

# Spectrum



## The UK Museum Collections Management Standard

SPECTRUM 4.0 Appendix 1 Information Requirements

Collections  
Trust

## **SPECTRUM 4.0 Appendix 1 Information Requirements**

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# Introduction

SPECTRUM represents a common understanding of good practice for collections management in museums. It contains detailed procedures for managing the processes that an object goes through during its lifecycle in a museum. These procedures are defined in a separate publication, titled SPECTRUM 4.0.

This publication forms the appendix to SPECTRUM 4.0, and contains details of the information that needs to be collected for each SPECTRUM 4.0 procedure.

## *Linking between a procedure and its information requirements*

The operation of a procedure will lead to the recording of various items of information. These are known, in SPECTRUM, as the procedure's *information requirements*.

In SPECTRUM information requirements are defined at two levels:

- **Units of information** - These are the lowest level of information-recording and may represent data in one field of a system (it is possible that a unit of information to be represented in other ways, e.g. the name of a field, or instructions on how to record data in a field)
- **Information groups** - These are sets of units of information brought together to enable the recording of: an object (both physically and with regard to events in its history); events that take place in the organisation (e.g. an Audit); persons, organisations, peoples and places associated with objects and events.

Linking from a procedure to its information requirements is at the level of the procedure step to the information groups needed to support it.

Where there are information requirements for a procedure step these are indicated by an 'Information requirements:' which lists underneath the relevant information groups. By referring to the groups section of SPECTRUM it is then possible to see which are the relevant units of information for any information group.

# Information groups

Information groups are sets of related units of information. They are used to record a particular aspect of an object (such as its requirements), a particular procedure or process (such as object movement), or other 'entity' (such as a person, organisation, or date).

The following abbreviations indicate where a unit of information cross references other units of information with multiple parts.

(Per) = Person units  
(Peo) = People units  
(Org) = Organisation units  
(Pla) = Place units

## Object groups

These groups are used to record aspects of an object. Some are paired with a 'procedural' or 'process' group which records the actual event. For example *Object audit information* records the audit information relating to an object while *Audit information* records information relating to an audit as a whole. The information in each group is linked to an object via the *Object number* in the *Object identification group*.

### Object audit information

Use to record the object aspects of an audit. See Audit information group for the process aspects. Link to relevant Audit information using the Audit reference number unit.

#### Units of information:

***Object audit category***  
***Object audit date***  
***Object audit note***  
***Object audit result***  
***Object audit type***

### Object collection information

Use to record information about the field collection of objects, e.g. during an archaeological excavation.

#### Units of information:

***Field collection date***  
***Field collection event name***  
***Field collection event reference number***  
***Field collection method***  
***Field collection note***  
***Field collection number***  
***Field collection place (Pla)***  
***Field collection source (Org, Peo, Per)***  
***Field collector (Org, Per)***  
***Geological complex name***  
***Habitat***  
***Habitat note***  
***Stratigraphic unit name***  
***Stratigraphic unit type***

## Object condition and technical assessment information

Use to record the object aspects of a condition or technical assessment. See *Condition check/technical assessment information* group for the process aspects. Link to relevant *Condition check/technical assessment information* using the *Condition check/technical assessment reference number* unit.

### Units of information:

#### **Completeness**

**Completeness date**

**Completeness note**

#### **Condition**

**Condition date**

**Condition note**

#### **Conservation treatment priority**

#### **Environmental condition note**

**Environmental condition note date**

#### **Next condition check/assessment date**

#### **Technical assessment**

**Technical assessment date**

#### **Hazard**

**Hazard date**

**Hazards note**

## Object conservation and treatment information

Use to record the object aspects of a conservation or treatment process. See *Conservation and treatment information* group for the process aspects. Link to relevant *Conservation and treatment information* using the *Conservation reference number* unit.

### Units of information:

#### **Conservation material**

#### **Conservation note**

#### **Recall date**

#### **Treatment date**

#### **Treatment report**

## Object description information

Use to record the categories of the description of an object. Which units an organisation uses depends on the requirements of the organisation and on the type of object.

### Units of information:

#### **Age**

#### **Age qualifier**

#### **Age unit**

#### **Colour Content - activity**

#### **Content - concept**

#### **Content - date**

#### **Content - description Content - event name**

**Content - event name type**

#### **Content - note**

#### **Content - object**

**Content - object type**

#### **Content - organisation (Org)**

#### **Content - other**

**Content - other type**

#### **Content - people (Peo)**

#### **Content - person (Per)**

**Content - place (Pla)**  
**Content - position**  
**Content note**  
**Copy number**  
**Dimension**  
     **Dimension measured part**  
     **Dimension value**  
         **Dimension value date**  
     **Dimension measurement unit**  
     **Dimension value qualifier**  
**Edition number**  
**Form**  
**Inscription content Inscriber (Org, Peo, Per)**  
     **Inscription date**  
     **Inscription interpretation**  
     **Inscription language**  
     **Inscription method**  
     **Inscription position**  
     **Inscription script**  
     **Inscription translation**  
     **Inscription transliteration**  
     **Inscription type**  
**Inscription description**  
     **Inscriber (Org, Peo, Per)**  
     **Inscription date**  
     **Inscription interpretation**  
     **Inscription method**  
     **Inscription type**  
     **Inscription position**  
**Material**  
     **Material component**  
         **Material component note**  
     **Material name**  
     **Material source**  
**Object status**  
**Phase**  
**Physical description**  
**Sex**  
**Style**  
**Technical attribute**  
**Technical attribute measurement**  
     **Technical attribute measurement unit**  
**Object component name**  
     **Object component information**

## **Object history and association information**

Use to record the historic use and associations of an object.

**Units of information:**

**Associated activity**  
     **Associated activity note**  
**Associated concept**  
**Associated cultural affinity**  
**Associated date**  
**Associated event date**  
**Associated event name**  
     **Associated event name type**  
**Associated event organisation (Org)**  
**Associated event people (Peo)**

*Associated event person (Per)*  
*Associated event place (Pla)*  
*Associated object*  
    *Associated object type*  
*Associated organisation (Org)*  
*Associated people (Peo)*  
*Associated person (Per)*  
*Associated place (Pla)*  
*Association note*  
*Association type*  
*Object history note*  
*Owner (Org, Per)*  
*Ownership access*  
*Ownership category*  
*Ownership dates*  
*Ownership exchange method*  
*Ownership exchange note*  
*Ownership exchange price*  
*Ownership place (Pla)*  
*Related object number*  
    *Related object association*  
    *Related object note*  
*Usage*  
*Usage note*  
*Stratigraphic unit note*

## **Object identification information**

Use to record the 'core information' about an object or group of objects.

Units of information:

*Object number*  
*Other number*  
    *Other number type*  
*Brief description*  
*Comments*  
*Distinguishing features*  
*Number of objects*  
*Object name*  
    *Object name currency*  
    *Object name level*  
    *Object name note*  
    *Object name system*  
    *Object name type*  
    *Object name/title language*  
*Responsible department/section*  
*Title*  
    *Object name/title language*  
    *Title translation*  
    *Title type*

## Object location information

Use to record the where an object is located. See *Location information* for the place itself.

Units of information:

**Current location**

**Current location fitness**

**Current location note**

**Location date**

**Normal location**

## Object owner's contribution information

Use to record information about an object contributed by the previous owner of an object. See *Use of collections information* group for the process aspects. Link to the relevant *Use of collections information* using the *Research/use of object reference number* or *Exhibition reference number unit*.

Units of information:

**Owner's personal experience**

**Owner's personal response**

**Owner's reference**

**Owner's contribution note**

## Object production information

Use to record the aspects of the creation of an object.

Units of information:

**Object production date**

**Object production note**

**Object production organisation (Org)**

**Object production people (Peo)**

**Object production person (Per)**

**Object production place (Pla)**

**Object production reason Technique**

**Technique type**

## Object requirement information

Use to record the various requirements an object has while in the care of the organisation and others.

Units of information:

**Display recommendations**

**Environmental recommendations**

**Handling recommendations**

**Packing recommendations**

**Security recommendations**

**Special requirements**

**Storage requirements**

**Salvage priority code**

**Salvage priority code date**

**Legal/licence requirements**

**Legal/licence requirements held**

**Legal/licence requirements held begin date**

**Legal/licence requirements held end date**

**Legal/licence requirements held number**

**Legal/licence requirements held renewal date**

## Object rights information

Use to record the rights associated with objects, whoever holds them. Reference the object using the *Object number* unit in the *Object identification information* group.

### Units of information:

*Right begin date*  
*Right end date*  
*Right holder (Org, People, Per)*  
*Right note*  
*Right reference number*  
*Right type*

## Object rights in information

Use to record rights for the use of an object obtained by the organisation from others. Reference the object using the *Object number* unit in the *Object identification information* group.

### Units of information:

*Rights in begin date*  
*Rights in consent status*  
*Rights in consent status date*  
*Rights in end date*  
*Rights in holder*  
*Rights in note*  
*Rights in reference number*  
*Rights in type*

## Object rights out information

Use to record rights for the use of an object granted by the organisation to others. Reference the object using the *Object number unit* in the *Object identification information* group.

### Units of information:

*Rights out authorisation date*  
*Rights out authoriser*  
*Rights out begin date*  
*Rights out consent status*  
*Rights out consent status date*  
*Rights out end date*  
*Rights out note*  
*Rights out reference number*  
*Rights out requester*  
*Rights out type*

## Object use information

Use to record the object aspects of a use of an object. See *Use of collections information* group for the process aspects. Link to the relevant *Use of collections information* using the *Research/use of object reference number* or *Exhibition reference number* unit.

### Units of information:

#### **Access category**

**Access category date**

**Access category note**

#### **Credit line**

#### **Label/raisonné text**

**Label audience**

**Label author**

**Label language**

**Label note**

**Label reason**

**Label text date**

#### **Object display status**

**Object display status date**

## Object valuation information

Use to record the object aspects of a valuation. See *Valuation information* group for the process aspects. Link to the relevant *Valuation information* using the *Valuation reference number* unit.

### Units of information:

#### **Object valuation**

**Object valuation date**

**Object valuation note**

**Object valuation renewal date**

**Object valuation type**

## Object viewer's contribution information

Use to record information about an object contributed by a viewer of an object. See *Use of collections information* group for the process aspects. Link to the relevant *Use of collections information* using the *Research/use of object reference number* or *Exhibition reference number* unit.

### Units of information:

#### **Viewer's role**

**Viewer's personal experience**

**Viewer's personal response**

**Viewer's reference**

**Viewer's contribution note**

## Procedure groups

These groups are used to record procedures and processes. Some are paired with a 'object' group which records the object aspects of the event. For example *Audit information* records information relating to an audit as a whole, while *Object audit information* records the audit information relating to an object.

## Common Procedural Units

This group lists the full set of generalised units that can be used to describe a procedure in SPECTRUM. The groups below give particular units for a procedure. If an organisation wishes to record an aspect of a procedure not listed then it should model the units it uses on these. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

**Authoriser (Per)**

*Authorisation date*

**Cost**

*Cost note*

**Procedure begin date**

**Procedure end date**

**Procedure manager (Org, Per)**

**Procedure note**

**Procedure title**

**Reason**

**Request**

*Request date*

*Requester (Org, Per)*

**Requested action date**

**Scheduled begin date**

**Scheduled end date**

**Status**

*Status date*

*Status review date*

## Acquisition information

(use also Common units)

Use to record an acquisition event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

**Accession date**

**Acquisition authoriser (Per)**

*Acquisition authorisation date*

**Acquisition date**

**Acquisition funding**

*Acquisition funding source (Org, Per)*

*Acquisition funding source provisos*

**Acquisition method**

**Acquisition note**

**Acquisition provisos**

**Acquisition reason**

**Acquisition reference number**

**Acquisition source (Peo, Per, Org)**

**Group purchase price**

**Object offer price**

**Object purchaser offer price**

**Object purchase price**  
**Original object purchase price**  
**Original object purchase price denomination**  
**Transfer of title number**

## **Audit information**

(use also Common units)

Use to record an audit event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

**Units of information:**

**Audit method**  
**Audit reference number**  
**Audit type Auditor (Org, Per)**

## **Condition check/technical assessment information**

(use also Common units)

Use to record a condition check or technical assessment event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

**Units of information:**

**Condition check/assessment date**  
**Condition check/assessment method**  
**Condition check/assessment note**  
**Condition check/assessment reason**  
**Condition check/assessment reference number**  
**Condition checker/assessor (Per)**

## **Conservation and treatment information**

(use also Common units)

Use to record a conservation or treatment event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

**Units of information:**

**Conservation method**  
**Conservation reference number**  
**Conservator (Org, Per)**

## Disposal information

(use also Common units)

Use to record a disposal event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

*Deaccession date*  
*Disposal date*  
*Disposal method*  
*Disposal new object number*  
*Disposal note*  
*Disposal price*  
*Disposal proposed recipient (Org, Peo, Per)*  
*Disposal provisos*  
*Disposal reason*  
*Disposal recipient (Org, Peo, Per)*  
*Disposal reference number*  
*Group disposal price*

## Indemnity information

(use also Common units)

Use to record an indemnity event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

*Indemnity confirmation date*  
*Indemnity note*  
*Indemnity renewal date*  
*Indemnity reference number*  
*Object minimum liability sum*

## Insurance information

(use also Common units)

Use to record an insurance event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

*Insurance note*  
*Insurance policy number*  
*Insurance reference number*  
*Insurance renewal date*  
*Insurer (Org, Per)*

## Loan in information

(use also Common units)

Use to record a loan in event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

**Lender (Org, Peo, Per)**  
**Lender's authoriser (Org, Per)**  
**Lender's authorisation date**  
**Lender's contact (Org, Per)**  
**Loan in contact (Org, Per)**  
**Loan in conditions**  
**Loan in note**  
**Loan in reference number**

## Loan out information

(use also Common units)

Use to record a loan out event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

**Borrower (Org, Per)**  
**Borrower's contact (Org, Per)**  
**Loan out note**  
**Loan out reference number**  
**Loaned object status**  
**Loaned object status date**  
**Special conditions of loan**

## Loss/damage information

Use to record a loss or damage event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

**Loss/damage date**  
**Loss/damage method**  
**Loss/damage note**  
**Loss/damage reference number**  
**Loss/damage reporter (Per)**

## Movement information

(use also Common units)

Use to record a movement event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

***Movement contact (Per)***  
***Movement method***  
***Movement note***  
***Movement reference number***  
***Planned removal date***  
***Removal date***

## Object entry information

(use also Common units)

Use to record an object entry event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

***Current owner (Org, Peo, Per)***  
***Depositor (Org, Peo, Per)***  
***Depositor's requirements***  
***Entry date***  
***Entry method***  
***Entry note***  
***Entry number***  
***Entry reason***  
***Packing note***  
***Return date***

## Object exit information

(use also Common units)

Use to record an object exit event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

***Delivery date***  
***Exit date***  
***Exit destination (Org, Per)***  
***Exit method***  
***Exit note***  
***Exit reference number***  
***Organisation courier (Per)***  
***Shipper (Org, Per)***  
***Shipper's contact (Per)***  
***Shipping note***

## Process information

(use also Common units)

Use to model any process that takes place in the organisation that it wishes to record information about. For example an organisation may wish to record the person who identified an object or the method used to date one. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

***Process date***

***Process method***

***Process note***

***Process person/organisation (Org, Per)***

***Process reference number***

## Valuation information

(use also Common units)

Use to record a valuation event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

### Units of information:

***Valuation reference number***

***Valuer (Org, Per)***

## Use of collections information

(use also Common units)

Use to record a use of collections event. Reference the object(s) involved using their *Object number* unit in the *Object identification information* group.

For exhibitions

### Units of information:

***Exhibition organiser (Org, Per)***

***Exhibition reference number***

***Exhibition begin date***

***Exhibition end date***

***Exhibition title***

***Venue (Org)***

***Venue authorisation date***

***Venue authoriser (Per)***

For other uses

### Units of information:

***Research/use of object date***

***Research/use of object method***

***Research/use of object note***

***Research/use of object provisos***

***Research/use of object reference number***

***Research/use of object result***

***Researcher/user (Org, Per)***

## Address information

The *Address information* is normally used for current information which is used and updated. Use *Place information* for historical information

It may be necessary to use a number of separate units of information, depending on the type of address being recorded:

### Units of information:

- Address - e-mail***
- Address - fax number***
- Address - place (Pla)***
- Address - postcode***
- Address - telephone number***
- Address - text***
- Address type***

## Date information

Detailed information about a date may often be needed for historical information. Dates of collections management activities normally have only one date associated with them as they are in current use and precise dates are known, e.g. Entry date.

It may be necessary to use a number of separate *units of information*, depending on the type of date being recorded:

### Units of information:

- Date - association***
- Date - earliest/single***
  - Date - earliest/single certainty***
  - Date - earliest/single qualifier***
- Date - latest***
  - Date - latest certainty***
  - Date - latest qualifier***
- Date - period***
- Date text***

## Location information

It may be necessary to use a number of separate *units of information*, depending on the type of location being recorded:

### Units of information:

- Location access note***
- Location address***
- Location condition note***
- Location condition note date***
- Location reference name/number***
- Location security note***
- Location type***

## Organisation information

It may be necessary to use a number of separate *units of information*, depending on the type of organisation being recorded:

### Units of information:

- Organisation's additions to name***
- Organisation's address***
- Organisation's contact name***
- Organisation's dissolution date***
- Organisation's foundation date***
- Organisation's foundation place***
- Organisation's function***
- Organisation's group***
- Organisation's history***
- Organisation's MDA code***
- Organisation's main body***
- Organisation's reference number***
- Organisation's sub-body***

## People information

It may be necessary to use a number of separate *units of information*, depending on the people being recorded:

- People's association***
- People's culture***
- People's group***
- People's linguistic group***

## Person information

It may be necessary to use a number of separate *units of information*, depending on the person being recorded:

- Person's additions to name***
- Person's address***
- Person's association***
- Person's biographical note***
- Person's birth date***
- Person's death date***
- Person's forenames***
- Person's gender***
- Person's group***
- Person's initials***
- Person's name notes***
- Person's nationality***
- Person's occupation***
- Person's place of birth (Pla)***
- Person's place of death (Pla)***
- Person's reference number***
- Person's salutation***
- Person's school/style***
- Person's surname***
- Person's title***

## Place information

*Place information* is usually historical or static; unlike an address it is rarely used in collections management procedures and is not likely to change as often as *Address information*.

It may be necessary to use a number of separate *units of information*, depending on the place being recorded:

### ***Place association***

#### ***Place context***

***Place context date***

***Place context level***

#### ***Place coordinates***

***Place coordinates qualifier***

***Place coordinates type***

#### ***Place environmental details***

#### ***Place feature***

***Place feature date***

***Place feature type***

#### ***Place name***

***Place name type***

#### ***Place note***

#### ***Place owner (Org, Peo, Per)***

#### ***Place position***

#### ***Place reference number***

***Place reference number type***

#### ***Place status***

#### ***Place type system***

## Record management groups

Use this to record management information about the records in the documentation system

## Amendment history

Units of information:

***Unit of information added***

***Amendment history authoriser (Per)***

***Unit of information scheme***

***Information source (Org, Peo, Per)***

***Information source date***

***Recorder (Per)***

***Recording date***

***Recording progress***

## Use and provision of information

Units of information:

***Confidentiality note***

***Information usage***

## *Record information*

**Units of information:**

*Record type*

## *Reference information*

It may be necessary to use a number of separate *units of information*, depending on the reference being recorded:

**Units of information:**

***Reference***

*Reference author/editor (Per, Org)*

*Reference association*

*Reference details*

*Reference note*

*Reference number*

*Reference publication date*

*Reference publication place*

*Reference publisher (Org, Per)*

*Reference title*

*Reference type*

***Catalogue number***

# List of units of information and non-preferred unit names

This is an alphabetical listing of all the units of information. The units of information listed in bold can be found in the alphabetical sequence following. The names in italics are alternatives with which you may be more familiar.

## **Access category**

### **Access category date**

### **Access category note**

### **Accession date**

use for

*Object number date*

### *Accession number*

use

**Object number**

### **Acquisition authorisation date**

### **Acquisition authoriser**

### **Acquisition date**

### **Acquisition funding**

### **Acquisition funding source**

### **Acquisition funding source provisos**

### **Acquisition method**

use for

*Donation method, How acquired, Method of acquisition*

### **Acquisition note**

### *Acquisition place*

use

**Field collection place**

### **Acquisition provisos**

use for

*Conditions, Terms of acquisition*

### **Acquisition reason**

### **Acquisition reference number**

### **Acquisition source**

use for

*Donor, Source*

### *Acquisition status*

use

**Status**

### *Acquisition status date*

use

**Status date**

### *Acquisition status review date*

use

**Status review date**

### **Address - e-mail**

### **Address - fax number**

### **Address - place**

### **Address - postcode**

### **Address - telephone number**

### **Address - text**

### **Address type**

### **Administration name**

### **Age**

### **Age qualifier**

### **Age unit**

<i>Agreed return date</i>	use	<b>Return date</b>
<b>Amendment history authoriser</b>		
<i>Artist</i>	use	<b>Object production person</b>
<i>Assigned number</i>	use	<b>Other number</b>
<b>Associated activity</b>		
<b>Associated activity note</b>		
<b>Associated concept</b>		
<b>Associated cultural affinity</b>		
<b>Associated date</b>		
<b>Associated event date</b>		
<b>Associated event name</b>		
<b>Associated event name type</b>		
<b>Associated event organisation</b>		
<b>Associated event people</b>		
<b>Associated event person</b>		
<b>Associated event place</b>		
<b>Associated object</b>		
<b>Associated object type</b>		
<b>Associated organisation</b>		
<b>Associated people</b>		
<b>Associated person</b>		
<b>Associated place</b>		
<b>Association note</b>	use for	<i>Design impact, Design influence</i>
<b>Association type</b>		
<i>Audit begin date</i>	use	<b>Procedure begin</b>
<i>Audit end date</i>	use date	<b>Procedure end date</b>
<b>Audit method</b>		
<b>Audit reference number</b>		
<b>Audit type Auditor</b>		
<b>Authorisation date</b>	use for	<i>Despatch authorisation date, Disposal authorisation date, Exit authorisation date, Loan out authorisation date, Movement authorisation date</i>
<b>Authoriser</b>	use for	<i>Despatch authoriser, Disposal authoriser, Exit authoriser, Loan out authoriser, Movement authoriser</i>
<i>Body</i>	use	<b>Organisation's main body</b>

## **Borrower**

### **Borrower's contact**

<b>Brief description</b>	use for	<i>Brief summary, Description, Summary</i>
<i>Brief summary</i>	use	<b>Brief description</b>
<b>Catalogue number</b>		
<i>Catalogue raisonné</i>	use	<b>Label/raisonné text</b>
<i>Charges</i>	use	<b>Cost</b>
<i>Charges</i>	use	<b>Cost note</b>
<i>City</i>	use	<b>Place name</b>
<i>City</i>	use	<b>Place name type</b>
<i>Classification</i>	use	<b>Object name</b>
<i>Classification system</i>	use	<b>Unit of information scheme</b>
<i>Classified name</i>	use	<b>Object name</b>
<i>Collected on</i>	use	<b>Field collection date</b>
<i>Collection date</i>	use	<b>Field collection date</b>
<i>Collection method</i>	use	<b>Field collection method</b>
<i>Collection name</i>	use	<b>Title</b>
<i>Collection site</i>	use	<b>Field collection place</b>
<i>Collector</i>	use	<b>Field collector</b>
<b>Colour</b>		
<b>Comments</b>		
<i>Common name</i>	use	<b>Object name</b>
<b>Completeness</b>		
<b>Completeness date</b>		
<b>Completeness note</b>		
<b>Condition</b>	use for	<i>Condition code</i>
<b>Condition check/assessment date</b>		
<b>Condition check/assessment method</b>	use for	<i>Method of observation, Technical assessment method</i>
<b>Condition check/assessment note</b>		
<b>Condition check/assessment reason</b>		
<b>Condition check/assessment reference number</b>		
<b>Condition checker/assessor</b>	use for	<i>Technical assessor</i>
<i>Condition code</i>	use	<b>Condition</b>
<b>Condition date</b>		
<b>Condition note</b>	use for	<i>Condition report</i>

<i>Condition report</i>	use	<b>Technical assessment</b>
<i>Condition report</i>	use	<b>Condition note</b>
<i>Condition report</i>	use	<b>Treatment report</b>
<i>Conditions</i>	use	<b>Special conditions of loan</b>
<i>Conditions</i>	use	<b>Acquisition provisos</b>
<b>Confidentiality note</b>		
<b>Conservation material</b>		
<b>Conservation method</b>		
<b>Conservation note</b>		
<b>Conservation reference number</b>		
<i>Conservation report</i>	use	<b>Treatment report</b>
<i>Conservation report date</i>	use	<b>Treatment date</b>
<i>Conservation request date</i>	use	<b>Request date</b>
<i>Conservation requester</i>	use	<b>Requester</b>
<b>Conservation treatment priority</b>		
<b>Conservator</b>		
<b>Content - activity</b>		
<b>Content - concept</b>		
<b>Content - date</b>		
<b>Content - description</b>	use for	<i>Content - illustration</i>
<b>Content - event name</b>		
<b>Content - event name type</b>		
<i>Content - illustration</i>	use	<b>Content - description</b>
<b>Content - language</b>		
<b>Content - note</b>		
<b>Content - object</b>		
<b>Content - object type</b>		
<b>Content - organisation</b>		
<b>Content - other</b>	use for	<i>Subject</i>
<b>Content - other type</b>		
<b>Content - people</b>		
<b>Content - person</b>		
<b>Content - place</b>		
<b>Content - position</b>		
<b>Content - script</b>		
<b>Copy number</b>		

<i>Copyright holder</i>	use	<b>Right holder</b>
<i>Copyright note</i>	use	<b>Right note</b>
<b>Cost</b>	use for	<i>Charges, Loan fee</i>
<b>Cost note</b>	use for	<i>Charges, Loan fee</i>
<i>Country</i>	use	<b>Place name type</b>
<i>Country</i>	use	<b>Place name</b>
<i>County</i>	use	<b>Place name type</b>
<i>County</i>	use	<b>Place name</b>
<b>Credit line</b>	use for	<i>Organisation's credit line</i>
<b>Current location</b>	use for	<i>Location, Storage, Storage location</i>
<b>Current location fitness</b>	use	
<b>Current location note</b>		
<b>Current owner</b>		
<b>Date - earliest/single</b>		
<b>Date - earliest/single certainty</b>		
<b>Date - earliest/single qualifier</b>		
<b>Date - latest</b>		
<b>Date - latest certainty</b>		
<b>Date - latest qualifier</b>		
<b>Date - period</b>		
<b>Date association</b>		
<b>Date text</b>	use for	<i>Object use date, Object use period</i>
<b>Deaccession date</b>		
<b>Delivery date</b>		
<i>Denomination</i>	use	<b>Object name</b>
<i>Department name</i>	use	<b>Responsible department/section</b>
<b>Depositor</b>		
<b>Depositor's requirements</b>		
<i>Description</i>	use	<b>Brief description</b>
<i>Design impact</i>	use	<b>Association note</b>
<i>Design influence</i>	use	<b>Association note</b>
<i>Despatch authorisation date</i>	use	<b>Authorisation date</b>
<i>Despatch authoriser</i>	use	<b>Authoriser</b>
<i>Despatch date</i>	use	<b>Exit date</b>
<i>Despatch destination</i>	use	<b>Exit destination</b>
<i>Despatch method</i>	use	<b>Exit method</b>

<i>Despatch note</i>	use	<b>Exit note</b>
<i>Despatch reason</i>	use	<b>Reason</b>
<i>Despatch reference number</i>	use	<b>Exit reference number</b>
<i>Destination</i>	use	<b>Exit destination</b>
<i>Dig number</i>	use	<b>Field collection number</b>
<b>Dimension</b>		
<b>Dimension measured part</b>		
<b>Dimension measurement unit</b>		
<b>Dimension value</b>		
<b>Dimension value date</b>		
<b>Dimension value qualifier</b>		
<i>Display dates</i>	use	<b>Exhibition end date</b>
<i>Display dates</i>	use	<b>Exhibition begin date</b>
<b>Display recommendations</b>	use for	<i>Exhibition recommendations</i>
<i>Display/event title</i>	use	<b>Exhibition title</b>
<i>Disposal authorisation date</i>	use	<b>Authorisation date</b>
<i>Disposal authoriser</i>	use	<b>Authoriser</b>
<b>Disposal date</b>	use for	<i>Transfer date</i>
<b>Disposal method</b>		
<b>Disposal new object number</b>		
<b>Disposal note</b>		
<b>Disposal price</b>		
<b>Disposal proposed recipient</b>		
<b>Disposal provisos</b>		
<b>Disposal reason</b>		
<b>Disposal recipient</b>		
<b>Disposal reference number</b>	use for	<i>Transfer number</i>
<b>Distinguishing features</b>		
<i>Donation method</i>	use	<b>Acquisition method</b>
<i>Donor</i>	use	<b>Acquisition source</b>
<b>Edition number</b>		
<b>Entry date</b>		
<b>Entry method</b>		
<b>Entry note</b>		
<b>Entry number</b>		
<b>Entry reason</b>		

<b>Environmental condition date</b>		
<b>Environmental condition note</b>	use for	<i>Environmental history</i>
<i>Environmental history</i>	use	<b>Environmental condition note</b>
<b>Environmental recommendations</b>		
<i>Excavation date</i>	use	<b>Field collection date</b>
<i>Excavation note</i>	use	<b>Field collection note</b>
<i>Excavation number</i>	use	<b>Field collection number</b>
<i>Excavation site</i>	use	<b>Field collection place</b>
<i>Excavator</i>	use	<b>Field collector</b>
<i>Excavator</i>	use	<b>Field collector</b>
<b>Exhibition begin date</b>	use for	<i>Display dates, Provenance</i>
<b>Exhibition end date</b>	use for	<i>Display dates, Provenance</i>
<b>Exhibition organiser</b>	use for	<i>Selector</i>
<i>Exhibition recommendations</i>	use	<b>Display recommendations</b>
<b>Exhibition reference number</b>		
<b>Exhibition title</b>	use for	<i>Display/event title, Provenance</i>
<i>Exit authorisation date</i>	use	<b>Authorisation date</b>
<i>Exit authoriser</i>	use	<b>Authoriser</b>
<b>Exit date</b>	use for	<i>Despatch date</i>
<b>Exit destination</b>	use for	<i>Despatch destination, Destination</i>
<b>Exit method</b>	use for	<i>Despatch method</i>
<b>Exit note</b>	use for	<i>Despatch note</i>
<i>Exit reason</i>	use	<b>Reason</b>
<b>Exit reference number</b>	use for	<i>Despatch reference number</i>
<b>Field collection date</b>	use for	<i>Collected on, Collection date, Excavation date</i>
<b>Field collection event name</b>		
<b>Field collection event reference number</b>		
<b>Field collection method</b>	use for	<i>Collection method, Method of collection</i>
<b>Field collection note</b>	use for	<i>Excavation note</i>
<b>Field collection number</b>	use for	<i>Dig number, Excavation number</i>
<b>Field collection place</b>	use for	<i>Acquisition place, Collection site, Excavation site, Locality, Where collected</i>
<i>Field collection position</i>	use	<b>Place position</b>
<b>Field collection source</b>		
<b>Field collector</b>	use for	<i>Collector, Excavator, Excavator Form</i>

<i>Full name</i>	use	<b>Object name</b>
<i>Function</i>	use	<b>Usage note</b>
<i>Function</i>	use	<b>Usage</b>
<b>Geological complex name</b>		
<b>Group disposal price</b>		
<i>Group price</i>	use	<b>Group purchase price</b>
<b>Group purchase price</b>	use for	<i>Group price, Price</i>
<b>Habitat</b>		
<b>Habitat note</b>		
<b>Handling recommendations</b>		
<b>Hazard</b>		
<b>Hazard date</b>		
<b>Hazards note</b>	use for	<i>Warning</i>
<i>How acquired</i>	use	<b>Acquisition method</b>
<i>Identification</i>	use	<b>Object name</b>
<i>Identity number</i>	use	<b>Object number</b>
<i>Importance of object</i>	use	<b>Object status</b>
<i>Indemnity begin date</i>	use	<b>Scheduled begin date</b>
<b>Indemnity confirmation date</b>		
<i>Indemnity end date</i>	use	<b>Scheduled end date</b>
<b>Indemnity note</b>		
<b>Indemnity reference number</b>		
<b>Indemnity renewal date</b>		
<i>Indemnity request date</i>	use	<b>Request date</b>
<b>Information source</b>		
<b>Information source date</b>		
<b>Information usage</b>		
<b>Inscriber</b>		
<b>Inscription content</b>		
<b>Inscription date</b>		
<b>Inscription description</b>		
<b>Inscription interpretation</b>		
<b>Inscription language</b>		
<b>Inscription method</b>		
<b>Inscription position</b>		
<b>Inscription script</b>		

**Inscription translation****Inscription transliteration****Inscription type**

<i>Institution</i>	use	<b>Organisation's main body</b>
<i>Insurance begin date</i>	use	<b>Scheduled begin date</b>
<i>Insurance company</i>	use	<b>Insurer</b>
<i>Insurance conditions</i>	use	<b>Insurance note</b>
<i>Insurance end date</i>	use	<b>Scheduled end date</b>
<i>Insurance limitations</i>	use	<b>Insurance note</b>
<b>Insurance note</b>	use for	<i>Insurance conditions, Insurance limitations</i>

**Insurance policy number****Insurance reference number****Insurance renewal date**

<b>Insurer</b>	use for	<i>Insurance company</i>
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**Label audience****Label author****Label language****Label note**

<i>Label purpose</i>	use	<b>Label reason</b>
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<b>Label reason</b>	use for	<i>Label purpose</i>
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**Label text date**

<b>Label/raisonné text</b>	use for	<i>Catalogue raisonné</i>
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**Legal/licence requirements****Legal/licence requirements held****Legal/licence requirements held begin date****Legal/licence requirements held end date****Legal/licence requirements held number****Legal/licence requirements held renewal date****Lender****Lender's authorisation date****Lender's authoriser****Lender's contact**

<i>Loan conditions</i>	use	<b>Special conditions of loan</b>
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<i>Loan fee</i>	use	<b>Cost</b>
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<i>Loan fee</i>	use	<b>Cost note</b>
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<i>Loan in begin date</i>	use	<b>Scheduled begin date</b>
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**Loan in conditions****Loan in contact**

<i>Loan in end date</i>	use	<b>Scheduled end date</b>
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**Loan in note****Loan in reference number**

<i>Loan in status</i>	use	<b>Status</b>
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<i>Loan in status date</i>	use	<b>Status date</b>
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<i>Loan out authorisation date</i>	use	<b>Authorisation date</b>
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<i>Loan out authoriser</i>	use	<b>Authoriser</b>
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<i>Loan out begin date</i>	use	<b>Scheduled begin date</b>
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<i>Loan out end date</i>	use	<b>Scheduled end date</b>
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**Loan out note**

<i>Loan out reason</i>	use	<b>Reason</b>
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**Loan out reference number**

<i>Loan out status</i>	use	<b>Status</b>
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<i>Loan out status date</i>	use	<b>Status date</b>
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**Loaned object status****Loaned object status date**

<i>Locality</i>	use	<b>Field collection place</b>
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<i>Location</i>	use	<b>Current location</b>
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**Location access note**

<i>Location address</i>	use for	<i>Location place</i>
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**Location condition note****Location condition note date****Location date****Location identifier**

<i>Location place</i>	use	<b>Location address</b>
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**Location security note****Location type****Loss/damage date****Loss/damage method****Loss/damage note****Loss/damage reference number****Loss/damage reporter**

<i>Maker</i>	use	<b>Object production organisation/ people/person</b>
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<i>Maker</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Maker</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Manufacturer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Manufacturer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Manufacturer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<b><i>Material</i></b>		
<b><i>Material component</i></b>		
<b><i>Material component note</i></b>		
<b><i>Material name</i></b>		
<b><i>Material source</i></b>		
<i>MDA code</i>	use	<b><i>Organisation's MDA code</i></b>
<i>Medium</i>	use	<b><i>Technique</i></b>
<i>Method of acquisition</i>	use	<b><i>Acquisition method</i></b>
<i>Method of collection</i>	use	<b><i>Field collection method</i></b>
<i>Method of observation</i>	use	<b><i>Condition check/assessment method</i></b>
<i>Minimum liability</i>	use	<b><i>Object minimum liability sum</i></b>
<i>Moneyer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Moneyer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Moneyer</i>	use	<b><i>Object production organisation/ people/person</i></b>
<i>Movement authorisation date</i>	use	<b><i>Authorisation date</i></b>
<i>Movement authoriser</i>	use	<b><i>Authoriser</i></b>
<b><i>Movement contact</i></b>		
<b><i>Movement method</i></b>		
<b><i>Movement note</i></b>		
<b><i>Movement reference number</i></b>		
<i>Movement request date</i>	use	<b><i>Request date</i></b>
<i>Movement requester</i>	use	<b><i>Requester</i></b>
<i>Name</i>	use	<b><i>Object name</i></b>
<i>Name of object</i>	use	<b><i>Object name</i></b>
<i>Named collection</i>	use	<b><i>Title</i></b>
<b><i>Next condition check/assessment date</i></b>		

<b>Normal location</b>	use for	<i>Permanent location</i>
<i>Number</i>	use	<b>Object number</b>
<b>Number of objects</b>		
<b>Object audit category</b>		
<b>Object audit date</b>		
<b>Object audit note</b>		
<b>Object audit result</b>		
<b>Object audit type</b>		
<i>Object common name</i>	use	<b>Object name</b>
<b>Object component information</b>		
<b>Object component name</b>	use for	<i>Part</i>
<b>Object display status</b>		
<b>Object display status date</b>		
<b>Object history note</b>		
<b>Object minimum liability sum</b>	use for	<i>Minimum liability</i>
<b>Object name</b>	use for	<i>Classification, Classified name, Common name, Denomination, Full name, Identification, Name, Name of object, Object common name, Object type name, Other name, Simple name, Simple object name, Specimen name, Taxonomic name, Typology</i>
<b>Object name currency</b>		
<b>Object name level</b>		
<b>Object name note</b>		
<b>Object name system</b>		
<b>Object name type</b>	use for	<i>Other name</i>
<b>Object name/title language</b>		
<b>Object number</b>	use for	<i>Accession number, Identity number, Number</i>
<i>Object number date</i>	use	<b>Accession date</b>
<b>Object offer price</b>		
<b>Object production date</b>	use for	<i>Object production period</i>
<b>Object production note</b>		
<b>Object production organisation</b>	use for	<i>Maker, Manufacturer, Moneyer</i>
<b>Object production people</b>	use for	<i>Maker, Manufacturer, Moneyer</i>
<i>Object production period</i>	use	<b>Object production date</b>
<b>Object production person</b>	use for	<i>Artist, Maker, Manufacturer, Moneyer</i>
<b>Object production place</b>		

<b>Object production reason</b>		
<b>Object purchase price</b>	use for	<i>Price</i>
<b>Object purchaser offer price</b>		
<b>Object status</b>	use for	<i>Importance of object, Type status</i>
<b>Object type name</b>	use	<b>Object name</b>
<b>Object use date</b>	use	<b>Date association</b>
<b>Object use organisation</b>	use	<b>Organisation's main body</b>
<b>Object use organisation</b>	use	<b>Organisation's association</b>
<b>Object use period</b>	use	<b>Date association</b>
<b>Object use person</b>	use	<b>Person's association</b>
<b>Object use place</b>	use	<b>Place association</b>
<b>Object use place</b>	use	<b>Place name</b>
<b>Object use reason</b>	use	<b>Usage note</b>
<b>Object use reason</b>	use	<b>Usage</b>
<b>Object use way</b>	use	<b>Usage note</b>
<b>Object use way</b>	use	<b>Usage</b>
<b>Object valuation</b>	use for	<i>Value</i>
<b>Object valuation date</b>	use for	<i>Valuation date</i>
<b>Object valuation note</b>	use for	<i>Valuation note</i>
<b>Object valuation renewal date</b>		
<b>Object valuation type</b>		
<b>Old number</b>	use	<b>Other number</b>
<b>Old number</b>	use	<b>Other number type</b>
<b>Operating instructions</b>	use	<b>Research/use of object note</b>
<b>Operating log</b>	use	<b>Research/use of object note</b>
<b>Organisation courier</b>		
<b>Organisation's additions to name</b>		
<b>Organisation's address</b>		
<b>Organisation's association</b>	use for	<i>Object use organisation</i>
<b>Organisation's contact name</b>		
<b>Organisation's credit line</b>	use	<b>Credit line</b>
<b>Organisation's dissolution date</b>		
<b>Organisation's foundation date</b>		
<b>Organisation's foundation place</b>		
<b>Organisation's function</b>		
<b>Organisation's group</b>		

<b>Organisation's history</b>		
<b>Organisation's main body</b>	use for	<i>Body, Institution, Object use organisation</i>
<b>Organisation's MDA code</b>	use for	<i>MDA code</i>
<b>Organisation's reference number</b>		
<b>Organisation's sub-body</b>		
<b>Original object purchase price</b>		
<b>Original object purchase price denomination</b>		
<i>Other name</i>	use	<b>Object name</b>
<i>Other name</i>	use	<b>Object name type</b>
<b>Other number</b>	use for	<i>Assigned number, Old number, Previous number</i>
<b>Other number type</b>	use for	<i>Old number, Previous number</i>
<b>Owner</b>	use for	<i>Owner's name, Previous owner, Provenance</i>
<i>Owner's biographical note</i>	use	<b>Person's biographical note</b>
<i>Owner's cultural group/ethnicity</i>	use	<b>Person's group</b>
<i>Owner's name</i>	use	<b>Owner</b>
<i>Owner's occupation</i>	use	<b>Person's occupation</b>
<b>Owner's personal experience</b>		
<b>Ownership access</b>		
<b>Ownership category</b>		
<b>Ownership dates</b>	use for	<i>Provenance</i>
<b>Ownership exchange method</b>	use for	<i>Provenance</i>
<b>Ownership exchange note</b>		
<b>Ownership exchange price</b>		
<b>Ownership place</b>		
<b>Owner's contribution note</b>		
<b>Owner's personal response</b>		
<b>Owner's reference</b>		
<b>Packing note</b>		
<b>Packing recommendations</b>		
<i>Part</i>	use	<b>Object component name</b>
<b>People's association</b>		
<b>People's culture</b>		
<b>People's group</b>	use for	<i>People's tribe</i>
<b>People's linguistic group</b>		
<i>People's tribe</i>	use	<b>People's group</b>

<i>Permanent location</i>	use	<b>Normal location</b>
<b>Person's additions to name</b>		
<b>Person's address</b>		
<b>Person's association</b>	use for	<i>Object use person</i>
<b>Person's biographical note</b>	use for	<i>Owner's biographical note, Viewer's biographical note</i>
<b>Person's birth date</b>		
<b>Person's death date</b>		
<b>Person's forenames</b>		
<b>Person's gender</b>		
<b>Person's group</b>	use for	<i>Owner's cultural group/ethnicity, Viewer's cultural group/ethnicity</i>
<b>Person's initials</b>		
<b>Person's name notes</b>		
<b>Person's nationality</b>		
<b>Person's occupation</b>	use for	<i>Owner's occupation, Selector's occupation, Viewer's occupation</i>
<b>Person's place of birth</b>		
<b>Person's place of death</b>		
<b>Person's reference number</b>		
<b>Person's salutation</b>		
<b>Person's school/style</b>		
<b>Person's surname</b>		
<b>Person's title</b>		
<b>Phase</b>		
<b>Physical description</b>		
<i>Place - geographical feature</i>	use	<b>Place feature</b>
<i>Place - geographical feature type</i>	use	<b>Place feature type</b>
<b>Place association</b>	use for	<i>Object use place</i>
<b>Place context</b>		
<b>Place context date</b>		
<b>Place context level</b>		
<b>Place coordinates</b>		
<b>Place coordinates qualifier</b>		
<b>Place coordinates type</b>		
<b>Place environmental details</b>		
<b>Place feature</b>	use for	<i>Place - geographical feature</i>

<b>Place feature date</b>		
<b>Place feature type</b>	use for	<i>Place - geographical feature type</i>
<i>Place locality status</i>	use	<b>Place status</b>
<i>Place locality type</i>	use	<b>Place name type</b>
<i>Place location</i>	use	<b>Place note</b>
<b>Place name</b>	use for	<i>City, Country, County, Object use place, Site, Town, Vice county, Village</i>
<b>Place name type</b>	use for	<i>City, Country, County, Place locality type, Place type, Site, Town, Vice county, Village</i>
<b>Place note</b>	use for	<i>Place location</i>
<b>Place owner</b>		
<b>Place position</b>	use for	<i>Field collection position, Relative position</i>
<b>Place reference number</b>		
<b>Place reference number type</b>		
<b>Place status</b>	use for	<i>Place locality status</i>
<i>Place type</i>	use	<b>Place name type</b>
<b>Place type system</b>		
<b>Planned removal date</b>		
<i>Previous number</i>	use	<b>Other number</b>
<i>Previous number</i>	use	<b>Other number type</b>
<i>Previous owner</i>	use	<b>Owner</b>
<i>Price</i>	use	<b>Object purchase price</b>
<i>Price</i>	use	<b>Group purchase price</b>
<b>Procedure begin date</b>	use for	<i>Audit begin date</i>
<b>Procedure end date</b>	use for	<i>Audit end date</i>
<b>Procedure manager</b>		
<b>Procedure note</b>		
<b>Procedure title</b>		
<b>Process date</b>		
<b>Process method</b>		
<b>Process note</b>		
<b>Process person/organisation</b>		
<b>Process reference number</b>		
<i>Provenance</i>	use	<b>Ownership Dates</b>
<i>Provenance</i>	use	<b>Owner</b>
<i>Provenance</i>	use	<b>Ownership exchange method</b>

<i>Provenance</i>	use	<b>Exhibition end date</b>
<i>Provenance</i>	use	<b>Exhibition begin date</b>
<i>Provenance</i>	use	<b>Venue</b>
<i>Provenance</i>	use	<b>Exhibition title</b>
<b>Reason</b>	use for	<i>Despatch reason, Exit reason, Loan out reason, Reason for condition check, Reason for move</i>
<i>Reason for condition check</i>	use	<b>Reason</b>
<i>Reason for move</i>	use	<b>Reason</b>
<b>Recall date</b>		
<b>Record type Recorder</b>		
<b>Recording date</b>		
<b>Recording progress</b>		
<b>Reference</b>		
<b>Reference association</b>		
<b>Reference author/editor</b>		
<b>Reference details</b>		
<b>Reference note</b>		
<b>Reference number</b>		
<b>Reference publication date</b>		
<b>Reference publication place</b>		
<b>Reference publisher</b>		
<b>Reference title</b>		
<b>Reference type</b>		
<b>Related object association</b>		
<b>Related object note</b>		
<b>Related object number</b>		
<i>Relative position</i>	use	<b>Place postion</b>
<b>Removal date</b>		
<b>Request</b>		
<b>Request date</b>	use for	<i>Conservation request date, Indemnity request date, Movement request date</i>
<b>Requested action date</b>	use for	<i>Requested movement date</i>
<i>Requested movement date</i>	use	<b>Requested action date</b>
<b>Requester</b>	use for	<i>Conservation requester, Movement requester</i>
<b>Research/use of object date</b>	use for	<i>Selection date</i>

<b>Research/use of object method</b>	use for	<i>Selection purpose</i>
<b>Research/use of object note</b>	use for	<i>Operating instructions, Operating log, Selection note</i>
<b>Research/use of object provisos</b>		
<b>Research/use of object reference number</b>		
<b>Research/use of object result</b>		
<b>Researcher/user</b>	use for	<i>Selector, Viewer's name</i>
<b>Responsible department/section</b>	use for	<i>Department name</i>
<b>Return date</b>	use for	<i>Agreed return date</i>
<b>Right begin date</b>		
<b>Right end date</b>		
<b>Right holder</b>	use for	<i>Copyright holder</i>
<b>Right note</b>	use for	<i>Copyright note</i>
<b>Right reference number</b>		
<b>Right type</b>		
<b>Rights in begin date</b>		
<b>Rights in consent status</b>		
<b>Rights in consent status date</b>		
<b>Rights in end date</b>		
<b>Rights in holder</b>		
<b>Rights in note</b>		
<b>Rights in reference number</b>		
<b>Rights in type</b>		
<b>Rights out authorisation date</b>		
<b>Rights out authoriser</b>		
<b>Rights out begin date</b>		
<b>Rights out consent status</b>		
<b>Rights out consent status date</b>		
<b>Rights out end date</b>		
<b>Rights out note</b>		
<b>Rights out reference number</b>		
<b>Rights out requester</b>		
<b>Rights out type</b>		
<b>Salvage priority code</b>		
<b>Salvage priority code date</b>		

<b>Scheduled begin date</b>	use for	<i>Indemnity begin date, Insurance begin date, Loan in begin date, Loan out begin date</i>
<b>Scheduled end date</b>	use for	<i>Indemnity end date, Insurance end date, Loan in end date, Loan out end date</i>
<b>Security recommendations</b>		
<i>Selection date</i>	use	<b>Research/use of object date</b>
<i>Selection note</i>	use	<b>Research/use of object note</b>
<i>Selection purpose</i>	use	<b>Research/use of object method</b>
<i>Selector</i>	use	<b>Exhibition organiser</b>
<i>Selector</i>	use	<b>Researcher/user</b>
<i>Selector's occupation</i>	use	<b>Person's occupation</b>
<b>Sex</b>		
<b>Shipper</b>		
<b>Shipper's contact</b>		
<b>Shipping note</b>		
<i>Simple name</i>	use	<b>Object name</b>
<i>Simple object name</i>	use	<b>Object name</b>
<i>Site</i>	use	<b>Place name type</b>
<i>Site</i>	use	<b>Place name</b>
<i>Source</i>	use	<b>Acquisition source</b>
<b>Special conditions of loan</b>	use for	<i>Conditions, Loan conditions</i>
<b>Special requirements</b>		
<i>Specimen name</i>	use	<b>Object name</b>
<b>Status</b>	use for	<i>Acquisition status, Loan in status, Loan out status</i>
<b>Status date</b>	use for	<i>Acquisition status date, Loan in status date, Loan out status date</i>
<b>Status review date</b>	use for	<i>Acquisition status review date</i>
<i>Storage</i>	use	<b>Current location</b>
<i>Storage location</i>	use	<b>Current location</b>
<b>Storage requirements</b>		
<b>Stratigraphic unit name</b>		
<b>Stratigraphic unit note</b>		
<b>Stratigraphic unit type</b>		
<b>Style</b>		
<i>Subject</i>	use	<b>Content</b>
<i>Summary</i>	use	<b>Brief description</b>

<i>Taxonomic name</i>	use	<b>Object name</b>
<b>Technical assessment</b>	use for	<i>Condition report</i>
<b>Technical assessment date</b>		
<i>Technical assessment method</i>	use	<b>Condition check/assessment method</b>
<i>Technical assessor</i>	use	<b>Condition checker/assessor</b>
<b>Technical attribute</b>		
<b>Technical attribute measurement</b>		
<b>Technical attribute measurement unit</b>		
<b>Technique</b>	use for	<i>Medium</i>
<b>Technique type</b>		
<i>Terms of acquisition</i>	use	<b>Acquisition provisos</b>
<b>Title</b>	use for	<i>Collection name, Named collection</i>
<b>Title translation</b>		
<b>Title type</b>		
<i>Town</i>	use	<b>Place name</b>
<i>Town</i>	use	<b>Place name type</b>
<i>Transfer date</i>	use	<b>Disposal date</b>
<i>Transfer number</i>	use	<b>Disposal reference number</b>
<b>Transfer of title number</b>		
<b>Treatment date</b>	use for	<i>Conservation report date</i>
<i>Treatment duration</i>	use	<b>Treatment report</b>
<i>Treatment materials</i>	use	<b>Treatment report</b>
<b>Treatment report</b>	use for	<i>Condition report, Conservation report, Treatment duration, Treatment materials</i>
<i>Type status</i>	use	<b>Object status</b>
<i>Typology</i>	use	<b>Object name</b>
<b>Unit name</b>		
<b>Unit of information added</b>		
<b>Unit of information scheme</b>	use for	<i>Classification system</i>
<b>Usage</b>	use for	<i>Function, Object use reason, Object use way</i>
<b>Usage note</b>	use for	<i>Function, Object use reason, Object use way</i>
<i>Valuation date</i>	use	<b>Object valuation date</b>
<i>Valuation note</i>	use	<b>Object valuation note</b>
<b>Valuation reference number</b>		
<i>Value</i>	use	<b>Object valuation</b>

<b>Valuer</b>		
<b>Venue</b>	use for	<i>Provenance</i>
<b>Venue authorisation date</b>		
<b>Venue authoriser</b>		
<i>Vice county</i>	use	<b>Place name type</b>
<i>Vice county</i>	use	<b>Place name</b>
<i>Viewer's biographical note</i>	use	<b>Person's biographical note</b>
<i>Viewer's cultural group/ethnicity</i>	use	<b>Person's group</b>
<i>Viewer's name</i>	use	<b>Researcher/user</b>
<i>Viewer's occupation</i>	use	<b>Person's occupation</b>
<b>Viewer's contribution note</b>		
<b>Viewer's personal experience</b>		
<b>Viewer's personal response</b>		
<b>Viewer's reference</b>		
<b>Viewer's role</b>		
<i>Village</i>	use	<b>Place name type</b>
<i>Village</i>	use	<b>Place name</b>
<i>Warning</i>	use	<b>Hazards note</b>
<i>Where collected</i>	use	<b>Field collection place</b>

# Units of information

This section describes fully all the units of information required throughout the procedures. Each unit of information is listed in alphabetical order and contains the following information:

## Unit name

<i>Definition</i>	A brief description of the unit of information.
<i>How to record</i>	Basic guidelines on how to record the unit of information.
<i>Examples</i>	Samples of the information which might be recorded. The examples are not exhaustive; they are there to illustrate the kind of information which might be recorded. A semicolon is used to separate a list of examples.
<i>Use</i>	The relationship between this and other units of information and how often it can be recorded within any one record.
<i>Information group</i>	The information group that the unit of information appears in

## Access category

<i>Definition</i>	A record of the level of access allowed to an object or group of objects based on their needs or significance.
<i>How to record</i>	Use a single term or code. Maintain a list of standard terms or codes.
<i>Examples</i>	1; 2; A; B; restricted
<i>Use</i>	Record once only for an object at any one time. Previous Access categories may be retained, but should be associated with the Access category date in order to identify the current Access category.
<i>Information group</i>	Object use information

## Access category date

<i>Definition</i>	The date on which an Access category was recorded.
<i>How to record</i>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<i>Examples</i>	8/10/1993
<i>Use</i>	Record once only for an Access category.
<i>Information group</i>	Object use information

## Access category note

<i>Definition</i>	Additional information about the Access category of an object which has not been recorded elsewhere using controlled terminology.
<i>How to record</i>	Use normal grammar and punctuation.
<i>Examples</i>	Researchers allowed access only under supervised conditions.
<i>Use</i>	Record once only for an object.
<i>Information group</i>	Object use information

## Accession date

<b>Definition</b>	The date on which an object formally enters the collections and is recorded in the accessions register.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993; 6.1.1992
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition authorisation date

<b>Definition</b>	The date on which the Acquisition authoriser gives final approval for an acquisition to proceed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition authoriser

<b>Definition</b>	The name of a member of staff giving final approval for the acquisition to proceed. How to record It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition date

<b>Definition</b>	The date on which title to an object or group of objects is transferred to the organisation.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only, except in exceptional circumstances where title is transferred in stages.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition funding

<b>Definition</b>	The funding used to support the acquisition of an object.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Acquisition note to record details of nonsterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	Use in association with Group purchase price and Object purchase price.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition funding source provisos

<b>Definition</b>	Restrictions applying to all the objects acquired with the support from an Acquisition funding source.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Objects purchased with funding source's support to be displayed with credit line acknowledging the funding source.
<b>Use</b>	Record once only for an Acquisition funding.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition funding source

<b>Definition</b>	The Person or Organisation from whom the Acquisition funding was obtained.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	Record once only for Acquisition funding.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition method

<b>Definition</b>	The means by which title to an object is formally transferred to the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	gift; purchase.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition note

<b>Definition</b>	General information about the acquisition.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Offered by the vendor at a reduced price.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition provisos

<b>Definition</b>	Restrictions applying to the objects in a single acquisition, including conditions for deposition of archaeological archives
<b>How to record</b>	Use normal grammar and punctuation.
<b>Use</b>	Record once only for an object or group of objects.
<b>Examples</b>	Donor to have access on request. Not to be driven.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition reason

<b>Definition</b>	The reason or justification for an acquisition.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	This engine is still in working condition and is one of only three still known to exist.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition reference number

<b>Definition</b>	A unique identifying number for information on the acquisition of an object or group of objects. It should serve as the reference to written documentation of a valuation. This will normally be the object number.
<b>How to record</b>	May include a year and a running number. See Object number.
<b>Examples</b>	1993.123
<b>Use</b>	The same Acquisition reference number can be used for one or more objects acquired together.
<b>Information group</b>	<b>Acquisition information</b>

## Acquisition source

<b>Definition</b>	The People, Person or Organisation from whom an object was obtained, if different from the Owner. The Acquisition source may be an agent or other intermediary between the acquiring organisation and the Owner. For archaeological archives, use Acquisition source to record the excavating body responsible for preparing and depositing the archive with the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname, a forename and an address. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Acquisition information</b>

## Address - e-mail

<b>Definition</b>	The e-mail address used to contact an Organisation or Person.
<b>How to record</b>	As it is normally given.
<b>Examples</b>	mda@mda.org.uk
<b>Use</b>	As many times as required for an Address.
<b>Information group</b>	<b>Address information</b>

## Address - fax number

<b>Definition</b>	The fax number used to contact an Organisation or Person.
<b>How to record</b>	As it is normally given, including the area or country code as required.
<b>Examples</b>	01223 362521; 0101 202465976
<b>Use</b>	As many times as required for an Address.
<b>Information group</b>	<b>Address information</b>

## Address - place

<b>Definition</b>	The elements of an Address which are required for retrieval purposes.
<b>How to record</b>	It may be necessary to use several units of information, including for example, a town, city or country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	As for Place.
<b>Use</b>	As many times as required for an Address.
<b>Information group</b>	<b>Address information</b>

## Address - postcode

<b>Definition</b>	The postcode or zip code of an Address.
<b>How to record</b>	As it is normally given, including spaces and capitalisation where integral to the code.
<b>Examples</b>	CB1 4DH; OM142354
<b>Use</b>	Record once only for an Address.
<b>Information group</b>	<b>Address information</b>

## Address - telephone number

<b>Definition</b>	The telephone number used to contact an Organisation or Person.
<b>How to record</b>	As it is normally given, including the area or country code as required.
<b>Examples</b>	01223 315760; 0101 202456976
<b>Use</b>	As many times as required for an Address.
<b>Information group</b>	<b>Address information</b>

## Address - text

<b>Definition</b>	The address of an Organisation, Person or Location as expressed for mailing purposes.
<b>How to record</b>	Use punctuation and capitalisation as required.
<b>Examples</b>	The Spectrum Building, The Michael Young Centre, Purbeck Road, Cambridge, CB2 2PD, United Kingdom
<b>Use</b>	Record once only for an Address.
<b>Information group</b>	<b>Address information</b>

## Address type

<b>Definition</b>	The status or use of the Address recorded
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms
<b>Examples</b>	street; mailing; alternative
<b>Use</b>	As many as required for an Address.
<b>Information group</b>	<b>Address information</b>

## Administration name

<b>Definition</b>	The name of a section of the organisation charged with the responsibility for an object and maintaining its documentation.
<b>How to record</b>	Use a single term or code. Use capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	geology; ceramics and glass; invertebrates; fine art
<b>Use</b>	Record once only for an Object number
<b>Information group</b>	<b>Institution information</b>

## Age

<b>Definition</b>	The numeric age of a natural science specimen when it died. Use Age unit to describe the unit of measurement used and Age qualifier to qualify the information.
<b>Use</b>	Phase for a textual description of Age.
<b>How to record</b>	Numerically and without punctuation.
<b>Examples</b>	1; 3.5; 79
<b>Use</b>	Record once only for a specimen.
<b>Information group</b>	<b>Object description information</b>

## Age qualifier

<b>Definition</b>	A qualification of the statement of the Age of a natural science specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	over; under; approximately
<b>Use</b>	Record once only for an Age
<b>Information group</b>	<b>Object description information</b>

## Age unit

<b>Definition</b>	The unit of measurement used to describe the Age of a natural science specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	days; years
<b>Use</b>	Record once only for an Age
<b>Information group</b>	<b>Object description information</b>

## Amendment history authoriser

<b>Definition</b>	The name of the person giving final approval for a piece of information being added to a record
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use
<b>Examples</b>	See under Person.
<b>Use</b>	Use with Recorder as required for each amendment to a record where a specific unit identifying the authoriser (e.g. Auditor, Valuer) is not available. This unit should be associated with the unit of information being amended.
<b>Information group</b>	<b>Amendment history</b>

## Associated activity

<b>Definition</b>	An activity associated an object or group of objects.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	weaving; boat building
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated activity note

<b>Definition</b>	A description of, or comments relating to, an activity associated with an object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	It was unusual for a woman to own this type of business at this time.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object history and association information</b>

## Associated concept

<b>Definition</b>	A concept associated with an object or group of objects.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	love; peace
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated cultural affinity

<b>Definition</b>	A wider cultural context to which an object or group of objects relates.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	Belgic; Wessex culture; Romanesque; Anglian; Clactonian
<b>Use</b>	As many times as required for an object or group of objects, and where more precise Object production people/person/place, Date-period, or Style are inappropriate.  Note that some terms in common archaeological use can have a range of connotations and could be recorded under different headings, e.g. 6ic might be recorded as Date-period (chronological), Object production people (ethnic) or Cultural affinity (having intrinsic features and/or contextual associations which link object with 'Belgic' material culture).
<b>Information group</b>	<b>Object history and association information</b>

## Associated date

<b>Definition</b>	A date associated with an object or group of objects.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event date

<b>Definition</b>	The date of an event in an object's history.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for an Associated event name.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event name

<b>Definition</b>	An historical event associated with an object or group of objects, not including production and collections management events. Use the Object history note to describe details about the nature of the association.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the event name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	The Goose Fair; The Charge of the Light Brigade
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event name type

<b>Definition</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>How to record</b>	Use a single term without punctuation. Maintain a list of standard terms.
<b>Examples</b>	coronation; massacre; battle; garden party
<b>Use</b>	As many times as required for an Associated event name.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event organisation

<b>Definition</b>	An Organisation associated with an event in an object's or group of objects' history (other than field collection or ownership).
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a name and an address. The descriptions for these information units are gathered together under the Organisation heading
<b>Examples</b>	See under Organisation.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event people

<b>Definition</b>	A people associated with an event in an object's or group of objects' history (other than field collection or ownership)
<b>How to record</b>	It will be necessary to use several units of information, including for example, a tribe or a linguistic group. The descriptions for these information units are gathered together under the People heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event person

<b>Definition</b>	A person associated with an event in an object's or group of objects' history (other than field collection or ownership)
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated event place

<b>Definition</b>	A place associated with an event in an object's history.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a village name or a country name. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	Record once only for an Associated event name.
<b>Information group</b>	<b>Object history and association information</b>

## Associated object

<b>Definition</b>	An object associated with an object or group of objects.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source. Use the same sources of terminology as for recording Object name.
<b>Examples</b>	As for Object name.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated object type

<b>Definition</b>	A term describing the nature of the Associated object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	furniture; food
<b>Use</b>	As many times as required for an Associated object
<b>Information group</b>	<b>Object history and association information</b>

## Associated organisation

<b>Definition</b>	An Organisation associated with an object's or group of objects' history.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a name and an address. The descriptions for these information units are gathered together under the Organisation.
<b>Examples</b>	See under Organisation.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated people

<b>Definition</b>	A people associated with an object's or group of objects' history.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a tribe or a linguistic group. The descriptions for these information units are gathered together under the People heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated person

<b>Definition</b>	A person associated with an object's or group of objects' history.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Associated place

<b>Definition</b>	A place associated with an object or group of objects.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a village name or a country name. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	As for Place.
<b>Use</b>	As many times as required for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Association note

<b>Definition</b>	A narrative description of the nature of the association of an organisation, people, person or place, with the object being recorded (e.g. design influences and design impact).
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Used to manufacture pottery.
<b>Use</b>	Record once only for each association with an object.
<b>Information group</b>	<b>Object history and association information</b>

## Association type

<b>Definition</b>	The way in which the person/group, date, object, concept, event, activity or place is associated with the history of an object or specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	worn; used; visited
<b>Use</b>	Record Association type as for an Associated activity, Associated concept, Associated cultural affinity, Associated date, Associated event, Associated person, people or organisation, Associated object and Associated place.
<b>Information group</b>	<b>Object history and association information</b>

## Audit method

<b>Definition</b>	The method used to audit an object or group of objects.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	full; random; selective
<b>Use</b>	Record more than once for an object only if more than one method applies.
<b>Information group</b>	<b>Audit information</b>

## Audit reference number

<b>Definition</b>	A unique identifying number for the audit of an object or group of objects. It should serve as the reference to written documentation of an audit.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	A1993.123
<b>Use</b>	Record once only for an audit.
<b>Information group</b>	<b>Audit information</b>

## Audit type

<b>Definition</b>	The type of audit carried out on a object
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	condition; information; location
<b>Use</b>	Record more than once for an object only if more than one Audit applies.
<b>Information group</b>	<b>Audit information</b>

## Auditor

<b>Definition</b>	The Person or Organisation carrying out an audit. The Auditor is individually accountable for the Object audit result.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	Only record more than one auditor if an audit was carried out by and responsibility taken by more than one Person or Organisation.
<b>Information group</b>	<b>Audit information</b>

## Authorisation date

<b>Definition</b>	The date on which an authoriser gives final approval for a procedure to take place.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	3/10/1996
<b>Use</b>	Use in association with Information group headings to record the date authorisation was given for a procedure, e.g. (Loan out) Authorisation date. Use Authorisation date for each occurrence of Authoriser.
<b>Information group</b>	<b>Common procedural units</b>

## Authoriser

<b>Definition</b>	The name of the person giving final approval for a procedure to take place
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use
<b>Examples</b>	See under Person.
<b>Use</b>	Use in association with Information group headings to record the name of the person who gave authorisation for a procedure, e.g. (Loan out) Authoriser. Use with Authorisation date to record when the authorisation was given. Note separate units for Acquisition authoriser and Amendment history authoriser.
<b>Information group</b>	<b>Common procedural units</b>

## Borrower

<b>Definition</b>	The details of a Person or Organisation borrowing an object from the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, for a Person, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	Record once only for a Loan out reference number.
<b>Information group</b>	<b>Loan out information</b>

## Borrower's contact

<b>Definition</b>	The details of a Person or Organisation designated by the Borrower to be responsible for dealing with the loan on their behalf.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	Record once only for a Borrower.
<b>Information group</b>	<b>Loan out information</b>

## Brief description

<b>Definition</b>	A text description of an object in approximately one sentence; normally used for administrative and identification purposes. It records the most important information from a number of separate descriptive units of information.
<b>How to record</b>	<p>Use normal grammar and punctuation. Give sufficient information to identify an object for the purposes of stock checking, written file titles, and accessions registers. The information need not be unique, but use information that enables visual recognition of an object where possible.</p> <p>Aim to keep text to less than 15 words. Construct the phrase from any combination of information; the content will vary between objects and collections. It may be advisable to establish a description protocol e.g. generally begin the description from front to back, or from outside in, or have a controlled set of colours</p>
<b>Examples</b>	Blue spotted earthenware jug, 20th century
<b>Use</b>	Record at least once for an object.
<b>Information group</b>	<b>Object identification information</b>

## Catalogue number

<b>Definition</b>	The number assigned to an object in an exhibition catalogue
<b>How to record</b>	Exactly as given in the catalogue, using the same capitalisation and punctuation.
<b>Examples</b>	A123 76
<b>Use</b>	Record once only for a reference if required.
<b>Information group</b>	<b>References</b>

## Colour

<b>Definition</b>	The colour of an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation unless this forms part of the name of a colour. Maintain a list of standard terms. Record colours which are important for retrieval purposes. If an object comprises many colours, record that fact only if it is significant in the production of the object. Record colours in the Physical description in the context of other aspects of an object.
<b>Examples</b>	red; blue; polychrome
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Comments

<b>Definition</b>	Additional comments made about an object by visitors, curators or researchers.
<b>How to record</b>	Use normal grammar and punctuation. Any information can be recorded here provided there is no other identified unit of information more suitable for the purpose.
<b>Examples</b>	The identification of an object was thought to be wrong by Dr. H Jones who visited on 13.4.1992. He claimed to have detailed knowledge of this form of instrument; his address is held on the department's files.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object identification information</b>

## Completeness

<b>Definition</b>	A single term describing the completeness of an object
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	complete; incomplete; fragmented
<b>Use</b>	Record once only for an object at any one time. Use with previous Completeness information to record changes in the completeness of an object.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Completeness date

<b>Definition</b>	The date on which the completeness of an object was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Completeness.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Completeness note

<b>Definition</b>	Additional information about the completeness of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Lid missing.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Condition

<b>Definition</b>	A single term describing the condition of an object.
<b>How to record</b>	Use a single term or code without punctuation. Maintain a list of standard terms or codes. The overall condition of an object will be the same as the most serious individual condition which has been identified.
<b>Examples</b>	1; 2; A; B; poor; fair
<b>Use</b>	Record once only for an object at any one time. Use with previous Conditions to record changes in the condition of an object.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Condition check/assessment date

<b>Definition</b>	The date(s) on which a condition check or technical assessment process took place.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899 Use Record once only for a Condition and Condition note.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition check/assessment method

<b>Definition</b>	The method used when carrying out a condition check or technical assessment process.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	observed; x-rayed
<b>Use</b>	Record more than once for an object only if more than one method applies.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition check/assessment note

<b>Definition</b>	Additional information about the condition checking or technical assessment process which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The check was made in the presence of the owner.
<b>Use</b>	Record once only for a Condition check/assessment procedure.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition check/assessment reason

<b>Definition</b>	The reason for a condition check or technical assessment process taking place
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	loan in; damaged in transit; conservation
<b>Use</b>	Record as many times as required for condition check or technical assessment process.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition check/assessment reference number

<b>Definition</b>	A unique identifying number for the condition checking or technical assessment process. It should serve as the reference to written documentation of a condition check or technical assessment.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	C1993.123
<b>Use</b>	The same Condition check/assessment reference number can be used for one or more objects checked or assessed together.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition checker/assessor

<b>Definition</b>	The person or organisation which carried out a condition check or technical assessment process.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or organisation heading as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a condition check or technical assessment unless carried out by more than one person or organisation.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Condition date

<b>Definition</b>	The date on which the condition of an object was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Condition.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Condition note

<b>Definition</b>	A brief description of the condition of an object.
<b>How to record</b>	Use normal grammar and punctuation. Describe in the context of the procedure in which it is used, Referring specifically to any instability, infestation or other notable concern. Positive information can also be usefully recorded if no damage is visible. Use Technical Assessment to record a detailed condition report.
<b>Examples</b>	Crack on lid 21mm long, staining around the spout; Woodworm flight holes on left front leg
<b>Use</b>	Record once only for any occasion when the condition of an object is checked.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Confidentiality note

<b>Definition</b>	Restrictions agreed on the publication of details of an object, personnel, site location or other details associated with an object or archive.
<b>How to record</b>	Use normal grammar and punctuation. Describe precisely the nature of the confidentiality agreement, including how long it applies.
<b>Examples</b>	Grid reference to be published as 4 figures only. Finder wishes to remain anonymous.
<b>Use</b>	Record once for every object, documentary archive or finds archive when appropriate.
<b>Information group</b>	<b>Use and provision of information</b>

## Conservation material

<b>Definition</b>	The materials used in the conservation of an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	ethanol
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Conservation method

<b>Definition</b>	The method used in the conservation of an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	cleaned; relined; rehoused
<b>Use</b>	Record more than once for an object only if more than one Conservation method applies.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Conservation note

<b>Definition</b>	Additional information about conservation of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Original stretcher to be returned to the owner.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Conservation reference number

<b>Definition</b>	A unique identifying number for the conservation of an object or group of objects. It should serve as the reference to written documentation of conservation.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	C1993.123
<b>Use</b>	The same Conservation reference number can be used for one or more objects conserved together.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Conservation treatment priority

<b>Definition</b>	A term describing an object's need for Conservation treatment.
<b>How to record</b>	Use a single term or code, without punctuation. Maintain a list of standard terms or codes.
<b>Examples</b>	1; 2; A; B; urgent
<b>Use</b>	Record once only for an object at any one time
<b>Information group</b>	<b>Conservation and treatment information</b>

## Conservator

<b>Definition</b>	The name of the Person or Organisation treating an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	Record once only for a Conservation reference number unless conservation is carried out by more than one Person or Organisation.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Content - activity

<b>Definition</b>	An activity depicted in or described by an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	tea drinking; swimming; praying
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - concept

<b>Definition</b>	A concept depicted in or described by an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	love; peace
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - date

<b>Definition</b>	A date depicted in or described by an object
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the production stage which the date is related to. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to an object's production.
<b>Examples</b>	As for Date.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - description

<b>Definition</b>	A general description of a depiction in an object, or description of an object without making interpretation. This may include descriptions of the content of all audio and visual works. (Use Brief description and Physical description to describe an object's other features.)
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Hunting scene with two figures on horseback.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - event name

<b>Definition</b>	An event depicted in or described by an object.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the event name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	The Goose Fair; The Charge of the Light Brigade.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - event name type

<b>Definition</b>	A term describing the nature of the Content - event name.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	coronation; massacre; battle; garden party
<b>Use</b>	As many times as required for a Content event name.
<b>Information group</b>	<b>Object description information</b>

## Content - note

<b>Definition</b>	Additional information about an object's content which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The designs in the drawing will be used as the basis for a commissioned sculpture to mark the Millennium.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - language

<b>Definition</b>	The language the textual content of an object.
<b>How to record</b>	Use a single term to identify the language used in the inscription. Do not use punctuation except where it forms an integral part of the name of a language. Use initial capitals only for proper names.
<b>Examples</b>	French; English; Fr; En
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - object

<b>Definition</b>	An object depicted in or described by another object.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source. Use the same sources of terminology as for recording Object name.
<b>Examples</b>	As for Object name.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - object type

<b>Definition</b>	A term describing the nature of the Content - object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	furniture; food
<b>Use</b>	As many times as required for a Content - object.
<b>Information group</b>	<b>Object description information</b>

## Content - organisation

<b>Definition</b>	The Organisation depicted in or described in an object.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a name and an address. The descriptions for these information units are gathered together under the Organisation heading.
<b>Examples</b>	See under Organisation.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - other

<b>Definition</b>	An aspect of the content depicted in or described in an object, not covered by the other Content units.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. The organisation should decide what aspects of content it needs to record in order to use this unit.
<b>Examples</b>	wood; female
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - other type

<b>Definition</b>	The type of aspect being recorded by Content - other.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	See under Organisation.
<b>Use</b>	Once only for a Content - other.
<b>Information group</b>	<b>Object description information</b>

## Content - people

<b>Definition</b>	A People depicted in or described by an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a tribe or a linguistic group. The descriptions for these information units are gathered together under the People heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - person

<b>Definition</b>	A Person depicted in or described by an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - place

<b>Definition</b>	A Place depicted in or described by an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a village name or a country name. The descriptions for these information units are gathered together under the Place heading. Record as for Place.
<b>Examples</b>	As for Place.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Content - position

<b>Definition</b>	The position on an object of a depiction or description.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	obverse; reverse; edge; front; back; side 1
<b>Use</b>	As many times as required for a depiction or description.
<b>Information group</b>	<b>Object description information</b>

## Content - script

<b>Definition</b>	The script the textual content of an object.
<b>How to record</b>	Use a single term to identify the script used. Do not use punctuation except where it forms an integral part of the name of a script. Use initial capitals only for proper names. Maintain a list of standard terms.
<b>Examples</b>	secretary hand; chancery hand; Cyrillic; unidentified far eastern script
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Copy number

<b>Definition</b>	A number assigned to an object by the maker within a limited edition or special run.
<b>How to record</b>	Use the number of an object followed by the size of the complete run if known. Note if the number of the complete run is not known. Use Other number to record serial number information.
<b>Examples</b>	Number 45 of 5000; Number 3 of unknown number
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Cost

<b>Definition</b>	The amount paid in the course of a procedure
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Cost note to record details of non-sterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	Use in association with Information group headings to record the cost of a procedure, e.g. (Conservation) Cost. Record once only for a procedure carried out as required.
<b>Information group</b>	<b>Common procedural units</b>

## Cost note

<b>Definition</b>	Additional information about the cost of a procedure.
<b>How to record</b>	Use normal grammar and punctuation. Include any non-sterling currency amount as well as details of the basis for the assigning of a particular cost.
<b>Examples</b>	(Conservation) Cost note - The conservator estimates that the restoration will cost £450 due to high price of materials involved.
<b>Use</b>	Use in association with Information group headings to record the cost of a procedure, e.g. (Conservation) Cost. Record once only for a procedure carried out as required. Do not use for costs incurred in the transfer of title of objects.
<b>Information group</b>	<b>Common procedural units</b>

## Credit line

<b>Definition</b>	Text acknowledging a donation or loan, normally used on a display label.
<b>How to record</b>	As agreed with the donor or lender, using normal grammar and punctuation.
<b>Examples</b>	Donated by Ms B. Smith, Sydney, Australia.
<b>Use</b>	Record once only for an object at any one time.
<b>Information group</b>	<b>Object use information</b>

## Current location

<b>Definition</b>	The place within the organisation where an object is currently located.
<b>How to record</b>	Use a single term or code. Maintain a list of standard terms or codes. Ensure that all locations can be specifically described with unique terms.
<b>Examples</b>	U.23.2.4a room 1, case 3, shelf 4
<b>Use</b>	Record once for any object at any one time. Information about the Current location may be retained but it is only the single Current location which does not have a Removal date associated with it which is the 'active' Current location.
<b>Information group</b>	<b>Current location information</b>

## Current location fitness

<b>Definition</b>	A term describing the extent to which an object's current location is fitted to an object's requirements.
<b>How to record</b>	Use a single term or code, without punctuation. Maintain a list of standard terms or codes.
<b>Examples</b>	1; 2; A; B; unsuitable; reasonable; dangerous
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object location information</b>

## Current location note

<b>Definition</b>	Information about the reason for an object's being at its Current location.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Located here pending completion of secure storage in Store 322.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object location information</b>

## Current owner

<b>Definition</b>	Details of the owner of a loaned or temporarily deposited object, or other object in the organisation's custody which does not belong to the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object entry information</b>

## Date association

<b>Definition</b>	How a Date relates to an event in an object's history.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	carved; commissioned; decorated; designed; manufactured; sold; used; inscribed; painted; produced; collected
<b>Use</b>	As many times as required for an Object production date or Associated event date.
<b>Information group</b>	<b>Date</b>

## Date - earliest/single

<b>Definition</b>	The earliest probable or exact date at which an event in an object's history is thought to have occurred.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899; 29.1.1994
<b>Use</b>	Record once only for each event in an object's history. If the exact date of an event is known, or if only one probable date is known, only record Date - earliest /single.
<b>Information group</b>	<b>Date</b>

## Date - earliest/single certainty

<b>Definition</b>	A term describing the extent to which the Date - earliest/single recorded is thought to be correct.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. If left blank, the assumption is that the Date - earliest/single recorded is thought to be correct.
<b>Examples</b>	probably; possibly; circa; before; after
<b>Use</b>	Record once only for a Date - earliest/single if required.
<b>Information group</b>	<b>Date</b>

## Date - earliest/single qualifier

<b>Definition</b>	A qualification of the earliest probable or exact date at which an event in an object's history is thought to have occurred.
<b>How to record</b>	Use a single term, without punctuation or capitalisation, or the standard statistical notation. Maintain a list of standard terms.
<b>Examples</b>	+ or - 150; approximate
<b>Use</b>	Use for a Date - earliest/single as required
<b>Information group</b>	<b>Date</b>

## Date - latest

<b>Definition</b>	The latest probable date at which an event in an object's history is thought to have occurred.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Date if required.
<b>Information group</b>	<b>Date</b>

## Date - latest certainty

<b>Definition</b>	A term describing the extent to which the Date - latest recorded is thought to be correct.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. If left blank, the assumption is that the Date - latest recorded is thought to be correct.
<b>Examples</b>	probably; possibly; circa; before; after
<b>Use</b>	Record once only for a Date - latest if required.
<b>Information group</b>	<b>Date</b>

## Date - latest qualifier

<b>Definition</b>	A qualification of the latest probable date at which an event in the object's history is thought to have occurred.
<b>How to record</b>	Use a single term, without punctuation or capitalisation, or the standard statistical notation. Maintain a list of standard terms.
<b>Examples</b>	+ or - 150; approximate
<b>Use</b>	Use for a Date - latest as required
<b>Information group</b>	<b>Date</b>

## Date - period

<b>Definition</b>	A textual expression of the period when an event in an object's history is thought to have occurred.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	medieval; Ming; Bronze Age
<b>Use</b>	Record once only for an event in an object's history.
<b>Information group</b>	<b>Date</b>

## Date text

<b>Definition</b>	The textual expression of the date or date span when an event in an object's history is thought to have occurred.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Late 19th century or early 20th century.
<b>Use</b>	Record once only for an event in an object's history.
<b>Information group</b>	<b>Date</b>

## Deaccession date

<b>Definition</b>	The date when an item was struck off the accession register.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a disposal.
<b>Information group</b>	<b>Disposal information</b>

## Delivery date

<b>Definition</b>	The precise date on which an object or objects leaving the organisation is due to be delivered at its destination.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a exit authorisation.
<b>Information group</b>	<b>Object exit information</b>

## Depositor

<b>Definition</b>	The person or organisation from whom a loaned or temporarily deposited object was obtained, if different from the Current owner or Lender.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	Record once only for each object or group of objects.
<b>Information group</b>	<b>Object entry information</b>

## Depositor's requirements

<b>Definition</b>	Requirements made by a depositor or owner concerning the deposit of an object or group of objects, including conditions for deposition of archaeological archives
<b>How to record</b>	Use normal grammar and punctuation.
<b>Use</b>	Record once only for each deposit.
<b>Examples</b>	Not to be operated.
<b>Information group</b>	<b>Object entry information</b>

## Dimension

<b>Definition</b>	The aspect of a part or component of an object being measured.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. The organisation should agree a standard method of measuring different types of object.
<b>Examples</b>	height; width; depth; diameter; weight; circumference; radius; trade; size
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Dimension measured part

<b>Definition</b>	The part of an object measured.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	base; frame; mount
<b>Use</b>	Record once only for a Dimension.
<b>Information group</b>	<b>Object description information</b>

## Dimension measurement unit

<b>Definition</b>	The unit of measurement used when measuring a Dimension.
<b>How to record</b>	Use a single term, without punctuation or capitalisation, or use a standard abbreviation. Maintain a list of standard terms. The organisation should decide which are the standard units for different dimensions and types of object.
<b>Examples</b>	m; mm; inches; troy; grains
<b>Use</b>	Record once only for a Dimension.
<b>Information group</b>	<b>Object description information</b>

## Dimension value

<b>Definition</b>	The numeric value of the measurement of a Dimension.
<b>How to record</b>	A number, without punctuation other than a decimal point where required. The value should be to the nearest point of detail dictated by the type of object and the needs of the procedure and the organisation.
<b>Examples</b>	987; 0.234
<b>Use</b>	Record once only for a Dimension.
<b>Information group</b>	<b>Object description information</b>

## Dimension value date

<b>Definition</b>	The date on which the Dimension value was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year. This information is of particular importance to record changes during conservation.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Dimension value.
<b>Information group</b>	<b>Object description information</b>

## Dimension value qualifier

<b>Definition</b>	The measurement of statistical deviation given for a dimension. If left blank, the assumption is that the Dimension accuracy recorded is thought to be correct. Do not use capitalisation or punctuation.
<b>How to record</b>	Use the standard statistical notation
<b>Examples</b>	+ or - 150; approximate; to the nearest cm
<b>Use</b>	Record once only for the Dimension recorded if there is any uncertainty.
<b>Information group</b>	<b>Object description information</b>

## Display recommendations

<b>Definition</b>	Specific recommendations for the display of an object in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Do not open beyond 90 degrees to display - binding very tight.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object requirement information</b>

## Disposal date

<b>Definition</b>	The date an object is disposed of.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a disposal.
<b>Information group</b>	<b>Disposal information</b>

## Disposal method

<b>Definition</b>	The way in which an object is disposed of.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	transferred; destroyed; sold
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Disposal information</b>

## Disposal new object number

<b>Definition</b>	The object number assigned to a deaccessioned object by the recipient.
<b>How to record</b>	As provided by the recipient.
<b>Examples</b>	TWMS:1996.12
<b>Use</b>	Record once only for an object disposed of to another organisation.
<b>Information group</b>	<b>Disposal information</b>

## Disposal note

<b>Definition</b>	Additional information about the disposal of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Infestation spreading, object isolated but needs to be disposed of as soon as possible.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Disposal information</b>

## Disposal price

<b>Definition</b>	The total price paid for an object at disposal, including taxes for which the transfer is liable. Associated with the Object number. If no individual prices are known for specific objects in the group, use Group disposal price
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of disposal. Use Disposal note to record details of non-sterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	An object can only have one Object disposal price recorded.
<b>Information group</b>	<b>Disposal information</b>

## Disposal proposed recipient

<b>Definition</b>	The People, Person or Organisation proposed as recipients for an object to be disposed of by way of transfer, gift or sale.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	Record once only for a disposal.
<b>Information group</b>	<b>Disposal information</b>

## Disposal provisos

<b>Definition</b>	Restrictions applying to all the objects to be disposed of.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Disposal recipient to be within the county.
<b>Use</b>	Record once only for a disposal.
<b>Information group</b>	<b>Disposal information</b>

## Disposal reason

<b>Definition</b>	The reason or justification for an object or objects being disposed of.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	This engine is no longer in working, there is a duplicate in good condition already in the collection.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Disposal information</b>

## Disposal recipient

<b>Definition</b>	The People, Person or Organisation receiving an object to be disposed of by way of transfer, gift or sale.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	Record once only for a disposal.
<b>Information group</b>	<b>Disposal information</b>

## Disposal reference number

<b>Definition</b>	The unique number assigned to the disposal of an object or group of objects. The number should also refer to a file containing all written documentation about the disposal.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	D1993.123
<b>Use</b>	The same Disposal reference number can be used for one or more objects disposed of together, but an object can only have one Disposal reference number.
<b>Information group</b>	<b>Disposal information</b>

## Distinguishing features

<b>Definition</b>	A description of features which could uniquely identify an object, bringing together details from other groups of units of information such as Identification, Inscription, Condition which could in a sentence uniquely identify an object.
<b>How to record</b>	Use normal grammar and punctuation. This information may be used in the event of theft to provide the Police with information which will help identify an object in the pursuit and recovery of an object.
<b>Examples</b>	Monogram on base, one handle replaced.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object identification information</b>

## Edition number

<b>Definition</b>	A number assigned to a group of objects produced at the same time by the maker.
<b>How to record</b>	Record information about the number and nature of a limited edition or special run, e.g. prints or casts, of which an object is one. Use Title to record the model number and Other number to record the serial number.
<b>Examples</b>	5th edition, 1993 release.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Entry date

<b>Definition</b>	The date on which an object or group of objects enters the organisation.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1990
<b>Use</b>	Record once only for an Entry number.
<b>Information group</b>	<b>Object entry information</b>

## Entry method

<b>Definition</b>	The method by which an object or group of objects is deposited.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	in person; post; found on doorstep
<b>Use</b>	Record more than once for a deposit only if more than one Entry method is used
<b>Information group</b>	<b>Object entry information</b>

## Entry note

<b>Definition</b>	Additional information about the deposit of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Enquiry needs to be completed by Friday; owner leaving the country.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object entry information</b>

## Entry number

<b>Definition</b>	A unique number assigned to the entry of an object or group of objects and used to track objects prior to their return or acquisition. It should serve as the reference to written documentation of objects entering the organisation for the first time. The number should be the one assigned to an entry form or receipt.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	E1993.123
<b>Use</b>	The same Entry number can be used for one or more objects received together, but an object can only have one Entry number at any one time.
<b>Information group</b>	<b>Object entry information</b>

## Entry reason

<b>Definition</b>	The reason for an object or group of objects physically entering the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	enquiry; commission; loan
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object entry information</b>

## Environmental condition date

<b>Definition</b>	The date to which the environmental condition note applies.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	6/10/1996
<b>Use</b>	Record once only for an Environmental condition note.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Environmental condition note

<b>Definition</b>	A record of the environmental conditions in which an object is kept
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Stored in plastic box in wooden shed with leaking roof, 1/3/1990 to 3/1/1992.
<b>Use</b>	As many times as required for an object. Use in association with Environmental condition date to maintain a log of the environmental conditions in which an object has been kept.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Environmental recommendations

<b>Definition</b>	Specific recommendations for the environment in which an object is to be displayed or stored in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	30 lux maximum uv light exposure due to ink type.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Exhibition begin date

<b>Definition</b>	The opening date of an exhibition, display, or event at a particular Venue.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Exhibition reference number.
<b>Information group</b>	<b>Use of collections information</b>

## Exhibition end date

<b>Definition</b>	The closing date of an exhibition, display, or event at a particular Venue.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Exhibition reference number.
<b>Information group</b>	<b>Use of collections information</b>

## Exhibition organiser

<b>Definition</b>	The name of the Person or Organisation organising an exhibition, display, or selecting objects for an event.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	As many as required for an object or group of objects for each exhibition, display or event.
<b>Information group</b>	<b>Use of collections information</b>

## Exhibition reference number

<b>Definition</b>	A unique identifying number for the exhibition of an object or group of objects under the auspices of the organisation. It should serve as the reference to written documentation of an exhibition.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	X1993.123
<b>Use</b>	The same Exhibition reference number should be used for one or more objects exhibited together, but an object should only have one Exhibition reference number for any one exhibition.
<b>Information group</b>	<b>Use of collections information</b>

## Exhibition title

<b>Definition</b>	The name of an exhibition, display or other type of event.
<b>How to record</b>	Use normal grammar and punctuation. Use capitalisation for proper names. If the working title of an exhibition changes, update the title as required.
<b>Examples</b>	The Art of Mexico; Dinosaurs!
<b>Use</b>	Record once only for an Exhibition reference number.
<b>Information group</b>	<b>Use of collections information</b>

## Exit date

<b>Definition</b>	The date on which an object or objects leaves the organisation.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for each exit.
<b>Information group</b>	<b>Object exit information</b>

## Exit destination

<b>Definition</b>	The Person or Organisation to whom an object is being sent.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	Record once only for an exit.
<b>Information group</b>	<b>Object exit information</b>

## Exit method

<b>Definition</b>	The method by which an object or group of objects leaves the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	collected by shipper
<b>Use</b>	Record more than once for an object only if more than one method applies.
<b>Information group</b>	<b>Object exit information</b>

## Exit note

<b>Definition</b>	Additional information relating to the exit of an object which cannot be recorded elsewhere.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Refer to exit file for courier information and destination maps.
<b>Use</b>	Record once only for a exit.
<b>Information group</b>	<b>Object exit information</b>

## Exit reference number

<b>Definition</b>	A unique identifying number for a exit. It should serve as the reference to written documentation of a exit. The number may be assigned to a exit note or receipt.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	D1993.123
<b>Use</b>	The same Object exit reference number can be used for one or more objects sent together, but an object can only have one Exit reference number for any one exit.
<b>Information group</b>	<b>Object exit information</b>

## Field collection date

<b>Definition</b>	The date an object is collected in the field
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once for an object where required.
<b>Information group</b>	<b>Object collection information</b>

## Field collection event name

<b>Definition</b>	The name of an event at which an object was collected.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the event name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Mission Dakar - Djibouti; East Rudolf 1973
<b>Use</b>	Record more than once only if more than Field collection event applies.
<b>Information group</b>	<b>Object collection information</b>

## Field collection event reference number

<b>Definition</b>	The unique number assigned to a field collection event. The number should also refer to a file containing written documentation about the event.
<b>How to record</b>	Record as found.
<b>Examples</b>	Watching Brief No.242; Project 123
<b>Use</b>	The same Field collection event reference number can be used for one or more objects.
<b>Information group</b>	<b>Object collection information</b>

## Field collection method

<b>Definition</b>	The method used to excavate or collect an object in the field
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	netted; shot; trapped; salvaged; found dead; photographed; metal detector; borehole; purchased; commissioned; exchanged
<b>Use</b>	Record more than once for an object only if more than one method applies.
<b>Information group</b>	<b>Object collection information</b>

## Field collection note

<b>Definition</b>	Additional information about the place or method of field collection or excavation.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Site very wet following flooding.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object collection information</b>

## Field collection number

<b>Definition</b>	A number or code assigned to an object collected in the field before an Entry number or Object number is assigned.
<b>How to record</b>	Record precisely as assigned by field collector or excavator, using the same punctuation and capitalisation.
<b>Examples</b>	F345
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object collection information</b>

## Field collection place

<b>Definition</b>	The place where an object was excavated or collected in the field.
<b>How to record</b>	It may be necessary to record several units of information, including for example, a context, town or country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	As for Place.
<b>Use</b>	Record once only for an object where required.
<b>Information group</b>	<b>Object collection information</b>

## Field collection source

<b>Definition</b>	The social, socio-professional, or ethnic groups from which an object was collected or bought. May be different from the group of production and/or the group use.
<b>How to record</b>	It will be necessary to record several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object collection information</b>

## Field collector

<b>Definition</b>	The Person or Organisation responsible for collecting a specimen or object in the field.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	As many times as required for an object or specimen.
<b>Information group</b>	<b>Object collection information</b>

## Form

<b>Definition</b>	The method used to mount or preserve a specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	dry; thin section; pinned; wet
<b>Use</b>	Record more than once for an object only if more than one Form applies.
<b>Information group</b>	<b>Object description information</b>

## Geological complex name

<b>Definition</b>	The name of a geological complex from which a geological specimen was collected.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Central ring complex; Dartmoor Granite
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object collection information</b>

## Group disposal price

<b>Definition</b>	The total price paid for a group of objects at disposal including taxes for which the purchase is liable. If individual prices are known for specific objects in the group, use Disposal price.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of disposal. Use Disposal note to record details of non-sterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	A Group disposal price can be used for a number of objects, but any object can only have a single Group disposal price.
<b>Information group</b>	<b>Disposal information</b>

## Group purchase price

<b>Definition</b>	The total price paid for a group of objects at acquisition, including taxes for which the purchase is liable. If individual prices are known for specific objects in the group, use Object acquisition price.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Acquisition note to record details of non-sterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	A Group purchase price can be used for a number of objects, but any object can only have a single Group purchase price.
<b>Information group</b>	<b>Acquisition information</b>

## Habitat

<b>Definition</b>	A term describing the surroundings and environment of the area where a specimen was collected in the field.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	dune; salt marsh; freshwater lake
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object collection information</b>

## Habitat note

<b>Definition</b>	Additional information about the habitat of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Dune facing north subject to high tides.
<b>Use</b>	Record once only for a Habitat.
<b>Information group</b>	<b>Object collection information</b>

## Handling recommendations

<b>Definition</b>	Specific recommendations for handling an object in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Neck extremely fragile; handle at base only. Do not wear gloves to handle - friable paint surface.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Hazard

<b>Definition</b>	Details of potential hazards to people or other objects that the handling and storing of an object can present.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	poisonous; radioactive
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Hazard date

<b>Definition</b>	The date on which a Hazard was identified.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Hazard.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Hazards note

<b>Definition</b>	Details of potential hazards to people or other objects that the handling and storing of an object can present which are not recorded using controlled terminology in Hazard.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Explodes on sharp impact; always move with adequate packing.; Infested with woodworm.; Off-gases acetic acid.
<b>Use</b>	Record in association with Hazard.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Indemnity confirmation date

<b>Definition</b>	The date confirmation of indemnity cover is received from the indemnifying body.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Indemnity reference number.
<b>Information group</b>	<b>Indemnity information</b>

## Indemnity note

<b>Definition</b>	Additional information about the indemnity, including any special conditions which apply.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Not covered in transit; obtain additional insurance when moving.
<b>Use</b>	Record once only each time an object is part of an indemnity procedure.
<b>Information group</b>	<b>Indemnity information</b>

## Indemnity reference number

<b>Definition</b>	A unique identifying number of the indemnity as assigned by the organisation. The number should be a reference to written documentation about the indemnity, which should include a copy of the indemnity.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	I1993.123
<b>Use</b>	The same Indemnity reference number can be used for one or more objects covered by the same indemnity agreement , but an object can only have one Indemnity reference number at any one time.
<b>Information group</b>	<b>Indemnity information</b>

## Indemnity renewal date

<b>Definition</b>	The date when a Government Indemnity arrangement is due for renewal.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990
<b>Use</b>	Record once only each time an object is part of an indemnity procedure. Note that renewal will take place ahead of the end date of the indemnified period.
<b>Information group</b>	<b>Indemnity information</b>

## Information source

<b>Definition</b>	The People, Person or Organisation providing information recorded.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	As many times as required each time information is added to the record.
<b>Information group</b>	<b>Amendment history</b>

## Information source date

<b>Definition</b>	The date information is supplied to be added to the record.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a supply of information for the record.
<b>Information group</b>	<b>Amendment history</b>

## Information usage

<b>Definition</b>	Information on the use made of the record and associated resources
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Used in multimedia essay on the Vikings.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Use and provision of information</b>

## Inscriber

<b>Definition</b>	The People, Person or Organisation responsible for inscribing an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the People, Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	As many times as required for an Inscription content or Inscription description.
<b>Information group</b>	<b>Object description information</b>

## Inscription content

<b>Definition</b>	The text inscribed as part of the decoration or construction of an object recorded in the original language.
<b>How to record</b>	Describe the inscriptions and marks on an object entering any inscribed text exactly as seen as regards spelling, punctuation and capitalisation. If inscription is on several lines, use SPACE/SPACE to indicate this. If the inscription or part of the inscription is illegible, put that part in square brackets.
<b>Examples</b>	Greetings from Cowes / Isle of Wight
<b>Use</b>	Record once only for each separate inscription on an object.
<b>Information group</b>	<b>Object description information</b>

## Inscription date

<b>Definition</b>	The date on which an inscription was made.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the production stage which the date is related to. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to an object's production.
<b>Examples</b>	As for Date.
<b>Use</b>	Record as required when recording Inscription units of information
<b>Information group</b>	<b>Object description information</b>

## Inscription description

<b>Definition</b>	A description of non-textual marks inscribed on an object.
<b>How to record</b>	Use normal grammar and punctuation. Note its shape, size and content.
<b>Examples</b>	Triangle in circle, approximately half an inch in diameter.
<b>Use</b>	Record once only for an Inscription content.
<b>Information group</b>	<b>Object description information</b>

## Inscription interpretation

<b>Definition</b>	The interpretation of an inscription or mark on an object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The symbol of the 'fish' is derived from the scriptures as 'fishers of men' and from the Greek word for 'fish' and Jesus Christ both of which shared the same first two letters.
<b>Use</b>	Required in association with Inscription content and Inscription description.
<b>Information group</b>	<b>Object description information</b>

## Inscription language

<b>Definition</b>	The language used in a textual inscription on an object.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	French; Japanese
<b>Use</b>	As many times as required for an Inscription content
<b>Information group</b>	<b>Object description information</b>

## Inscription method

<b>Definition</b>	The method used to inscribe a mark or text on an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	incised; painted
<b>Use</b>	As many times as required for an Inscription content or Inscription description.
<b>Information group</b>	<b>Object description information</b>

## Inscription position

<b>Definition</b>	A term describing the position of an inscription on an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	base; inside; rim; back; left
<b>Use</b>	Record once only for each occurrence of the inscription on an object.
<b>Information group</b>	<b>Object description information</b>

## Inscription script

<b>Definition</b>	The script used in a textual inscription on an object.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and initial capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Cyrillic; Glagolitic
<b>Use</b>	As many times as required for an Inscription content.
<b>Information group</b>	<b>Object description information</b>

## Inscription translation

<b>Definition</b>	A translation into the organisation's first language of a textual inscription on an object.
<b>How to record</b>	Use equivalent grammar and punctuation to that in the original language.
<b>Examples</b>	Cast in Italy.
<b>Use</b>	As many times as required for an Inscription content.
<b>Information group</b>	<b>Object description information</b>

## Inscription transliteration

<b>Definition</b>	The transliteration of a textual inscription on an object.
<b>How to record</b>	Record using the exact equivalent grammar and punctuation used in the original language.
<b>Examples</b>	Lusippos epoiese
<b>Use</b>	As many times as required for an Inscription content or Inscription description.
<b>Information group</b>	<b>Object description information</b>

## Inscription type

<b>Definition</b>	The form or function of the inscription.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. Note if the form or function of the mark or inscription is unclear.
<b>Examples</b>	brand; decoration; estate stamp; label; maker's mark; graffiti
<b>Use</b>	As many times as required for an Inscription content or Inscription description.
<b>Information group</b>	<b>Object description information</b>

## Insurance note

<b>Definition</b>	Additional information about the insurance, including any special conditions which apply.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Not covered in transit; obtain additional insurance when moving.
<b>Use</b>	Record once only each time an object is part of an insurance procedure.
<b>Information group</b>	<b>Insurance information</b>

## Insurance policy number

<b>Definition</b>	The number of the insurance policy as assigned by the Insurer.
<b>How to record</b>	Use the number exactly as provided by the Insurer.
<b>Examples</b>	GI86585700-1
<b>Use</b>	Record once only each time an object is part of an insurance procedure.
<b>Information group</b>	<b>Insurance information</b>

## Insurance reference number

<b>Definition</b>	A unique identifying number of the insurance as assigned by the organisation. The number should be a reference to written documentation about the indemnity, which should include a copy of the indemnity.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	Ins1993.123
<b>Use</b>	The same Insurance reference number can be used for one or more objects covered by the same insurance policy, but an object can only have one Insurance reference number at any one time.
<b>Information group</b>	<b>Insurance information</b>

## Insurance renewal date

<b>Definition</b>	The date when an insurance policy is due for renewal.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for an Insurance policy number. Note that renewal may take place ahead of the end date of the indemnified period.
<b>Information group</b>	<b>Insurance information</b>

## Insurer

<b>Definition</b>	The name of the Person or Organisation responsible for insuring an object or group of objects.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	More than one Insurer can only be recorded for an object if it is jointly insured.
<b>Information group</b>	<b>Insurance information</b>

## Label audience

<b>Definition</b>	The audience or group a label was aimed at.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	general; KS2; life long learner
<b>Use</b>	As many times as required for a label.
<b>Information group</b>	<b>Object use information</b>

## Label author

<b>Definition</b>	The Person responsible for the intellectual content of the text of a label.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for a label.
<b>Information group</b>	<b>Object use information</b>

## Label language

<b>Definition</b>	The language of the text of a label.
<b>How to record</b>	Use a single term to identify the language used in the text of a label. Do not use punctuation except where it forms an integral part of the name of a language. Use initial capitals only for proper names.
<b>Examples</b>	French; English; Fr; En
<b>Use</b>	As many times as required for a label.
<b>Information group</b>	<b>Object use information</b>

## Label note

<b>Definition</b>	Additional information or relevant commentary about a label which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The attitudes expressed in this label reflect an ethical approach deemed acceptable at the time of writing but not in 2007.
<b>Use</b>	Record once only for a label.
<b>Information group</b>	<b>Object use information</b>

## Label reason

<b>Definition</b>	The reason or purpose for the creation of a label.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	sign; display label; online learning resource
<b>Use</b>	As many times as required for a label.
<b>Information group</b>	<b>Object use information</b>

## Label/raisonné text

<b>Definition</b>	The text used for an exhibition or display label or a handlist or catalogue.
<b>How to record</b>	Use normal grammar and punctuation. The organisation may have its own 'house style'.
<b>Examples</b>	COPPER KETTLE, 1860s This kettle was used in the main kitchen of Andale Hall. Donated by Mr. John Evans.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object use information</b>

## Label text date

<b>Definition</b>	The date that a Label text used for an exhibition or display label or a handlist or catalogue was produced.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993; 12.3.1993
<b>Use</b>	Record once only for a Label text.
<b>Information group</b>	<b>Object use information</b>

## Legal/licence requirements

<b>Definition</b>	Details of any legislation (other than associated rights) which applies to an object while in the organisation's custody, whether acquired or not.
<b>How to record</b>	Use normal grammar and punctuation. Refer to relevant acts of parliament as precisely as possible.
<b>Examples</b>	Current firearms certificate on file E.1234.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Legal/licence requirements held

<b>Definition</b>	Details of any licences or certificates held (other than copyright or other rights of use or performance) which applies to an object while in the organisation's custody, whether acquired or not.
<b>How to record</b>	Use normal grammar and punctuation. Associated documentation may be held in the file referred to by Entry or Acquisition reference numbers.
<b>Examples</b>	MOT certificate.; Fire arms certificate.
<b>Use</b>	As many times as required for an object. Use with Legal/licence requirements held begin date, Legal/licence requirements held end date and Legal/licence requirements held renewal date to record the currency of the licence held.
<b>Information group</b>	<b>Object requirement information</b>

## Legal/licence requirements held begin date

<b>Definition</b>	The first date on which a licence or certificate held by the organisation is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for each licence or certificate held. Use with Legal/licence requirements held.

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## Legal/licence requirements held end date

<b>Definition</b>	The last date on which a licence or certificate held by the organisation is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for each licence or certificate held by the organisation. Use with Legal/licence requirements held.
<b>Information group</b>	<b>Object requirement information</b>

## Legal/licence requirements held number

<b>Definition</b>	The unique number stated on the licence or certificate held by the organisation
<b>How to record</b>	Use the number exactly as it appears on the licence or certificate.
<b>Examples</b>	N1234
<b>Use</b>	Record once only for each Legal/licence requirements held.
<b>Information group</b>	<b>Object requirement information</b>

## Legal/licence requirements held renewal date

<b>Definition</b>	The date when a licence or certificate held by the organisation is due for renewal. Use this unit where the renewal is to be applied for in advance of the Legal/licence requirements held end date).
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990
<b>Use</b>	Record once only for each licence or certificate held by the organisation.
<b>Information group</b>	<b>Object requirement information</b>

## Lender

<b>Definition</b>	The details of a People, Person or Organisation lending an object to the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, for a Person, a surname, a forename and an address. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	More than one Lender can be recorded for an object only if it is jointly owned.
<b>Information group</b>	<b>Loan in information</b>

## Lender's authorisation date

<b>Definition</b>	The date on which the lender's authoriser gives approval for a loan in to proceed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a loan in.
<b>Information group</b>	<b>Loan in information</b>

## Lender's authoriser

<b>Definition</b>	The name of a member of staff giving final approval for the loan in to proceed.
<b>How to record</b>	It will be necessary to record several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a loan in.
<b>Information group</b>	<b>Loan in information</b>

## Lender's contact

<b>Definition</b>	The details of a Person designated by the lender of an object to be responsible for dealing with the loan on their behalf.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a Lender.
<b>Information group</b>	<b>Loan in information</b>

## Loan in contact

<b>Definition</b>	The name of the Person assigned responsibility for managing a loan in on behalf of the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Loan in information</b>

## Loan in conditions

<b>Definition</b>	Conditions applying to objects as part of the loan in agreement, including conditions for deposition of archaeological archives
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Light levels to be restricted to 50 lux.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Loan in information</b>

## Loan in note

<b>Definition</b>	General information about a loan in.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Lender concerned about environmental conditions; refer to recent gallery monitoring project.
<b>Use</b>	Record once only for a Loan in reference number.
<b>Information group</b>	<b>Loan in information</b>

## Loan in reference number

<b>Definition</b>	The unique number assigned to the loan of objects from outside the organisation. The number should also refer to a file containing written documentation about the loan.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	L1993.123
<b>Use</b>	The same Loan in reference number can be used for one or more objects loaned together, but an loaned object can only have one Loan in reference number at any one time.
<b>Information group</b>	<b>Loan in information</b>

## Loan out note

<b>Definition</b>	General information about a loan out.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Borrower funds limited - possible cost sharing required.
<b>Use</b>	Record once only for a Loan out reference number.
<b>Information group</b>	<b>Loan out information</b>

## Loan out reference number

<b>Definition</b>	The unique number assigned to the loan of objects to other organisations. The number should also refer to a file containing all written documentation about the loan out.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	LO 1993.123
<b>Use</b>	The same Loan out reference number can be used for one or more objects loaned together.
<b>Information group</b>	<b>Loan out information</b>

## Loaned object status

<b>Definition</b>	The stage in the Loans out procedure which an individual object to be loaned out has reached.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	requested; authorised; agreed; conservation; requested; sent; photography requested; refused; returned
<b>Use</b>	Record once only at any time for any object. Previous Loaned object statuses may be retained, but should be associated with the Loaned object status date in order to identify the current
<b>Information group</b>	<b>Loan out information</b>

## Loaned object status date

<b>Definition</b>	The date on which an Loaned object status was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Loaned object status.
<b>Information group</b>	<b>Loan out information</b>

## Location access note

<b>Definition</b>	Information about the access to a specific Location.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Height of entrance to gallery 7 feet. Object hoist will not fit through the door and manual help will be required to move heavy objects.
<b>Use</b>	Record once only for any Location.
<b>Information group</b>	<b>Location information</b>

## Location address

<b>Definition</b>	The address of a Location where it is not to be found on the main site of an organisation.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a building name, street name and town/city. The descriptions for these information units are gathered together under the Address heading.
<b>Examples</b>	See under Address.
<b>Use</b>	Record once only for any one Location.
<b>Information group</b>	<b>Location information</b>

## Location condition note

<b>Definition</b>	Information about the condition of the location, including such as the environmental conditions or state of cleanliness.
<b>How to record</b>	Use normal grammar and punctuation. To record the suitability of an object to a location, use Current location fitness.
<b>Examples</b>	Walls damp, window broken.
<b>Use</b>	The Location condition note may be repeated in association with Location condition note to provide a history of conditions.
<b>Information group</b>	<b>Location information</b>

## Location condition note date

<b>Definition</b>	The date on which Location condition note was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record in association with Location condition note to provide a history of the conditions in a location.
<b>Information group</b>	<b>Location information</b>

## Location date

<b>Definition</b>	The date an object was placed at the Current location.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Current location.
<b>Information group</b>	<b>Object location information</b>

## Location identifier

<b>Definition</b>	A unique name, number, or identifier for a display or storage Location. It can also apply a Location on a computer system used for digital objects
<b>How to record</b>	Must be of sufficient and appropriate detail to locate any object precisely and may be expressed as a hierarchy (e.g. building/room/case) or using a classification system if items are stored in strict classified order.
<b>Examples</b>	Annex 1 Store; G58; c:\objects\2005\
<b>Use</b>	Record once only for a Location.
<b>Information group</b>	<b>Object location information</b>

## Location security note

<b>Definition</b>	Information about the security of a specific Location.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Case lock broken.
<b>Use</b>	Record once only for any Location.
<b>Information group</b>	<b>Location information</b>

## Location type

<b>Definition</b>	The nature or category of a Location.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	display; storage; external
<b>Use</b>	Record once only at any time for any Location.
<b>Information group</b>	<b>Location information</b>

## Loss/damage date

<b>Definition</b>	The date an object was first established as damaged or missing.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only each time an object is damaged or lost.
<b>Information group</b>	<b>Loss information</b>

## Loss/damage method

<b>Definition</b>	The method by which an object or group of objects was lost to the collections.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	stolen; burnt; flood
<b>Use</b>	Record more than once for an object only if more than one Loss/damage method applies.
<b>Information group</b>	<b>Loss information</b>

## Loss/damage note

<b>Definition</b>	Additional information about the loss of an object
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Warder reported the case broken and object found to be missing.
<b>Use</b>	Record once only each time an object is damaged or lost.
<b>Information group</b>	<b>Loss information</b>

## Loss/damage reference number

<b>Definition</b>	The unique number assigned to the record of the loss of an object or group of objects. The number should also refer to a file containing all written documentation about the loss of an object.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	Loss1993.1
<b>Use</b>	The same Loss/damage reference number can be used for one or more objects acquired together, but an object can only have one Loss/damage reference number.
<b>Information group</b>	<b>Loss information</b>

## Loss/damage reporter

<b>Definition</b>	The person reporting the loss or damage to an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only each time an object is reported to have suffered damage or loss.
<b>Information group</b>	<b>Loss information</b>

## Material

<b>Definition</b>	The basic materials and media from which an object is constructed.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. Describe the medium and support of '2 dimensional' works. Do not describe surface coatings (e.g. varnish on paintings) unless they are of special interest. Do not include brand names.
<b>Examples</b>	wood; tempered steel; canvas; ebony; oil
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Material component

<b>Definition</b>	The name of a significant component, inclusion or trace in the material of which an object or specimen is made. This could also include a patina or corrosion product which has developed on an object and is of sufficient significance to require documenting
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms. The organisation should decide whether to use chemical abbreviations or full names, e.g. Cu or copper
<b>Examples</b>	shell tempering; carbon; textile; mineralised
<b>Use</b>	One or more times depending on how many material components are needed to record an object. Only significant components of objects that have undergone scientific examination and analysis should be recorded.
<b>Information group</b>	<b>Object description information</b>

## Material component note

<b>Definition</b>	To record further information about a material component
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Crushed shell, irregular, range 1 -2.5mm.; Carbon sooting on lower exterior surface.; Compound in patina suggestive of burial in dry conditions.
<b>Use</b>	Record if necessary for a Material component
<b>Information group</b>	<b>Object description information</b>

## Material name

<b>Definition</b>	The name commonly used to designate a particular or characteristic material, and additional to or further defining the basic material itself. This may be the vernacular or generally used name for a certain type of material or a brand name.
<b>How to record</b>	As it is commonly used
<b>Examples</b>	St Neot's-type ware; latten; Cistercian ware
<b>Use</b>	Record where necessary for an object
<b>Information group</b>	<b>Object description information</b>

## Material source

<b>Definition</b>	The geographical origin of naturally occurring vegetable, animal or geological materials which either have been used to form an object or form specimens or deposits in their own right e.g. a quarry source for stone, country of origin of timber, geological outcrop for imported stone or fossil. (Note that this is separate from Object Production Place which is where the original materials are modified by human intervention to form an object)
<b>How to record</b>	It will be necessary to use several units of information, including for example, a village name or a country name, as well as the production stage with which the Place is associated. The descriptions for these information units are gathered together under the Place heading.
<b>Use</b>	As many times as required for a Material.
<b>Examples</b>	See under Place.
<b>Information group</b>	<b>Object description information</b>

## Movement contact

<b>Definition</b>	The name of the member of staff responsible for an object during the move.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a move.
<b>Information group</b>	<b>Movement information</b>

## Movement method

<b>Definition</b>	The method used in the movement of an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	handcarried; trolley
<b>Use</b>	Record more than once for an object only if more than one Movement method applies.
<b>Information group</b>	<b>Movement information</b>

## Movement note

<b>Definition</b>	Additional information about the movement of an object or group of objects which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Movement route to take into account current construction work.
<b>Use</b>	Record once only for a movement.
<b>Information group</b>	<b>Movement information</b>

## Movement reference number

<b>Definition</b>	A unique identifying number for the movement of an object or group of objects. It should serve as the reference to written documentation of a movement.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	M1993.123
<b>Use</b>	The same Movement reference number can be used for one or more objects moved together.
<b>Information group</b>	<b>Movement information</b>

## Next condition check/assessment date

<b>Definition</b>	The date on which the next condition check or technical assessment is due.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972
<b>Use</b>	Record once only for a Condition check/assessment.
<b>Information group</b>	<b>Condition and technical assessment information</b>

## Normal location

<b>Definition</b>	The place within the organisation where an object is normally located.
<b>How to record</b>	Use a single term or code. Maintain a list of standard terms or codes. Ensure that all locations can be specifically described with unique terms.
<b>Examples</b>	U.23.2.4a room 1, case 3, shelf 4
<b>Use</b>	Record once only for any object or uniquely numbered part of an object.
<b>Information group</b>	<b>Object location information</b>

## Number of objects

<b>Definition</b>	A record of the number of objects at the next level down in an object record.
<b>How to record</b>	When the recording information relates to a set of objects, record the total number of whole objects included in the set. When the recording information relates to an individual object, record the total number of separated or separable parts which an object comprises. Record the total figure. Do not use punctuation.
<b>Examples</b>	24 [Indicating, for example, a tea service with 24 pieces] 2 [Indicating, for example, a teapot and its lid]
<b>Use</b>	Record once in any record.
<b>Information group</b>	<b>Object identification information</b>

## Object audit category

<b>Definition</b>	A code indicating the priority of an object for auditing purposes.
<b>How to record</b>	Use a single term or code. Maintain a list of standard terms or codes.
<b>Examples</b>	2; High; A
<b>Use</b>	Record once only for an object at any one time.
<b>Information group</b>	<b>Object audit information</b>

## Object audit date

<b>Definition</b>	The date an object was last checked in its location.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for an object at any one time. Each Object audit date will be associated with an Audit reference number identifying separate audits. Previous object audit dates may be retained.
<b>Information group</b>	<b>Object audit information</b>

## Object audit note

<b>Definition</b>	Additional information about the result or circumstances of the audit of an object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Not found; however Dr. Smith checking with departmental researchers.
<b>Use</b>	Record once only for an object at any time. Each object audit note will be associated with an Audit reference number identifying separate audits. Previous Object audit notes may be retained.
<b>Information group</b>	<b>Object audit information</b>

## Object audit result

<b>Definition</b>	The result of an audit of an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	present; missing; lost
<b>Use</b>	Record once only for an object at any one time. Each Object audit result will be associated with an Audit reference number identifying separate audits. Previous object audit results may be retained.
<b>Information group</b>	<b>Object audit information</b>

## Object audit type

<b>Definition</b>	The type of audit carried out on an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	condition; information; location
<b>Use</b>	Record more than once for an object only if more than one Audit applies.
<b>Information group</b>	<b>Object audit information</b>

## Object component information

<b>Definition</b>	The unit of information describing an Object component name.
<b>How to record</b>	Use single terms without punctuation to name the unit of information describing the Object component name. Maintain a list of standard terms.
<b>Examples</b>	Object production person; Material; Technique
<b>Use</b>	As many times as required for an Object component name. The system will need to link the unit of information specified with the Object component name.
<b>Information group</b>	<b>Object description information</b>

## Object component name

<b>Definition</b>	The non-separable part or component of an object which is being described.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source. Use the same sources of terminology as for recording Object name.
<b>Examples</b>	sleeve; handle; blade; buttonhole
<b>Use</b>	Use Object component name to indicate which non-separable and therefore un-numbered part of an object is being described. When describing separable and separately numbered parts of an object, use Object number to record the number of the part and create a new record related to that number. Use Object component information to identify the unit of information describing the Object component name.
<b>Information group</b>	<b>Object description information</b>

## Object display status

<b>Definition</b>	The stage in the Use of collections procedure which an individual object to be displayed, has reached.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	requested; authorised; agreed; conservation; requested; photography; requested
<b>Use</b>	Record once only for an object. Previous Object display statuses may be retained, but should be associated with the Object display status date in order to identify the current Object display status.
<b>Information group</b>	<b>Object use information</b>

## Object display status date

<b>Definition</b>	The date on which an Object display status was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Object display status.
<b>Information group</b>	<b>Object use information</b>

## Object history note

<b>Definition</b>	The history of an object, including its creation, owners, vendors and the circumstances surrounding such events. Record information here which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation. Describe information such as: <ul style="list-style-type: none"><li>• Why an object was produced;</li><li>• Who produced it;</li><li>• Who owned it, sold it and why;</li><li>• Individuals who used an object and for what purpose;</li><li>• Where an object is known to have been.</li></ul>
<b>Examples</b>	<p>This female Bewick swan nested at Caerlaverock for six years with the same mate. It was spotted in 1986 at Martin Mere without a mate. A year later it had not bred and was found to be sick. It was shot by the warden.</p> <p>This cabinet relates to Elizabeth Dashwood, first daughter of Sir James Dashwood, 2nd Baronet, and builder of Kirklington Park, Oxon. who married George Montague.</p>
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object history and association information</b>

## Object minimum liability sum

<b>Definition</b>	The sum determined by Government Indemnity Scheme which the indemnified organisation is responsible.
<b>How to record</b>	Use sterling currency.
<b>Examples</b>	750.00
<b>Use</b>	Record once only for an indemnified object.
<b>Information group</b>	<b>Indemnity information</b>

## Object name

<b>Definition</b>	A description of the form, function or type of object.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.  The Object name may be a common name or classification of an object in a textual or codified form. By using broader terms in a classification system, the object can be classified as belonging to a particular group or category of objects.  An object can be named at a very specific or a very general level, e.g. mug/ drinking vessel/container/domestic artefact. The same object could also be assigned different names depending on the context, e.g. mug/commemorative item/studio pot. For this reason it is often necessary to record more than one Object name.  Use Brief description to record a sentence describing an object more fully. Use Title to record the name of a specific object or group of objects. Use the Content units of information to describe anything depicted or described by an object.
<b>Examples</b>	jug; Windsor chair; palaeoniscum freieslebeni; fossil; rhenium; 1.56 tape recording interview; painting; model; penny; groat; coin
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object identification information</b>

## Object name currency

<b>Definition</b>	A statement of the status of an Object name.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	current; archaic
<b>Use</b>	Record once only for an Object name.
<b>Information group</b>	<b>Object identification information</b>

## Object name level

<b>Definition</b>	A statement of the position of the Object name in a classification scheme.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	level 1; genus; species; class; group; subgroup
<b>Use</b>	Record once only for an Object name.
<b>Information group</b>	<b>Object identification information</b>

## Object name note

<b>Definition</b>	Additional information about the Object name.
<b>How to record</b>	Use normal grammar and punctuation. This can be a description of an object name used to explain further or avoid ambiguity.
<b>Examples</b>	Devices, including sticks or blocks, used to apply polishing material.
<b>Use</b>	Record once only for an Object name.
<b>Information group</b>	<b>Object identification information</b>

## Object name system

<b>Definition</b>	The classification system from which the Object name is taken.
<b>How to record</b>	The title of the classification system from which the Object name is taken using punctuation and capitalisation as they appear.
<b>Examples</b>	Art & Architecture Thesaurus; Nomenclature
<b>Use</b>	Record once only for an Object name.
<b>Information group</b>	<b>Object identification information</b>

## Object name type

<b>Definition</b>	The type of Object name recorded.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	typological; simple; classified; taxonomic; denomination
<b>Use</b>	Record once only for an Object name.
<b>Information group</b>	<b>Object identification information</b>

## Object name/title language

<b>Definition</b>	The language used for the Object name, Other name or Title given to an object.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	French; German
<b>Use</b>	Record once only for an Object name, Other name and Title.
<b>Information group</b>	<b>Object identification information</b>

## Object number

<b>Definition</b>	A unique number identifying an object or specimens, including any separated parts.
<b>How to record</b>	The following points should be considered when assigning an Object number:  Only use a single number to describe a group of objects if they are too numerous to number individually and either contained in a single container or separately accounted for, e.g. a box of sherds or an archaeological archive  Do not include in the number any classificatory components as these may change  Avoid alphabetical components
<b>Examples</b>	1992.1234; 1992.12.1
<b>Use</b>	Assign a unique Object number to each separated or separable part of an object.
<b>Information group</b>	<b>Object identification information</b>

## Object offer price

<b>Definition</b>	The price at which an object is offered for sale to the organisation.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Acquisition note to record details of non-sterling currency offered.
<b>Examples</b>	750.00
<b>Use</b>	An object can only have one Object offer price recorded at any one time.
<b>Information group</b>	<b>Acquisition information</b>

## Object production date

<b>Definition</b>	The date when a stage in the design, creation or manufacture of an object took place.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the production stage which the date is related to. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to an object's production.
<b>Examples</b>	As for Date.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Object production note

<b>Definition</b>	Additional information about an object's production.
<b>How to record</b>	Use normal grammar and punctuation. Record information in the following areas: Detailed descriptions of techniques and processes used in the production, construction or decoration of an object, e.g.  'Recipes' for the manufacture of clays, paints, varnishes, glazes, or lacquers used in the production of an object.  Accounts of the designs, moulds, or sketches which were used in the design/creation of an object.  If more than one Object production people/person/organisation/place are recorded, the Object production note should be used to give further information about the relationship between the different stages in production.
<b>Examples</b>	Biscuit fired to 1060C then painted with copper oxide and salt solution and gas-raku fired to 1050C. Cobalt oxide and salt in solution, dark patches added and refined in electric kiln.  An architectural design included among the Adam drawings in the Soane Museum, No. 218, shows a cabinet of closely though not precisely similar type; and with the date 1st June 1771.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object production information</b>

## Object production organisation

<b>Definition</b>	An Organisation involved in the design, creation or manufacture of the object.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, the nature of its involvement with the production process. The descriptions for these information units are gathered together under the Organisation heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Organisation.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Object production people

<b>Definition</b>	A People involved in the design, creation or manufacture of an object.
<b>How to record</b>	It will be necessary to record several units of information, including, for example, a surname and a forename as well as the nature of their involvement with the production process. The descriptions for these information units are gathered together under the People heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People.
<b>Use</b>	As many times as required for an object.

## Object production person

<b>Definition</b>	A Person involved in the design, creation or manufacture of an object. This may include the commissioner of an object.
<b>How to record</b>	It will be necessary to record several units of information, including, for example, a surname and a forename as well as the nature of their involvement with the production process. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Object production place

<b>Definition</b>	A Place where the design, creation or manufacture of an object took place.
<b>How to record</b>	It will be necessary to record several units of information, including for example, a village name or a country name, as well as the production stage with which the Place is associated. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Object production reason

<b>Definition</b>	The reason why an object was produced.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The table was commissioned for an exhibition of avant garde domestic furniture.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Object purchase price

<b>Definition</b>	The total price paid for an object at acquisition, including taxes for which the purchase is liable. Associated with the Object number. If no individual prices are known for specific objects in the group (e.g. a lot bought at auction), use Group purchase price.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition.
<b>Examples</b>	750.00
<b>Use</b>	An object can only have one Object purchase price recorded.
<b>Information group</b>	<b>Acquisition information</b>

## Object purchaser offer price

<b>Definition</b>	The price which the organisation offers for the purchase of an object.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Acquisition note to record details of non-sterling currency offered.
<b>Examples</b>	750.00
<b>Use</b>	An object can only have one Object purchase offer price recorded at any one time.
<b>Information group</b>	<b>Acquisition information</b>

## Object status

<b>Definition</b>	A statement of the standing of a natural science specimen or other object in relation to others in existence.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	type; paratype; holotype; paralectotype; copy; forgery
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Object valuation

<b>Definition</b>	The current worth of an object as assigned by a Valuer.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of valuation. Use Valuation note to record any non-sterling currency valuation amount.
<b>Examples</b>	1050; 2.50
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object valuation information</b>

## Object valuation date

<b>Definition</b>	The date the valuation of an object is assigned.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Object valuation.
<b>Information group</b>	<b>Object valuation information</b>

## Object valuation note

<b>Definition</b>	Additional information about the valuation of an object or group of objects.
<b>How to record</b>	Use normal grammar and punctuation. Include any non-sterling currency valuation amount as well as details of the basis for the assigning of a particular value, e.g. replacement value, reason for valuation.
<b>Examples</b>	Large increase in value due to new collectors' interest; recommend close monitoring of the market over the next year. Unconverted valuation by Sotheby's New York - \$645.00
<b>Use</b>	Record once only for an Object valuation.
<b>Information group</b>	<b>Object valuation information</b>

## Object valuation renewal date

<b>Definition</b>	The date the valuation should be re-assessed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Object valuation.
<b>Information group</b>	<b>Object valuation information</b>

## Object valuation type

<b>Definition</b>	The type of valuation carried out on an object or group of objects.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	original value; replacement value; current value
<b>Use</b>	Record once only for an Object valuation.
<b>Information group</b>	<b>Object valuation information</b>

## Organisation courier

<b>Definition</b>	The name of the person assigned the responsibility to accompany an object on an external move.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person heading.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object exit information</b>

## Organisation's additions to name

<b>Definition</b>	Additional information about the identity of an Organisation.
<b>How to record</b>	This information is used to uniquely identify an Organisation in the event of duplicate names. Record any information which serves to differentiate between this Organisation and another with a similar name.
<b>Examples</b>	Oxford [In the case of the Museum of Modern Art]
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's address

<b>Definition</b>	The address where an Organisation can be contacted.
<b>How to record</b>	It will be necessary to record several units of information, including for example, a building name, street name and town/city. The descriptions for these information units are gathered together under the Address heading.
<b>Examples</b>	See under Address.
<b>Use</b>	As many times as required for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's association

<b>Definition</b>	The way in which an Organisation is associated with an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	manufacturer; commissioner; builder; moneyer
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's contact name

<b>Definition</b>	The representative of an Organisation who is normally liaised with.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a forename and surname. The descriptions for these information units are gathered together under the Person heading.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's dissolution date

<b>Definition</b>	The date on which an Organisation formally ceased to be. This may be the date on which it was taken over or wound up.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's foundation date

<b>Definition</b>	The date on which an Organisation formally came into being.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's foundation place

<b>Definition</b>	Information about the place where an Organisation came into being.
<b>How to record</b>	It may be necessary to use several units of information, including, for example, village or a country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's function

<b>Definition</b>	The activities which make up the main business of an organisation.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	bank; charity; publishing house; footwear manufacturer
<b>Use</b>	As many times as required for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's group

<b>Definition</b>	The social, socio professional, ethnic, or culture group to which the Organisation belongs.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	Belgic; Wessex culture; Romanesque; Anglian; Clactonian
<b>Use</b>	As many times as required for an Organisation. Note that some terms in common archaeological use can have a range of connotations and could be recorded under different headings, e.g. 6ic might be recorded as Date-period (chronological), Object production people (ethnic) or Cultural affinity (having intrinsic features and/or contextual associations which link object with "Belgic" material culture)
<b>Information group</b>	<b>Organisation information</b>

## Organisation's history

<b>Definition</b>	Information about the history of the Organisation.
<b>How to record</b>	Use normal grammar and punctuation. Describe the Organisation, or its work in general. Do not record information which is specific to an object; use instead Production note or Object history.
<b>Examples</b>	Underwent several changes of mission in the 1930s before establishing its current role in the market.
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's main body

<b>Definition</b>	The name of an Organisation.
<b>How to record</b>	Use the name exactly as given by the Organisation. Maintain a list of names of Organisations.
<b>Examples</b>	British Museum; National Motor Museum
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's MDA code

<b>Definition</b>	The Collections Trust assigned code uniquely identifying an Organisation.
<b>How to record</b>	Usually five capital letters. Use especially to identify objects coming from outside the organisation.
<b>Examples</b>	LEWSA
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's reference number

<b>Definition</b>	A code identifying an Organisation associated with an object.
<b>How to record</b>	Record a unique number or code uniquely identifying the Organisation where an Organisation's MDA code does not exist. Maintain a list of standard codes used.
<b>Examples</b>	FLG1992
<b>Use</b>	Record once only for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Organisation's sub-body

<b>Definition</b>	The name of the sub-body of an Organisation.
<b>How to record</b>	As many times as required. Sub-bodies usually have generic names implying they are part of a larger unit and cannot be recorded as a main body. Maintain a list of names of sub-bodies for each Organisation.
<b>Examples</b>	Collections Department; Art School
<b>Use</b>	As many times as required for an Organisation.
<b>Information group</b>	<b>Organisation information</b>

## Original object purchase price

<b>Definition</b>	The price paid for an object in the original currency at the time of purchase.
<b>How to record</b>	The cost of an object in the original currency using punctuation as required within the figure recorded.
<b>Examples</b>	750.00
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Acquisition information</b>

## Original object purchase price denomination

<b>Definition</b>	The denomination or currency of the Original object purchase price.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the term and capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	American dollars; French francs
<b>Use</b>	Record once only for an Original object purchase price.
<b>Information group</b>	<b>Acquisition information</b>

## Other number

<b>Definition</b>	An alternative number for an object other than the Object number.
<b>How to record</b>	Exactly as described on an object or documentation from which the Other number is taken. The number may be a former Object number or the number assigned by a lender or a previous owner, for example.
<b>Examples</b>	8789 L68-1990
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object identification information</b>

## Other number type

<b>Definition</b>	A description of an Other number assigned to an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	serial; lender; obsolete; unknown; previous
<b>Use</b>	Record once only for an Other number.
<b>Information group</b>	<b>Object identification information</b>

## Owner

<b>Definition</b>	Details of a People, Person or Organisation who owned an object before title was transferred to the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, for a Person, a surname, a forename and an address. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object history and association information</b>

## Owner's contribution note

<b>Definition</b>	Any observations or comments on a previous owner's contributions which the organisation wishes to record, e.g. the way in which the information was obtained or any discrepancies noted.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Information taken from a taped interview.
<b>Use</b>	Record once only for an owner's contribution.
<b>Information group</b>	<b>Object owner's contribution information</b>

## Owner's personal experience

<b>Definition</b>	A description of how and why a particular object or group of objects is known to have been of particular importance to a previous owner.
<b>How to record</b>	Use normal grammar and punctuation. May include: <ul style="list-style-type: none"><li>• Reasons why the object was particularly relevant to their life;</li><li>• Reasons why the owner collected the object, or decided to sell, donate or bequeath it;</li><li>• A reminiscence of an event, situation or other memory prompted by the object.</li></ul> If the experience is a reflection on, or conjecture regarding the significance of an object, a description of feelings about, or personal relevance of an object, then record in <i>Owner's personal response</i> .
<b>Examples</b>	Played with when was a child; Worn when arrived in the UK
<b>Use</b>	Record once only for an owner's contribution.
<b>Information group</b>	<b>Object owner's contribution information</b>

## Owner's personal response

<b>Definition</b>	A description of the way in which a previous owner responded intuitively to the object.
<b>How to record</b>	Use normal grammar and punctuation. May include one or more different types of personal response, including: <ul style="list-style-type: none"><li>• Feelings about an object beyond their personal experience of it;</li><li>• Why they 'connected' with an object, or regarded it as personally special;</li><li>• The broader cultural meaning which they attached to an object;</li><li>• Aspects of an object which they felt were of particular artistic, historical or cultural significance;</li><li>• Their response to it from the point of view of a different cultural standpoint or conjecture as to what the object might have meant to another individual connected with the object, such as the creator, user or another owner.</li></ul> If the experience is a reflection on, or conjecture regarding the significance of an object, a description of feelings about, or personal relevance of an object, then record in <i>Owner's personal response</i> .
<b>Examples</b>	Represents the last remains of a 'forgotten world'.
<b>Use</b>	Record once only for an owner's contribution.
<b>Information group</b>	<b>Object owner's contribution information</b>

## Owner's reference

<b>Definition</b>	Documentation of any additional reference to the object provided by a previous owner, e.g. an event, object, document, person or organisation.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Shown wearing it in a wedding photograph.
<b>Use</b>	Record as many times as required for an owner's contribution. If verified, this may be recorded by staff more fully.
<b>Information group</b>	<b>Object owner's contribution information</b>

## Ownership access

<b>Definition</b>	Information about the access to an object before title was transferred to the organisation.
<b>How to record</b>	Use a single term or code, without punctuation. Maintain a list of standard terms or codes.
<b>Examples</b>	1; 2; A; B; restricted
<b>Use</b>	Record once only for an Owner at any one time.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership category

<b>Definition</b>	A term defining the type of ownership existing for an object before title was transferred to the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	public; private; company
<b>Use</b>	Record once only for an Owner at any one time.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership dates

<b>Definition</b>	The dates when a People, Person or Organisation owned the title to an object.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	As many times as required for each period of ownership.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership exchange method

<b>Definition</b>	The means by which title to an object is transferred between two Owners, before title was transferred to the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	gift; purchase; sale at auction
<b>Use</b>	Record once for each ownership exchange. Use Acquisition method for the transfer of title which occurs when an object enters the organisation's ownership. Use Object history note to describe the full circumstances of the change in ownership.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership exchange note

<b>Definition</b>	Additional information about the ownership exchange, before title was transferred to the organisation, which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The exchange was made as part of a larger arrangement between those involved.
<b>Use</b>	Record once only for an Ownership exchange.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership exchange price

<b>Definition</b>	The total price paid for an object at when the title passed between two owners, including taxes for which the transfer is liable.
<b>How to record</b>	Use sterling currency. Convert any non-sterling currency into sterling, using the exchange rate at date of acquisition. Use Object history note to record details of non-sterling currency paid.
<b>Examples</b>	750.00
<b>Use</b>	Record once only each time a new Owner is recorded for an object.
<b>Information group</b>	<b>Object history and association information</b>

## Ownership place

<b>Definition</b>	The place where an object was owned before title was transferred to the organisation.
<b>How to record</b>	It may be necessary to use several units of information, including, for example, village or a country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	Record once only for each place where an object has been owned.
<b>Information group</b>	<b>Object history and association information</b>

## Packing note

<b>Definition</b>	Information about the packing of an object or group of objects at the time of deposit at the organisation.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Glass taped, bubblewrapped.
<b>Use</b>	Record once only for a deposit.
<b>Information group</b>	<b>Object entry information</b>

## Packing recommendations

<b>Definition</b>	Specific recommendations for packing an object in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	To be packed and stored upright at all times.
<b>Use</b>	Record once only for an object at any one time.
<b>Information group</b>	<b>Object requirement information</b>

## People's association

<b>Definition</b>	The way in which a People are associated with a particular object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	builder; moneyer; designer
<b>Use</b>	As many times as required for an object
<b>Information group</b>	<b>People information</b>

## People's culture

<b>Definition</b>	An identifiable type of civilisation.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the term and initial capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Aztec; Olmec
<b>Use</b>	As many times as required for a People.
<b>Information group</b>	<b>People information</b>

## People's group

<b>Definition</b>	An identifiable community or division of a nation of People.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the term and initial capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Yoruba
<b>Use</b>	Record once only for a People.
<b>Information group</b>	<b>People information</b>

## People's linguistic group

<b>Definition</b>	A broad grouping of People identifiable by common linguistic roots.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and initial capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	Dravidian
<b>Use</b>	As many times as required for a People.
<b>Information group</b>	<b>People information</b>

## Person's additions to name

<b>Definition</b>	Terms of honour used when the Person is referred to in relation to their position or work.
<b>How to record</b>	The formal form of reference preferred by a person or which is commonly used in reference sources. The information may include expressions denoting royal status, phrases consisting of the person's title and name of their state or people or professional qualifications. The organisation may have standard forms of reference.
<b>Examples</b>	Elizabeth I, Queen of England; DFC; BA; Equerry to George III
<b>Use</b>	As many times as required for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's address

<b>Definition</b>	The address where a Person can be contacted.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a building name, street name and town/city. The descriptions for these information units are gathered together under the Address heading.
<b>Examples</b>	See under Address.
<b>Use</b>	As many times as required for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's association

<b>Definition</b>	The way in which a Person is associated with a particular object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	designer; painter; depicted in; criticised in; engraver; moneyer
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Person information</b>

## Person's biographical note

<b>Definition</b>	Information about the personal history of a Person.
<b>How to record</b>	Use normal grammar and punctuation. Describe school and any further education, employment history, current post or professional history. Use also to indicate when the Person worked. Do not put here information which is specific to an object - this should go in an object-related field, such as Production note or Object history. Include information about any employment in an organisation if an employee.
<b>Examples</b>	Educated at Burston Village School, Suffolk. She was a carpentry apprentice and worked for 23 years at Wood's furniture makers, Bures.
<b>Use</b>	Record once only for a Person.  Use this for information about an object owner, selector or viewer taking part of a Revisiting Collections event.
<b>Information group</b>	<b>Person information</b>

## Person's birth date

<b>Definition</b>	The date on which a Person was born.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the means by which the date was established. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to the Person's birth.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's death date

<b>Definition</b>	The date on which a Person died.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the means by which the date was established. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to the Person's death.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's forenames

<b>Definition</b>	A Person's given name.
<b>How to record</b>	Use the capitalisation and punctuation normally used by the Person. The organisation may have standard forms of name for use.
<b>Examples</b>	John J. G. Anne S.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person</b>

## Person's gender

<b>Definition</b>	The sex of a Person.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	female; male
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's group

<b>Definition</b>	The group (social, ethnic, cultural, faith, gender orientation) to which a Person belongs or which he/she identifies him/herself.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	Belgic; Wessex culture; Romanesque; Anglian; Clactonian; Pre Raphaelite
<b>Use</b>	Use one or more times as required for each organisation.  Note that some terms in common archaeological use can have a range of connotations and could be recorded under different headings, e.g. 6ic might be recorded as Date-period (chronological), Object production people (ethnic) or Cultural affinity (having intrinsic features and/or contextual associations which link object with "Belgic" material culture).  Use this for information about an object owner, selector or viewer taking part of a Revisiting Collections event.
<b>Information group</b>	<b>Person information</b>

## Person's initials

<b>Definition</b>	The initial letters of the Person's forenames and Person's surnames.
<b>How to record</b>	Record using capital letters.
<b>Examples</b>	J G; ASY
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's name notes

<b>Definition</b>	A note primarily for documentation purposes to explain why the particular form of name was chosen; notes to distinguish this Person from others with the same name.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	This spelling was used as the maker prefers the archaic form of the forename.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's nationality

<b>Definition</b>	A Person's official current nationality.
<b>How to record</b>	Do not use punctuation. Maintain a list of standard terms.
<b>Examples</b>	British; Turkish
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's occupation

<b>Definition</b>	The occupation or employment of a Person.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	chief cashier; curator; museum director; farmer
<b>Use</b>	As many times as required for a Person
<b>Information group</b>	<b>Person information</b>

## Person's place of birth

<b>Definition</b>	The Place where a Person was born.
<b>How to record</b>	It may be necessary to use several units of information, including, for example, village or a country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's place of death

<b>Definition</b>	The Place where a Person died.
<b>How to record</b>	It may be necessary to use several units of information, including, for example, village or a country. The descriptions for these information units are gathered together under the Place heading.
<b>Examples</b>	See under Place.
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's reference number

<b>Definition</b>	A code identifying a Person associated with an object.
<b>How to record</b>	Use a unique number or code uniquely identifying the Person. Maintain a list of standard numbers or codes.
<b>Examples</b>	FLG1992
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's salutation

<b>Definition</b>	The form of greeting used in correspondence.
<b>How to record</b>	Use the form as it should appear at the beginning of a letter or other correspondence. The organisation may have standard forms of salutation.
<b>Examples</b>	Dear Jeff; Dear Lady Jean
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's school/style

<b>Definition</b>	The primary styles in which the Person worked.
<b>How to record</b>	Use a single term, without punctuation, only using capitalisation for proper names. Maintain a list of standard terms.
<b>Examples</b>	impressionist; neo-classical; surrealist
<b>Use</b>	As many times as required for a Person.
<b>Information group</b>	<b>Person information</b>

## Person's surname

<b>Definition</b>	A Person's family name.
<b>How to record</b>	Use the capitalisation and punctuation used by the Person. The organisation may have standard forms of name for use.
<b>Examples</b>	See SPECTRUM Terminology pages on Collections Trust website.
<b>Use</b>	Record once only a person. Cross references may be made between different forms of the Person's surname.
<b>Information group</b>	<b>Person information</b>

## Person's title

<b>Definition</b>	The form of address used by a Person.
<b>How to record</b>	Use the title by which a Person is normally addressed in letters. If the title is normally abbreviated in common use, use the abbreviated form. Otherwise, spell out the title in full. The organisation may have standard forms of address used for a Person.
<b>Examples</b>	Mr; Ms; Sir; Reverend; Doctor
<b>Use</b>	Record once only for a Person.
<b>Information group</b>	<b>Person information</b>

## Phase

<b>Definition</b>	A textual expression of the age or developmental phase of a natural science specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	adult; imago; larva; nymph; pupa
<b>Use</b>	Record once only for a specimen.
<b>Information group</b>	<b>Object description information</b>

## Physical description

<b>Definition</b>	General visual appearance of an object.
<b>How to record</b>	<p>Use normal grammar and punctuation. Include a description of an object's completeness if appropriate (e.g. Lacks left arm). Comment on condition only as it affects completeness. Describe items which would be made using an object, e.g. clothing from paper patterns. The frame and mount should also be described if appropriate. The following issues might be addressed:</p> <p>What shape or form does it take?</p> <ul style="list-style-type: none"><li>• Describe an object in reference to the direction the work faces (i.e. a sculpture's right side (proper right) not as the viewer). Do not use 'sinister' or 'dexter'.</li><li>• Where and how is it decorated?</li><li>• How is it mounted?</li><li>• How is it constructed?</li><li>• What colours have been used?</li><li>• What scale is used?</li></ul>
<b>Examples</b>	<p>A draped figure of a woman stands with her arms out-stretched.</p> <p>Blue damask carpet of pomegranate pattern upon a ground of old cloth, with a broader border of purple velvet, at each corner of which are embroidered the arms of Pope Leo XI cut out of coloured silks, applied and outlined with gold thread stitched down.</p>
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object description information</b>

## Place association

<b>Definition</b>	The way in which a Place is associated with the object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Use past participle forms of verbs. Maintain a list of standard terms.
<b>Examples</b>	manufactured; built; used
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Place</b>

## Place context

<b>Definition</b>	A number, code or term identifying physical evidence of an archaeological event, such as a wall, pit or ditch.
<b>How to record</b>	Record precisely as used by the Field collector.
<b>Examples</b>	34; 56; XXI; kiln stoke-hole; North transept
<b>Use</b>	Record once only for an object if required.
<b>Information group</b>	<b>Place</b>

## Place context date

<b>Definition</b>	The date of a context.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date. Descriptions of these units of information are gathered together under the Date heading.
<b>Examples</b>	As for Date.
<b>Use</b>	Record once only for a Place context or and Place context level.
<b>Information group</b>	<b>Place</b>

## Place context level

<b>Definition</b>	A level within a context.
<b>How to record</b>	Record precisely as used by the Field collector.
<b>Examples</b>	1; 5; B16; XB
<b>Use</b>	Record once only for an object if required.
<b>Information group</b>	<b>Place</b>

## Place coordinates

<b>Definition</b>	The precise location of a place expressed according to a chosen system.
<b>How to record</b>	Use the appropriate standard format.
<b>Examples</b>	AS 3192 6024
<b>Use</b>	Record once only for a Place name. Additional Place coordinates can be recorded if different Place coordinate types are used; for example a Latitude/longitude reference and a Grid reference may be recorded for the same location.
<b>Information group</b>	<b>Place</b>

## Place coordinates qualifier

<b>Definition</b>	The measurement of accuracy of a given for Place coordinates.
<b>How to record</b>	Use the standard statistical notation. If left blank, the assumption is that the Place coordinates accuracy recorded is thought to be correct. Do not use capitalisation or punctuation.
<b>Examples</b>	+ or - 10; approximate
<b>Use</b>	Record once only for Place coordinates, if there is any uncertainty.
<b>Information group</b>	<b>Place</b>

## Place coordinates type

<b>Definition</b>	The locating system used to describe the coordinates of a Place.
<b>How to record</b>	Use a single code or term, without punctuation. Maintain a list of standard codes or terms.
<b>Examples</b>	LL (Latitude & longitude); NGR (National Grid reference); UTM (Universal Transverse Mercator); Altitude Depth
<b>Use</b>	Record once only for Place coordinates.
<b>Information group</b>	<b>Place</b>

## Place environmental details

<b>Definition</b>	Environmental information relevant to an object, such as details about preservation conditions of the surrounding matrix.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	waterlogged; carbonized bed
<b>Use</b>	Record for a Place name as required.
<b>Information group</b>	<b>Place</b>

## Place feature

<b>Definition</b>	The name by which a feature associated with an object is normally known.
<b>How to record</b>	Use a single term, using punctuation and capitalisation only where they form a part of the name. Maintain a list of standard terms.
<b>Examples</b>	Ben Lawers; Beachy Head; Chun Castle
<b>Use</b>	As many times as required for a Place. Place feature can relate to Sites and Monuments details.
<b>Information group</b>	<b>Place</b>

## Place feature date

<b>Definition</b>	The date of the Place feature.
<b>How to record</b>	It may be necessary to use more than one unit of information to describe this date, e.g. a range of dates or a textual expression of the date as well as the production stage which the date is related to. Descriptions of these units of information are gathered together under the Date heading. Use Date - period to record non-numeric dates and eras relating to an object's production.
<b>Examples</b>	As for Date.
<b>Use</b>	As many times as required for a Place feature.
<b>Information group</b>	<b>Place</b>

## Place feature type

<b>Definition</b>	The nature or category of Place feature recorded.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	island; mountain; bay; valley; cliff; castle; tomb
<b>Use</b>	As many times as required for a Place feature.
<b>Information group</b>	<b>Place</b>

## Place name

<b>Definition</b>	The name or title by which the Place is normally known.
<b>How to record</b>	Use punctuation and capitalisation where integral to the name.
<b>Examples</b>	Shrewsbury; North Sea; West Yorkshire; Ambridge; 21; Haddon Hall; Asia; Australasia; Orkney; Manhattan; Stoke Newington; Scotland; Hobbs End
<b>Use</b>	As many times as required for a Place. As many Place names as required for a Place.
<b>Information group</b>	<b>Place</b>

## Place name type

<b>Definition</b>	The nature or category of Place recorded.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	baths; chambered tomb; market square; town; city; village; continent; sub-continent; site; building number; field; vice county; county; country; building name; state
<b>Use</b>	As many times as required for a Place, to reflect different uses of a site.
<b>Information group</b>	<b>Place</b>

## Place note

<b>Definition</b>	Additional information about Place which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The site is four miles north of Ambleside.
<b>Use</b>	Record once only for a Place name.
<b>Information group</b>	<b>Place</b>

## Place owner

<b>Definition</b>	The name of the owner of a Place associated with an object.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the People, Person and Organisation headings.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	Record more than once for a Place if jointly owned.
<b>Information group</b>	<b>Place</b>

## Place position

<b>Definition</b>	A precise position in a Place, usually to record the finding of an object in field collection.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Under a stone at the bottom of the cliff.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Place</b>

## Place reference number

<b>Definition</b>	A code describing a Place associated with an object, excavation or specimen.
<b>How to record</b>	Use a single term or code, without punctuation. Maintain a list of standard terms or codes. May include an abbreviation of the Place name together with the year an object or specimen was found.
<b>Examples</b>	FLG1992
<b>Use</b>	Record once only for a Place.
<b>Information group</b>	<b>Place</b>

## Place reference number type

<b>Definition</b>	The category of Place reference number recorded.
<b>How to record</b>	Use a single term, using capitalisation and punctuation only where integral to the term used. Maintain a list of standard terms.
<b>Examples</b>	SMR number; Project number; Scheduled monument number; Watching brief number
<b>Use</b>	Record as required in association with Place reference number.
<b>Information group</b>	<b>Place</b>

## Place status

<b>Definition</b>	A formal administrative or scientific status assigned to a place.
<b>How to record</b>	Use a single term, using capitalisation and punctuation only where integral to the term used. Maintain a list of standard terms.
<b>Examples</b>	National Trust Area of Outstanding Natural Beauty
<b>Use</b>	As many times as required for a Place.
<b>Information group</b>	<b>Place</b>

## Place type system

<b>Definition</b>	The classification system from which the Place feature type is taken.
<b>How to record</b>	Use punctuation and capitalisation as they appear.
<b>Examples</b>	RCHME; CIDOC
<b>Use</b>	Record once only for a Place feature type.
<b>Information group</b>	<b>Place</b>

## Planned removal date

<b>Definition</b>	The date an object is due to be returned from a Current location which is not its Normal location.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Current location, if different from the Normal location. Do not record if the Current location and the Normal location are the same.
<b>Information group</b>	<b>Movement information</b>

## Procedure begin date

<b>Definition</b>	The date on which a procedure is begun.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the date a procedure began, e.g. (Loan out) date begun. Record to describe a procedure covering more than one object. The Procedure group of units is available to record information about a project which involves objects beyond those in the individual record. Record once only for each occurrence of a procedure. Note that this unit applies to procedures which begin and end in less than a day as well as those which take a longer period of time.
<b>Information group</b>	<b>Common procedural units</b>

## Procedure end date

<b>Definition</b>	The date on which a procedure ended.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the end date of a procedure, e.g. (Loan out) Date ended. Record once only for each occurrence of a procedure. Record to describe a procedure covering more than one object. The Procedure group of units is available to record information about a project which involves objects beyond those in the individual record. Note that this unit applies to procedures which begin and end in less than a day as well as those which take a longer period of time.
<b>Information group</b>	<b>Common procedural units</b>

## Procedure manager

<b>Definition</b>	The person or organisation responsible for carrying out a procedure.
<b>How to record</b>	It will be necessary to use several unit of information including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	Record once only for a Procedure title. Record to describe a procedure covering more than one object. The Procedure group of units is available to record information about a project which involves objects beyond those in the individual record.
<b>Information group</b>	<b>Common procedural units</b>

## Procedure note

<b>Definition</b>	Additional information about procedure which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The audit was carried out in two stages, beginning in Room A, and prioritising all works pre 1850.
<b>Use</b>	Record once only for a Procedure title. Record to describe a procedure covering more than one object. The Procedure group of units is available to record information about a project which involves objects beyond those in the individual record.
<b>Information group</b>	<b>Common procedural units</b>

## Procedure title

<b>Definition</b>	The name assigned to a procedure or project carried.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Audit of main store 1996
<b>Use</b>	Record once for a procedure carried out.
<b>Information group</b>	<b>Common procedural units</b>

## Process date

<b>Definition</b>	The date on which a process is completed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Process.
<b>Information group</b>	<b>Process information</b>

## Process method

<b>Definition</b>	The method used to carry out the process on an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	alteration; preparation Use Record more than once for an object only if more than one method applies.
<b>Information group</b>	<b>Process information</b>

## Process note

<b>Definition</b>	Additional information about the process of an object which has not been recorded elsewhere using controlled terminology.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Framed for Francis Towne exhibition at the Tate Gallery.
<b>Use</b>	Record once only for a process event.
<b>Information group</b>	<b>Process information</b>

## Process person/organisation

<b>Definition</b>	The Person or Organisation responsible for carrying out a process on an object.
<b>How to record</b>	It will be necessary to use several units of information, including for example, for a Person, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation headings as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under People, Person or Organisation.
<b>Use</b>	As many times as required for a process event.
<b>Information group</b>	<b>Process information</b>

## Process reference number

<b>Definition</b>	A unique identifying number for the process carried out on an object or group of objects. It should serve as the reference to written documentation of a process.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	P1993.123
<b>Use</b>	The same Process reference number can be used for one or more objects processed together.
<b>Information group</b>	<b>Process information</b>

## Reason

<b>Definition</b>	The reason for the procedure taking place.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	conservation; sold; transferred; display; research; loan out
<b>Use</b>	As many times as required for a procedure. Use in association with Information group headings to record the reason for a procedure taking place. e.g. (Loan out) Reason. As many times as required for each occurrence of a procedure for an object or group of objects. Note that there are separate units of information for Acquisition reason, Entry reason, Disposal reason, Object production reason.
<b>Information group</b>	<b>Common procedural units</b>

## Recall date

<b>Definition</b>	The date on which the next stage of a conservation process is due.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972
<b>Use</b>	Record once only for a conservation event.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Record type

<b>Definition</b>	Describes the level of description which the record contains.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	collection; set; population; ensemble; archival piece; part
<b>Use</b>	Record once only for a record.
<b>Information group</b>	<b>Record information</b>

## Recorder

<b>Definition</b>	The Person recording the information.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for each time information is added to the record.
<b>Information group</b>	<b>Amendment history</b>

## Recording date

<b>Definition</b>	The date information is added to the record.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an addition to the record.
<b>Information group</b>	<b>Amendment history</b>

## Recording progress

<b>Definition</b>	A description of the state of development of information about an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	in progress; altered draft; to be approved
<b>Use</b>	As many times as required for a recording event.
<b>Information group</b>	<b>Amendment history</b>

## Reference

<b>Definition</b>	Details of a bibliographic or other reference to an object. The reference can be in any media e.g. published, unpublished, audio, video, computer record
<b>How to record</b>	Use a standard short description format agreed by the organisation.
<b>Examples</b>	The citation order for books and journals in:  BSI British Standard recommendations for reference to published materials. London: BSI, 1989 is as follows:  Books: <b>Surname, Forename. Title.</b> Place of publication: Publisher, Date of publication. No. of pages p., <i>illustrations.</i> (Series title) ISBN.  Journals: <i>Title</i> ISSN Year Date Location.
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Reference information</b>

## Reference association

<b>Definition</b>	A single term describing the nature of the relationship between the Reference and an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	cited; figured; utilised; illustrated
<b>Use</b>	As many times as required for a Reference.
<b>Information group</b>	<b>Reference information</b>

## Reference author/editor

<b>Definition</b>	The Person or Organisation responsible for the intellectual content of a referenced work.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. Use the form as appears in the referenced work.
<b>Examples</b>	See under Person.
<b>Use</b>	As many times as required.
<b>Information group</b>	<b>Reference information</b>

## Reference details

<b>Definition</b>	Details, pages, and illustrations. of a bibliographic reference.
<b>How to record</b>	Use the organisation's agreed form of recording.
<b>Examples</b>	pp200-204; fig.21; map 5
<b>Use</b>	Once only for a reference.
<b>Information group</b>	<b>Reference information</b>

## Reference note

<b>Definition</b>	Details of the specific nature of the relevance of the Reference to the object, including an abstract if required.
<b>How to record</b>	Use normal grammar and punctuation. The reference may be to such as a published, or unpublished film, sound or reproduction source.
<b>Examples</b>	Discusses the collection in the light of disputes on attribution recently raised in Holland.
<b>Use</b>	Record once only for a Reference.
<b>Information group</b>	<b>Reference information</b>

## Reference number

<b>Definition</b>	A number or identifier unique to a Reference.
<b>How to record</b>	Use any reference number providing access to the work either in the organisation, local library or other source. For reference only appearing on the world wide web use the URL.
<b>Examples</b>	93.AA.123; 0550102345; <a href="http://www.mda.org.uk/acc.htm">http://www.mda.org.uk/acc.htm</a>
<b>Use</b>	Record once only for a Reference.
<b>Information group</b>	<b>Reference information</b>

## Reference publication date

<b>Definition</b>	The Date when a referenced work was published.
<b>How to record</b>	Always give all four digits for the year. Use a standard form if more detail is recorded.
<b>Examples</b>	2005; 1984; 1715
<b>Use</b>	Record once only.
<b>Information group</b>	<b>Reference information</b>

## Reference publication place

<b>Definition</b>	The Place where a referenced work was published.
<b>How to record</b>	Use the name of the city or other locality.
<b>Examples</b>	New York; London; Cambridge
<b>Use</b>	As many as required by the reference.
<b>Information group</b>	<b>Reference information</b>

## Reference publisher

<b>Definition</b>	The Organisation or Person responsible for the publication of a referenced work.
<b>How to record</b>	Use the form as appears on in the referenced work.
<b>Examples</b>	MDA; Oxford University Press
<b>Use</b>	Record as many times as required.
<b>Information group</b>	<b>Reference information</b>

## Reference title

<b>Definition</b>	The title of a referenced work.
<b>How to record</b>	Use the form as appears in the referenced work.
<b>Examples</b>	SPECTRUM: The UK Museum Documentation Standard
<b>Use</b>	Record once only.
<b>Information group</b>	<b>Reference information</b>

## Reference type

<b>Definition</b>	A term describing the nature of the Reference.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	film; sound recording; published book
<b>Use</b>	As many times as required for a Reference.
<b>Information group</b>	<b>Reference information</b>

## Related object association

<b>Definition</b>	The nature of the relationship of an object to the object being documented.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	copy; colourway; depiction; design; model; source
<b>Use</b>	Record as many times as required for each Related object number.
<b>Information group</b>	<b>Object history and association information</b>

## Related object note

<b>Definition</b>	A narrative description of the nature of the relationship of an object to the object being documented.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	The object is a design for the object in the collection.
<b>Use</b>	Record once only for each relationship with an object.
<b>Information group</b>	<b>Object history and association information</b>

## Related object number

<b>Definition</b>	The Object number of an object which is related to the object being documented.
<b>How to record</b>	See Object number.
<b>Examples</b>	1992.1234; 1992.12.1
<b>Use</b>	Record once only for each relationship.
<b>Information group</b>	<b>Object history and association information</b>

## Removal date

<b>Definition</b>	The date an object is actually removed from a Current location.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Current location.
<b>Information group</b>	<b>Movement information</b>

## Request

<b>Definition</b>	Details provided by the person or organisation making a request for a procedure or process to occur.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	(Movement) Request - Move the painting from store to gallery A. (Research/use of object) Request - Demonstrate the car working at the Westbourne vintage car rally.
<b>Use</b>	Use in association with Information group headings to record the request for a procedure or process to occur, e.g. (Loan out) Request. Record once only for each occurrence of a procedure.
<b>Information group</b>	<b>Common procedural units</b>

## Request date

<b>Definition</b>	The date on which a requester makes a request for a procedure to occur.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	3/10/1996
<b>Use</b>	Use in association with Information group headings to record the date a Request was made e.g. (Loan out) Request date. Use Request date for each occurrence of Request.
<b>Information group</b>	<b>Common procedural units</b>

## Requested action date

<b>Definition</b>	The date on which a requester wishes for a procedure to occur.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	3/10/1996
<b>Use</b>	Use in association with Information group headings to record the date on which a requester wishes a procedure to take place, e.g. (Loan out) Requested action date.
<b>Information group</b>	<b>Common procedural units</b>

## Requester

<b>Definition</b>	The name of the person or organisation making a request for a procedure to occur.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person and Organisation heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person and Organisation.
<b>Use</b>	Use in association with Information group headings to record the name of the person who makes a request for a procedure, e.g. (Loan out) Requester. Use with Request date to record when the request was made.
<b>Information group</b>	<b>Common procedural units</b>

## Research/use of object date

<b>Definition</b>	The date an object is researched, selected for an event, or used.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a research or use of collections.
<b>Information group</b>	<b>Use of collections information</b>

## Research/use of object method

<b>Definition</b>	The way in which an object is researched, used, or the reason for its selection for an event.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	examined; performed; demonstrated
<b>Use</b>	As many times as required for a research event.
<b>Information group</b>	<b>Use of collections information</b>

## Research/use of object note

<b>Definition</b>	Additional information about the research or use of an object which has not been recorded elsewhere using controlled terminology. This could include an object's operations log.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Demonstrated at Bridlington Car Rally to mark 50th anniversary of its invention.
<b>Use</b>	As many times as required for a research event.
<b>Information group</b>	<b>Use of collections information</b>

## Research/use of object provisos

<b>Definition</b>	Restrictions applying to the research or use of an object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Manuscript not to be fully transcribed without Trustees permission.
<b>Use</b>	Record once only for each occurrence or research or use.
<b>Information group</b>	<b>Use of collections information</b>

## Research/use of object reference number

<b>Definition</b>	The unique number assigned to the research or use of an object or group of objects. The number should also refer to a file containing all written documentation about the disposal.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	RES1993.123
<b>Use</b>	The same Research/use of object reference number can be used for one or more objects disposed of together. There may be a separate Research/use of object reference number for each occurrence of research or use of an object.
<b>Information group</b>	<b>Use of collections information</b>

## Research/use of object result

<b>Definition</b>	Information about the outcome of the research or use of object(s).
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	dated; identified; exhibited
<b>Use</b>	Record once only for an object at any one time. Each Research/use of object result will be associated with an Research/use of object reference number identifying separate researches or uses. Previous Research/use of object results may be retained.
<b>Information group</b>	<b>Use of collections information</b>

## Researcher/user

<b>Definition</b>	The Person or Organisation researching, using, selecting or viewing an object or group of objects.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation heading as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Use of collections information</b>

## Responsible department/section

<b>Definition</b>	The responsible department. Omitted from published list, but referred to.
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## Return date

<b>Definition</b>	The date an object is due to be returned to or collected by the Current owner or Depositor.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for an Entry number.
<b>Information group</b>	<b>Object entry information</b>

## Right begin date

<b>Definition</b>	The first date on which a right is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a right.
<b>Information group</b>	<b>Object rights information</b>

## Right end date

<b>Definition</b>	The last date on which a right is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a right.
<b>Information group</b>	<b>Object rights information</b>

## Right holder

<b>Definition</b>	The holder of the right associated with an object or any other work (e.g. personal information held by an organisation.)
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the People, Person and Organisation headings as appropriate.
<b>Examples</b>	See under People, Person or Organisation as appropriate.
<b>Use</b>	More than one Rights holder can be recorded, if the rights are jointly held.
<b>Information group</b>	<b>Object rights information</b>

## Right note

<b>Definition</b>	Any details of the rights not covered elsewhere.
<b>How to record</b>	Use normal spelling and punctuation. Record, for example, the copyright status of the original painting, where the organisation holds copyright of a photograph of it.
<b>Examples</b>	Organisation holds right to use the photograph for its internal purposes only. Copyright for the original painting belongs to artist.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	Object rights information

## Right reference number

<b>Definition</b>	A unique number identifying a right.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	R1993.123
<b>Use</b>	Record once only for a right.
<b>Information group</b>	<b>Object rights information</b>

## Right type

<b>Definition</b>	The specific type of right being recorded in relation to an object, document, photograph, work of art or record.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	copyright; publication rights; data protection right
<b>Use</b>	Record once only for each type of right residing in an item.
<b>Information group</b>	<b>Object rights information</b>

## Rights in begin date

<b>Definition</b>	The first date on which a licence to use rights not held by the organisation is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in consent status

<b>Definition</b>	The status of the process of obtaining a licence to use rights not held by the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	applied for; granted; refused
<b>Use</b>	Record once only for a request for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in consent status date

<b>Definition</b>	The date on which an Rights in consent status was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate a component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Rights in consent status.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in end date

<b>Definition</b>	The last date on which a licence to use rights not held by the organisation is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in holder

<b>Definition</b>	The primary Person or Organisation holding the rights the organisation is receiving a licence to use.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation heading as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in note

<b>Definition</b>	Any details of the licence to use rights not held by the organisation, not recorded elsewhere.
<b>How to record</b>	Use normal spelling and punctuation. Record: <ul style="list-style-type: none"><li>• Contact details of any subsequent rights holders or second contact details of the Rights in holder;</li><li>• Copyright status of the original work, where the organisation is being granted a licence for the use of the rights of a copy of it;</li><li>• Sub-licences to third parties;</li><li>• Warranty/indemnity clauses;</li><li>• Comments on, for example, past history and date previous rights granted;</li><li>• Any restrictions (e.g. if any modifications are permitted)</li></ul>
<b>Examples</b>	Any publication must be accompanied with the a credit line for the copyright holder.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in reference number

<b>Definition</b>	A unique number identifying the grant of a licence to use rights not held by the organisation.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	RI1993.123
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights in type

<b>Definition</b>	The specific type of right for which a licence to required to use
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	copyright; publication right
<b>Use</b>	Record as many times as required for a licence.
<b>Information group</b>	<b>Object rights in information</b>

## Rights out authorisation date

<b>Definition</b>	The first date on which a licence to use the organisation's rights is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a grant of a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out authoriser

<b>Definition</b>	The person giving final approval for a licence to use the organisation's rights.
<b>How to record</b>	It will be necessary to use several units of information, including for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a grant of a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out begin date

<b>Definition</b>	The first date on which a rights out licence is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out consent status

<b>Definition</b>	The status of the process of applying for a licence to use the organisations rights.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	applied for; granted; refused
<b>Use</b>	Record once only for a request for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out consent status date

<b>Definition</b>	The date on which an Rights out consent status was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate a component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Rights out consent status.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out end date

<b>Definition</b>	The last date on which a licence to use the organisation's rights is current.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out note

<b>Definition</b>	Any details of the licence to use the organisation's rights, not recorded elsewhere.
<b>How to record</b>	Use normal spelling and punctuation. Record: <ul style="list-style-type: none"><li>• Contact details of any other Person or Organisation who holds the rights being granted;</li><li>• Copyright status of the original work, where the organisation is granting a licence for the use of the rights of a copy of it;</li><li>• Sub-licences to third parties;</li><li>• Warranty/indemnity clauses;</li><li>• Comments on, for example, past history;</li><li>• Any restrictions (e.g. if any modifications are permitted).</li></ul>
<b>Examples</b>	Any publication must be accompanied with the standard credit line.
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out reference number

<b>Definition</b>	A unique number identifying the grant of a licence to use the organisation's rights.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	RO1993.123
<b>Use</b>	Record once only for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out requester

<b>Definition</b>	The Person or Organisation requesting a licence to use rights held by the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person or Organisation heading as appropriate. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person or Organisation.
<b>Use</b>	Record as many times as required for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Rights out type

<b>Definition</b>	The specific type of right being granted in the licence by the organisation.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	copyright; publication right
<b>Use</b>	Record as many times as required for a licence.
<b>Information group</b>	<b>Object rights out information</b>

## Salvage priority code

<b>Definition</b>	A record of the salvage priority assigned to an object or group of objects.
<b>How to record</b>	Use a single term or code, without punctuation. Maintain a list of standard terms or codes.
<b>Examples</b>	1; 2; A; B
<b>Use</b>	Record once only for an object at any one time. Previous Salvage priority codes may be retained, but should be associated with the Salvage priority code date in order to identify the current Salvage priority code.
<b>Information group</b>	<b>Object requirement information</b>

## Salvage priority code date

<b>Definition</b>	The date on which a Salvage priority code was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Salvage priority code.
<b>Information group</b>	<b>Object requirement information</b>

## Scheduled begin date

<b>Definition</b>	The date on which a procedure is scheduled to begin.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the scheduled start of a procedure, e.g. (Loan out) Scheduled begin date. Record once only for each procedural reference number. Note that this unit applies to procedures which begin and end in less than a day as well as those which take a longer period of time.
<b>Information group</b>	<b>Common procedural units</b>

## Scheduled end date

<b>Definition</b>	The date on which a procedure is scheduled to end.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the scheduled end of a procedure, e.g. (Loan out) Scheduled end date. Record once only for each procedural reference number. Note that this unit applies to procedures which begin and end in less than a day as well as those which take a longer period of time.
<b>Information group</b>	<b>Common procedural units</b>

## Sex

<b>Definition</b>	The gender of an animal specimen.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	male; female; hermaphrodite; androgynous; unknown
<b>Use</b>	Record once only for a specimen.
<b>Information group</b>	<b>Object description information</b>

## Security recommendations

<b>Definition</b>	Specific recommendations for the security of an object in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Alarmed showcase.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Shipper

<b>Definition</b>	The name of the Person or Organisation assigned responsibility for removing object(s) from the organisation's premises.
<b>How to record</b>	It will be necessary to units several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	As many times as required for an object or group of objects for each exit event.
<b>Information group</b>	<b>Object exit information</b>

## Shipper's contact

<b>Definition</b>	The name of the person assigned responsibility for a exit by an approved Shipper.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person heading.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a Shipper.
<b>Information group</b>	<b>Object exit information</b>

## Shipping note

<b>Definition</b>	Additional information about shipping an object, including details of the transit requirements.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Keep upright - needs air-ride suspension.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object exit information</b>

## Special conditions of loan

<b>Definition</b>	A statement of conditions on the loan of an object from an organisation in addition to those normally laid down.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Collection must always have an attendant in the same room.
<b>Use</b>	Record once only for a Loan out reference number.
<b>Information group</b>	<b>Loan out information</b>

## Special requirements

<b>Definition</b>	Requirements that may be unique or special to a particular object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Cannot be fumigated - sacred object.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Status

<b>Definition</b>	The stage in the procedure which an individual object has reached.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	planned; authorised; agreed; closed; cancelled; refused; requested; to be reviewed; conservation; requested; photography requested
<b>Use</b>	Use in association with Information group headings to record the status of a procedure, e.g. (Loan out) Status. Record once only for each procedure. Previous statuses may be retained, but should be associated with the appropriate Status date in order to identify the current status.
<b>Information group</b>	<b>Common procedural units</b>

## Status date

<b>Definition</b>	The date on which the status of a procedure was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the date of the status of a procedure, e.g. (Loan out) Status date. Record once only for Status.
<b>Information group</b>	<b>Common procedural units</b>

## Status review date

<b>Definition</b>	The date on which the status of a procedure will next be reviewed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Use in association with Information group headings to record the date of the status of a procedure, e.g. (Loan out) Status review date. Record once only for Status.
<b>Information group</b>	<b>Common procedural units</b>

## Storage requirements

<b>Definition</b>	Specific recommendations for the storage of an object in addition to the measures which would normally be taken for that type of object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Keep at lower than usual relative humidity.
<b>Use</b>	Record once only for an object.
<b>Information group</b>	<b>Object requirement information</b>

## Stratigraphic unit name

<b>Definition</b>	The stratigraphic unit from which a field collection was made.
<b>How to record</b>	Use a single term. Maintain a list of standard terms, based on a recognised terminology source.
<b>Examples</b>	lower Jurassic; bathonian; Devonian
<b>Use</b>	May only be recorded more than once for an object or group of objects if it is associated with a different Stratigraphic unit type.
<b>Information group</b>	<b>Object collection information</b>

## Stratigraphic unit note

<b>Definition</b>	Additional information about a Stratigraphic unit name.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Formerly an estuarine series.
<b>Use</b>	Record once only for a Stratigraphic unit name.
<b>Information group</b>	<b>Object collection information</b>

## Stratigraphic unit type

<b>Definition</b>	The nature of the Stratigraphic unit name from which a field collection was made.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	biostratigraphic; lithostratigraphic; chronostratigraphic; era; stage; system formation; bed; zone; host rock type; age
<b>Use</b>	As many times as required for a Stratigraphic unit name.
<b>Information group</b>	<b>Object collection information</b>

## Style

<b>Definition</b>	Styles or schools relating to an object.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms. Styles can be based on historical or geographical grounds, among others.
<b>Examples</b>	Fauve; Gothic; Maruyama School; Staffordshire; Romanesque
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Technical assessment

<b>Definition</b>	Detailed assessment of the condition of an object and the required treatment.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Badly infected with woodworm. Requires emergency treatment. See Report: GCM 0573
<b>Use</b>	Record once only for an object at any one time. Use previous Technical assessments to record changes in the condition of an object.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Technical assessment date

<b>Definition</b>	The date on which a Technical assessment of an object was recorded.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Technical assessment.
<b>Information group</b>	<b>Object condition and technical assessment information</b>

## Technical attribute

<b>Definition</b>	The name of a technical attribute possessed by an object which can be described and quantified.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	magnetic tape type; record speed
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object description information</b>

## Technical attribute measurement

<b>Definition</b>	The measurement of a named Technical attribute.
<b>How to record</b>	Use a number or term, using punctuation and capitalisation only where integral. Maintain a standard set of terms.
<b>Examples</b>	metal; 78
<b>Use</b>	Record once only for a Technical attribute.
<b>Information group</b>	<b>Object description information</b>

## Technical attribute measurement unit

<b>Definition</b>	The unit of measurement used when measuring a Technical attribute.
<b>How to record</b>	Use a single term, without punctuation or capitalisation, or use a standard abbreviation. Maintain a list of standard terms. The organisation should decide which are the standard units for different attributes and types of object.
<b>Examples</b>	rpm
<b>Use</b>	Record once only for a Technical attribute measurement if required.
<b>Information group</b>	<b>Object description information</b>

## Technique

<b>Definition</b>	Processes, methods, techniques or tools used to fabricate or decorate an object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	carved; painted; etched; pencil
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object production information</b>

## Technique type

<b>Definition</b>	A term describing the nature of the Technique.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	decoration; woodwork
<b>Use</b>	As many times as required for a Technique.
<b>Information group</b>	<b>Object production information</b>

## Title

<b>Definition</b>	The name assigned to an object or group of objects by the artist/creator or collector at the time of origin or subsequent titles either specifically assigned or generally understood to refer to it.
<b>How to record</b>	Always record the Title with punctuation and capitalisation exactly as given. If an object is titled 'Untitled' record this as the title. Model names and numbers can be regarded as titles. Record the capitalisation as used by the artist or manufacturer.
<b>Examples</b>	Silver Shadow; Barbie; Virgin and child
<b>Use</b>	The same Title can be assigned to one or more objects. An object can have more than one Title. A Title can be used for a named collection where the Record type indicates that the record is describing a collection.
<b>Information group</b>	<b>Object identification information</b>

## Title translation

<b>Definition</b>	A translation into the organisation's first language of a title as recorded.
<b>How to record</b>	Use equivalent grammar and punctuation to that in the original language.
<b>Examples</b>	The robbers
<b>Use</b>	As many times as required for a Title. Use Title to record named collections of objects.
<b>Information group</b>	<b>Object identification information</b>

## Title type

<b>Definition</b>	The nature of the Title recorded.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	assigned by artist; series; generic; collection; popular; trade
<b>Use</b>	As many times as required for a Title.
<b>Information group</b>	<b>Object identification information</b>

## Transfer of title number

<b>Definition</b>	A unique identifying number for a transfer of title or acquisition event. It should serve as the reference to written documentation of a transfer of title or acquisition process. The number may be assigned to a transfer of title form.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	T1993.123
<b>Use</b>	The same Transfer of title number can be used for one or more objects acquired together, but an object can only have one Transfer of title number.
<b>Information group</b>	<b>Acquisition information</b>

## Treatment date

<b>Definition</b>	The date on which conservation treatment is completed.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Record all four digits for the year.
<b>Examples</b>	8/10/1990; 06/1972; 1899
<b>Use</b>	Record once only for a Treatment report.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Treatment report

<b>Definition</b>	Detailed description of the conservation treatment undergone by an object.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	X-rayed. Treated with a solution of tannic acid, distilled water and ethanol. For a full details see Report no: RLS - 1244
<b>Use</b>	Record once only for a single Conservation reference number.
<b>Information group</b>	<b>Conservation and treatment information</b>

## Unit of information added

<b>Definition</b>	The name of the unit of information added to the record or updated.
<b>How to record</b>	Use the name the unit of information as in SPECTRUM.
<b>Examples</b>	Title; Brief description; Comments
<b>Use</b>	Record each time a Unit of information is added to the record or updated. Associate with a Recorder, Recording date, Information source and Information source date. Systems will implement the recording of this information in different ways.
<b>Information group</b>	<b>Amendment history</b>

## Unit of information scheme

<b>Definition</b>	Information recording the classification system, thesaurus or termlist from which a recorded term is taken.
<b>How to record</b>	Use a single term, using punctuation only where it forms a part of the name and capitalisation for proper names. Maintain a list of standard terms. Use only where there are not specific associated system units e.g. for Object name use Object name system to record the termlist or class system used.
<b>Examples</b>	in house termlist
<b>Use</b>	The unit should be associated with units of information where termlists or classification systems are required, such as Material, Content activity.
<b>Information group</b>	<b>Amendment history</b>

## Usage

<b>Definition</b>	A single term describing the use of a particular kind of object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	magic; religious
<b>Use</b>	As many times as required for an object.
<b>Information group</b>	<b>Object history and association information</b>

## Usage note

<b>Definition</b>	The use of a kind of object by the original or subsequent owners.
<b>How to record</b>	Use normal grammar and punctuation. Describe the functional or decorative use of an object at different stages in its history. Indicate whether the use was widespread and traditional or specific to an individual or organisation. For the use of specific objects, use Object history note.
<b>Examples</b>	Used in the Japanese tea ceremony. Used for filling paper bags with pharmaceutical pills.
<b>Use</b>	Record once only for an object or group of objects.
<b>Information group</b>	<b>Object history and association information</b>

## Valuation reference number

<b>Definition</b>	A unique identifying number for the valuation of an object or group of objects. It should serve as the reference to written documentation of a valuation.
<b>How to record</b>	May include: a prefix to distinguish it from other reference numbers; the year; and a running number.
<b>Examples</b>	V1993.123
<b>Use</b>	The same Valuation reference number can be used for one or more objects valued together.
<b>Information group</b>	<b>Valuation information</b>

## Valuer

<b>Definition</b>	The Person or Organisation responsible for valuing an object on behalf of the organisation.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname, a forename and an address. The descriptions for these information units are gathered together under the Person and Organisation headings as appropriate.
<b>Examples</b>	See under Person or Organisation as appropriate.
<b>Use</b>	Record once only for a Valuation reference number.
<b>Information group</b>	<b>Valuation information</b>

## Venue

<b>Definition</b>	The Organisation responsible for the venue where an exhibition is to be held.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a name and an address. The descriptions for these information units are gathered together under the Organisation heading.
<b>Examples</b>	See under Organisation.
<b>Use</b>	More than one Venue can be recorded for an object if an exhibition is touring.
<b>Information group</b>	<b>Use of collections information</b>

## Viewer's contribution note

<b>Definition</b>	Any observations or comments on a viewer's contributions which the organisation wishes to record, e.g. the way in which the information was obtained or any discrepancies noted.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Viewer attended the 'Coming to Britain' event.
<b>Use</b>	Record once only for a viewer's contribution.
<b>Information group</b>	<b>Object viewer's contribution information</b>

## Viewer's personal experience

<b>Definition</b>	A description of how and why a particular object or type of object is of particular importance to a viewer.
<b>How to record</b>	Use normal grammar and punctuation. May include: <ul style="list-style-type: none"><li>• Reasons why the object is particularly relevant to their life;</li><li>• Reminiscence of an event, situation or other memory prompted by the object.</li></ul>
	If the experience is a reflection on, or conjecture regarding the significance of an object, a description of feelings about, or personal relevance of an object, then record in <i>Viewer's personal response</i> .
<b>Examples</b>	Exactly like the object my grandfather used to own when I was a boy in the old country.
<b>Use</b>	Record once only for a viewer's contribution.
<b>Information group</b>	<b>Object viewer's contribution information</b>

## Viewer's personal response

<b>Definition</b>	A description of the way in which a viewer responded intuitively to the object.
<b>How to record</b>	Use normal grammar and punctuation. May include: <ul style="list-style-type: none"><li>• Their feelings about an object beyond their personal experience of it;</li><li>• Why they 'connected' with an object, or regarded it as personally special;</li><li>• The broader cultural meaning which the viewer attached to an object;</li><li>• Aspects of an object which they felt were of particular artistic, historical or cultural significance;</li><li>• Their response to it from the point of view of a different cultural standpoint or conjecture as to what the object might have meant to another individual connected with the object, such as the creator, user or owner.</li></ul>
<b>Examples</b>	An important example of African art.
<b>Use</b>	Record once only for a viewer's contribution.
<b>Information group</b>	<b>Object viewer's contribution information</b>

## Viewer's reference

<b>Definition</b>	Documentation of any additional reference to the object provided by a viewer e.g. an event, object, document, person or organisation.
<b>How to record</b>	Use normal grammar and punctuation.
<b>Examples</b>	Used while working for a mining company.
<b>Use</b>	Record as many times as required for a viewer's contribution. If verified, this may be recorded by staff more fully.
<b>Information group</b>	<b>Object viewer's contribution information</b>

## Viewer's role

<b>Definition</b>	The role of a viewer in relation to the object.
<b>How to record</b>	Use a single term, without punctuation or capitalisation. Maintain a list of standard terms.
<b>Examples</b>	user; researcher; visitor
<b>Use</b>	As many times as required for a viewer's contribution.
<b>Information group</b>	<b>Object viewer's contribution information</b>

## Venue authorisation date

<b>Definition</b>	The date on which the Venue authoriser gives final approval for a Venue to take a loan out.
<b>How to record</b>	Always record the day, month and year in the same order. Always use the same character to separate each component. Be as specific as possible and indicate if the date is not known. Always give all four digits for the year.
<b>Examples</b>	8/10/1993
<b>Use</b>	Record once only for a Venue.
<b>Information group</b>	<b>Use of collections information</b>

## Venue authoriser

<b>Definition</b>	The name of a member of staff at a lending organisation giving final approval for a Venue to take a loan out.
<b>How to record</b>	It will be necessary to use several units of information, including, for example, a surname and a forename. The descriptions for these information units are gathered together under the Person heading. The organisation may have standard forms of names for use.
<b>Examples</b>	See under Person.
<b>Use</b>	Record once only for a Venue.
<b>Information group</b>	<b>Use of collections information</b>