	Usage	Comments	Term list controlled?	Repeatable?
ObjectIdentity				
Number	Object number	*Mandatory field		
Note				
OtherIdentity				Yes: Repeat the 'OtherIdentity' Group if the object has had more than one former identity
Number (former number)	Former number (usually a "Z:" number)	*Used to record other identities of the object - this will usually be the previous number of an object, which will usually be a 'Z:' number *If the other identities relate to acquisition information (e.g. HLF number, sales catalogue number etc), this should be recorded in acquisition	"former number" as an attribute	
Authority				
PersonName	Name of person doing/authorising renumbering (surname, first name)			
Date	Date of renumbering			
Note				
Administration				
ItemCategory				
Type	Type of item, e.g. "object", "picture", "archive" or "collection" (termlist)	*Mandatory field	Yes: "ItemCategory"	
Progress				
Type	Web catalogue code for material group, e.g. "ARMC", "ANTC", "SCRIM", "collection" etc. (termlist)	*This code is used to group material on the web catalogues - e.g if you want an object to appear in the Antarctic catalogue, it needs to be marked 'ANTC' here *Each catalogue on the web needs to have a 'collection' page for that catalogue - e.g. the Antaractic catalogue has a collection page - the ObjectIdentity Number is 'ANTC' and it is marked 'collection' here	Yes: "SPRI WebCatalogueCode"	Yes: Repeat the 'Type' field
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 *Add 'R' if an object has been returned to its lender and is no longer in the collection but still has a record on Modes	Yes: "SPRI WebRecordRepression"	
NumberOfItems	Number of items			
Identification				
ObjectName (simple name)				Yes: Repeat the 'ObjectName' Group
Keyword	Object name	*In the singular *Lower case *Try to only have one English-lanuage object name (so that they are easily searchable in grid view) by using a collective noun (e.g. kit bag). In cases such as 'jacket and trousers' we might, in future, want to consider splitting the records (but this would involve renumbering objects etc) but will leave as 'jacket and trousers' for the time being *Repeat the 'ObjectName' group when giving the name for an object in another language (e.g. an inuit name) as well as an English-language name	Not currently: something to consider developing	
Type	Used to record the type of object name if it is in a language other than English (e.g. 'Inuit name')	*Not used for standard English names of objects	Not currently: something to consider developing	
Title	Title of object (normally relates to artwork only)	*SPECTRUM GUIDANCE: 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. *SPECTRUM GUIDANCE: 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.		

Field	Description	Notes	Termlist	Repeatable
BriefDescription	This is for the overarching description which describes what it is, what it was used for, who made it, who used it, which expedition it was on etc. etc. This will be the main description on the website.	*Try to keep to three-four lines maximum		
CollectionName	Used to record the title of a named collection to which the items belong	*This is rarely used, but an example might be 'Ethel Lindgren collection'		
Classification				Yes: Repeat the 'Classification' Group
Keyword	Used to classify the object according to in-house thematic keywords (e.g. 'food and nutrition', 'sledges', 'polar transport' etc)	*Keyword not repeatable (no hierarchy) *To add more than one 'SPRI theme' classification, repeat the Classification block	Termlist not available in Modes for 'Keyword', but take from agreed list of terms	
System	"SPRI theme"		Yes: "SPRI ClassificationSystem"	
Classification				Yes: Repeat the 'Classification' Group
Keyword	Used to classify the object according to a geographic association (e.g. where item was made or used or collected or associated - whichever is the strongest)	*To indicate a hierarchy, repeat the keyword as many times as necessary, beginning with the broadest term at the top and the narrowest at the bottom *For Antarctic material, use the text version of the Geographic UDC *For Arctic material, e.g. text version of the Geographic UDC or the Getty Thesaurus of Geographic Names (it is unclear what system has been used for the ARMC material) *For other material, e.g. text version of the Geographic UDC or the Getty Thesaurus of Geographic Names	Termlist not available in Modes for 'Keyword', but take terms from whatever term list is being used (as specified in the 'Note')	
System	"Geographic area - current"		Yes: "SPRI ClassificationSystem"	
Note	Used to specify what system is being used (e.g. 'Geographic UDC', 'Getty TGN' etc.)			
Classification				
Keyword	Used to classify the object according to the UDC for Polar Libaries, to enable cross-over with archive/library cataloguing	*Keyword not repeatable (no hierarchy) *Use the most specific UDC *Use of '()' and ':' should be OK *Only use the UDC to apply to the object here - not the person or the expedition	Termlist not available in Modes for 'Keyword', but take from the UDC Manual	
System	"UDC"		Yes: "SPRI ClassificationSystem"	
Classification				
Keyword	Used to classify the object according to a geographic association (e.g. where item was made or used or collected or associated - whichever is the strongest)	*Keyword not repeatable (no hierarchy) *Use + signs to indicate several places *Use the most specific location; if two places are relevant enter them both into this field separated by a + sign *Even if Arctic and Antarctic places, keep in one UDC	Termlist not available in Modes for 'Keyword', but take from the UDC Manual	
System	"Geographic UDC"		Yes: "SPRI ClassificationSystem"	
Classification				Yes: Repeat the 'Classification' Group
Keyword	Used to classify the object according to object type based on the Getty Theasaurus of Art and Architecture	*Keyword not repeatable (no hierarchy) *Most specific keyword, taken directly from the Getty AAT and in the format it appears (i.e. plural) *In some of the web catalogues (e.g. ARMC), it is possible to browse by this classification keyword (http://www.spri.cam.ac.uk/museum/catalogue/armc/categories/) and there is some coding in place on the website which draws down the AAT hierarchy without it being entered into the records. This function is not active on all catalogues	Termlist not available in Modes for 'Keyword', but take from the UDC Manual	
System	"Getty AAT"		Yes: "SPRI ClassificationSystem"	
Note	Used to record miscellaneous information - currently often used for transcribing accession register entries and old museum labels attached to objects			
ObjectLocation				Yes: Repeat 'ObjectLocation' Group when object moved to a new location - most recent at the top
Location				
Keyword	e.g. Museum Store A, Museum Gallery etc			
Keyword	e.g. Bay 6C, Case18 etc.			
Keyword	e.g. Drawer 7			
Date				

Field	Description	Notes	Development	Repeat
DateBegin	Date object moved to location			
DateEnd	Date object moved from location			
Authority				
PersonName	Surname, first name			Yes: Can repeat 'PersonName' if more than one person involved and want to record this
Reason	e.g. relocation, for conservation etc.	*Only filled in for a notable reason, e.g. conservation, research, display etc. *For all other notes, add a 'Note' field after 'Reason'		
Description				*Can repeat 'Description' Group for each part of an object if you wish to describe them separately
Aspect				
Part	Which part number the 'Description' block refers to	*Only needs to be filled in if you are repeating the 'Description' block to indicate which parts each block refers to - preferebaly give part numbers, e.g. 'a' or 'Y: 57/7/1', but can also give a description (e.g. 'sextant', 'box and telescopes') if parts not itemised		
SummaryText	A detailed description of the physical characteristics of the object, including details of what it is made from, how it has been made, any repairs etc.			
Material		*In some of the web catalogues (e.g. ARMC), it is possible to browse by material (http://www.spri.cam.ac.uk/museum/catalogue/armc/materials/). This function is not active on all catalogues. Because 'Material' is not currently termlist controlled, this function has little benefit and should not be extended to other catalogues		Yes: Repeat the 'Material: Keyword/ Keyword' Group to add additional materials
Keyword	Top level material, e.g. fabric, skin, wood, thread		Not currently: something to consider developing	
Keyword	Lower level material, e.g. canvas, moose, larch, cotton	*Optional - only if known	Not currently: something to consider developing	
Measurement		*Keep the dimensions in this order and DO NOT delete if not used		Yes: It is OK to repeat a 'Measurement' Group if you want to record more than one value for this dimension - indicate what the dimensions refer to in the 'Note' field (e.g. repeating 'Width' to record 'across arms' and 'across hem')
Dimension	"height"			
Reading		*Dimensions to be given in millimetres		
Value		*If a dimension has no value, insert a hyphen ("-")		
Unit	"mm"	*Record any necessary extra details in a notes field (e.g. 'across arms', 'when laid flat' etc.)		
Note				
Measurement				
Dimension	"length"			
Reading				
Value				
Unit	"mm"			
Note				
Measurement				
Dimension	"width"			
Reading				
Value				
Unit	"mm"			
Note				
Measurement				
Dimension	"depth"			
Reading				
Value				
Unit	"mm"			
Note				
Measurement				
Dimension	"diameter"			
Reading				
Value				
Unit	"mm"			
Note				
Inscription				Yes: Repeat the 'Inscription' Group for each inscription
Transcription	Direct transcription of the text as it appears on the object, i.e. with identical punctuation, capitalisation, spelling etc.			
Transliteration	Transliteratin of non-Roman script inscriptions	*Use a double forward slash ("//") for line breaks		
Translation	English translation of foreign language inscriptions	*Transliteration of non-Roman script		
Method	Method of inscription, e.g. handwritten, printed, stamped, engraved		Not currently: something to consider developing	

Field	Description	Notes	Termlist	Repeat
Position	Where on the object the inscription is			
Note				
Commentary		*According to ModesHelp, 'Commentary' can be used to hold an essay describing the object, text for display labels, catalogues, web pages, or any extended description/commentary on the object		Yes: Repeat 'Commentary' Group for each commentary
Type	The type of commentary, e.g. "label text", "extended description", "anecdotal information" (termlist)		Yes: "SPRI CommentaryType"	
SummaryText	Used for an extended description/commentary about the object and for transcribing label text	*Mostly only label text for objects on permanent dispaly - most other label text (e.g. for temporary exhibitions at SPRI and external exhibitions) will go in the 'Exhibition' Group		
Authority				
PersonName	Name of the person providing the commentary or the information (surname, first name); in the case of label text this may just be 'in-house'			
Date	Date commentary provided			
Note	Information about the person providing the commentary, e.g. niece of XXX			
Note				
Production				Yes: Repeat 'Production' Group for each part of the object, if the parts have different production information
Part	Which part number the 'Production' block refers to	*Only needs to be filled in if you are repeating the 'Production' block to indicate which parts each block refers to - preferebaly give part numbers, e.g. 'a' or 'Y: 57/7/1', but can also give a description (e.g. 'engine', 'wheels') if parts not itemised *In some cases different parts of an object (e.g. a medal and		
Person				Yes: If two people were involved in the production, repeat the 'Person' Group
PersonName	Name of person who made object (surname, first name) - leave blank if made by an organisation/company	*Not in template but have the option to insert 'Alias' inside 'Person' to record other names under which a person made something - this has been done with some of the Inuit Art collection, but should generally be avoided	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	Name of person who made object (surname, first name) - leave blank if made by an organisation/company	*Copy from above - this is an exact repeat of the information in 'PersonName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the person		
Role	E.g. designer, manufacturer, supplier	*If the same person with two roles (e.g. artist and printer), use one 'Person' Group and either repeat 'Role' field e.g. Person: PersonName / Role / Role, or put both roles in same field	Not currently: something to consider developing	
Organisation				Yes: If two organisations were involved in the production, repeat the 'Person' Group (e.g. one might be manufacturer, and one might be supplier)
OrganisationName	Name of organisation which made object - leave blank if made by an individual	*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 them at some point).	
OrganisationIdentity	Name of organisation which made object - leave blank if made by an individual	*Copy from above - this is an exact repeat of the information in 'OrganisationName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the organisation		
Role	E.g. designer, manufacturer, supplier		Not currently: something to consider developing	
Place				
PlaceName	Place - usually place of manufacturer, but might be place associated with supplier	*Repeat 'PlaceName' as many times as neccessary to provide hierarchy, broadest term at the top and narrowest at the bottom		
Type	Typically "place of manufacture", but might be "place of supply"		Not currently: something to consider developing	
Date	Date of manufacture	*Most precise date known *If date not known, leave blank *If, after research, the date still isn't known, insert "unknown"		
Period	Period of manufacture	*Use for every record, irrespective of whether more precise date known *Use the Modes term list	Yes: "period" (Modes termlist)	

Note			
FieldCollection			
Person			
PersonName	Name of collector (surname, first name)	*Used if field collector is a person	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	Name of collector (surname, first name)	*Copy from above - this is an exact repeat of the information in 'PersonName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the person	
Organisation			
OrganisationName	Name of collector if organisation	*Used if field collector is an organisation/company (e.g. X & Y Mining Co) *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 them at some point).
OrganisationIdentity	Name of collector if organisation	*Copy from above - this is an exact repeat of the information in 'OrganisationName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the organisation	
Event			
EventName	Name of expedition on which object was collected	*Used to record the expedition on which an object collected *Also used if the object was collected by an expedition (put the expedition name here, rather than as an OrganisationName) *Matches standard format for expedition names	Yes: Termlist draws from Biographies data file and the "expedition-names" termlist (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 it at some point)
EventIdentity	Name of expedition on which object was collected	*Copy from above - this is an exact repeat of the information in 'ExpeditionName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the expedition	
Date			
DateBegin	Beginning date of collection		
DateEnd	End date of collection		
Place			
PlaceName		*Repeat PlaceName as many times as neccessary to provide hierarchy, broadest term at the top and narrowest at the bottom	
CollectionNumber	The number used by the field collector		
Note	Other information, e.g. 'donor is probably collector'		
Acquisition		*Acquisition information does NOT appear on web	Yes: Repeat the 'Acquistion' Group to reflect when an object has been acquired as a loan and then as a bequest/gift etc.
DepositNumber (entry form number)	Entry form number		"entry form" as an attribute
Method	e.g. purchase, gift, bequest, loan, untraced find, unknown	*If not known, use 'unknown'	Yes: "acquisition method" (Modes termlist)
Date	Date acquired	*To as much detail as known *If not known, use 'unknown	
Price	Cost of purchase - for 'method = purchase' only	*Value + 3 letter code, .e.g "100 GBP" "200 CAD"	
Person			
PersonName	Name of donor/seller etc. (surname, first names)	*If no donor information (either person or organisation) is known, put 'unknown' here	
PersonIdentity	Name of donor/seller etc. (surname, first names)	*Copy from above	
Address	Address of donor/seller etc.		
Phone	Phone number of donor/seller etc.		
Email	Email address of donor/seller etc.		
Note	Any other information, e.g. niece of Quintin Riley		
Organisation			
OrganisationName	Name of organisation	*If acquired from an expedition, put the expedition name here	
OrganisationIdentity	Name of organisation	*Copy from above	
Address	Address of organisation		
Person			
PersonName	Name of contact person in the organisation (surname, first names)		
Role	Role of contact person in the organisation		

Phone	Phone number of organisation			
Email	Email address of organisation			
Note				
ReferenceNumber				
ListIdentity	e.g. Heritage Lottery Fund Collecting Cultures 2012; Christie's auction 26 March 2014			
Number	e.g. HLF155, Lot no. 16			
Note				
Conditions	e.g. 'To be displayed for five years', 'to be credited xyz'			
CreditLine				
Note	e.g. 'Provenance file: ...' e.g. donated via Janet West e.g. not accessioned at time of entry e.g. ownership transferred to the institution			Yes: Repeat 'Note' field as many times as necessary

Association (person/organisation)			"person/organisation" as an attribute for the 'Association' Group	Yes: Repeat 'Association (person/organisation)' Group for each associated person or organisation (and don't put a person and an organisation in the same group)
Type	The nature of the association between the object and a person/organisation, e.g. "awarded to", "awarded by", "used by", "used on", "as used by", "depicts" etc		Not currently: something to consider developing	
Person				
PersonName	Name of associated person (surname, first names)		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	Name of associated person (surname, first names)	*Copy from above - this is an exact repeat of the information in 'PersonName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the person		
Organisation				
OrganisationName	Name of associated 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 them at some point).	
OrganisationIdentity	Name of associated organisation	*Copy from above - this is an exact repeat of the information in 'OrganisationName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the organisation		
Date				
DateBegin	Start date of association (if known)	*Year only		
DateEnd	End date of association (if known)	*Year only		
Note				

Association (expedition)			"expedition" as an attribute for the 'Association' Group	Yes: Repeat 'Association (expedition)' Group for each associated expedition
Type	The nature of the association between the object and expedition, e.g. "awarded for", "used on", "as used on" etc		Not currently: something to consider developing	
Event				
EventName	Name of associated expedition	*Matches standard format for expedition names	Yes: Termlist draws from Biographies data file and the "expedition-names" termlist (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 it at some point)	
EventIdentity	Name of associated expedition	*Copy from above - this is an exact repeat of the information in 'ExpeditionName' - it is required for hyperlinking to work *This field will ultimately hyperlink to the Biographical record for the expedition		
Date				
DateBegin	Expedition start date (if known)	*Year only		
DateEnd	Expedition end date (if known)	*Year only		
Note				

References				Yes: Repeat the 'References' Group fo reach reference
Reference	Full reference	*Harvard citation format		
Link	web link			
Filename	Filename (for hyperlinking to internal documents)			
Location	Filepath (for hyperlinking to internal documents)			
Note	e.g. for reference about how the object was used in the field; e.g. 'see p.14 for a diagram of the object in use' etc.			
RelatedObject		*Modes does not automatically do reciprocal relations, so if two items are related in the Object data file, remember to put a 'RelatedObject' Group in both records		Yes: Repeat 'RelatedObject' Group for each related object (NB. Originally it was agreed with Naomi Boneham to repeat from 'ObjectIdentity' but this has been changed to repeat from 'RelatedObject' for the Object Records to make it easier for the web
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	Name of institution of external collection	*Only to be completed if the object is in an external collection		
Note	Details of the connection between the objects			
Exhibition				Yes: Repeat the 'Exhibition' Group for each exhibition the object is featured in - most recent at the top
Type	Type of exhibition, e.g. "external exhibition", "internal exhibition", "touring exhibition" (termlist)		Yes: "SPRI ExhibitionType"	
ExhibitionName	Name of exhibition			
Date				
DateBegin	Exhibition start date (to as much detail as known)	*Can be completed retrospectively		
DateEnd	Exhibition end date (to as much detail as known)	*Can be completed retrospectively		
Organisation				
OrganisationName	Name of venue	*For internal exhibitions, put "SPRI" *For external/touring exhibitions enter the name of the organsation/venue		
Address	Address of host organisation for external/touring loan			
Place				
PlaceIdentity	Location within SPRI, e.g. "TemporaryGallery", "FriendsRoom", "Library" (termlist)	*For external exhibitions, leave blank	Yes: "SPRI ExhibitionPlaceIdentity"	
Reason	Reason for exhibition e.g. Nares Centenary, Scott centenary, Tour de France etc. OR AMNH touring exhibition			
SummaryText	Transcription of exhibition label text			
Note				
LoanOut				Yes: Repeat 'LoanOut' Group for each loan - most recent at the top
Reason	Reason for loan, likely to be "exhibition", "touring exhibition" or "research"			
ProjectName	Name of exhibition			
Date				
DateBegin	Loan start date (date object leaves SPRI)	*Can be completed retrospectively		
DateEnd	Loan end date (date object comes back to SPRI)	*Can be completed retrospectively		
Organisation				
OrganisationName	Name of organisation/venue where the loan is going			
Address	Address of organisation			
Person				
PersonName	Name of contact person within organisation			
Role	Role of contact person within organisation			
Phone	Phone number of organisation/person within organisation			
Email	Email address of organisaiton/person within organisation			
Conditions				
SummaryText	Any conditions of loan that need recording (additional to loan agreement)			

Note	Insurance value in format "10,000 GBP" "500 CAD"	*This is the insurance value that the object has been given for the purposes of this loan (the focus is on the loan, rather than the insurance value, hence why it is not necessary to record in Modes who made the valuation)		
Type	"insurance value"			
Authority				
References				
ReferenceNumber (exit form)	Exit form number, e.g. "X: 2015/1"		"exit form" as an attribute	
Note				
Valuation		*Used primarily for external valuations/valuations that are not related to insurance valuations for a specific loan (these should be recorded in 'LoanOut')		Yes: Repeat 'Valuation' Group whenever a new valuation is done - most recent at the top
Date	Date of valuation			
ObjectValue	Value in format "10,000 GBP" "500 CAD"			
Type	The type of valuation, e.g. "auction value", "retail value", "indemnity value"		Not currently: something to consider developing	
Organisation				
OrganisationName	Name of organisation doing the valuing			
Address	Address of organisation			
Person				
PersonName	Name of contact person within the organisation/person within the organisation doing the valuing			
Role	Role of contact person within the organisation			
Phone	Phone number of organisation/contact person in organisation			
Email	Email address of organisation/contact person in organisation			
Reason	Reason for valuation			
Note				
Rights				
Type	Type of rights, usually copyright			
SummaryText	Free text - an overview of the rights situation			
Permission	Free text - when permission is needed and where it needs to be obtained from			
Person				
PersonName	Name of the rights holder if an individual			
Role	E.g. "copyright holder", "rights holder", "owner"			
Organisation				
OrganisationName	Name of the rights holder if an organisation			
Role	E.g. "copyright holder", "rights holder", "owner"			
Date				
DateBegin	Date copyright/rights begin			
DateEnd	Date copyright/rights end			
Note				
ObjectUse		*Use this Group to record uses of an object other than an exhibition - this might be things such as filming, sampling, research visit etc.		Yes: Repeat 'ObjectUse' Group for each instance - most recent at the top
Reason	e.g. 'sampling', 'research' (termlist)		Yes: "SPRI ObjectUseReason" (can be added to)	
Person				
PersonName	Name of person doing the sampling/research if an individual			
Address	Contact info of person doing the sampling/research (external people)			
Phone	Phone number of person			
Email	Email address of person			
Note				
Organisation				
OrganisationName	Name of organisation doing the sampling/research if an organsiaiton			
Address	Address of organsiation			
Person				
PersonName	Name of contact person within the organisation/person within the organisation doing the valuing			
Role	Role of contact person within the organisation			
Phone	Phone number of organisation/contact person in organisation			
Email	Email address of organisation/contact person in organisation			
Date	Date of use			

Element	Description	Notes	Attribute	Repeat
Authority				
PersonName	Internal person authorising use			
SummaryText	If sampling, e.g. what type of testing was done and where, what the results were etc. If research, e.g. what type of things researcher was interested in, why they were visiting etc.			
Note				
ObjectRequirements				
Hazard	The type of hazard the object presents, e.g. radioactive, arsenic etc.	*Leave blank if there are no hazards to record		
Display	Any display requirements			
LightLevel				
ObjectPacking				
Handling				
Authority				
PersonName	Name of person recording this information in Modes			
Date	Date the information is recorded in Modes			
Note				
ConditionCheck		*Used to record that a condition assessment has taken place (not used to record the results of the condition assessment) *Not used to record condition reporting for loans		Yes: Repeat the 'ConditionCheck' group each time a condition assessment is done - most recent at the top
Reason	Reason for the condition check, e.g. 'Antarctic Cataloguing Project'			
Person				
PersonName	Name of person doing the condition check (surname, first name)			
Date	Date of check			
Note				
Incident				Yes: Repeat 'Incident' Group for each incident - most recent at the top
SummaryText	What happened, when, where, who was involved, how it was resolved			
Date	Date of incident (if known)			
Authority				
PersonName	Name of person recording the incident			
Date	Date of recording of incident			
Note				
Disposal				
Reason	Reason for disposal, e.g. rationalisation project, severely damaged etc			
Method	Method of disposal, e.g. transferred, sold, destroyed, returned to lender			
Date	Date the object left the collection			
SummaryText	Description about what's happened			
Authority				
PersonName	Name of person authorising disposal			
Date	Date of authorisation			
References				
ReferenceNumber (disposal form)	Disposal form number		"disposal form" as an attribute	
Note				
Reproduction				Yes: Repeat 'Reproduction' block for each set of photographs taken
ReproductionNumber (photograph number)		*This is where the web image is drawn from *If the image is to display on the web, MUST have "photograph number" as an attribute for 'element type' *If you don't want the image to display on the web (e.g. it's a low-quality internal image) you MUST DELETE "photograph number" as an attribute for 'element type'	"photograph number" as an attribute for 'element type'	
Number	Image filename	*Image filename (filepath not needed) *This is where the web image is drawn from		Yes: Repeat 'Number' field for each photo to appear on web

ReproductionNumber				
Number	Image filename	*Image filename (filepath not needed) *This is where the Modes Multimedia tab image is drawn from		Yes: Repeat 'Number' field for each photo to appear on the Modes Multimedia tab
Person				
PersonName	Name of photographer (surname, first name)			
Date	Date image taken			
Filename	Image filename	*Image filename (filepath not needed) *This is where the Modes Grid View image is drawn from - can either select one or use multiples		Yes: Repeat 'Filename' field for each photo to appear on the Modes Grid View
Note				
Rights		*These fields are not included in the template - they should only be added into the 'Reproduction' Group if the photographs were taken by external photographers		
Authority				
PersonName	Name or person assigning rights of photograph (surname, first name)			
Date	Date rights assigned			
SummaryText	Details of rights			
Note				

RecordProgress		*Used only for recording significant changes to record, e.g. "Record reformatted as part of the Antarctic Cataloguing Project."		Yes: Repeat 'RecordProgress' Group for each substantial change - most recent at the top
Authority	Name of person making the changes (surname, first name)			
Date	Date of changes			
Note	Details of changes made			
Type	Code to help searching e.g. 'RRF' (record reformatted), 'OBP' (object photographed)	*This is not always necessary		

Recorder		*Used only when record is initially created		
PersonName	Name of person creating original Modes record (surname, first name)			
Date	Date record created			
Note				

Notes				
Note	*Used only for miscellaneous notes that can't be recorded anywhere else in the record			Yes: Repeat 'Note' field inside a single 'Note' Group