

	Usage	Comments	Term list controlled?	Repeatable?
ObjectIdentity				
	Number	Expedition name in standard format (matches term list)	*Mandatory field *In format 'Official name YYYY-YY (Ship)', e.g. 'British National Antarctic Expedition 1901-04 (Discovery)'	Yes: "expedition-names".
Administration				
	ItemCategory			
	Type	"expedition"		
	Progress			
	Type	"BIO"		
	Keyword	Whether image/record is to be suppressed on the web, e.g. "P" or "R" (termlist) - leave blank if not to be repressed	*P = picture suppressed on the web *R = record suppressed on the web	Yes: "SPRI WebRecordRepression"
Content				
	Event			
	Type	"Arctic expedition" or "Antarctic expedition"	*Repeat if necessary (i.e. Transglobe expedition is Arctic and Antarctic) *Focus on polar events/associations - expeditions, involvement in SPRI, Antarctic Treaty	Yes: If an expedition is both Arctic and Antarctic
	EventName	Expedition name in standard format (matches term list)	*In format 'Official name YYYY-YY (Ship)', e.g. 'British National Antarctic Expedition 1901-04 (Discovery)'	Yes: Controlled by the 'ObjectIdentity/Number' - must be the same
	Date			
	DateBegin	Expedition start date (year only)	*Expedition start date from expedition name, in format YYYY	
	DateEnd	Expedition start date (year only)	*Expedition end date from expedition name, in format YYYY	
	Note			
	Place			
	PlaceName	Location of expedition	*Free text field *N.B. Not been used much yet - just fill in to broad level	
	Continent	Location of expedition	*Free text field	
	SummaryText		*Free text field *Overarching description of the expedition - aims, events and achievements, significant journeys, significant findings etc.	
Association				
	Person	Used for listing expedition members and their roles		
	PersonName	Name of person	*Surname, first names or Surname, initials (with dots and no spaces) *Expedition leader first and then everybody else in alphabetical order	Yes: Repeat 'Person' group (with 'PersonName', 'PersonIdentity' and 'Role') for every member of the expedition - leader first and then everybody else in alphabetical order. Yes: 'Role' can be repeated if necessary
	PersonIdentity	Name of person	*Copy from above *This field will ultimately hyperlink to the Biographical record for the person	
	Role	Role of person on expedition	*Lower case *Can have multiple roles in one line, e.g. expedition leader and biologist *If a complex expedition, might add further detail into this field, e.g. 'Ship party: biologist', 'HMS Hecla: lieutenant', 'Season 1, 1944 - Base A (Port Lockroy): base leader' *Can repeat if needed to reflect complexity of expedition *Can add a Note field to the 'Person' group for particular individuals if necessary (e.g. 'died halfway through expedition'; 'was originally part of ship's party and then transferred to shore party')	
	Note			
References				
	Type	Type of reference, e.g. biography, autobiography, reference book, academic journal, obituary, SPRI archives, informal conversation,	*lower case *free text field	*Yes: Repeat the 'Reference' group for each reference
	Reference	Full reference in Harvard citation format	*Can use www.citethisforme.com to get the correct format	
	ReferenceNumber	ISBN number	*if known - otherwise leave blank	
	Type	"ISBN"		

ReferenceNumber	SPRI Library UDC code	*if copy held in SPRI Library		
Type	"UDC"			
Link	weblink			
SummaryText	Summary text used to explain reference if an informal conversation, item from the archives, the text from a speech given at a funeral etc.	*free text field		
Note				
RelatedObject	Used for recording items related to an individual (primarily for those in external collections rather than at SPRI)	*NB. Modes does not automatically do reciprocal relations - putting a link to an Object record in the Biographical record will not automatically put a link to the Biographical record in the Object record *Do not record every object in Modes related to an individual - use this more for items in external collections rather than at SPRI		Yes: Repeat 'RelatedObject' Group for each related object
ObjectIdentity	Object ID/Number		Ideally, these should match the Reference Number in the Object file, Archive file or PictureLibrary file	
Type	"object", "phograph", "archive", "external collection" (termlist)		Yes: "SPRI RelatedObjectType"	
Location	"PolarMuseum", "SPRI Picture Library parent file", "SPRI Archives" (termlist)		Yes: "SPRI RelatedObjectLocation"	
Institution	For item in external collection give the name of the institution in which it is held	*Only to be completed if the object is in an external collection		
Note	Details of the relationship between the object and the person			
Reproduction		*A single reference image that can be used on the website to represent the expedition		Yes: Repeat whole 'Reproduction' Group
Filename	Full file path			
ReproductionNumber (photograph number)			"photograph number" as an attribute for 'element type' (might need adding to existing records)	
Number	Full file path			
Note	"JPEG file"			
Note				
RecordProgress				Yes: Repeat whole 'RecordProgress' Group
Authority	Name or recorder (surname, first name)	Surname, first names		
Date	Date of change			
Note	Explanation of change			
Type		*Not in template but can insert 'Type' after 'Note' with 'BRP' to show that the record has been checked/is completed and ready for the web		
Recorder				
PersonName	Name of person creating record	Surname, first names		
Date	Date record created			
Note	Can be used to explain, e.g. 'Information taken from the A-Z biographies originally written by Naomi Boneham and Rebecca Stancombe, and from additional research done on the Nimrod crew for the Endurance centenary.'			
Notes	For recording any miscellaneous notes	Insert 'Note' field inside for each note		Yes: Repeat the inserted 'Note' field