation
 - 1.3.1. Type of text-carrier [\[controlled list\]](#)
 - manuscript with one text
 - manuscript with more than one text
 - printed text (edition) with one text
 - printed text (edition) with more than one text
 - printed text (edition) with unknown number of texts
 - transcription with one text
 - transcription with more than one text
 - transcription with unknown number of texts
 - 1.3.2. Classification [\[controlled list\]](#)
 - Manuscript with one text written by one hand
 - Miscellany
 - Composite
 - unknown
 - 1.3.3. Short description [\[text field\]](#)
 - 1.3.4. Remarks [\[text field\]](#)
- 1.4. Holding institution*
 - 1.4.1. Name of the holding institution [\[controlled list\]](#)
 - 1.4.2. Location of the holding institution
 - 1.4.2.1. Country [\[controlled list\]](#)
 - 1.4.2.2. Region [\[controlled list\]](#)
 - 1.4.2.3. Municipality [\[controlled list\]](#)
 - 1.4.2.4. Settlement [\[controlled list\]](#)
 - 1.4.3. Website [\[text field\]](#)
 - 1.4.4. Repository/collection [\[text field\]](#)
 - 1.4.5. Entry number of repository/collection [\[text field\]](#)
 - 1.4.6. Identifier [\[text field\]](#)
 - 1.4.7. Link to online description [\[text field\]](#)
 - 1.4.8. Alternative or previous collection [\[text field\]](#)
 - 1.4.9. Alternative or previous identifier(s) [\[text field\]](#)
 - 1.4.10. Accessibility [\[text field\]](#)
 - 1.4.11. Remarks [\[text field\]](#)
- 1.5. Physical description
 - 1.5.1. Material [\[multiple choice, n x m\]](#)
 - parchment
 - paper without watermark
 - paper with watermark
 - other [\[text field\]](#)
 - 1.5.2. Watermark [\[text field\]](#)
 - 1.5.3. Number of leaves [\[text field\]](#)
 - 1.5.4. Collation [\[text field\]](#)
 - 1.5.5. Dimensions
 - height [\[numeric field\]](#)
 - width [\[numeric field\]](#)
 - 1.5.6. Condition [\[text field\]](#)
 - 1.5.7. Adaptation(s)
 - 1.5.7.1. Type of adaptation(s) [\[multiple choice, n x m\]](#)
 - (parts of) leaves/pages cut out
 - extra pages/leaves sewn/glued in
 - extra leaves/pages glued on remnants of cut leaves/pages

- leaves/pages glued on other leaves/pages
 - other [text field]
 - unknown
- 1.5.7.2. Specify adaptation(s) [text field]
- 1.5.8. Cover
 - 1.5.8.1. Cover material [multiple choice n x m]
 - none
 - leather
 - parchment
 - paper
 - other [text field]
 - unknown
 - 1.5.8.2. Date of the cover [text field]
 - 1.5.8.3. Specify date of the cover [text field]
- 1.5.9. Remarks [text field]
- 1.6. Contents
 - 1.6.1. List of contents [text field]
 - 1.6.2. Table of contents
 - 1.6.2.1. Contemporary table of contents [multiple choice, 1 x n]
 - yes
 - no
 - unknown
 - 1.6.2.2. Specify contemporary table of contents [text field]
 - 1.6.3. Colophon [text field]
 - 1.6.3.1. Colophon present [multiple choice, 1 x n]
 - yes
 - no
 - unknown
 - 1.6.3.2. Specify colophon [text field]
 - 1.6.4. Coat of arms
 - 1.6.4.1. Number of coat of arms [numeric]
 - 1.6.4.2. Location of the coat of arms [multiple choice, n x m]
 - outside cover (front)
 - inside cover (front)
 - outside cover (back)
 - inside cover (back)
 - accompanying a memorial text
 - accompanying a non-memorial text
 - loose leaf
 - other [text field]
 - 1.6.4.3. Specify coat of arms [text field]
 - 1.6.5. Illustrations
 - 1.6.5.1. Location of illustrations [multiple choice, n x m]
 - outside cover (front)
 - inside cover (front)
 - outside cover (back)
 - inside cover (back)
 - accompanying a memorial text
 - accompanying a non-memorial text
 - loose leaf
 - other [text field]
 - 1.6.5.2. Type of illustrations [multiple choice, n x m]
 - miniatures (full page, half page etc.)
 - historiated initial(s)
 - decorated initial(s)
 - rubrication
 - marginal decoration(s)
 - other [text field]
 - 1.6.5.3. Specify the illustrations [text field]
 - 1.6.6. Remarks [text field]

- 1.7. Provenance [\[text field\]](#)
- 1.8. Marks of ownership
 - 1.8.1. Marks of ownership [\[multiple choice, n x m\]](#)
 - no mark of ownership
 - coat(s) of arms
 - ex libris notation(s)
 - stamp(s)
 - other [\[text field\]](#)
 - unknown
 - 1.8.2. Specify marks of ownership [\[text field\]](#)
 - 1.8.3. Remarks [\[text field\]](#)
- 1.9. Surrogates
 - 1.9.1. Editions [\[text field\]](#)
 - 1.9.2. Facsimiles [\[text field\]](#)
 - 1.9.3. Transcriptions [\[text field\]](#)
 - 1.9.4. Photos
 - 1.9.4.1. Photo identifier [\[text field\]](#)
 - 1.9.4.2. Photo location [\[text field\]](#)
 - 1.9.4.3. Copyright statement [\[text field\]](#)
 - 1.9.5. Remarks [\[text field\]](#)
- 1.10. Literature [\[text field\]](#)
- 1.11. Links to other online descriptions of the same manuscript/text-carrier [\[text field\]](#)
- 1.12. Remarks [\[text field\]](#)
- 1.13. Administrative information [\[text field\]](#)
 - 1.13.1. Describer [\[text field\]](#)
 - 1.13.2. Reviewer [\[text field\]](#)
 - 1.13.3. Date of description [\[text field\]](#)
 - 1.13.4. Date of update [\[text field\]](#)
 - 1.13.5. Workflow [\[multiple choice, 1 x n\]](#)
 - in progress
 - ready for review
 - okay
 - not okay
 - 1.13.6. Notes [\[text field\]](#)

Level 2: Memorial text description

2.1. Memorial text identifier [controlled list]

2.2. Title [text field]

2.3. Location [text field]

2.4. Key words [multiple choice, n x m]

- annals
- annals/chronicle
- annals/gesta
- biographies
- chronicle
- death role
- gesta
- kalendarium
- liber vitae
- memorial register (gifts)
- memorial register (graves)
- memorial register (memorial services)
- memorial register (names)
- memorial register (pittances)
- narrative source of one ore more biographies
- narrative source based on historical events
- necrology
- obituary
- etc.

2.5. Incipit [text field]

2.6. Explicit [text field]

2.7. Date

2.7.1. Date of origin

2.7.1.1. (Exact) date [text field]

2.7.1.2. Date range

2.7.1.2.1. Earliest date [text field]

2.7.1.2.2. Latest date [text field]

2.7.1.3. Arguments for the date of origin [multiple choice, n x m]

- date is mentioned in the text
- based on research

2.7.1.4. Specify arguments for the date of origin [text field]

2.7.2. Date of recording

2.7.2.1. (Exact) date [text field]

2.7.2.2. Date range

2.7.2.2.1. Earliest date [text field]

2.7.2.2.2. Latest date [text field]

2.7.2.3. Arguments for the date of recording [multiple choice, n x m]

- date is mentioned in the text
- based on research

2.7.2.4. Specify arguments for the date of recording [text field]

2.7.3. Date(s) of separate entries

2.7.3.1. (Exact) date [text field]

2.7.3.2. Date range

2.7.3.2.1. Earliest date [text field]

2.7.3.2.2. Latest date [text field]

2.7.3.3. Arguments for the date(s) of separate entries [multiple choice, n x m]

- date(s) are mentioned in the text
- based on research

2.7.3.4. Specify arguments for the date(s) of separate entries [text field]

2.7.4. Remarks [text field]

2.8. Entry sequence

2.8.1. Type of registration

- chronologically by year
- according to the liturgical calendar/cycle

- in a calendar (Roman/Julian/Gregorian)
 - alphabetically
 - at random
 - marginal/interlinear
 - other [text field]
 - not to be determined/unknown
- 2.8.2. Specify type of registration [text field]
- 2.9. (Original) religious or ecclesiastical community/institution*
- 2.9.1. Institution identifier [controlled list]
- 2.9.2. Name of the community/institution
- 2.9.2.1. Name (native tongue) [text field]
 - 2.9.2.2. Name (English) [text field]
 - 2.9.2.3. Alternative name(s) of the community/institution [text field]
- 2.9.3. Location (historical)
- 2.9.3.1. Diocese [controlled list]
 - 2.9.3.2. Parish [controlled list]
- 2.9.4. Location (current)
- 2.9.4.1. Country [controlled list]
 - 2.9.4.2. Region [controlled list]
 - 2.9.4.3. Municipality [controlled list]
 - 2.9.4.4. Settlement [controlled list]
- 2.9.5. Arguments for original community/institution [multiple choice, n x m]
- the community/institution is mentioned in the text
 - based on research
- 2.9.6. Specify arguments for the original community/institution [text field]
- 2.9.7. History [text field]
- 2.9.8. Extant material
- 2.9.8.1 Extant archival material [text field]
 - 2.9.10. Extant objects and building remnants [text field]
- 2.9.9. Literature on the institution [text field]
- 2.9.10. Remarks [text field]
- 2.10. Function(s)
- 2.10.1. Intended user/audience [multiple choice, n x m]
- for communal purposes in a community/institution (liturgical)
 - for communal purposes in a community/institution (educational)
 - for communal purposes in a community/institution (administrative)
 - for communal purposes outside a community/institution (administrative)
 - for private purposes inside a community/institution (liturgical)
 - for private purposes in a community/institution (educational)
 - for private purposes in a community/institution (administration)
 - for private purposes outside a community/institution (liturgical)
 - for private purposes outside a community/institution (educational)
 - other [text field]
 - unknown
- 2.10.2. Specify intended user/audience [text field]
- 2.10.3. Intended location of usage [multiple choice, n x m]
- in the church
 - in a chapel
 - in the chapter house
 - in the refectory
 - school
 - in private space
 - other [text field]
 - unknown
- 2.10.4. Specify intended location of usage [text field]
- 2.10.5. Depository inside the community/institution [multiple choice, 1 x n]
- church/sacristy
 - chapter house
 - library
 - archive

- private space
- other [text field]
- unknown
- 2.10.6. Specify depository [text field]
- 2.10.7. Traces of usage [text field]
- 2.10.8. Remarks [text field]
- 2.11. Commissioning party [text field]
 - 2.11.1 Commissioning party name [text field]
 - 2.11.2. Composition of commissioning party [multiple choice, n x m]
 - private person(s)
 - institution
 - unknown
 - 2.11.3. Personal details*
 - 2.11.3.1. Person identifier [numeric field]
 - 2.11.3.2. Name [text field]
 - 2.11.3.3. Sex [multiple choice, 1 x n]
 - male
 - female
 - unknown
 - 2.11.3.4. Year of birth [text field]
 - 2.11.3.5. Year of death [text field]
 - 2.11.3.6. Remarks [text field]
 - 2.11.4. Institution details*
 - 2.11.4.1. Institution identifier [numeric field]
 - 2.11.4.2. Name [text field]
 - 2.11.4.3. Sex of the members of the commissioning party [multiple choice, 1 x n]
 - male(s)
 - female(s)
 - male(s) and female(s)
 - unknown
 - 2.11.4.4. Remarks [text field]
 - 2.11.5. Remarks [text field]
- 2.12. Person(s) responsible for the text
 - 2.12.1. Statement of responsibility (redaction) [text field]
 - 2.12.2. Identity of separate identifiable person*
 - 2.12.2.1. Name [text field]
 - 2.12.2.2. Sex [multiple choice, 1 x n]
 - male
 - female
 - unknown
 - 2.12.2.3. Year/date of birth [text field]
 - 2.12.2.3. Year/date of death [text field]
 - 2.12.2.4. Role [multiple choice, n x m]
 - author
 - compiler
 - scribe
 - 2.12.2.5. Specify role [text field]
 - 2.12.3. Remarks [text field]
- 2.13. Place(s) of production [text field]
- 2.14. Description of hands [text field]
- 2.15. Language [multiple choice, n x m]
 - Dutch
 - English
 - French
 - Frisian
 - German
 - Latin
 - other[text field]

2.16. Coat of arms*

2.16.1. Location of the coat of arms [\[text field\]](#)

2.16.2. Specification of the coat of arms

2.16.2.1. Shape of the shield [\[controlled list\]](#)

- cartouche
- oval
- square
- standard shield
- rhombus/lozenge

2.16.2.2. Type of the coat of arms [\[multiple choice, 1 x n\]](#)

- alliance shield (1 shield)
- alliance shield (2 shields)
- coat of arms of places/cities
- coat of arms of officials
- coat of arms of a religious order
- coat of arms of a knightly order
- family coat of arms
- personal coat of arms

2.16.2.3. Description of the shield [\[text field\]](#)

2.16.2.4. Description of other armorial bearings [\[text field\]](#)

2.16.2.5. Motto [\[text field\]](#)

2.16.2.6. English translation of the motto [\[text field\]](#)

2.16.2.7. Remarks [\[text field\]](#)

2.16.3. Additional decorations of the coat of arms

2.16.3.1. Type of shield bearer [\[multiple choice, n x m\]](#)

- angel(s)/putto
- animal(s)
- human figure
- mythical figure(s)
- savage(s) (male/female)
- other [\[text field\]](#)

2.16.3.2. Insignia or attributes [\[text field\]](#)

2.16.4. Identification [\[text field\]](#)

2.16.4.1. (Family) name [\[text field\]](#)

2.16.4.2. Personal detail*

2.16.4.2.1. Name [\[text field\]](#)

2.16.4.2.2. Sex [\[multiple choice, 1 x n\]](#)

- male
- female
- unknown

2.16.4.2.3. Year/date of birth [\[text field\]](#)

2.16.4.2.4. Year/date of death [\[text field\]](#)

2.16.4.2.5. Remarks [\[text field\]](#)

2.16.4.3. Social standing

2.16.4.3.1. Status [\[multiple choice, n x m\]](#)

- aristocracy/nobility
- citizen of city
- member of a convent
- secular clergy
- semi-religious
- other [\[text field\]](#)
- unknown

2.16.4.3.2. Arguments for status [\[multiple choice, n x m\]](#)

- place of origin (of the text)
- mentioned in the text
- identification of the person owning the coat of arms
- other [\[text field\]](#)

2.16.4.3.3. Specify arguments for status [\[text field\]](#)

2.16.4.3.4. Member of a convent

2.16.4.3.4.1. Religious order [\[controlled list\]](#)

- Benedictine

- Cistercian
 - Norbertine
 - other [text field]
 - order unknown
- 2.16.4.3.4.2. Specify religious order [text field]
- 2.16.4.3.5. Secular clergy
 - 2.16.4.3.5.1. Secular clergy [controlled list]
 - bishop
 - canon
 - parish priest
 - other [text field]
 - 2.16.4.3.5.2. Specify secular clergy [text field] [text field]
- 2.16.4.3.6. Remarks [text field]
- 2.16.5. Remarks [text field]
- 2.17. Illustration*
 - 2.17.1. Location of the illustration [text field]
 - 2.17.2. Type of illustration [multiple choice, n x m]
 - miniatures (full page, half page etc.)
 - historiated initial(s)
 - decorated initial(s)
 - rubrication
 - marginal decoration(s)
 - other [text field]
 - 2.17.3. Description of the illustration [text field]
 - 2.17.4. Remarks [text field]
- 2.18. Filiation [text field]
- 2.19. Register of gifts
 - 2.19.1. Types of gifts [multiple choice, n x m]
 - a one-off gift of money
 - interest/rent
 - real estate (land/houses)
 - pittance
 - sustenance (clothes/shoes/bed linen/food/beverages/fuel)
 - objects for worship and decoration of the church (liturgical vestments/ liturgical vessels/ liturgical books/ornaments/ furnishings/altar pieces/memorial pieces/ glass stained windows)
 - non-liturgical books
 - building material
 - unknown
 - other, [text field]
 - 2.19.2. Number of gifts [multiple choice, 1 x n]
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.19.3. Types of counter gifts [multiple choice, n x m]
 - no counter gifts mentioned
 - mass
 - prayer
 - vigil
 - visit to the grave
 - taper/candles on grave or elsewhere
 - pall on the grave
 - other [text field]
 - unknown

- 2.19.4. Benefactors
 - 2.19.4.1. Number of benefactors [\[multiple choice, 1 x n\]](#)
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.19.4.2. Sex of the benefactors in percentages [\[controlled list\]](#)
 - 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - unknown
 - not researched
 - 2.19.4.3. Background of the benefactors [\[multiple choice, n x m\]](#)
 - members of the institution (full membership) (e.g. brothers and sisters)
 - members of the institution (member on deathbed)
 - people associated with the institution (professionally)
 - people associated with the institution (socially)
 - neighbours (from the wider neighbourhood)
 - unknown
 - not researched
 - 2.19.4.4. Specify background of the benefactors [\[text field\]](#)
- 2.19.5. Supplementary information [\[multiple choice, n x m\]](#)
 - about graves
 - about memorial services
 - about pittances
 - biographical information
 - other [\[text field\]](#)
- 2.19.6. Specify supplementary information [\[text field\]](#)
- 2.19.7. Remarks [\[text field\]](#)
- 2.20. Register of graves
 - 2.20.1. Type of register of graves [\[multiple choice, n x m\]](#)
 - list of persons buried
 - list of grave owners
 - unknown
 - 2.20.2. Number of graves [\[multiple choice, 1 x n\]](#)
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.20.3. Grave owners (if the text is a list of grave owners)
 - 2.20.3.1. Number of grave owners [\[multiple choice, 1 x n\]](#)
 - <50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.20.3.2. Sex of the grave owners in percentages [\[controlled list\]](#)
 - 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - Unknown

- not researched
- 2.20.3.3. Background of the grave owners [multiple choice, n x m]
 - members of (or persons associated with) the institution
 - extraneous persons (persons from outside the institution)
 - unknown
 - not researched
- 2.20.3.4. Specify background of the grave owners [text field]
- 2.20.4. Persons buried
 - 2.20.4.1. Number of persons buried [multiple choice, 1 x n]
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.20.4.2. Sex of the persons buried in percentages [controlled list]
 - 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - Unknown
 - not researched
 - 2.20.4.3. Background of the persons buried [multiple choice, n x m]
 - members of (or persons associated with) the institution
 - extraneous persons (persons from outside the institution)
 - unknown
 - not researched
 - 2.20.4.4. Specify background of the persons buried [text field]
- 2.20.5. Location of graves [multiple choice, n x m]
 - church
 - chapel
 - charterhouse
 - cemetery
 - other [text field]
- 2.20.6. Supplementary information [multiple choice, n x m]
 - about gifts
 - about memorial services
 - about pittances
 - about persons buried /grave owners
 - about reburials
 - about the (location of) graves
 - biographical information
 - other [text field]
- 2.20.7. Specify supplementary information [text field]
- 2.20.8. Remarks [text field]
- 2.21. Register of memorial services
 - 2.21.1. Types of memorial services [multiple choice, n x m]
 - mass (including daily masses that are not a memorial mass)
 - vigil
 - other prayers
 - visit to the grave
 - pittances
 - doles to the poor
 - taper/candles on grave or elsewhere
 - pall on the grave
 - other [text field]
 - unknown

- 2.21.2. Number of memorial services [multiple choice, 1 x n]
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
- 2.21.3. Frequency of memorial services [multiple choice, n x m]
 - annually
 - twice a year
 - monthly
 - weekly
 - daily
 - other [text field]
 - unknown
- 2.21.4. Executors of the memorial service [multiple choice, n x m]
 - member(s) of the institution
 - member(s) of another institution/persons who are not associated with the institution
- 2.21.5. Persons commemorated
 - 2.21.5.1. Number of persons commemorated [multiple choice, 1 x n]
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.21.5.2. Sex of the persons commemorated in percentages [text field]
 - 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - unknown
 - not researched
 - 2.21.5.3. Background of the persons commemorated [multiple choice, n x m]
 - members of the institution (full membership) (e.g. brothers and sisters)
 - members of the institution (member on deathbed)
 - people associated with the institution (professionally)
 - people associated with the institution (socially)
 - neighbours (from the wider neighbourhood)
 - unknown
 - not researched
 - 2.21.5.4. Specify background of the persons commemorated [text field]
- 2.21.6. Supplementary information [multiple choice, n x m]
 - about gifts
 - about graves
 - about pittances
 - biographical information
 - other [text field]
- 2.21.7. Specify supplementary information [text field]
- 2.21.8. Remarks [text field]
- 2.22. Register of names
 - 2.22.1. Type of register of names [controlled list]
 - list of deceased members of a convent
 - list of abbots/priors etc.
 - list of members of a confraternity
 - other [text field]
 - 2.22.2. Persons mentioned
 - 2.22.2.1. Number of names [multiple choice, 1 x n]
 - < 50

- 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
- 2.22.2.2. Sex of the persons mentioned in percentages [\[text field\]](#)
- 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - Unknown
 - not researched
- 2.22.2.3. Background of the persons mentioned [\[multiple choice, n x m\]](#)
- members of the institution (full membership) (e.g. brothers and sisters)
 - members of the institution (member on deathbed)
 - people associated with the institution (professionally)
 - people associated with the institution (socially)
 - neighbours (from the wider neighbourhood)
 - unknown
 - not researched
- 2.22.2.4. Specify background of the persons mentioned [\[text field\]](#)
- 2.22.2.5. Physical state of the person mentioned at the time of registration [\[multiple choice, 1 x n\]](#)
- dead
 - alive
 - unknown
- 2.22.3. Supplementary information [\[multiple choice, n x m\]](#)
- about gifts
 - about graves
 - about memorial services
 - about pittances
 - biographical information
 - other [\[text field\]](#)
- 2.22.4. Specify supplementary information [\[text field\]](#)
- 2.22.5. Remarks [\[text field\]](#)
- 2.23. Register of pittances
- 2.23.1. Types of pittances [\[multiple choice, n x m\]](#)
- food (bread/meat/fish/meal)
 - beverages (wine/beer)
 - clothes/shoes/bed linen
 - utensils
 - fuel
 - money
 - other [\[text field\]](#)
- 2.23.2. Frequency of pittances [\[multiple choice, n x m\]](#)
- annually
 - twice a year
 - monthly
 - unknown
 - other [\[text field\]](#)
- 2.23.3. Destination/purpose of pittances [\[multiple choice, n x m\]](#)
- members of the institution (nuns, brothers)
 - the poor associated with the institution
 - the poor who are not associated with the institution
- 2.23.4. Number of pittances [\[multiple choice, 1 x n\]](#)
- < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999

- > 1000
- 2.23.5. Types of countergifts [multiple choice, n x m]
 - no countergifts mentioned
 - mass (including daily masses that are not necessarily a memorial mass)
 - prayer
 - vigil
 - visit to the grave
 - taper/candles on grave or elsewhere
 - pall on the grave
 - other [text field]
 - unknown
- 2.23.6. Benefactors
 - 2.23.6.1. Number of benefactors [multiple choice, 1 x n]
 - < 50
 - 51-99
 - 100-199
 - 200-499
 - 500-999
 - > 1000
 - 2.23.6.2. Sex of the benefactors in percentages [controlled list]
 - 100 % male
 - 75% male, 25% female
 - 50% male, 50% female
 - 25% male, 75% female
 - 100% female
 - unknown
 - not researched
 - 2.23.6.3. Background of the benefactors [multiple choice, n x m]
 - members of the institution (full membership) (e.g. brothers and sisters)
 - members of the institution (member on deathbed)
 - people associated with the institution (professionally)
 - people associated with the institution (socially)
 - neighbours (from the wider neighbourhood)
 - unknown
 - not researched
 - 2.23.6.4. Specify background of the benefactors [text field]
- 2.23.7. Supplementary information [multiple choice, n x m]
 - about gifts
 - about graves
 - about memorial services
 - biographical information
 - other [text field]
- 2.23.8. Specify supplementary information [text field]
- 2.23.9. Remarks [text field]
- 2.24. Narrative source containing one ore more biographies
 - 2.24.1. Type of biography/gesta [multiple choice, 1 x n] [
 - officials (clergy)
 - officials (members of a convent)
 - officials (governmental)
 - members of a convent (brothers, sisters)
 - other [text field]
 - 2.24.2. Short summary of the contents [text field]
 - 2.24.3. Completeness of biographies/gesta [text field]
 - 2.24.4. Number of biographies/gesta for men [numeric field]
 - 2.24.5. Number of biographies/gesta for women [numeric field]
 - 2.24.6. Structure of biographies/gesta [multiple choice, n x m]
 - thematically
 - chronological
 - 2.24.7. Type of biographical information [multiple choice, n x m]
 - name of the person

- profession of the person into the institution
 - function of the person inside the institution
 - virtues of the person
 - age and death of the person
 - miracles and visions connected to the person
 - literary production of the person
 - gifts of the person to the institution
 - special deeds of the person
 - relations with people inside the institution
 - relations with other people outside the institution
 - other [text field]
- 2.24.8. Specify type of biographical information [text field]
- 2.24.9. Remarks [text field]
- 2.25. Narrative source containing one or more historical events
- 2.25.1. Type of narrative source [multiple choice, 1 x n]
- annals
 - annals/chronicle
 - annals/gesta
 - chronicle
 - other
- 2.25.2. Short summary of the contents [text field]
- 2.25.3. Annual entries [text field]
- 2.25.4 Information regarding memoria
- 2.25.4.1. Types of memoria information [multiple choice, n x m]
- history of the heads of the community/institution (succession series, i.e. gesta)
 - gifts
 - benefactors
 - countergifts
 - granted privileges (such as the right to have one's own church/chapel; right to ring a (church)bell; right to bury people in the institution's grounds, etc.)
 - conflicts concerning memoria
 - liturgical practices for persons being commemorated
 - confraternities with other people and (religious) communities
 - other [text field]
- 2.25.4.2. Specify memoria information [text field]
- 2.25.5. Context
- 2.25.5.1. General historical information: [multiple choice, n x m]
- political events
 - religious and liturgical events (outside the community/institution)
 - natural disasters
 - epidemic diseases (both inside as outside the community/institution)
- 2.25.5.2. Specify general historical information [text field]
- 2.25.5.3. Phases in the history of the institution [multiple choice, n x m]
- foundation
 - reforms
 - building history
 - rebuilding activities due to natural disasters, fires and wars
 - occupational history of the community/institution
 - phases of conflict (between the institution and the outside world)
 - relations with lay people
 - relations with ecclesiastical authorities
 - relations with other religious communities
 - other [text field]
- 2.25.5.4. Specify institution history phases [text field]
- 2.25.6. Remarks [text field]
- 2.26. Remarks [text field]