	Usage	Comments	Term list controlled?	Repeatable?
ObjectIdentity				
Number	Name of organisation	*Mandatory *Organisation name (with full stops after Co. / Ltd. etc) *See http://archiveshub.ac.uk/ncarules for further advice		
Administration				
ItemCategory				
Type	"organisation"			
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				
Organisation				
OrganisationName	Name of organisation	*Organisation name (with full stops after Co. / Ltd. etc)	Yes: Controlled by the 'ObjectIdentity/Number' - must be the same	
Occupation	What the organisation does, e.g. 'manufacturer of photographic equipment'	*lower case *free text field		
Date				
DateBegin	Founding date of organisation	*in the format YYYY		
DateEnd	End date of organsation	*in the format YYYY		
SummaryText	Information about the organisation	General biographical information about the organisation - when and where it was founded, where it is based, what it does etc.		
WebSite	Organisation website			
Note				
Association		*How the 'Association' group is used and what fields are populated will depend on the type of organisation and the type of the association. For example, if the organisation is a manufacturer which made objects in the collection relating to a particular expedition, we would include details of that expedition in here. *However, generally, the 'Association' group has been left blank		*Yes: Repeat whole 'Association' Group for every expedition an individual took part in *The expeditions should be in reverse date order, with the most recent at the top
Event				
EventType	"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: "expedition-names". Termlist also draws from Biographies data file for expeditions (if adding an expedition which isn't already in the termlist, you will need to remember to create a record in the Biographies data file for the expedition at some point).	
EventIdentity	Expedition name in standard format (matches term list)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the expedition		
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		
Person				Yes: Probably only in case where the expedition has two leaders
PersonName	Name of expedition leader in format (Surname, first names)	*Surname, first names or Surname, initials (dots and no spaces)	Yes: Termlist draws from Biographies data file (if adding a person who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for them at some point).	

Field	Description	Format/Notes	Termlist	Repeat
PersonIdentity	Name of expedition leader in format (Surname, first names)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the person		
Role	E.g. 'expedition leader' or equivalent	*lower case *'expedition leader' or equivalent, e.g. 'captain', 'commander' etc.		
Organisation				
OrganisationName	[?]	*Standard name of organisation *Include full stops in 'Ltd.', 'Co.' etc.	Yes: Termlist draws from Biographies data file (if adding an organisation who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for the organisation at some point).	
OrganisationIdentity	[?]	*Copy from above *This field will ultimately hyperlink to the Biographical record for the organisation		
Group				Yes: Repeat the 'Group' block for as many groups as an individual was involved in on that expedition for which you feel it is worth going into detail about (this is mainly relevant to the key expeditions of Scott, Shackleton etc. and not worth worrying about in most cases)
GroupName	Name of party/group the individual was part of during the expedition	*E.g. ship party, shore party, name of ship if the expedition had two ships *If there is no party or group sub-division, insert 'expedition'		
Dates	Dates of involvement in that group (to as much detail as known)	*If years only, YYYY-YYYY *Otherwise to as much detail as known		
Role	Role in that group/on the expedition, e.g. expedition leader, biologist, geologist, chaplain	*If someone has multiple roles, put all in one line, e.g. 'expedition leader and geologist'		
Person				Yes: Repeat the 'Person' block with 'PersonName' and 'PersonIdentity' for each other person involved in the group (this is mainly relevant to the key expeditions of Scott, Shackleton etc. and not worth worrying about in most cases)
PersonName	Names of other people in that group (e.g. The other members of the Western party)	*Surname, First names or Surname, Initials *Only do this if it's a small sub-group of the expedition - otherwise leave blank	Yes: Termlist draws from Biographies data file (if adding a person who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for them at some point).	
PersonIdentity	Names of other people in that Group (e.g. The other members of the Western party)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the person		
SummaryText	Used for a summary of the activity of the group but usually left blank	*Free text field - usually left blank		
Place				
PlaceName	Place of expedition	*To as much detail as known *Free text field		
Note				

Field	Description	Format/Notes	Termlist	Repeat
Association				Yes: Repeat whole 'Association' group for each place/geographical feature named for the organisation
Place				
PlaceName	Name of place/geographical feature named for the organisation	*This 'Association' group relates to places named after an individual *Sources of reference include the US Geological Survey website of Antarctic place names		
Altitude	Alitude in metres, e.g. 1000m	*Leave blank if no altitude availbale *In metres, e.g. 400m (no space between value and unit)		
Coordinates	Degrees, minutes, seconds	*Latitude and longitude in the format degrees and minutes (69°30' S 62°25' W) or degrees, minutes and seconds (e.g. 70° 50' 00" S 67°28' 00" W)		
System	"lat / long"			
SummaryText	Information about the geographic feature	*Details of the geographical feature, e.g. what it is, where it is; who, when and why named etc. - in some places this can just be copied from the US Geological Survey website		

Field	Description	Format/Notes	Termlist	Repeat
References				*Yes: Repeat the 'Reference' group for each reference
Type	Type of reference, e.g. biography, autobiography, reference book, academic journal, obituary, SPRI archives, informal conversation,	*lower case *free text field		
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 organisation - 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 organisation	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