MIDAS

A Manual and Data Standard for Monument Inventories

ENGLISH HERITAGE

FOREWORD TO THE THIRD REPRINT

This third reprint of the first edition of "MIDAS - A Manual and Data Standard for Monument Inventories" has been prepared with a very specific purpose in mind. After five years in print, it has been decided that a second full edition of MIDAS is due. This final reprint of the first edition serves as the starting point for preparation of that new edition. It draws together into a single volume some suggested corrections and changes in presentation, plus additional content that was prepared specifically for the web version of MIDAS. The web version, launched in 1998, has been withdrawn pending the preparation of the second edition. This final reprint is available as a file that can be downloaded from the English Heritage web-site at http://www.english-heritage.org.uk/midas.

In addition to some minor corrections to typing and grammar, changes made for this reprint are:

- The additional example inventories from the web version have been added to Appendix Three.
- The sample date range information for common Period terms, included in Table 1., has been removed. This information is better placed in the INSCRIPTION terminology standard (see below).
- The MIDAS Registration scheme (Appendix Four) has been withdrawn in view of the launch of the Historic Environment Information Resource Network (HEIRNET). See the revised Appendix Four for details.
- Four new units of information, Archive / Source Format, Archive / Source Subject, Monument Component and Object Type have been added to reflect emerging practice.
- Contact details for relevant organizations have been updated.
- The Information scheme 'Bibliography, Documentary Archive and Objects' has been renamed 'Resources'. Its definition and scope remain unchanged.
- The format has been altered to suit single-sided printing.

The FISH web-site at http://www.fish-forum.info continues to provide up to date information on the work of the forum. It also includes details of how to join the FISH email discussion list, which is open to all with an interest in the MIDAS standard and its application. The FISH list will be consulted continuously during the development of the second edition of MIDAS.

FISH is also working on development of a framework of indexing tools compatible with MIDAS, called INSCRIPTION. Details of INSCRIPTION are available via the FISH web-site, or can be supplied by the English Heritage Data Standards Unit (see Appendix Two for contact details).

Edmund Lee
MIDAS Editor
November 2003
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FOREWORD TO THE SECOND REPRINT

It is two years since the first reprint of MIDAS. Since then there have been a number of developments of relevance to users of the manual.

The first is the operational merger of the Royal Commission on the Historical Monuments of England (RCHME) and English Heritage effective from April 1999. This has brought together into one organization two of the key players in the development of MIDAS.

A second development is the launch of the on-line version of MIDAS in October 1999. The full text of MIDAS, plus some additional examples of sample inventories is now available via the English Heritage web site at http://www.english-heritage.org.uk. Follow the 'Knowledge' section of the web site to find the online version of MIDAS. Also available at this site are online versions of several English Heritage thesauri, recommended for recording units of information including Monument Type.

Finally, FISHEN, the national forum of organizations and individuals with an interest in developing data standards in the heritage sector continues to grow from strength to strength. A new initiative, INSCRIPTION, has been set up to make available information about all the wordlists and thesauri that are available to use for recording the MIDAS units of information. Find out more about this project at the FISHEN web site http://www.mda.org.uk/fishen/. An email group has been established to promote communication and discussion within the forum, which recently concluded its first 'e-conference'. Membership of the email group is open to anyone with email software. To join the group send the following message to mailbase@mailbase.ac.uk

> join fishen [your name]
> stop

replacing [your name] with your full name. You will then receive a message asking for confirmation of your request to join.

May I also encourage all readers to let us know of any issues that are not covered in this manual, or sections which require greater clarity. It is only in this way that we can work towards the MIDAS vision of *'sharing the knowledge of England's past'*.

Edmund Lee
MIDAS Editor
August 2000

FOREWORD TO THE FIRST REPRINT

Comments on the first print run of MIDAS have included notification of a small number of inconsistencies and omissions. These are listed below for information, and will be incorporated into the text of future editions of MIDAS. The Editor would like to thank all those who have commented. Further comments on the content and structure of MIDAS are always welcome.

p.46   **Dimension Indexed**, **Dimension Measurement Unit** and **Dimension Value** should be omitted from the Events Units of Information table. The Condition/Survival unit of information should read **Condition**.

p.73   **Archive/Source Reference** unit of information occurs in the Resources information scheme.

p.73   **Area** unit of information occurs in the Event, Monument Character and Monument Management information schemes.

p.78   **Currency** unit of information occurs also in the Location information scheme.

p.84   **Height Above Ordnance Datum** unit of information occurs in the Location information scheme.

p.104   Table 2. For grid references in 100km square TA, the right hand column should read 4, not 0. Also the 100km square NT was omitted. Easting and Northing columns should read 3 and 6 respectively for NT.

Edmund Lee
MIDAS Editor
September 1998

FOREWORD

There are more than one million known 'monuments' scattered across the landscape of England, adding together all the archaeological sites, historic buildings, parks and gardens, findspots of significant artefacts, battlefields and historic wrecks. The wealth of the built, buried and maritime heritage means that anyone reading this manual is unlikely to be more than 200 metres from a monument of historic or archaeological interest. In the 20th century, entirely new forms of monument have become established and have already become the focus of research. New transport systems, new industries and new communities have all added to the rich diversity of the English landscape or urban scene.

Monuments and buildings have been a focus of popular and scholarly interest for more than a century. In that time a prodigious amount of information has been gathered, in the form of reports, surveys, drawings, photographs and, increasingly, digital records. At the same time, concern has grown about the need to protect monuments from, for instance, urban development and intensive agricultural methods, over and above the natural processes of erosion and decay. To interpret what is known, to communicate it to society, and to identify and protect and manage what remains, consistent organised records are needed; inventories of the nation's monuments that are accessible, useful and adaptable.

The **M**onument **I**nventory **DA**ta **S**tandard (MIDAS) has been developed to meet this need.

The MIDAS vision is *sharing the knowledge of England's past*. The objectives are:
* To enhance *retrieval* of information (particularly automated retrieval) from inventories.
* To provide a *common format* for monument-related inventories, ensuring that important information is recorded.
* To promote *consistency* within a given inventory and between monument inventories.
* To facilitate the *exchange* of information between inventories.
* To assist in the *migration* of inventories from old information systems to new.
* To increase the opportunities for the *evolution* of inventories, ensuring their survival and relevance as technologies change.

We commend MIDAS to all those involved in the creation, curation or use of monument inventories.

Tom Hassall, Chief Executive,   Bob Croft, Chair,
Royal Commission on the Historical   Association of Local Government
Monuments of England   Archaeological Officers

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ACKNOWLEDGEMENTS

INTRODUCTION

About MIDAS

MIDAS – A Manual and Data Standard for Monument Inventories is an agreed statement of best practice for the compilation of inventories of monuments. This area of heritage related work has expanded dramatically in recent years as more people have become actively involved in the heritage sector, particularly as volunteers for local and national societies. The new source of funding provided by the National Lottery and the rapidly decreasing cost of computers and software have increased the number and scope of monument inventories.

In response, MIDAS has been compiled by national organizations involved in the recording of England's monuments. MIDAS builds upon the following sources:

- The experience of the organizations which have contributed to MIDAS (constituted as the Forum on Information Standards in Heritage (England) – FISHEN), complemented by comments received from reviewers, many of whom hold or are in the process of establishing inventories of monuments.
- The work of international standards setting organizations including CIDOC, the documentation committee of the International Council of Museums and the Council of Europe Cultural Heritage Committee.
- Previous work by FISHEN and its predecessors, on national standards for heritage inventories, in particular, *Recording England's Past: A Data Standard for the Extended National Archaeological Record,* published by the Royal Commission on the Historical Monuments of England and the Association of County Archaeological Officers in 1993.
- Work undertaken to produce a data model and standard to underpin a software package developed for the Sites and Monuments Records (SMRs) maintained by local government authorities, facilitated by the Royal Commission on the Historical Monuments of England and the Association of Local Government Archaeological Officers during 1996-7.
- Comparable work on data standards in other sections of the heritage community. In particular the format of MIDAS has been strongly influenced by SPECTRUM, the UK museum documentation standard, produced by the Museums Documentation Association.

The intention of MIDAS is not to control the *content* of an inventory, but to provide a common *framework* within which inventories should develop.

It is intended that MIDAS should continue to develop as future needs for data standards are defined. Comments are invited from all who find MIDAS helpful, and, more importantly, from those who do not! In this way MIDAS can develop to meet changing requirements. Any comments should be sent to the MIDAS Editor at the Data Standards Unit of the Royal Commission on the Historical Monuments of England (see Appendix Two for contact details).

Who is MIDAS for?

MIDAS has been developed for all those who hold, or plan to develop, an inventory to record monuments. Specifically, MIDAS has been written to assist three groups of potential users:

- Professional heritage managers employed in national organizations and local authorities, who develop and maintain their own inventories. This group holds the most extensive existing inventories of the nation's monuments used to advise local authorities and local communities about monuments in their area. MIDAS provides an overarching standard for this group of inventories.
- Groups and societies whose interest in the nation's heritage prompts them to collect and record in a systematic fashion information about the monuments of England. Increasingly this group provides the political pressure for preservation and documentation of the nation's heritage.
- Those collecting and organising information on their chosen topic, either with a view to publication of a gazetteer, or as a research tool to assist analysis.

What is Included in MIDAS?

MIDAS - A Manual and Data Standard for Monument Inventories contains three sections:

The MIDAS Manual

The sections in the manual:
- Set out the reasons why data standards are necessary.
- Define the main areas of information *(information schemes)* that are recommended for inclusion in a MIDAS inventory and illustrate how they can be combined to design inventories to suit various purposes.
- Give advice for those establishing new inventories, or for those who wish to undertake a review of an existing inventory. Important general considerations that affect the design of a monument inventory are discussed.

The MIDAS Data Standard

MIDAS, the **M**onument **I**nventory **DA**ta **S**tandard, is the core of this publication. It sets out a framework data standard for monument inventories. The MIDAS Data Standard is divided into two parts:

- Part One discusses each *information scheme.* An information scheme is a grouping of facts together constituting the information required to record a particular subject within a MIDAS inventory. Key issues are identified and recommendations made. This provides a checklist of decisions that need to be taken by inventory managers, and cross-refers users to Part Two.
- Part Two defines each *unit of information.* These are the fundamental facts of interest contained within a MIDAS inventory. Each information scheme consists of several units of

information. Some units of information are used in different information schemes. Part Two also includes specific advice about the way in which a unit of information should be used.

A basic list of what to include in a particular inventory can be drawn up by considering the general issues raised in the MIDAS Manual, making the decisions identified in Part I of the MIDAS Data Standard, and identifying the appropriate units of information from Part II.

Appendices

These provide additional help and advice, covering:
- Indexing tools for the control of inventory entries. This gives advice on finding or compiling wordlists or thesauri to use in indexing inventory entries.
- Sources of further advice and information.
- The HEIRNET Register and MIDAS inventory audit scheme.
- Worked example to illustrate points raised in the MIDAS Manual and MIDAS Data Standard.

A glossary is provided to define the specific uses of terms in MIDAS.

What is Not Included in MIDAS?

MIDAS aims to provide a common framework, not to anticipate the detailed requirements of every monument inventory. For this reason, MIDAS deliberately does not cover the following issues:

What Data Model or Data Structure to Use

These would specify precisely which information was to be included and how different subjects recorded within the inventory would be related. This has been deliberately excluded from MIDAS since the model or structure used must relate to the information needs of the inventory. There are cases where a group of related inventories deal with essentially similar sorts of information and serve similar functions. In these cases a commonly agreed data model is an advantage for the exchange of information or skills and expertise. MIDAS can be used in the development of such models, but it is not intended to require MIDAS inventories to adopt one particular model.

What Indexing Terms to Use

Again, this will need to be suited to the needs of each inventory, so it would not be appropriate to specify indexing terms for each unit of information in the MIDAS Data Standard. Instead, advice is given on how to obtain readily available indexing terminology (wordlists, thesauri etc) for use in MIDAS inventories, or how to construct them for yourself, (see Appendix One).

How to Record Archives and Museum Collections.

MIDAS is aimed at inventories of monuments. Appropriate data standards for related areas already exist and are referred to where appropriate.

What Information Technology to Use

The MIDAS Data Standard covers text information only and has been designed so that it can be used by a range of information system technologies, ranging from card indexes and paper forms, to simple computerised database systems, word processor or spreadsheet files, or advanced computerised database systems. Emerging technologies for the production, presentation and

dissemination of computerised information, such as digital images and the Internet, are not covered by MIDAS. Pragmatically, these technologies are far more influenced by IT industry-led technical standards, than by any standards produced by user communities (in this case, heritage inventories). Any recommendations that might be made are therefore likely to be made obsolete rapidly by advances in technology. However, without standards covering the compilation of text information that underpins the knowledge stored in inventories, the new technologies can do little more than present bad data in a deceptively good way. It is these text standards that can be most usefully defined by particular user communities.

Geographic Information Systems

As a text-based standard, MIDAS does not cover GIS technology. GIS systems are increasingly being used in the heritage field as a tool for analysing and recording a wide variety of heritage information. For instance, landscape areas, spatial relationships between monuments or between monuments and natural features, or the impact of land use or land-use constraints on the survival and distribution of sites are all areas that can most appropriately be studied using a GIS system. MIDAS is aimed at standardising the text-based information that underpins GIS analysis: the definable features that make up a landscape rather than the landscape itself. Users of MIDAS who also wish to use GIS are recommended to consult specific spatial data standards in addition to MIDAS (see Appendix Two for details).

How to Redesign an Existing Inventory

Because MIDAS is designed to be applicable to all data models and technologies, it is not possible to include in the manual specific advice for redesigning an existing inventory to adopt the MIDAS Data Standard. Advice for existing inventories that wish to adopt the MIDAS Data Standard is available from the Data Standards Unit of English Heritage (see Appendix Two for contact information).

THE MIDAS MANUAL

PART ONE: WHY IS MIDAS NEEDED?

MIDAS is a 'data standard'. What is this and why is it needed?

Imagine that you have been asked to write a description of each house in a street. You are given a blank notebook and a pen, nothing more. What do you do? Most people asked to do an exercise such as this will, perhaps unconsciously, tend to adopt a set of rules or guidelines for their work. These can be thought of as the answers chosen to a set of questions such as: 'what do I need to write for each house?', or 'what style is appropriate?' Imagine now that only one house can be described each day. Over time you naturally might forget what you have done on previous days. The answer is to make a list of the types of information recorded and notes on style. The list can be referred to as each house is described. This list would be a data standard. A data standard is simply *a list of **what** information should be recorded and **how** it should be recorded*. MIDAS is an agreed 'list' of what and how to record information in order to compile an inventory of monuments. Using the example of the description of houses in a street, now imagine that someone wants to use your description to find out about one of the houses. Common problems that might occur are:

* You have not recorded the particular information asked for in your description.
* You have recorded the information but not in a format familiar to the enquirer so they can not find it.

Now imagine that you want to combine your description of one street with those made by others. Again a common problem that might occur is

* Your list of what to record is different to the descriptions used by your fellow worker. You have recorded different information in a different style.

The answer to these three problems is to develop an agreed list, *a common 'data standard' that meets the needs of future users of the information*. This will ensure that all the important information is recorded; you can tell a user what information is available, and the methods that can be used to find it; and different people can record the same sort of information and share their knowledge. Consistency is the key to solving all these problems. MIDAS is intended to provide a common data standard for inventories of monuments and related information.

MIDAS has been written both for those who are considering establishing a new inventory, and for those who already maintain a monument inventory, and wish to maximise its effectiveness by adopting or working towards a common standard.

New Inventories

MIDAS is aimed at helping establish new inventories by providing a ready-made data standard, which can be tailored to the individual needs of an new inventory. In particular it can assist in the following ways:

- Enhancing effective retrieval of information, through improved consistency.
- Enhancing compatibility, where desired, with existing inventories.

As MIDAS is a national standard its adoption by a new inventory also:

- Provides the opportunity for national recognition of the work of the inventory.
- Provides a readily available standard that can be cited in applications for funding for inventory projects.

Time spent on careful preparation is almost always well rewarded in terms of time saved at a later date, when problems become harder to rectify. For new inventories, the section, 'Getting Started' serves as a guide to analysing the information that should be included in the inventory; choosing the specific units of information that are needed and finding or devising lists of appropriate terminology to assist retrieval.

No particular technology is assumed by the standard. MIDAS can be applied in a simple and inexpensive way, as well as in more complex information systems.

Existing Inventories

The MIDAS development team recognises that there are costs involved in altering an existing inventory to meet a new standard. These costs might arise from, for instance, adding additional information to an inventory, or correcting inconsistencies in existing entries. It is not possible to give specific advice on reconfiguring an existing inventory in this manual. This would require MIDAS to assume a particular available technology and data structure. Advice and assistance on specific cases is, however, available to any existing inventory that wishes to work towards adopting the MIDAS Data Standard (see Appendix 2).

Set against the costs of introducing a new standard are the following quantifiable benefits:

- Improvement in the service provided by an inventory to its users. This is achieved by improved reliability of searches made in response to requests, rapid identification of errors, knowing where relevant information will be recorded, and in what form.
- Reduction in inventory management costs. By making inventory entry compilation easier, training of users and inventory compilers is reduced, and less supervision is needed.
- Protection of the investment made in compiling the information. Inventories can represent a substantial investment in time and resources. However, no information system is going to meet the needs of all future inventory users. The adoption of common standards greatly improves the ability to move an inventory from one information system to another as needs change. Card indexes and paper forms that conform to set standards are more easily computerised. Existing computer databases that conform to set standards are more easily moved from one software or hardware system to another. Standards therefore allow an inventory to take advantage of changing technology.

Note that all these benefits are to the inventory or its host organization. These are therefore over and above the benefits of compatible records, ease of querying, shared experience and training between different inventories that benefit all users of the inventory.

PART TWO: THE MIDAS DEFINITIONS

This section identifies and defines the *information schemes* that are covered by the MIDAS Data Standard. An information scheme is simply a subject heading or group of related ideas.
Monuments form the focus of MIDAS, and it is likely (though not a requirement) that the Monument Character information scheme will figure in most MIDAS inventories. The additional information schemes are intended to provide supplementary information about particular monuments, and to link entries in an inventory together, or to other inventories.

To set up a new inventory, or to analyse the content of an existing inventory, the first task is to identify the information schemes that are the main subject of interest. Each information scheme that forms the main subject of interest will be coupled with details drawn from the Names and References information scheme. Details from other information schemes may be included along with the main subject of interest, or may be set up as separate cross-referenced inventories, each with its own Names and References details.

The Location information scheme and the People, Organizations and Roles information schemes are common methods of indexing monument related inventories, and may be attached either to the main subject of interest, or may be used several times attached to cross-referenced inventories, depending on the purpose of a particular inventory.

The Figures at the end of this section give some examples of inventory structures using different combinations of information schemes, with different levels of complexity. The information schemes are discussed in more detail in Part One of the MIDAS Data Standard, which also recommends appropriate units of information for recording each information scheme. The *units of information* or specific facts to be recorded, are then defined in Part Two of the MIDAS Data Standard.

The MIDAS Information Schemes

Names and References

This information scheme simply means *information about a given entry in the inventory*. This includes reference numbers to allow an inventory entry to be identified, the date when an entry was compiled, who compiled it, etc. Also included are external cross-references that allow equivalent entries by other inventories to be identified, and internal cross-references to other parts of your inventory (if appropriate. See Part Three of the manual for a discussion of inventory structure).

■ **Monument Character**

The MIDAS Data Standard defines monuments as *any feature of the modern landscape that, by its nature, imparts knowledge about the past.* How this definition is applied in practice will depend to a great extent on the particular purpose of a given inventory. Examples include buildings, both those in use and those in ruins, and archaeological sites surviving as earthworks, below ground features visible from the air as cropmarks, or known from excavations or ground disturbance, or as scatters of artefacts. Findspots of individual artefacts or hoards may also be included. Historic gardens, parks, battlefields and other landscape features such as preserved field systems or old hedgerows are also considered as monuments. The defining characteristics are that they form part of the landscape and need to be examined *in situ* (as opposed to eg a museum collection), and are subject to continuous change either man-made or natural. For monuments of recent periods, much is known about their function, dates, purpose, etc. For many monuments of an earlier period less is known and much is based on interpretation and the state of current knowledge, rather than objective fact.

◆ **Events**

The term includes any event, or activity which has enabled information to be gathered or a judgement to be made about a monument in a particular locality, whether surviving or destroyed. Examples include excavations, censuses etc. In contrast to monuments which can be interpreted and reinterpreted as new information comes to light, events can be thought of as fixed points of reference that give context to the discovery or interpretation of a monument.

● **Resources**

Any source of information used or referred to by the inventory is grouped within this information scheme. Examples of resources include publications of all sorts, unpublished manuscripts and correspondence, maps, plans, photographs, museum collections, sound recordings and film footage, databases and other digital media. Folklore and oral evidence may also be included, along with items that may once have existed but are now lost, such as e-mail and radio broadcasts. The essential requirement is that future users must be able to see what the sources of information used have been, so that they can evaluate their usefulness and, potentially, consult the original book, archive or collection where these still exist.

☑ **Monument Management Activities**

One of the principal functions of inventories of monuments maintained by professional heritage managers is to record and co-ordinate *activities which identify threats to, and promote the continued survival of, valuable and vulnerable monuments.* This complex area of work may require the use of workflow records that lie outside the scope of the MIDAS Data Standard. However, an outline requirement can be usefully suggested as forming part of a monument inventory. The voluntary and independent sector can also contribute significantly to this area of work.

➔ **Location**

Units of information grouped into this information scheme record *the location to which inventory entries using another information scheme relate*, primarily the location of a Monument Character, Event or a Monument Management Activity entry , such as a planning application.

☺ **People, Organizations and Roles**

This information scheme records *people or organizations who have interacted with other entries in the inventory in some defined way*. This might be, for instance, the architect of a particular monument, creator of an archive, or the directors of an excavation recorded as an Event, etc.

Figure 1 *The MIDAS Information Schemes*

🗀	**NAMES AND REFERENCES**
■	**MONUMENT CHARACTER**
●	**RESOURCES**
◆	**EVENTS**
☑	**MONUMENT MANAGEMENT ACTIVITIES**
➔	**LOCATION**
☺	**PEOPLE ORGANIZATIONS AND ROLES**

Virtually any combination of the information schemes can be established, depending on the purposes of the MIDAS inventory. Here are some examples:

1.   A simple inventory of monuments

🗀 ■ ➔	This simple structure combines Monument Character information and Location information under a single Names and References entry. This would be a suitable structure for a simple listing of monuments, for example for a parish map project. The main missing information is Resources which would give a source of further information.

2.   A simple inventory of excavations
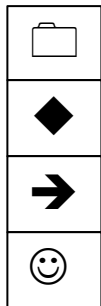
Another simple structure, this time to record an inventory of Events, for instance excavations undertaken by a particular archaeological team. People, Organizations and Roles information in this instance might record details of directors, supervisors and post-excavation specialists working on each project, or funding organizations.

3.   A monument inventory cross-referenced with resources and genealogy.
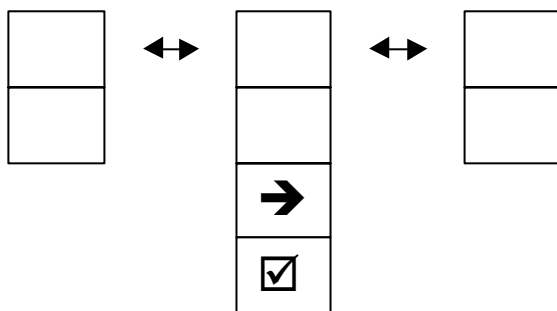
This more complex monument inventory structure includes three separate cross-referenced inventories. Monument Character and Resources are given a separate Names and References details used to cross-reference the entries. This would be appropriate where a bibliography for the monument entries was needed, or to keep track of the details of important archives associated with the monuments.

A third inventory covers People, Organizations and Roles associated with the sites recorded, for example families of owners. Monument Management Activity and Location information is included alongside Monument Character, but only as additional information to the monument record. This example is worked up in more detail in Appendix Three, the National Inventory of Glass Making.

4.   The National Monuments Record structure.
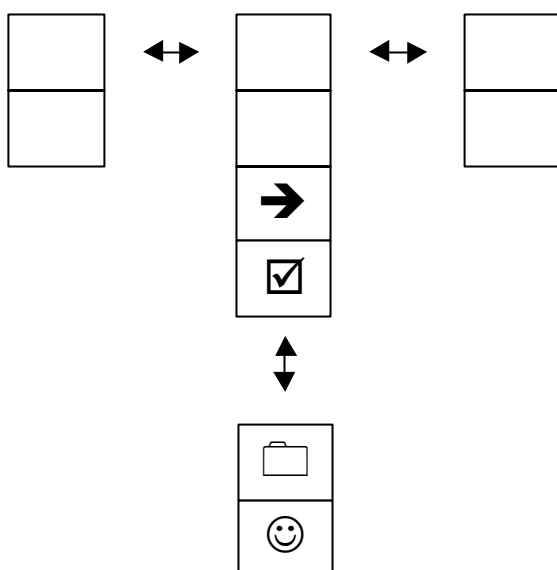
This more complex inventory, based on that used by the National Monuments Record of the English Heritage, separates out most of the principal information scheme and records them as separate cross-referenced inventories each with a separate Names and References entry, used to make the cross-reference. Events; Resources and Monument Character inventories each are recorded in these separate inventories, reflecting the various types of records held by the English NMR. Management Activities are only recorded as part of Monument Character records.

PART THREE: GETTING STARTED

This section is for those planning to set up a new monument inventory. It is presented as a series of questions. You may find it useful to document the answers that are appropriate for your inventory. The general approach to inventory design should be to investigate, structure, check, set up the inventory and then check again. Each design stage may need to be repeated to produce the final design.

Investigation of Your Information Needs

Who is your inventory for?

An inventory can only provide the answers to questions relating to the information that is recorded within it. The essential first stage, therefore, in planning an inventory is to start from the end-point and attempt to anticipate the sorts of questions that are likely to be asked of the finished inventory, and to use this as a guide to the information that is required. Wide consultation with potential users, sponsors, and groups working with similar information is well worth the effort.
The MIDAS Data Standard is designed to allow inventories to include sufficient information to enable a range of common questions to be answered and to direct detailed enquiries to further sources of information.

What will your future users want from your inventory?

The information held in an inventory should take account of the likely sorts of questions that will be asked by several groups. Questions to tackle include what sort of reports you want the inventory to be able to produce in response to enquiries and what the materials used to compile the inventory should look like (i.e. computer screens, input forms, index cards, maps, etc). Attempt to anticipate:

- *Your own inventory's needs*. You will obviously need access to the information that forms the subject of the inventory. But will you also need ways of monitoring, for example, the number of records in the inventory over time? Bear in mind those who will be compiling records for your inventory.
- *Sponsoring organizations' needs*. Where relevant, the specific needs of a sponsoring organization, either awarding grant aid or assistance in kind, need to be considered at an early stage. This might, for example, include ensuring compatibility of design with an existing inventory.
- *Eventual inventory holder*. It may be the case that the inventory is being compiled with a view to eventual deposition with a national body, local authority or museum. The information required for your inventory to be integrated into an existing system should be considered. This may include a requirement to make use of a particular terminology, compatible with an existing system.
- *External users*. Are you intending to supply answers to external queries? If so, you will need to structure your information in such a way that others, not involved in the compilation of the inventory, can easily see its purpose and understand its content. For example, it may be best to avoid the use of abbreviations, jargon or codes in inventory entries.

What is to be included in your inventory?

You should be clear what you intend to record in your inventory. This apparently obvious questions

hides some subtleties of detail. A clear definition of the subject matter that you intend to cover will help avoid both the wasted effort of compiling entries that are not relevant and the chance that you will not include information that is relevant. Two issues need to be considered:

- *'Core Data'*: This is the information that you want to record about each entry wherever possible. Too wide a definition and your inventory entries will take too long to compile. Too narrow a definition and you will reduce the types of enquiry that you are able to respond to.

   Part One of the MIDAS Data Standard contains details of the information schemes that could potentially be included in a monument inventory. Part Two describes the individual units of information that would contain the actual entries. Refer to the MIDAS Data Standard to assess the relevance of each scheme or unit to your needs. You will need to draw up a list of your core units of information, distinct from any 'non-core' units of information that may also be relevant.

- *'Sphere of interest'*: This is the definition of what entries will be relevant to your inventory. Again, too wide a definition will involve your inventory in recording too much information that is not relevant to your needs. Too narrow a definition will exclude potentially useful entries.

   Key methods for defining a sphere of interest for your inventory are:

   - Area: is there a defined area that your inventory will cover? (Administrative boundaries are convenient e.g. 'England', 'the counties of Cornwall, Devon and Somerset', though note that these may change over time).
   - Type: are you interested in all types of monuments (or events or Resources, or monument management activities) or only certain types? (e.g. 'industrial monuments', or 'only aerial survey projects', or 'only company archives', or 'all types of planning constraints except tree preservation orders').
   - Date: is there a cut-off date after which (or before which) a particular entry will not be of relevance to your inventory? (e.g. 'all periods up to 1714', 'the Bronze Age', 'only monuments of the 20th century').

Potential users should be involved wherever possible in the design of the content of the inventory.

Structuring Your Inventory

What are the information schemes that interest you?

Consider the MIDAS information schemes introduced in Part Two of the MIDAS Manual 'The MIDAS Definitions' (above). Which of these information schemes will be relevant to your purposes? In particular, consider which will you want to search for and retrieve information about. The examples given in Part Two of the MIDAS Manual (Fig 1) introduced the concept of 'simple' and 'cross-referenced' inventories. This section takes the concept a bit further and investigates the

advantages and disadvantages of the simple and cross-referenced approach.

Simple inventories

This option uses a single Names and References entry (with associated information schemes) to record all the information about a particular monument (or event, or archive, or whatever happens to be the main focus of interest).

The advantages of this approach are that these inventories are the easiest to establish (for instance, using a single set of index cards or forms in a file, or a computer spreadsheet, or a single table in a computerised database), and intuitively are the most straightforward. Examples 1 and 2 in Figure 1 are simple structure inventories.

The disadvantages are that a lot of information is duplicated within the inventory, leading to extra work to compile the records and increasing the chances that errors will be made. Furthermore, if any changes are made to the associated information, many entries in the inventory will need to be updated. If an entry in the inventory is deleted, then all the associated information is lost as well. Finally, associated information cannot be held in the inventory without creating a new entry.

For example, a simple inventory might focus on monuments, with information on archives included. Each time a particular archive is referred to that relates to a large number of different monuments, all its details will need to be repeated. If the archive is moved from one record office to another and given a new index number for instance, then all the entries in the inventory which relate to that archive will need to be updated. Similarly, if a new archive comes to light, it will not be possible to record it in the inventory until the monument(s) to which it relates have been identified.

Cross-referenced inventories

This option creates, in effect, several separate inventories, each holding details drawn from one or more information schemes. The inventory entries are then cross-referenced to each other ('related' in computer database terms) to provide users with access to all the relevant information.

The advantage is that this overcomes the problems associated with a simple structure.

The disadvantage is that it is a more complex option. Several separate card indexes or files are required for a manual inventory. A relational database with multiple tables is required for computerisation. Examples 3 and 4 in Fig 1 (above) are cross-referenced inventories.

For example, events and monuments may be the principal subjects of interest. Separate cross-referenced inventories mean that a monument can be related to many different events (e.g. a series of excavations) but the details of the monument need only be recorded once. Likewise, one event can relate to many different monuments (e.g. a survey covering a large area encompassing several monuments). The details of the monument are not repeated in the event entry, and the details of the event are not repeated in the monument entry. Thus, duplication is avoided, and, should any details of either change, then only one entry needs to be updated. Furthermore, a new event entry can be added to the inventory even if it is not linked to a monument (e.g. if a survey had revealed no monuments in an area).

Although more complex to set up, the cross-referenced inventory approach is more flexible in the

longer term, and needs less work to maintain. It is the recommended approach for most inventories. However, where it is anticipated that only one or two information schemes will be included in the inventory (in addition to the required Names and References) the problems associated with a simple structure may well be acceptable.

Figure 2 *Sample inventory entries using the simple and cross-referenced approaches.*
1)   A simple inventory. Two entries are shown from a monument focused inventory. Both monuments (two glass works) are referred to in a company archive. One monument was excavated in the 1970s. This additional information is held within the monument records.

☐ Names and References Primary Reference Number [**135**] Name [**Bullness Glass Works**] Description [**Glass cone constructed circa 1830**] ■Monument Character Monument Type [**GLASS CONE**] Minimum Date [**1820**] Maximum Date [**1840**]	●Resources Archive/Source Title [**Bullness Company Archive**] Organization [**Sussex Record Office**] Archive/Source Location [**File 129**] ◆Event Name [**Bullness development site excavation**] Event Type [**Excavation**] Minimum Date [**1975**] Maximum Date [**1977**]

☐ Names and References Primary Reference Number [**136**] Name [**Bullness West Works**] Description [**Window glass factory established 1932**] ■Monument Character Monument Type [**PLATE GLASS WORKS**] Minimum Date [**1932**] Maximum Date [**1932**]	●Resources Archive/Source Title [**Bullness Company Archive**] Organization [**Sussex Record Office**] Archive/Source Location [**File 129**] ◆Event

Advantages
Simplicity: All the information is recorded on one simple entry.
Cost: Low cost of setting up a database or index cards.

Disadvantages
Duplication: the details of the Bullness Company Archive have to be repeated for each monument to which it relates.
Dependence: It is not possible to hold information about an archive or an event without creating a Monument entry. If the Bullness Glassworks entry (number 135) is deleted, all information about the Bullness Development Site excavation will also be lost

2)   Cross-referenced inventories containing the same information. Separate inventories are held for monuments, archive materials and events. The inventory entries are cross-referenced by Primary Reference Numbers, using the Internal Cross-reference Primary Reference Number.

Monument character focused inventory

🗀 Names and References Primary Reference Number [**135**] Name [**Bullness Glass Works**] Description [**Glass cone constructed circa 1830**] ■Monument Character Monument Type [**GLASS CONE**] Minimum Date [**1820**] Maximum Date [**1840**]	●Resources Internal Cross-reference Primary Reference Number [**286**] ∇Event Internal Cross-reference Primary Reference Number [**312**]

🗀 Names and References Primary Reference Number [**136**] Name [**Bullness West Works**] Description [**Window glass factory established 1932**] ■Monument Character Monument Type [**PLATE GLASS WORKS**] Minimum Date [**1932**] Maximum Date [**1932**]	●Resources Internal Cross-reference Primary Reference Number [**286**]

Archives focused inventory

🗀 Names and References Primary Reference Number [**286**] ●Resources Archive/Source Title [**Bullness Company Archive**] Organization [**Sussex Record Office**] Archive/Source Location [**File 129**]	■Monument Character Internal Cross-reference Primary Reference Number [**135, 136**]

Events focused inventory

🗀 Names and References Primary Reference Number [**312**] Name [**Bullness development site excavation**] ∇Event Event Type [**Excavation**] Minimum Date [**1975**] Maximum Date [**1977**]	■Monument Character Internal Cross-reference Primary Reference Number [**135**]

Advantages
Duplication avoided. Changes are simplified. For instance if the Bullness Company Archive is moved from Sussex Record Office to another record office, only the archive record [286] needs to be updated. If one of the monuments mentioned in the Bullness Archive is deleted, the information about the archive is not lost.
Disadvantages
Complexity. Information relating to each monument is held in more than one place.
Cost: Greater cost of setting up several related inventories.

What will an entry in your inventory cover?

Individual entries within an inventory should, in some way, be discrete and clearly distinct from each other. It should be possible to define a 'unit' which each entry relates to. This allows information about a specific entry to be retrieved and presented separately. To use the example of monuments: a house, a memorial cross, an Iron Age hillfort and a shipwreck are instances where a fairly clear

definition of the boundaries of a given monument can be traced with some certainty, and one monument can thus be clearly recorded separately from another.   Unfortunately, monuments do not always have well-defined boundaries. The problem becomes acute for archaeological monuments, particularly of early periods; monuments of complex or poorly defined shape, such as roads; or monuments in use over a very long time span, such as churches. Typical 'problem monuments' include:

- A settlement of Roman or Iron Age date, poorly defined from examination of aerial photographs, with little dating evidence. Should the individual enclosures that comprise the settlement (which may well date to periods hundreds of years apart) be recorded as separate entries, or should they all be entered under one entry?

- A garden including many historic features, landscaping, tree planting dating from a long period of garden development, etc. Should the individual elements be entered separately, or should there be one entry for the whole garden, given that is the way it would have appeared to its original owners?

- A large complex such as a cathedral and related buildings. Should this be recorded as a single entry, or as several entries each recording a particular building. Should the different phases of building work within one building be recorded as separate entries?

- Roads, canals, railway lines and other 'linear' shaped features. Should the whole extent of the subject of the record be recorded as a single entry, or should the subject be broken down into definable sections, for example, between junctions, or sections of defined length?

Similar problems occur with complex Event or Management Activity entries. For instance, the restoration of a building may be regarded as a single Event. However, it might be important to know that a photographic survey has taken place to record the building as part of the restoration. Should this therefore be recorded as a separate event?

Likewise in the case of Resources entries, a collection of maps, plans, photographs, paper records, artefacts and samples might constitute the archive from an archaeological excavation. Is a general record relating to the whole archive adequate for your purposes, or will you need to know more detail about the individual components within the archive?

The best approach will depend on your purpose in creating the inventory. Too detailed an approach will result in your inventory containing a lot of entries which individually contain little useful information: a lot of information may be needlessly duplicated, slowing down the process of compiling entries. Too generalised an approach may result in useful information being swamped within an entry which contains too much information. Consultation with other inventories may be very useful.

As a rule of thumb, if a lot of information is available about the subject matter of your inventory then a more detailed approach may well be an advantage, dividing the information up between separate entries in order to make the detail available effectively to users. If only sketchy or questionable information is available, a broader definition, producing a smaller number of entries, will be easier to retrieve and manage.

You must be able to define the boundaries that separate one entry from another.

Checking Your Inventory Structure

At this stage in analysing your information needs, it is advisable to check that the proposed structure

will meet the objectives that you initially set yourself. Various methods are available to do this:

- The most obvious is to collect some of the real information that you will want to include in your inventory, from publications, archives, other inventory holders, etc, and try to fit it into the structure that you are planning. Preferably involve independent testers and ensure that all areas of the inventory are tested. Are any forms used for compilation of entries clear and comprehensive? Are available guidelines providing all the necessary advice? It may be necessary to invent sample data to check the entire inventory. This should highlight problem areas that need rethinking, or confirm that you are on the right track.

- Wherever resources allow, it is useful to seek professional advice on structuring the information that you wish to record. This is particularly appropriate if you are intending to computerise the inventory, in which case a systems analyst or database software consultant may be able to help. Before considering this option it is very strongly recommended that you have a clear idea of your information requirements, in order to be able to give a clear briefing to your consultant.

- Other sources of advice should be consulted. If you are preparing an inventory as part of a wider project either in a large organization or in collaboration with others, or with a view to publication, or with assistance or financial support, you should check with your colleagues, publishers or supporters.

- Conferences relating to the subject matter of your inventory will prove to be another useful source of advice. You should consider presenting a paper on your inventory or sending an exhibition or simply attending and discussing your approach with like-minded colleagues.

- Finally, you might find it useful to register your MIDAS inventory, with the Historic Environment Information Resources Network, and have your inventory audited against MIDAS. See Appendix Four for information.

Check your inventory structure before compiling too many entries.

Setting Up Your Inventory

Assign roles and responsibilities

In addition to planning the structure of the inventory, it is useful to identify the people who will be involved with compiling the inventory and the roles that they will serve. In a small-scale inventory, one person may perform more than one, or all the roles listed below. Even in this case however, it is useful to consider the types of work that will be needed.

Standards Manager

The role of the Standards Manager is to ensure that decisions taken on the structure and content of the inventory are being put into practice, to create and maintain the indexing tools which control the terminology used in the inventory, and to provide guidelines to assist others involved in the project. Decisions as to how the units of information included in the inventory should be used are also the responsibility of the Standards Manager. This role becomes increasingly important where a large number of compilers are involved in the entry of records as it is important to maintain consistent use of terminology to assist users.

Compiler

Compilers are responsible for the accurate compilation of inventory entries, recording the entries in whatever information system is adopted (index cards, computer database, etc). Compilers will also often be responsible for gathering information for inclusion in the inventory. This may involve consulting publications, visits to monuments, consultation of other inventories, and research in museums, libraries and record offices. In some situations Compilers will be gathering information for sending to a central office for addition to the inventory. In such cases forms should be prepared by the inventory manager for use by 'remote' compilers. These should be carefully designed by the Standards Manager to reduce the possibility of errors, missing information or the submission of irrelevant information. Guidance notes will assist Compilers. Ultimately the responsibility for the correct entry of information from Compilers lies with the Standards Manager.

Searcher

The Searcher will be responsible for answering enquiries for information from the inventory. The Searcher must be familiar with the content of the inventory and any searching tools (indexes, reference maps, etc) that are available.

In addition, where a large inventory project involving sponsorship by external organizations is envisaged, it may be a requirement that an independent steering group is established to check that the overall intentions of the inventory are being achieved.

Set up procedures for best practice

Every inventory should have documentation setting out how information is recorded in the inventory. This can be used as an instruction manual for compilers and is an effective way of communicating how the inventory works to future users, or other inventory holders. The latter functions mean that documentation is essential even if only one person is preparing the inventory. Headings for inclusion in the documentation might usefully include:

Compilation of entries

What units of information should <u>always</u> be included in an inventory entry? What should happen if this information is missing in a particular case? (Should an incomplete entry be created, or should the entry be excluded from the inventory?) What additional units of information should be included where the information is available? What terms should be used in each unit of information? What guidelines should cover the compilation of free-text entries such as Description (for instance, house styles covering spelling and punctuation)?

Enhancement of entries

New information may be acquired by the inventory that updates or extends the information in existing inventory entries. For example, research may indicate that a monument has been wrongly interpreted. Inventory documentation should indicate clearly which units of information in an entry should be replaced by new information and which should have additional entries made, for instance, increasing the number of indexing terms used. Guidance should also be given on

deciding whether the new information properly belongs in the existing inventory, or whether sufficient information is now available for an existing entry to be divided to create two or more entries.

Concordance

Concordance is the process by which new information is compared with existing entries in the inventory, to establish whether the new information relates to an existing inventory entry, or whether a new entry should be compiled. This stage is essential if duplicate entries are to be avoided.

Deletion

Inventory documentation should also state the circumstances under which an entry should be deleted. This is important if irrelevant material is not to be held in the inventory. The responsibility for deletion should reside with the Standards Manager. (It is advisable that a file of deleted entries is maintained separately from the inventory, to avoid the problem of future re-recording. This should be checked as part of Concordance to avoid the possibility of re-recording an entry that has already been deleted!)

Indexing tools

Inventory documentation should also contain copies of, or references to, the indexing tools maintained by the Standards Manager. These tools should be referred to by compilers and should be kept up to date by the Standards Manager. This is particularly important for manual systems where automated checking of entries as they are compiled is not possible. Appendix One gives more information on indexing tools.

> **Clearly document roles and responsibilities.**

Checking Your Inventory Entries

Once compilation of the inventory has begun, it is important that the entries made are regularly checked for their accuracy by the Standards Manager. The recommended approach is to put in place procedures that build quality into the entries, rather than trying to identify mistakes at a later stage. The principal method for eliminating problems is the use of indexing tools (covered in Appendix One).

In addition, it is important to ensure that the inventory is able to supply the information that is needed by users. It is recommended that the Searchers keep a record of enquiries made of the inventory, perhaps in a formal log recording date, originator of the request, nature of the request and information supplied. The log should also include instances where the inventory was not able to supply useful information. This might suggest directions in which the inventory could be expanded in future.

It is also important that potential users of the inventory are made aware of its presence and the information that it contains. Conferences, submission of articles or notes to specialist publications

and MIDAS registration of your inventory are all cost-effective ways in which the wider heritage community can be informed of the development of your inventory.

Check and consult. Use the information that is provided by enquiries.

Figure 3 *Checklist for MIDAS inventory design.*
This table summarises the issues covered in Part Three. Refer back to Part Three for more detail.

Stage	Key recommendation	Recommended documentation from this stage
Investigation of Your Information Needs	Potential users must be involved in the design of the content of the inventory.	Draft **Inventory Plan** for consultation
Structuring Your Inventory	You must be able to define the boundaries that separate one entry from another.	Draft **Content Definition** and level of detail Draft **Reference Data** lists Draft **Data model**
Checking Your Inventory Structure	Check your inventory structure before compiling too many entries.	Finalised **Inventory Plan** and **Content Definition** Finalised **Data model**
Setting Up Your Inventory	Clearly document roles and responsibilities.	Inventory **Compilers Guidance** Finalised **Reference Data** lists
Checking Your Inventory Entries	Check and consult. Use the information that is provided by enquiries.	**Enquiry log** **Deleted records file**

THE MIDAS DATA STANDARD

PART ONE: THE INFORMATION SCHEMES

Information schemes are groups of related individual units of information which together answer key questions that might be asked of an inventory. The information schemes are introduced and defined in Part Two of the accompanying MIDAS Manual, which also explains how the information schemes can be combined to produce inventories to suit different needs. This section of the MIDAS Data Standard gives more information on the use of each information scheme, and key issues for consideration.

Each information scheme can be recorded in more or less detail by selecting from the units of information that are listed at the end of each information scheme discussion. This provides a further means by which an inventory can be tailored to suit individual requirements. A minimum list of recommended units of information is given for each information scheme (indicated by an asterisk on the list).

Details of the units of information are given in Part Two of the MIDAS Data Standard, which is organised into alphabetical order for ease of reference.

Presentation of the Information Schemes

Each information scheme entry is set out in the following format:

Key Questions

Each information scheme within an inventory is intended to answer key questions that might be asked about the monuments that are the subject matter of the inventory. If these questions are relevant to your inventory requirements, then you probably need to include units of information from this information scheme.

Key Issues

This section gives advice on the issues that need to be considered when indexing an inventory entry with this information scheme. This is to assist in identifying the information requirements of your inventory and the preparation of instruction manuals for compilers.

Recommendation

For each key issue a recommendation is given based on the experience of the MIDAS development team. Recommendations are only intended to assist those setting up inventories and do not themselves form part of the standard. Individual inventories will have particular indexing needs and may need to adopt another practice.

Recommended Units of Information

The boxes at the end of each information scheme show the list of units of information appropriate for a MIDAS inventory that is making use of the information scheme listed. Units of information that have proved to be particularly useful in inventories operated by the MIDAS development team members, and which are therefore recommended, are indicated with an asterisk. Additional units of information and examples of the use of related information schemes that may be appropriate are also listed.

Names and References

Key questions

What is the subject of this inventory entry called? What is it called by other inventories? When was this entry compiled? What does this entry refer to?
Units of information grouped into this information scheme serve to identify the entry and also to identify equivalent or related entries in other inventories.

Key Issues

Unique Identifier format

Every entry in an inventory must have a means of uniquely identifying that entry. This is essential for filing, processing of the entries and for cross-references between entries within the inventory. Many different formats of unique identifier are in common use. The principal options are:

- A unique Primary Reference Number starting from 1 with new entries being assigned the next number in the sequence, (i.e. 1, 2, 3 ... 2987, 2988, etc). This has the advantage of simplicity, although it is not easily memorised.

- A compound identifier including more than one element. For example, a map sheet and number, or year of compilation and number, or compiler initials and number (eg 'TQ 56 SW 23', '1987/09' or 'ANB564'). The advantage of these compound identifier formats is that knowing the identifier for a particular entry immediately tells you something about the record; in the above examples the approximate location or the date when it was entered or the compiler. The disadvantage is that more than one concept is recorded by the identifier (map sheet and number, year and number, compiler and number). These formats therefore assume that, for example, every monument can be located on a single map sheet: this is not always so as in the case of long sections of Roman road, or monuments covering a large area. Furthermore, incorrect entries (e.g. a monument attributed to the wrong map sheet at the time of compilation) mean that the unique identifier for the record has to be changed, and any records cross-referenced with it altered.

- A name (e.g. the title of a book, name of a monument, name of an excavation). These are intuitively easy to use and do not require a centralised point of reference to which compilers refer to get, for example, the next number in a sequence. The disadvantages are that in any but the simplest of situations, duplication may occur, meaning that the identifier is not unique.

Recommendation: The MIDAS Data Standard contributors recommend the first option, a simple **Primary Reference Number**. This is the most effective means of uniquely identifying an entry in the inventory. It is particularly appropriate for computerised information, since most commercial databases automatically number entries as they are created using a number sequence. Automatic assigning of unique reference numbers removes the risk of duplication of numbers between two records. In manual systems there should be one, and only one, central point of reference from which new numbers can be taken. Where entries are compiled on forms and sent in for inclusion in the inventory, a number should be given to each form as it arrives (the form might, in this case, include a

box labelled 'For office use only'). Compound identifiers should be avoided. Information such as name, date of compilation or compiler's initials should be recorded separately from the **Primary Reference Number**. Primary Reference Numbers should be unique within the inventory and should not be altered once assigned to an inventory entry.

External Cross-reference

Holders of monument inventories should determine whether they intend to hold cross-reference to other inventories. The advantages of this are that it allows inventories to be networked together so that future enquiries can be directed from one inventory to another to find a wider variety of information. The process of cross-reference between two inventories often leads to the discovery of new information for both inventories. The disadvantages are that cross-reference can be a time-consuming process, requiring enquiries of the other inventory, and often visits to where the other inventory is held to identify relevant records.

Recommendation: It is recommended that cross-reference be made at least to the National Monuments Record Number, and appropriate county or unitary authority Sites and Monuments Record Numbers. In major cities, an Urban Archaeology Database may exist, and in these cases cross-reference to this inventory should also be included. Where inventory records relate to protected monuments (see Monument Management) cross-reference to the English Heritage Record of Scheduled Monuments Scheduled Monument Number, and the Listed Building System List Entry are also recommended. These should use the **External Cross-reference Other Inventory Name** and **External Cross-reference Other Inventory Reference Number** units of information.

Metadata

An aid to the identification of relevant entries in other inventories may, in future, be the consultation of 'metadata' catalogues. Metadata is information that records details of a collection or item of information and is recorded to allow a future enquirer to assess whether a collection of information is relevant to his or her interests. A familiar example is the cover of a book. This usually gives a title and author: the back may include a 'blurb' that gives an idea of the content of the book. If the book comes from a library it may have a subject classification on the spine. All this informs your decision whether or not to read the book. In MIDAS terms metadata would be information describing the inventory, plus details of the subject matter covered. This could be used to assess whether another inventory might include relevant entries. Appendix Four gives details of an online register of inventories, the HEIRNET Register that may be of interest.

Recommendation: It is recommended that MIDAS inventories join the HEIRNET register.

Compilation information

In the same way that author's name and date of publication can give you some insight into the knowledge, ideas and attitudes that might have influenced the way a book was written, it is important to be able to tell by whom and when an inventory entry was compiled. Knowing this can, for example, tell a future user how current the information included is.
Although this information may seem unnecessary for an inventory being compiled on a small scale,

for example, by a single individual, it proves its value as soon as inventory entries are exchanged between inventories, either as copied record cards, print-outs from databases, or as computer files. Users consulting the inventory to which copies have been sent can immediately see the origin of the information, and, if necessary, send future enquiries directly to the original inventory.

Recommendation: Compilation information should include enough information to allow the origin of an inventory record to be identified. At the very least this should be the name of the inventory. In computerised systems this can be added automatically when copies of entries are made. In manual systems, the name of the inventory should be included, for instance, on pre-printed index cards. Where inventory records are copied between inventories regularly, the **Date of Compilation** can be used to identify new entries added to the inventory since the last copy was made. Likewise the **Date of Last Update** entry can be used to identify entries that have been changed since the date of the last copy. Recording the name of the Compiler of an inventory entry can be useful for the purpose of checking the accuracy of inventory entries. This is particularly important where a large number of Compilers are working on the inventory. Mistakes can then be discussed with the Compiler and working practices corrected.

NAMES AND REFERENCES Units of Information

*Primary Reference Number
*Date of Compilation
*Date of Last Update
*Name
*Description
*Compiler
*External Cross-reference Other Inventory Name
*External Cross-reference Other Inventory Reference Number

Internal Cross-reference Primary Reference Number
Internal Cross-reference Qualifier

*= MIDAS recommended unit of information.

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes: at least one other information scheme should form part of an inventory. See the MIDAS Manual for further advice on structuring an inventory.

■ *Monument Character*

Key Questions

What is it? How old is it?

The most common function of monument inventories is to answer these questions. Together, the answers to these questions serve to characterise the monument recorded.

Key Issues

Indexing uncertainty

In many cases, particularly where inventory entries relate to archaeological sites of considerable antiquity, there will be uncertainty about the correct interpretation to record, for example in **Monument Type** or **Period** units of information. Two approaches should be considered. A monument in the inventory can be indexed by either:-

- what it is (i.e. 'best available current interpretation is that this monument is a 'X', it dates to 'Y').

  or

- what it might be (i.e. 'if you are interested in 'X' type of monument or monuments of 'Y' date you should look at this record").

Recommendation: Indexing should adopt the second approach and include all possible alternatives that can reasonably be supported by the evidence available. It is the purpose of indexing to maximise retrieval of relevant inventory entries, to assist future users. Uncertainty can be included in notes linked to the inventory record (e.g. the **Description** unit of information: see Names and References). The use of a single authoritative interpretation to index is only appropriate where detailed research has been undertaken leading to a firm conclusion. If this approach is adopted it should be made clear to future users in documentation accompanying the inventory.

Currency

Should all inventory indexing reflect current understanding, or should previous interpretations and information that have now been disproved or are known to be inaccurate be included in indexing to record changing interpretation and information about a monument over time?

Recommendation: Unless there is a specific need to be able to retrieve not only current, but also previous interpretations of Monument Character, it is recommended that only the latest interpretation or interpretations that can be supported by the sources of information available should be included in the indexing. If it is desirable to hold historic or previous indexing then the inventory will need to link the units of information listed below to a Currency flag. This will allow latest interpretations to be distinguished and retrieved separately from previous interpretations.

Monument chronology

Careful consideration needs to be given to the nature of the chronology recorded in **Period**, **Minimum Date**, **Maximum Date**, etc. Does an entry record the date or period of construction, or the period of use of a monument, or phases within the development of a monument? For example, an entry relating to a church, with the **Minimum Date** 1450 and **Maximum Date** 1600: this could imply that the church was built during this date range (and still exists, but did not previously), existed during this date range (and now does not), or was altered in some way during this period (and may have existed before or after this range).

Recommendation: The best approach is to record the phases within the development of a monument, indexing at the most specific level supported by available information. This maximises the possibilities for retrieval. For archaeological monuments, particularly those of the prehistoric or Roman periods, only broadly dated phases of occupation may be discernible. If more detailed chronological information is required, a **Date Range Qualifier** and **Display Date** units of information may be needed to distinguish, for example, dates of use from dates of construction.

■ **MONUMENT CHARACTER Units of information**

*Monument Type
*Constructional Material
*Period
*Maximum Date
*Minimum Date

Area
Currency
Display Date
Date Range Qualifier
Evidence
Monument Component
Monument Certainty
Scientific Date Method
Scientific Date

*= MIDAS recommended unit of information

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes:

∇**Events**: can be used to record an Event that has produced a specific interpretation of a monument.

◆ *Events*

Key Questions

When was it discovered? How was it found? Has it been investigated?

The answers to these questions can broadly be described as 'Events'.
Events may be undertaken for archaeological or non-archaeological reasons; designed to gain archaeological information or for monument management purposes; specific to one monument or extensive; to professional standards or purely casual.
An Event may be characterised by **Event Type**, for example, excavation or survey or its **Minimum Date** and **Maximum Date**, to indicate its duration. Related information schemes can be used to record its location, whether site specific or extensive or the people and organizations sharing responsibility. In addition, the nature of the **Evidence** examined may be included in an entry.

Key Issues

Relation of Events to Monument Character entries

Separating the recording of Events and Monument Character has the key advantage that the information on which an interpretation is based (the Event) is made clearly distinct from the interpretation itself (Monument Character). The nature of the Event is fixed, but the interpretation upon which the Monument Character is assessed may change as further information is gathered, or existing information is reinterpreted (as a result of further Events). This approach is particularly appropriate for inventories of archaeological monuments, where the existing information is characteristically uncertain. For this reason, a model that divides Events and Monument Character information has gained much support in the inventories maintained by local authority Sites and Monuments Records. An example that illustrates the application of this approach is in describing the archaeological remains beneath modern towns and cities. A series of Urban Archaeological Databases has been established in England in recent years to provide advice on the nature and extent of these urban archaeological remains. The remains of a monument – say, for instance, a Roman temple – may only become apparent from a long series of excavations, or observations of ground disturbance for development that have accumulated piecemeal knowledge over decades about the building. The interpretation of the remains seen in each excavation may only gradually develop to the extent where the monument can be interpreted as a temple. Future work may reinterpret the remains. There is a need, therefore, for a system that can accommodate changes to the interpretation over time, but still retain all the details of the Events that have influenced the interpretation. This can be achieved with an inventory that can record the excavations (Events) separately from the interpretation based upon the results (Monument Character).
Recommendation: MIDAS does not require users to adopt a particular data model. However, the division of Events and Monument Character entries as discussed is a useful way of tackling the particular needs of archaeological monuments, and is recommended in this context. It may prove to be too detailed an approach, for instance, for inventories of more recent monuments – extant

buildings, for example – where no Event is necessary to identify or interpret the Monument Character.

Coverage

Events relevant to the investigation of the nature and date of the monuments of England, have been conducted over more than three centuries. A decision as to whether to include earlier Events as well as more recent or current Events in your inventory should be made.
Recommendation: All Events known about should be included as they help to place a monument in context.

◆ **EVENTS Units of Information**

*Event Type
*Evidence
*Minimum Date
*Maximum Date
*Condition

Area
Date Range Qualifier

*= MIDAS recommended unit of information

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes:

■ **Monument Character:** where this has been derived from Events that have discovered and/or interpreted the character.

☑**Monument Management:** where the event has been initiated by measures to manage the monuments (e.g. a response to a planning application).

☺**People, Organizations and Roles**: use to record directors of fieldwork, sponsors, clients, etc where this will be needed for retrieval.

➔**Location**: use to record the location at which the event took place, where this does not coincide with the location of the monument.

☑ *Monument Management*

Key Questions

What has been done to this monument? What is proposed? Is it protected? Is it at risk?

'Monument Management' includes information concerning: the legal status and non-statutory designations of monuments; associated land use; planning applications which would affect monuments; recommendations made in response to such applications; the final outcomes and management plans devised to minimise risk of damage or decay.

The extent to which inventories include information on the management of monuments will depend on the role or roles which are performed by the bodies which maintain them. These roles might include:

- Active management of a monument, for instance, by a land owner. This role might need detailed recording of resources (time, money, materials, labour) allocated to a particular management project.

- Curatorial responsibility such as that exercised by a local authority planning archaeologist. This role might need information on previous advice given relating to a monument.

- Assessment for necessary protection or preservation, or for the award of grant aid. This role might need information to store assessments of a monument's local and national importance.

- Campaigning bodies drawing attention to threats to a particular monument or group of monuments. This role might need information on the condition of a monument over time and threats to its survival.

In turn, the purpose of the inventory will determine the requirement for management information and thus the units of information that will need to be included in the inventory.

(Note that only the management of monuments is covered by the MIDAS Data Standard. Management of archives, library collections or museum collections are covered by data standards published already. Events, as defined in this standard, by their nature are not 'managed', though Monument Management entries may well have cross-references to relevant Events that have affected a particular monument, for instance, an excavation resulting from a planning application to develop the site of a monument).

Key Issues

Protection Status

The legal status of a monument, recorded in the **Protection Status** unit of information, is of critical importance for its management since this will determine how proposals which would affect the monument are dealt with. Three levels of protection status information can be usefully recognised:

- First, some monuments have statutory protection in their own right, for example, as Scheduled Ancient Monuments or Listed Buildings. These are monuments recognised as being of national importance.

- Secondly, there are other nationally recognised designations which, although non-statutory,

may affect the treatment of a site in the planning system. These include Registered Parks and Gardens and Registered Battlefields.

- Thirdly, the land and buildings on or adjacent to monuments may also have a particular status, for example, Conservation Area, Area of Outstanding Natural Beauty, or Site of Special Scientific Interest. In addition, local planning authorities may have localised designations (e.g. policies relating to particular defined areas) which may also be relevant to the management of monuments in these areas.

Recording information in this last category can be very time consuming, given the need to compare accurate maps of the extent of the designated area with the location of the monument. The extent to which this type of designation is recorded will therefore depend on the resources, and needs, of particular organizations. The use of a map base to record the location of inventory entries as well as the extent of designated areas, either on printed maps or using geographic information system (GIS) software, can obviate the need to record this kind of designation directly on the inventory entries.

Recommendation: As a minimum, the legal status of the monument itself and any relevant non-statutory designations (i.e. the first and second levels of information) should be included in **Protection Status**. Organizations which have an active role in monument management should aim to record more detailed information about area designations that are relevant to their work.

Proposals

Many inventories are maintained by organizations which play an active role in the curation of the archaeological resource through, for example, the giving of specialist advice to decision-making bodies such as local planning authorities. In carrying out this type of role, it is important to record the details of specific proposals which would have an impact on monuments. Where proposals result in specific types of site management, then this should also be recorded. The systematic recording of such information has many advantages:

- It enables easy access to a monument's past 'history' of proposals, which in turn helps to ensure consistency of advice.

- It also supports the monitoring of the condition of the heritage resource through, for example, the generation of statistics of numbers of planning applications, consents and outcomes.

Recommendation: If this information is recorded in an inventory the following should always be included: **Management Proposal Name**; **Minimum Date** and **Maximum Date** to record the date that it was submitted and decided upon; **Management Proposal Type** (e.g. planning application, request for grant-aid); **Management Proposal Work Proposed** (e.g. quarrying, housing); and **Management Proposal Recommendation**, recording the recommendation which was made by the advice-giving organization. Related information schemes can be used to record the location of the proposed work, with the Names and References **External Cross-reference Other Inventory Name** and **External Cross-reference Other Inventory Reference Number** used to record the reference numbers that relates to the proposal (e.g. North Wiltshire District Council Planning Department planning application number). The reason for that recommendation; the

decision which was made, and the eventual impact on the monument(s) concerned should all be included in the **Description** of the management proposal.

Management history

Inventory holders may also find it useful to record details of the condition of the monument, and factors that may affect its survival. Options include the use of structured indexes to record statements about a monument over time, or unstructured notes (using the **Description** unit of information) that are recorded as information becomes available.

Recommendation: Management history notes or indexes should wherever possible have **Minimum Date** and **Maximum Date** entries associated with them. This means that future users will be able to trace the condition of a monument over time.

☑ MONUMENT MANAGEMENT Units of information

*Protection Grade
*Protection Status
*Management Proposal Name
*Management Proposal Recommendation
*Management Proposal Work Proposed
*Management Proposal Outcome
*Management Proposal Type
*Condition / Survival

Area
Date Range Qualifier
Minimum Date
Maximum Date
Land Use

*=MIDAS recommended unit of information

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes:

◆**Events**: use to record, for instance, surveys, excavations or watching briefs that might be required as a result of management recommendations.

➔**Location**: use to locate the area to which a Monument Management entry relates.

▢**Names and References**: external cross-reference units of information should be used to record, for example, planning application numbers used by local authority planning departments.

☺**People, Organizations and Roles:** may be relevant to record, for example, land owners, developers etc.

.●*Resources*

Key Questions

Where can I find out more?

This section provides guidance on how to record the sources used in the compilation or enhancement of inventory entries or to supplement existing information. This information provides authority for the inventory entries without which the entries have no substantiating evidence. The information also allows future users to trace the origin of a given entry and to avoid the inefficiency of re-examining sources that have already been checked.

Initially, for example, published works, and documentary archives appear quite distinct with different recording requirements. However, as MIDAS is a generalised rather than detailed standard it is possible to combine them successfully. The basic criteria recorded for textual material are, for example, the same whether this material is published or unpublished, as are the criteria used to direct future users to documentary archive and objects.

MIDAS sources may comprise published or unpublished printed matter, documentary archives, drawings, photographic materials, electronic media, or collections of objects associated with monuments. As well as these physical archive sources, MIDAS entries may well be based on personal observations of a monument, oral testimony, or local tradition. Whatever the source of information, it should be recorded to allow future re-examination.

Unlike the other MIDAS information schemes, this area of information overlaps with data standards already established for the cataloguing of library or record office collections, or museum collections. The MIDAS Data Standard therefore is intended to cover the types of information needed to direct future users to a particular source or archive. If an inventory wishes to catalogue these items in greater detail, then these other standards should be referred to. (Details of these standards can be found in Appendix Two.) The general approach is to include enough information for a source to be identified in future.

Key Issues

Bibliography

Several different approaches to recording bibliography can be adopted by MIDAS inventories:
- The simplest way to create bibliographic references to published sources (books, serials, published maps etc) is to include a set of units of information (eg **Archive/Source Title**, **Date of Origination**, **Statement of Responsibility** and **Reference**) attached directly to other inventory information scheme entries (eg Monument Character, Event, etc). These units of information do not require a controlled vocabulary in the MIDAS Data Standard, however, and it should be remembered that this may make searching for particular bibliographic entries more difficult. One way to reduce this problem is to adopt one of the existing standards for the citation of sources, for example, the *Anglo-American Cataloguing Rules* for **Statement of Responsibility** (see Appendix Two for details).
- Some inventories may wish to adopt a more structured approach and use separate units of information to record most of the information, for example using **Associated Person Role**,

(Author, Editor, Publisher, etc) **Associated Person Name** (Name of the author(s) etc) and **Associated Organization** (Name of the publisher etc) to replace **Statement of Responsibility**. This improves the options for retrieval but will still mean that a lot of information is duplicated in the inventory if, for instance, a particular book refers to a large number of Monument Character entries.

- Adopting a structure of cross-referenced inventory entries, as recommended in the MIDAS Manual allows an inventory to go a step further and create a separate inventory entry with its own Names and References information for the bibliographic item which can then be cross-referenced to other inventory entries. This approach allows inventory holders to reduce duplication of reference information and provide a facility for more detailed cataloguing of bibliographic items. Another advantage is that the **Description** unit of information attached to each bibliographic entry could be used to record an abstract or summary of the item. This would assist future users in deciding whether they might need to consult the original source that the inventory entries have been based upon.

Recommendation: The MIDAS development team do not recommend one approach. Each inventory will need to consider the purposes that bibliographic information will have to serve in the inventory, and adopt a suitable approach

Archives

Archives, in MIDAS terms, refers to sources that can generally only be consulted in one place, rather than to widely available published information. Examples might include excavation archives, documentary archives, photographic libraries, county record office collections, etc.
The distinct nature of archives as opposed to bibliographic sources means that more detailed information will need to be recorded in an inventory.

Recommendation: The use of a cross-referenced style inventory is particularly suitable for archive recording. The use of a separate Names and References entry for each archive recorded means that the **External Cross-reference Other Inventory Name** and **External Cross-reference Other Inventory Number**, as used by the archive holding body, can be used to identify the archive. Additional information such as the **Archive/Source Type**, **Archive Extent** and a **Description** of the archive can be recorded in one inventory entry and cross-referred to other inventory entries without the need for copying the extra information. An example of this could be the creation of a separate entry for an excavation archive with its own Names and Reference scheme entry which can be used to identify the archive for future reference, plus information on the extent and nature of the archive, plus an overall description of its content. All this information can be cross-referred to all the Monument Character or Monument Management Activities entries compiled or updated as a result of this Event and also with the Event itself, simply by cross-referencing the **Primary Reference Number** of the archive entry to the other entries.

Objects

The MIDAS Data Standard is intended for use by inventories of monuments, rather than individual artefacts. There may be cases, however, where particular artefacts are of special significance. Examples include instances where an artefact is the only indicator of a possible monument, such as a Roman coin found in an area that otherwise has no Roman monuments, or a Palaeolithic handaxe

that may be all that will ever be found to indicate the earliest human occupation of an area. These could both be recorded as Monument Character entries with the **Monument Type** unit of information identifying them as 'FINDSPOT' for example. However, this would not give the option to search for artefacts of a particular type. To achieve this, include the optional **Object Type** unit of information in your inventory. Another reason for including artefacts would be cases where a significant artefact may be the sole reason for recording a monument with which it is associated in the inventory. An example might be the inclusion of a particular water pumping station as a Monument entry simply because it contains an early example of a particular type of pump.

Recommendation: The inclusion of artefacts inevitably requires a greater level of detail than is required to record Monuments. If it is decided to include artefacts in a systematic way, it is strongly recommended that the referencing of artefacts should be restricted to the recording of the holder (ie a museum) and an accession number if this is available, using the Archive / Source Location unit of information. It is recommended that it is inappropriate to record finds in any detail as part of a monument inventory, this being the role of the specialist and/or museum curator. If it is a requirement for the inventory, then there are recognised national and international standards for the accessioning and cataloguing of museum objects (the MDA data standard *SPECTRUM* and the CIDOC *International Guidelines for Museum Object Information: The CIDOC Information Categories*).

Coverage of non-relevant material

A particular case is the entry of archives or sources that, on examination, do not in fact contain material relevant to the inventory. Although it is additional effort to include these entries, it can reduce the risk of wasted effort if they are re-examined in future.

Recommendation: If you intend to record Resources in cases where the source has been assessed, and found not to be of use to the inventory, then a relational approach, recording separate entries for Resources entries is recommended. This will allow records of the non-relevant material to be held separately and marked as not relevant (eg using the **Description** unit of information from the Names and References details for the Resources entry). These entries would not be cross-referenced to Monument Character or Event entries.

●**RESOURCES Units of information**

*Archive / Source Title (for Bibliography and Archive)
*Date of Origination (for Bibliography and Archive)
*Statement of Responsibility (for Bibliography and Archive)
*Archive / Source Type (for Archive)
*Archive / Source Location (for Archive and Objects)
*Archive /Source Reference (for Bibliography and Archive)
*Archive Extent (for Archive)
*Object Type (for Objects)

Archive / Source Format
Archive Source / Subject
Date Range Qualifier
Minimum Date (the start of a date range during which an archive was created)
Maximum Date (the end of a date range during which an archive was created)
Source Number

*=MIDAS recommended unit of information

Refer to Part II of the MIDAS data standard for definitions and details of how to record these units of information.

Related information schemes:

▢ **Names and References:** use to record external cross-reference numbers.

☺**People, Organizations and Roles:** use to record the organization holding an archive, or for more detailed recording of Statement of Responsibility.

➔ *Location*

Key Questions

Where is it? How extensive is it?

Units of information grouped in this scheme identify the geographic location that an entry relates to. This will generally be of use for Monument Character, Event and Monument Management entries. More unusually, it may be useful to qualify Resources entries with Location information. In these cases, it is the Location that the Resources entry *relates to* rather than where it is currently held (which is covered by the unit of information **Archive/Source Location** in the Resources information scheme).

Various options are available to record this information. In most cases with text based inventories, units of information from this information scheme will be repeated in each entry as necessary.

An option in more advanced computerised systems is to record Locations as separate entries (i.e. with Name and References information scheme data for each Location entry). This would be appropriate where an inventory is using or plans to introduce Geographic Information System (GIS) technology.

Key Issues

Area reference or co-ordinates?

The principal options for identifying a location are:

• By its address or area name (including **Road or Street Name** and **Number in Road or Street** and administrative area such as **Civil Parish** or other means of identifying a known area, e.g. a **Land Parcel Reference Number**). This approach has the advantage of familiarity for users and the information relates directly to the location recorded: it can be seen on the ground as street names and numbers. This approach is particularly appropriate for built monuments. The disadvantages are that address information may not be sufficiently precise, particularly in rural areas to locate archaeological monuments. Address information may also be subject to change over time as streets and roads are renamed, built or demolished and administrative boundaries altered (see currency below.) This may involve the inventory in additional work to keep inventory entries up to date as for instance **Civil Parish** or **Road or Street Names** change.

• By an Ordnance Survey grid reference (**Ordnance Survey National Grid Reference 100km square**, **Ordnance Survey National Grid Reference Easting**, **Ordnance Survey National Grid Reference Northing**) or other co-ordinate system (e.g. **Latitude** and **Longitude**). Grid reference locations are arbitrary in their origin and this means that they are less immediately informative for users. They are, however, fixed, unchanging and are able to provide varying levels of precision depending on your requirements.

Recommendation: MIDAS inventories should include grid references for entries, even in areas

where address information is also available. This is especially important for archaeological monuments. Grid reference information is independent of any future changes in address or area information. Grid references also create a compatibility between inventory entries and GIS systems. Current address information should be recorded (at least County, District and Civil Parish) in inventories where no GIS system is available.

What level of precision is required?

Information on location can be used to indicate an exact spot or to characterise the shape and extent of an area of interest. The first option requires relatively little information, the second requires a more detailed approach.

Recommendation: The principal function of location information within a MIDAS inventory is to be able to locate the current geographical position of a feature of interest, so that, where appropriate, it can be visited and studied in future. The inventory must therefore serve this purpose at least.

Security of the information

It may be relevant to your inventory to consider whether recording precise information about the location of an item of interest may unwittingly lead to damage or theft by looters using information in your inventory to locate likely targets. Should information on location only be recorded in a general sense, to comply with ethical commitments to protecting vulnerable monuments?

Recommendation: The inventory should ideally <u>record</u> location information as precisely as possible. The inventory should adopt a policy on the <u>dissemination</u> of this precise information in response to enquiries, or in publications. This should take account of any prevailing policies that are relevant to the inventory holding organization. Such policies may originate from, for instance, the host organization of the inventory (particularly for local or national government organizations), or be a requirement of sponsoring bodies.
Consideration should also be given to the physical security of the inventory (i.e. that the computer holding the data, or the card indexes are held in a secure location), especially in cases where its existence is widely known.

Currency
A similar problem to the recording of Monument Character may occur with Location entries, particularly where area references are used. Sources used for the compilation of records may refer to the former names by which administrative areas or streets were known, or administrative areas that are no longer in common use (e.g. English hundreds, ecclesiastical parishes).

Recommendation: Unless there is a clear need to retrieve entries using the names by which areas or streets were previously known, it is strongly recommended that Location entries should refer to current street or area names. This may involve the checking of reference maps during compilation of entries to translate information given in sources into current names. This will maximise future retrieval. If it is essential to record superseded area or street names, a **Currency** unit of information should be included to indicate area designations or street addresses that, though useful for searching and organising entries, are no longer current. The Data Standards Unit can provide registered MIDAS inventories with updates of parish boundary or names notified by central government (see

Appendix Two).

Geographic Information Systems

The detailed requirements of GIS systems are beyond the scope of the MIDAS Data Standard, and no specific recommendation is appropriate. However, it is useful to point out some additional units of information that might be appropriate where a GIS capability is required, or is likely to be developed in future, by an inventory:

- Ordnance Survey National Grid references should include **National Grid Reference Absolute Easting** and **National Grid Reference Absolute Northing**. This format of data is required by many GIS systems.
- Additional units of information that may be useful include **Height Above Ordnance Datum** and **Topology** to identify the shape of the area defined by a set of grid references.
- Where available a GIS system should be used to record administrative area boundaries (County/Unitary Authority, District, Civil Parish) rather than recording it as indexing fields in the associated inventory. This will provide a facility to keep boundary information up to date.

The English Heritage Data Standards Unit can provide advice on the specific standards for data capture, depiction, data quality and data transfer to those inventories considering GIS development (see Appendix Two for details).

➔ **LOCATION Units of information**

*Ordnance Survey National Grid Reference Easting
*Ordnance Survey National Grid Reference 100 km Square
*Ordnance Survey National Grid Reference Northing
*County
*District
*Civil Parish

Ceremonial County
Currency
Height Above Ordnance Datum
Land Parcel Reference Number
Latitude
Longitude
Locality
Ordnance Survey 1: 10 000 Quarter Sheet
Road or Street Name
Number in Road or Street
Post Code
National Grid Reference Absolute Easting
National Grid Reference Absolute Northing
National Grid Reference Precision
Topology
Non Parish Area
Unitary Authority

*=MIDAS recommended unit of information

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes:

●**Resources**: may be used to record the details of an archive source, for example a specific edition of a map, used to identify former parish boundaries, street names, or land parcel references.

☺ *People, Organizations and Roles*

Key Questions

Who did what and when?

The units of information in this information scheme can be used to identify those who have participated in investigations of a monument, in their role as excavators, surveyors, etc, or those who hold information relevant to a monument in archives or collections. Also, this information can be used to record the association of historical figures with a particular monument, or people or organizations who have been responsible for the monument in some way, for instance, in the role of owners, architects, financiers, etc.

As with Location information, in many cases it will be adequate to simply index each relevant entry with appropriate units of information. These would be repeated in each inventory entry as needed. In such cases, since the Associated Person Name and Associated Organization Name units of information are free-text, it is strongly recommended that standardised formats for recording these units are adopted for all inventory entries.

A more detailed approach would be to record People, Organizations and Roles information as separate cross-referenced inventory entries, with their own Names and References entries. This approach would assist in standardising names and would assist retrieval. The cross-reference units of information (Internal Cross-reference Primary Reference Number and Internal Cross-Reference Qualifier) could be used to establish a full genealogical index showing relationships between persons or between organizations. The Description unit of information could be used to record brief biographical notes. If this level of detail is appropriate, it may well be worth referring to specialist standards currently available in this area (e.g. the *National Council on Archives Rules for the Construction of Personal, Place and Corporate Names, 1997*. See Appendix Two for details).

Key Issues

Who to include?

Obviously there is a vast number of people and organizations who potentially could be associated with a MIDAS inventory, in an almost limitless number of roles.

Recommendation: The purpose and nature of your inventory should be considered carefully to avoid over-elaboration. One useful approach may be to define a group or groups of people that are of interest to your inventory, by virtue of their role, dates, etc. For example, it might be appropriate to record all architects, or the kings and queens of England up to 1500, or all glass manufacturers listed in the guild directory for 1850 and ensure that all inventory entries that relate to these groups are appropriately indexed.

For detailed recording of separate Event or Resources entries it is recommended that, as a minimum, the directors of projects (i.e. excavations, surveys, research projects, etc), and the creators and current holders of archive/sources are recorded.

Data Protection

Information about specific people held within an inventory may be subject to the provisions of data protection legislation.

Recommendation: All those holding inventories should inform themselves about the provisions of current data protection legislation. Contact details for advice are given in Appendix Two.

☺ **PEOPLE, ORGANIZATIONS AND ROLES Units of information**

*Associated Person Name
*Associated Organization Name
*Associated Role
*Maximum Date
*Minimum Date

Date Range Qualifier
Postal Address

*=MIDAS recommended unit of information

Refer to Part Two of the MIDAS Data Standard for definitions and details of how to record these units of information.

Related information schemes:

☐**Names and References**: use where appropriate to compile a separate People, Organization and Roles inventory.

PART TWO: THE MIDAS UNITS OF INFORMATION

This section sets out the details of individual units of information which together make up the MIDAS information schemes. The units of information are listed in alphabetical order for ease of reference.

Each entry includes the following information:

Name:

The name by which the unit of information is referred to. This name should be used in inventory documentation to indicate that the MIDAS Data Standard is being applied.

Definition:

The purpose of a particular unit of information; why it has been included in the MIDAS standard. Once adopted by an inventory <u>the definition of a unit of information should not be allowed to change to accommodate extra or related information.</u> For example, Parish should not be used to record details of town or village names in addition to defined civil parishes. Additional concepts should be recorded in additional units of information (e.g. Locality), or included by creating additional units of information outside the scope of MIDAS in your inventory. Breaking this rule will compromise the ability of the inventory to retrieve entries effectively.

Guidance:

Recommends an entry format or other considerations that should be taken into account for a particular unit of information.

Controlled entry?:

Recommends whether a centrally controlled list of acceptable terms should be used to create consistent entries. Where a recognised national list exists, the INSCRIPTION standard is referred to . (Details are given in Appendix Two).

Where a controlled vocabulary is recommended, but no existing list is referred to, advice on establishing an appropriate list is given in Appendix One.

Where 'Free-text' is shown here, the inventory should adopt a standard practice. Where searching the inventory using a free-text unit of information is necessary (e.g. Name is a common search requirement), retrieval is generally improved by:
1) Minimising the use of punctuation.
2) Avoiding the use of abbreviations, unless these are standardised and included in compilation manuals for the inventory.
3) Standardising accepted spelling using an agreed dictionary.

Occurs in:

Lists the information scheme or schemes that a particular unit of information occurs in.

Examples:

Instances of the sort of information that might appear in this unit of information in an inventory. Where necessary, additional examples appear in tables at the end of Part Two. Note that examples are given in upper case for clarity, with additional notes or labels in mixed case. An inventory should adopt upper or lower case consistently for entries in each unit of information, as appropriate for their needs.

Index to the MIDAS Units of Information

Details of the MIDAS units of information appear in alphabetical order in Part Two of the MIDAS Data Standard. For information on how the units of information are grouped together into information schemes, refer to the information scheme descriptions in Part One of the standard.

Concordance with the first standard produced by the Data Standards Working Party, published in 1993 (*Recording England's Past, A Data Standard for the Extended National Archaeological Record*), is presented to assist those familiar with the 1993 standard. In the following list, where the MIDAS Development team have adopted a unit of information from *Recording England's Past*, it is not distinguished from the MIDAS units of information, shown in bold type. Those units of information not adopted from *Recording England's Past* appear in normal rather than bold type. A cross-reference to the MIDAS equivalent, where one exists, is given in brackets.

Archive Extent
Archive / Source Type
Archive / Source Title
Archive / Source Location
Archive Source accession number (use External Cross-reference Other Inventory Reference Number)

Archive / Source Reference
Archive Subject
Area
Area Status (use *Protection Status*)
Associated Organization Name
Associated Role
Associated Person Name
Bibliographic document type (use *Archive / Source Type*)
Bibliographic document title (use *Archive Title*)
Bibliographic document originator(s) (use *Associated Person Name*)
Bibliographic document originator(s) role (use *Role*)
Bibliographic document date of publication or issue (use *Date of Origination*)
Bibliographic document publisher or issuer (use *Associated Organization Name*)
Bibliographic document place of publication (use *Statement of Responsibility*)
Bibliographic document edition (use *Description*)
Bibliographic Documentation International Standard Book Number (use *External Cross-reference Other Inventory Number*)
Bibliographic document description (use *Description*)
Bibliographic series description (use *Description*)
Bibliographic series originator(s) (use *Associated Person Name*)
Bibliographic series originator(s) role (use *Role*)
Bibliographic Series International Standard Serial Number (use *External Cross-reference Other Inventory Number*)
Ceremonial County
Civil Parish

Compiler
Compilation Date (use Date of Compilation OR Date of Last Update)
Condition
Constructional Material
County
Currency
Date Range Qualifier
Date of Compilation
Date of Last Update
Date of Origination
Description
Display Date
District
End of recording event (use *Maximum Date*)
English Heritage county number (use External Cross-reference Other Inventory Number)
English Heritage county suffix (use External Cross-reference Other Inventory Number)
English Heritage part letter (use External Cross-reference Other Inventory Number)
Event Date precision (dropped from MIDAS - use Minimum Date and Maximum Date default date ranges)
Event Type
Evidence
External Cross-reference Other Inventory Reference Number
External Cross-reference Other Inventory Name
Grid Reference number (use National Grid Absolute Easting and National Grid Absolute Northing)
Fieldworker name (use *Associated Person Name*)
Fieldworker role (use *Role*)
Height Above Ordnance Datum
Internal Cross-reference Qualifier
Internal Cross-reference Primary Reference Number
Land Parcel Reference Number
Land Use
Land Use around (use *Land Use*)
Latitude
Listed building number (use External Cross-reference Other Inventory Number)
Listed building road or street (use *Road or Street Name*)
Listed building side of street (use *Side of Street*)
Listed building street number (use *Number in Road or Street*)
Listed building number qualifier (use *Number in Road or Street*)
Locality
Location of paper archive (use *Archive / Source Location*)
Location of finds archive (use *Archive / Source Location*)
Longitude
Management Proposal Outcome
Management Proposal Type
Management Proposal Name
Management Proposal Recommendation
Management Proposal Work Proposed

Maximum Date
Minimum Date
Monument Certainty (not adopted for MIDAS)
Monument Name (use *Name*)
Monument Component
Monument Type
Name
National Grid Reference Absolute Easting
National Grid Reference Absolute Northing
National Grid Reference Precision
Non-Parish Area
National Monuments Record reference number (use *External Cross-reference Other Inventory Number*)
National Archaeological Record reference number (use *External Cross-reference Other Inventory Number*)
National Buildings Record building number (use *External Cross-reference Other Inventory Number*)
National Buildings Record phase number (use *External Cross-reference Other Inventory Number*)
National Buildings Record site number (use External Cross-reference Other Inventory Number)
Number in Road or Street
Object Type
Ordnance Survey 1: 10 000 Quarter sheet
Ordnance Survey National Grid Reference 100 km Square
Ordnance Survey National Grid Reference Easting
Ordnance Survey National Grid Reference Northing
Period
Period Precision (not adopted for MIDAS)
Physical Evidence (use *Evidence*)
Postal Address
Post Code
Primary Reference Number
Protection Grade
Protection Status
Quantity (not adopted for MIDAS)
Road or Street Name
Scheduled Monument national number (use External Cross-reference Other Inventory Number)
Scheduled Monument constraint area suffix (use *External Cross-reference Other Inventory Number*)
Scheduled Monument archaeological item number (use *External Cross-reference Other Inventory Number*)
Scientific Date
Scientific Date Method
SMR reference number (use External Cross-reference Other Inventory Number)
Side of Street (not adopted for MIDAS)
Source Number
Statement of Responsibility

Start of recording Event (use *Minimum Date*)
Status Qualifier (dropped from MIDAS)
Title of bibliographic series or monograph (use *Archive Title*)
Type of Event (use *Event Type*)
Topology
Unitary Authority

Dictionary of the MIDAS Units of Information

Archive Extent

Definition:	Describes the size or volume of material.
Guidance:	Archive Extent will be used primarily to give an indication of the volume of material within a group/collection of archive. However, it may be used also as a means of recording the number of pages which make up an archival item or the number of volumes which form a published document. It may be given as a run of pages (e.g. for an article in a journal).
Controlled Entry?:	Free-text.
Occurs in:	Resources.
Examples:	26 PHOTOGRAPHS
	3 FILES
	100 BOXES
	55 PAGES
	2 VOLUMES
	30-54

Archive / Source Format

Definition:	Describes what an archive or source item is made of or held on.
Guidance:	This unit should be recorded in cases where it is important to be able to distinguish different format of archive material. For example for storage and conservation of archive material it may be significant to distinguish digital materials from paper- or film-based archives. For recording what an archive item actually is, shows or conveys, use Archive / Source Type.
Controlled Entry?:	Recommended. See INSCRIPTION.
Occurs in::	Resources
Examples:	For a photograph of an historic map
	Archive / Source Format = COLOUR PRINT
	Archive / Source Type = MAP

Archive / Source Type

Definition:	The nature of the content of the material being recorded.
Guidance:	Use a controlled list of terms to denote the nature of the material being recorded. Archive / Source Type may refer to an item (e.g. a monograph), or a group of items (e.g. photographs).
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Resources.
Examples:	COLLECTION

MONOGRAPH

PLAN

SERIAL

Archive / Source Title

Definition: Title by which an archive item should be referred to.

Guidance: The full name of a publication, or the name by which an archive is generally referred to. The intention is to assist future users in identifying the archive, so sufficient detail should be included and abbreviations avoided.

Controlled entry?:   Free-text.

Occurs in: Resources.

Examples: THE CHITTY ARCHIVE

BRITANNIA

THE BRITISH WATERWAYS GUIDE TO THE CANALS OF BRITAIN

Archive / Source Location

Definition: The actual location of archive materials referred to, to assist in future retrieval.

Guidance: Archive / Source Location should record all the information necessary to locate an archive. This may include the name of the Organization or Person that holds the archive plus the detailed information such as library shelf, file reference numbers etc.

Controlled entry?:   Entries referring to storage systems used by archive holders should follow exactly the format used by the archive holder.

Occurs in: Resources.

Examples: BEDFORDSHIRE COUNTY COUNCIL SITES AND MONUMENTS RECORD FILE RM101/SH5/BX23

Archive / Source Reference:

Definition: Specific reference within a bibliographic or archive item that relates to an inventory entry (e.g. a monument or event).

Guidance: Use Archive / Source Reference to record details specific to the volume number, chronological designation, page numbers, figures and plates. The bibliographic reference may be a general one, for example citing a whole article, or a specific cross-reference, for instance citing a page within an article as a source for descriptive text. If a monograph is being cross-referenced it will be necessary only to record the page, figure and plate numbers.

Controlled Entry?:   Free-text.

Occurs in:	Resources.
Examples:	VOLUME 36, NOVEMBER 1992, PAGES 77-85, FIGURE 1, PAGES 1-5

Archive / Source Subject

Definition:	A description of the topic covered by the content of an information resource.
Guidance:	This should record what an archive item, or other information source is about, to assist those who are interested in a specific subject to find entries that relate to that subject. In the context of many MIDAS inventories, the other units of information included in an entry may be considered to cover this. For example it might be sufficient that archive items associated with an inventory entry relating to a COAL MINE are 'about' the coal industry. However there may be cases where more specific searching of archive items is a requirement, and this unit of information will support that option.
Controlled Entry?:	Recommended. See INSCRIPTION or contact the Data Standards Unit.
Occurs in:	Resources.
	Examples: SEA TRANSPORT, WATER RESOURCES, INFECTIOUS DISEASES

Area

Definition:	The extent of an area to which an inventory entry relates, plus the unit of measurement included.
Guidance:	This unit is only intended to act as a general guide rather than as searching or indexing information. Where it is necessary to search or index inventories by Area a more detailed approach would be needed, specifying a standard unit of measurement for all entries in the inventory (e.g. square metres, hectares, etc), and converting any non-standard area measurements (square feet, acres, etc) to the standard. Where this is a requirement, thought should be given to the use of a geographic information system capable of measuring defined areas automatically.
Controlled Entry?:	Free-text. Standard abbreviations should be adopted for units of area, for example, sq m, ha, sq km.
Occurs in:	Events; Monument Character; Monument Management.
Examples:	129 SQ M, 14 HA

Associated Organization Name

Definition:	Records the name by which an associated organization is commonly known.
Guidance:	Format for the name should follow that by which the organization is known, or was originally known.
Controlled entry?:	A centrally controlled list should be established. In cases where organization

names have changed (e.g. through the merging of companies), the list should indicate which option is preferred. Abbreviations should generally be avoided unless they have been formally adopted by the organization within its name (for instance on letter-heads). The specific body within a large organization that is relevant to the inventory should be cited in preference to the overall organizational name. For more detailed recording of organizations, refer to the rules for the construction of corporate names issued by the National Council on Archives (see Appendix Two for details).

Occurs in:	People Organizations and Roles; Names and References.
Examples:	BEDFORDSHIRE COUNTY COUNCIL SITES AND MONUMENTS RECORD (not Bedfordshire County Council)
	RCHME
	HAYWICK BROTHERS LTD, LEEDS FACTORY (not Haywick Brothers Ltd)
	OXFORD ARCHAEOLOGICAL UNIT

Associated Role

Definition:	The role by which a person or organization is linked to an entry in the inventory.
Guidance:	One entry should be used for each role. If a person or organization has served in several roles, multiple entries should be made.
Controlled entry?:	Recommended.
Occurs in:	People, Organizations and Roles.
Examples:	ARCHITECT
	OWNER
	SURVEYOR
	MANUFACTURER

Associated Person Name

Definition:	Name or names of person(s) or family(ies) associated with an inventory entry
Guidance:	Used with an **Associated Role** entry. Used also with **Associated Organization** if it is useful for an inventory to associate particular people with particular organizations. The current or most commonly used spelling should be used.
Controlled entry?:	A standardised format for recording names should be adopted for all names used in the inventory for instance Title, Initial or Forename(s) Surname. If more detailed records of associated people are to be included in the inventory, particularly where more complex names are encountered, a more

structured approach should be considered, using the rules for the construction of personal names issued by the National Council on Archives (see http://nca.archives.org.uk/). A centrally controlled register of People entries should also be considered, giving each entry a **Primary Reference Number**, plus a **Minimum Date** and **Maximum Date** to indicate Birth and Death dates or floreat dates and a **Description** to include additional details useful for distinguishing people with the same name.

Occurs in:	People, Organizations and Roles
Examples:-	MRS ANNE AILSHAM
	SIR JOHN HOUSEMAN
	JOHAN DE VEER

Examples of complex compound names that might be encountered include:

HENRY BORWOOD 4TH EARL OF RICHMOND

KING GEORGE III OF ENGLAND

ERIC THE RED

CAPABILITY BROWN

ST FRANCIS OF ASSISI

Ceremonial County

Definition:	The full name of a ceremonial county.
Guidance:	Ceremonial county names do not form part of the administrative hierarchy of local government in England. Recording Ceremonial County may, however, prove to be useful for retrieval, since ceremonial county areas now cover the areas of some former counties that have been split between a county administration and one or more unitary authority areas.
Controlled entry?:	Recommended. A list is available from the Data Standards Unit.
Occurs in:	Location
Examples:	NORTH YORKSHIRE
	GLOUCESTERSHIRE

Civil Parish

Definition:	The full name of a civil parish.
Guidance:	See County
Controlled entry?:	See County
Occurs in:	Location
Examples:	ANCROFT
	HENLEY

Compiler

Definition:　　　　The name of a compiler of an inventory entry.

Guidance:　　　　The number of times that Compiler occurs within an inventory structure will depend on the requirement for auditing inventory entries. If separate Monument Character, Event, Monument Management entries, etc, are used it may be useful to have separate Compiler information for each entry, to identify who has compiled different aspects of the inventory.

Controlled entry?:　Recommended. A standard format for recording the names of compilers should be adopted for the whole inventory (as with Associated Person Name).

Occurs in:　　　　Names and References

Examples:　　　　ANNE HAILSHAM

　　　　　　　　　JOHN BROWN

Condition

Definition:　　　　An assessment of the present condition of a monument, or of the specific aspect of a monument which is the subject of the inventory entry.

Guidance:　　　　An assessment of the overall condition of the monument should be made.

Controlled entry?:　Recommended. See INSCRIPTION.

Occurs in:　　　　Event, Monument Management

Examples:　　　　VERY GOOD

　　　　　　　　　MEDIUM

　　　　　　　　　POOR

Constructional Material

Definition:　　　　A statement of the principal material or materials used in the construction of a monument.

Guidance:　　　　Usage will vary according to the subject matter of the inventory. For instance, inventories with buildings or built structures as their principal subject may require separate entries to record principal roofing or covering materials and principal walling materials. Care should be taken to distinguish constructional material from other aspects, such as form, technique, decorative finish and colour. Where detailed recording is appropriate, for example, to index architectural features, the latter should be recorded as separate units of information from constructional material.

Controlled entry?:　Use of a thesaurus of constructional materials is recommended. See

INSCRIPTION.

Occurs in:	Monument Character
Examples:	Broad terms: STONE, BRICK, SLATE
	Narrow terms: BEER STONE, ENGINEERING BRICK, LAKE DISTRICT SLATE

County

Definition:	A statement of the County within which an inventory entry is located.
Guidance:	County boundaries are subject to occasional change and, in some cases, have been affected by local government reorganization. It is recommended that entries in this unit of information refer to current administrative boundaries.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Location
Examples:	ESSEX
	CHESHIRE

Currency

Definition:	A flag used to indicate the currency of a unit of information entry with which it is associated.
Guidance:	Appropriate where it is important to qualify information held in the inventory which is likely to change over time.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Monument Character; Location.
Examples:	ALTERNATE
	FORMER
	CURRENT

Date Range Qualifier

Definition:	Describes the nature of the date range given in an entry.
Guidance:	Use with **Minimum Date** and **Maximum Date** to distinguish between continuous period of occupation, or date ranges within which a particular event occurred. An existing convention used by historians is to indicate continuous activity or occupation throughout a date range using a hyphen, and an activity that occurred once within a date range with an 'x'.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Monument Character; Event; Resources; Monument Management; People,

Organizations and Roles

Examples:

	Min Date	Date Range Qualifier	Max Date
Throughout date range	1820	-	1846
Within date range	1820	x	1846

Date of Compilation

Definition: The date on which an inventory entry was first added to the inventory.

Guidance: Used in association with an **Associated Person** entry to indicate the compiler of the entry. Dates precise to a given calendar day are preferable. Repeat entries should be made to record updating of the inventory entry as required.

Controlled entry?:   A consistent format for recording calendar dates should be adopted throughout the inventory. The British Standards Organization format uses numbers only with the layout Year-Month-Date.

Occurs in: Names and References

Examples: 21st December 1996 would be 1996-12-21

Date of Last Update

Definition: The date on which an inventory entry was most recently revised or updated.

Guidance: Use in conjunction with an **Associated Person Name** entry to indicate compilation information for the inventory.

Controlled entry?:   A consistent format for recording calendar dates should be adopted throughout the inventory. The British Standards Organization format uses numbers only with the layout Year-Month-Date.

Occurs in: Names and References

Examples: 31st January 1997 would be 1997-01-31

Date of Origination

Definition: The date of creation of an archival item or group, or collection. The year of publication or issue of a bibliographic item.

Guidance: Where precise information is available, it should be recorded in this unit of information. If imprecise dating needs to be recorded then the units of information **Minimum Date**, **Maximum Date** and possibly **Display Date** should be used in addition.

Controlled entry?:   A consistent format for the recording of dates should be adopted throughout the inventory. This facilitates retrieval, especially in a computerised system, and is preferable to text entries. The British Standards Organization format

uses numbers only with the layout Year-Month-Date, with less precise dates (e.g. only a year) expressed by reducing the length of the entry.

Occurs in:	Resources
Examples:	1978
	08-1978 (for August 1978)
	21-08-1978 (for 21st August 1978)

Description

Definition:	A description or summary of an inventory entry.
Guidance:	Description should be used to record a 'word-picture' to summarise the content of an entry. Description can expand upon the indexing terms used in other units of information (e.g. **Monument Type**) to include for example uncertainties about date. Alternatively, it can include extensive reports intended, for example, for publication.
Controlled entry?:	Free-text. If the Description is likely to be published then thought should be given to a house style, covering the information that should be recorded here, use of abbreviations, spelling preferences, grammar, etc.
Occurs in:	Names and References
Examples:	GLASS BLOWING WORKSHOP OF THE 16TH CENTURY (THERMOLUMINESCENCE INDICATES 1530+/-25), DOCUMENTED IN THE 17TH CENTURY. POSSIBLY ON THE SITE OF AN EARLIER GLASS OR OTHER INDUSTRIAL MANUFACTURING SITE.
	EXCAVATION IN ADVANCE OF CONSTRUCTION OF A SUPERSTORE ON THE SITE OF THE FORMER BULLNESS WORKSHOPS.
	APPLICATION FOR CHANGE OF USE FROM WAREHOUSE (FORMER GLASS PLATE STORE) TO FACTORY SHOP.
	COMPANY ARCHIVE ESTABLISHED IN 1847 BY THE SON OF THE FOUNDER, JOHN HENRY BULLNESS. INCLUDES LEGAL PAPERS, ORDER BOOKS AND MEMORABILIA OF A VISIT BY PRINCE ALBERT.

Display Date

Definition:	Used to qualify or expand upon the date information recorded in **Minimum Date** and **Maximum Date**, or **Period**. May also includes a brief description of what is referred to by the date give.
Guidance:	Record the date information exactly as it appears in a source used. This allows the original information upon which a date range or Period entry has been based to be recorded. This may be a reference to a historic event, a reign, or some other indicator of date.

Controlled entry?:	Free-text
Occurs in:	Monument Character; Event
Examples:	STUART
	EARLY ENGLISH
	BUILT PRE 1860
	FOUNDED CIRCA 1145
	ACHEULIAN
	(See Table 1 at the end of this section)

District

Definition:	Records the District or borough authority responsible for the area to which an inventory entry relates
Guidance:	Use both to assist location and cross-reference with national or county monument inventories.
Controlled entry?:	See INSCRIPTION. Detailed maps showing up to date administrative boundaries should be consulted to accurately record this information.
Occurs in:	Location
Examples:-	LAMBETH
	ROSSENDALE
	See Fig. 4 at the end of this section for details of how District relates to other administrative regions.

Event Type

Definition:	The method or technique employed in an investigative Event.
Guidance:	Complex projects, combining several Event methods (e.g. geophysical survey and archaeological excavation) will generate separate Event entries, each with a separate **Primary Reference Number**, which may be cross-reference using **Internal Cross-reference Primary Reference Number** to indicate the association.
Controlled entry?:	The Event Type should be selected from a centrally controlled list of terms. It is recommended that the list of terms should be restricted to facilitate retrieval. See INSCRIPTION.
Occurs in:	Event
Examples:	GEOPHYSICAL SURVEY
	DOCUMENTARY RESEARCH
	FIELD VISIT

Evidence

Definition:	A statement of what has been observed by an investigative activity describing the existing physical remains of a monument, or the means by which a monument has been identified where no physical remains exist.
Guidance:	Multiple entries may be necessary to record instances where more than one term is appropriate.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Event
Examples:	DOCUMENTARY EVIDENCE
	EARTHWORK
	BUILDING

External Cross-reference Other Inventory Reference Number

Definition:	The Primary Reference Number as used by an external inventory with which an entry in your inventory is cross-referenced.
Guidance:	Used with **External Cross-reference Other Inventory Name**. Entries should exactly follow the format used by the external inventory. Where compound primary reference numbers have been used by the external inventory, care should be taken to ensure that all the information needed to unambiguously identify the entry is included.
Controlled entry?:	A controlled list of the proper formats of the numbers used by external inventories (including spaces, punctuation marks, etc) should be maintained to ensure consistency.
Occurs in:	Names and References
Examples:	40562
	KE 124/a
	SM 12345
	0 9508448 7
	ND1987.01

External Cross-reference Other Inventory Name

Definition:	The full name of an inventory or other information system holding an entry to which an entry in your inventory is cross-referenced.
Guidance:	Entries should be sufficient to allow the other inventory to be unambiguously identified.
Controlled entry?:	A centrally controlled list is recommended. Use the full name for the external inventory as used by the holders of the external inventory. This should include the organization name where appropriate. Where used, care should be taken to standardise abbreviations.

Occurs in:	Names and References
Examples:	NORTHAMPTONSHIRE COUNTY COUNCIL SITES AND MONUMENT RECORD
	ENGLISH HERITAGE RECORD OF SCHEDULED MONUMENTS
	INTERNATIONAL STANDARD BOOK NUMBER
	NORTH DEVON DISTRICT COUNCIL RESCUE ARCHAEOLOGY UNIT SITE CODE

Height Above Ordnance Datum

Definition:	The height of the land surface at the location to which an inventory entry relates expressed as the difference from the Ordnance Survey datum point (mean sea-level at Newlyn, Cornwall), plus the unit of vertical distance used.
Guidance:	This information serves as a general indicator to inform future users. If searching and indexing is a requirement for the inventory, then a more detailed approach will be needed, converting all height measurements to a single standard measure (e.g. metres). For detailed analysis of relative heights of monuments or other entries (e.g. to assess intervisibility of monuments) it may be appropriate to consider use of a Geographic Information System linked to the text inventory.
Controlled entry:	Free-text. Standard abbreviations for units of measurement should be adopted.
Occurs in:	Location.
Examples:	15.6 m
	224 ft

Internal Cross-reference Qualifier

Definition:	Used to indicate the type of relationship between two entries in an inventory.
Guidance:	Qualifiers used will depend on the purpose of the inventory. The principal types used are to indicate an hierarchical nature between two entries, or simply to indicate an association between two entries. It is essential that Internal Cross-reference Qualifier entries are used on both inventory entries that are cross-referenced, so that the reference can be traced in either direction. Hierarchical relationship qualifiers should occur in pairs with terms used identifying the higher and lower ranking in the hierarchy. Where cross-references within an inventory are between dissimilar types of entry (eg a Monument Character entry cross-reference to an Event entry), a non-hierarchical association is generally assumed, and need not be recorded.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Names and References.

Examples: CONSISTS OF and PART OF are two reciprocal qualifiers suggesting a hierarchical relationship. RELATED TO indicates a non-hierarchical relationship.

For example, a warehouse Monument Character inventory entry could be 'PART OF' an industrial complex, which 'CONSISTS OF' warehouses, factories, depots, offices, etc. Similarly an Excavation Event entry could be 'PART OF' of a larger project which 'CONSISTS OF' excavation, photographic survey, field walking, etc. An article in a journal would be 'PART OF' the journal which 'CONSISTS OF' several articles.

The industrial complex could also be 'RELATED TO' a goods yard, used to export products and bring in materials, for example.

Internal Cross-reference Primary Reference Number

Definition: Used to cross-reference from one entry in the inventory to another, related entry.

Guidance: This should follow exactly the format used for the **Primary Reference Number**. Cross-reference can be between similar entries (a Monument with another Monument for example), in which case an **Internal Cross-reference Qualifier** should also be used, or to link different entry types (e.g. a Monument with an associated Event). Cross-reference numbers should be reciprocal, such that the connection can be followed from either entry.

Controlled entry?:   Entries in this unit of information will consist of a Primary Reference number used elsewhere in the inventory.

Occurs in: Names and References

Examples: In the following example, Entry 1 is cross-referenced to Entry 2.

Entry 2 is reciprocally cross-referenced to Entry 1.

Entry 1:   PRN 1296   Internal Cross-reference PRN 1297

Entry 2:   PRN 1297   Internal Cross-reference PRN 1296

Land Parcel Reference Number

Definition: The number assigned to a plot of land to uniquely identify it.

Guidance: Sources for such numbers include large-scale Ordnance Survey maps. Caution should be used since these numbers may change between editions of maps. Fields on the edge of maps may be assigned different numbers on the different map sheets.

Controlled entry?:   Enter the number exactly as it appears on the map base used. It is advisable to include a map sheet as an associated **Archive / Source Title** entry, so that future users will be able to accurately identify the land parcel referred

to.

| *Occurs in:* | Location |

| *Examples:* | **Archive / Source Title** | **Land Parcel Reference Number** |

Glos XXVII NW 1948 145

Army Training Area Map 4   YK2

Land Use

| *Definition:* | Present land use at the site of a monument. |

Guidance: Land use is one of the key factors in determining the survival of monuments, particularly buried archaeological deposits. Systematic recording of land use may identify particular land uses that are beneficial to monument preservation, or identify potential threats. For more detailed recording, an additional unit of information Land Use Around may be valuable, particularly in identifying threats posed by adjacent land use such as quarrying.

Controlled entry?: Recommended. See INSCRIPTION.

Occurs in: Monument Management

Examples: GRASSLAND/HEATHLAND

WOODLAND

CULTIVATED LAND

Latitude

Definition: A measurement of the angular distance on a meridian.

Guidance: The use of metric measurements (Degrees, Minutes and Hundredths of Minutes) is recommended.

Controlled entry?: Numbers should take the format: Degrees Minutes Seconds N (to indicate North).

Occurs in: Location.

Examples: 52 45 09N

Locality

Definition: A named area within which a monument lies, used to provide assistance in locating a monument or Event . Generally refers to an area contained within a Civil Parish.

Guidance: For detailed recording of location, locality should be used to identify more specific areas lying within a civil parish. This could be, for example, a village or hamlet name, an area of a town, an estate or farm name.

Controlled entry?:	Free-text.
Occurs in:	Location
Examples:	SOHO
	OLD TOWN
	CHURCH FARM

Longitude

Definition:	Angular distance East or West of the Greenwich Meridian.
Guidance:	Use of the metric system (Degrees, Minutes, Hundredths of minutes) is recommended.
Controlled entry?:	Numbers should follow the format: Degrees Minutes Seconds E or W (to indicate east or west of the Greenwich Meridian).
Occurs in:	Location
Examples:	01 34 20E

Management Proposal Outcome

Definition:	The eventual outcome of a proposal affecting a monument.
Guidance:	Use to record the result or outcome of proposals. This serves to monitor the effectiveness of recommendations made by the inventory holders.
Controlled entry?:	A controlled list of terms is recommended. See INSCRIPTION.
Occurs in:	Monument Management
Examples:	(See **Management Proposal Name**)

Management Proposal Type

Definition:	Identifies the nature of a proposal that affects a monument.
Guidance:	For inventory purposes, a simple summary or categorisation is generally sufficient, using the **External Cross-Reference Other Inventory Name** and **External Cross-reference Other Inventory Reference Number** units of information to cross-reference to the original proposal (e.g. a planning application number assigned by a local planning authority). This can be used to monitor the threat posed to monuments by different types of proposal.
Controlled entry?:	A controlled list of entry terms is recommended. See INSCRIPTION.
Occurs in:	Monument Management
Examples:	(See **Management Proposal Name**)

Management Proposal Name

Definition:	Name used to identify a proposal that affects a monument.
Guidance:	Where available, this should exactly follow the name used by the originator of the proposal, to ensure that confusion is avoided.
Controlled entry?:	Free-text
Occurs in:	Monument Management
Examples:	

Management Proposal…

Name	Type	Work	Recommend	Outcome
Osport link road	Planning Application	Construction	Refuse	Approved
Hull Bridge	Grant aid	Renovation	Support	Approved

Management Proposal Recommendation

Definition:	Recommendation made by the inventory holders relating to the proposed work affecting a monument.
Guidance:	Recording recommendations can assist in ensuring consistency of advice in response. It can also be used to audit the number of proposals dealt with by the inventory holders.
Controlled entry?:	Controlled list of entries is recommended.
Occurs in:	Monument Management
Examples:	(See **Management Proposal Name**)

Management Proposal Work Proposed

Definition:	The nature of work proposed that affects a monument recorded in the inventory.
Guidance:	Use this field to record the type of work involved. Monitoring this information systematically can assist in assessing the impact of different types of work on the monuments recorded in the inventory.
Controlled entry?:	A controlled list of terms is recommended. See INSCRIPTION.
Occurs in:	Monument Management
Examples:	(See **Management Proposal Name**)

Maximum Date

Definition:	Records the latest year of a date range.
Guidance:	Associated with a **Minimum Date** entry. Used together, they provide a range of dates within which something has taken place (where this is not

precisely known) or to indicate the span of dates over which a longer event has taken place. Year dates are recommended.

Controlled entry?:	Maximum Date should always be larger than or equal to Minimum Date entries. Conventions should be adopted to indicate the appropriate date range for recording date statements. For BC dates, the use of negative numbers is recommended.
Occurs in:	Monument Character; Event; Resources; Monument Management
Examples:	See Table 1 at the end of this section.

Minimum Date

Definition:	Records the earliest date in a date range.
Guidance:	Associated with a **Maximum Date** entry. See **Maximum Date**.
Controlled entry?:	See **Maximum Date**.
Occurs in:	Monument Character; Event; Resources; Monument Management
Examples:	See Table 1 at the end of this section.

Monument Component

Definition:	Description of an entity forming part of a structure, building or piece of machinery that has a specific functional usage or decorative form.
Guidance:	Used to identify specific parts of a site or structure that are of particular significance to the purposes of the inventory. Generally a component will only exist as an integral part of a larger structure, and an entry should usually include details of the **Monument Type** in addition to Monument Component.
Controlled Entry?:	Recommended. See INSCRIPTION.
Occurs in:	Monument Character
Examples:	Monument Type CHURCH
	Monument Component LANTERN
	Monument Type FACTORY
	Monument Component TRAVELLING ROOF CRANE
	Monument Type HOUSE
	Monument Component HALL AND CROSSWING PLAN

Monument Type

Definition:	The term or terms that classify the monument principally with reference to its

function or use.

Guidance:	It is recommended that allowance should be made in the structure of the inventory to allow for multiple entries of this unit. This will cater for instances where uncertainty exists over the interpretation of a monument, or where more than one entry term is appropriate.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Monument Character
Examples:	General terms: BARROW, BUILDING, CEMETERY
	Specific terms: BELL BARROW, BRASS FOUNDRY, ENCLOSED CREMATION CEMETERY

Name

Definition:	A free-text field which records the name by which a monument is or was known.
Guidance:	Only valid names in common or recognised use should be entered. Care should be taken not to include references to places that properly should be recorded as **Civil Parish** or **Locality** entry terms, or to include **Monument Type** entry terms, unless these form part of a recognised name. Where historic or former names are relevant to an inventory (e.g. to record names by which a factory used to be known, or recording the names by which villages are referred to in medieval documents with different spellings) these should not be entered into this unit of information. Instead, an additional unit of information 'Alternate Name' should be defined to record each name individually. It may be appropriate to include a **Currency** unit of information plus possibly **Minimum Date** and **Maximum Date** units to record the date range in which the name recorded was used.
Controlled entry?:	Free-text.
Occurs in:	Names and References
Examples:	FORT HENRY
	BADBURY RINGS

National Grid Reference Absolute Easting

Definition:	The co-ordinate location of an inventory entry expressed as a distance east of the false origin of the Ordnance Survey national grid.
Guidance:	Appropriate for use with geographic information systems. A conventionally expressed Ordnance Survey National Grid Easting may be converted to an absolute entry by the removal of the Ordnance Survey National Grid Reference 100 km Square letters, and the addition of an extra digit to the front of the Easting, chosen from Table 2 at the end of this section. Zeros should not be added to the end of grid references to produce a grid

reference of spurious precision. Instead, the **Precision** unit of information should be used to record the known precision of the grid reference.

Controlled entry?:   Recommended. Entries should be expressed as numbers.

Occurs in: Location

Examples: The Easting from TQ 429 316 becomes 5429.

National Grid Reference Absolute Northing

Definition: The co-ordinate location of an inventory entry expressed as a distance north of the false origin of the Ordnance Survey national grid.

Guidance: Appropriate for use with geographic information systems. A conventionally expressed Ordnance Survey National Grid Northing may be converted to an absolute entry by the removal of the Ordnance Survey National Grid Reference 100 km Square letters, and the addition of an extra digit to the <u>front</u> of the Northing, chosen from Table 2 at the end of this section. Zeros should not be added to the end of grid references to produce a grid reference of spurious precision. Instead, the **Precision** unit of information should be used to record the known precision of the grid reference.

Controlled entry?:   Recommended. Entries should be expressed as numbers.

Occurs in: Location

Examples: The Northing from TQ 429 316 becomes 1316.

National Grid Reference Precision

Definition: A number which indicates the precision (in metres) to which a grid reference (in either Absolute format or Ordnance Survey 100 km square format) has been entered.

Guidance: The use of this unit of information is preferable to the practice of 'padding' grid references with trailing zeros to produce a grid reference of a set number of digits. Trailing zeros used in this way introduce a spurious level of precision, and may be inaccurate. For example a monument known to lie at an unknown location, but within a given 1km square (grid reference TQ 56 34) will not be more accurately located by simply adding zeros (e.g. TQ 5600 3400). This grid reference implies that the monument is located in a 10 by 10 metre area at the south west corner of the kilometre square. Although this is more precise, the entry may well not be accurate (the monument may in fact lie in the north east of the 1km square, several hundred metres from TQ 5600 3400).

Controlled entry?:   Recommended. See INSCRIPTION.

Occurs in: Location.

Examples: 10

100

1000

The example given above should appear as:

100 km square	Easting	Northing	Precision
TQ	56	34	1000

Non Parish Area

Definition: A discrete administrative area that is the equivalent of a Civil parish, but does not have Civil Parish status.

Guidance: For historical reasons, many areas – particularly small towns, and former ecclesiastical parishes in urban conurbations – do not have Civil Parish status in the English local government hierarchy. Recording the names of these areas in the Civil Parish unit of information therefore would not be accurate. This unit of information is provided for cases where inventories need to record accurately the local administrative hierarchy.

Controlled entry?: Recommended. See INSCRIPTION.

Occurs in: Location

Examples: BOLTON, ACCRINGTON

Number in Road or Street

Definition: Number within the Post Office numbering of a street recorded as part of the address of a monument.

Guidance: Use in association with **Road or Street Name**. Entry of single numbers presents no problems. Consideration should be given, however, to a method of standardising multiple numbers, and compound numbers (e.g. 26A). The options are either to include conventions within this unit of information to indicate continuous or interrupted runs of numbers, or to create multiple entries within this unit of information to record all the permutations. The latter option maximises retrieval, if street numbers are likely to form the focus of enquiries. If this is the case, allowance will need to be made for multiple use of this unit of information in the inventory structure.

Controlled entry?: Free-text entry, with use of conventions recommended if first approach listed under 'Guidance' is adopted.

Occurs in: Location

Examples: To represent a monument located at numbers 11 to 15 along one side of a street.

either:

11-15 ODD NUMBERS

or:

11

13

15

Object type

Definition: A description of the form function or type of an artefact or object.

Guidance: In the context of MIDAS this will generally be archaeological objects. These can be defined as any physical evidence, usually portable, resulting from past human activity and human interaction with the environment, or environmental remains, that can be recovered through archaeological fieldwork.

Controlled Entry?:   Recommended. See INSCRIPTION.

Occurs in: Resources, Monument Character

Examples: ARROWHEAD, BEE HIVE QUERN, LIBATION BOWL

Ordnance Survey 1:10 000 Quarter Sheet

Definition: The eight characters which uniquely identify a map sheet from the Ordnance Survey 1: 10 000 map series.

Guidance: The 1:10 000 map scale has become established as the standard map base for many inventories, particularly of archaeological monuments. Identifying the appropriate map sheet can serve as a useful indicator of the approximate location (a 5 by 5 km square) to which an entry relates.

Controlled entry?:   Recommended. The format should follow that used by the Ordnance Survey.

Occurs in: Location

Examples: TQ 56 SW, SU 15 NE

Ordnance Survey National Grid Reference 100 km Square

Definition: The two letter code which identifies a 100 km square as defined by the Ordnance Survey national grid.

Guidance: Used in association with Ordnance Survey National Grid Reference Easting and Ordnance Survey national Grid Reference Northing to form a unique national grid reference. The 100 km square code should always be included, even in cases where all the entries in an inventory lie within a single 100 km square, since without this code the grid reference will not be unique. Recording the elements of a grid reference as separate components allows for the possibility of incorporating entries from the inventory into a Geographical Information System, or performing mathematical analysis (eg calculating distance between monuments)..

Controlled entry?:   The code for the 100 km square for a particular location is shown in the

margins of all published Ordnance Survey maps.

Occurs in:	Location
Examples:	100 km code Easting Northing Precision
	TQ 457 986 100

Ordnance Survey National Grid Reference Easting

Definition:	The part of a unique Ordnance Survey national grid reference indicating the easting within a given 100 km square.
Guidance:	Easting co-ordinates are printed along the top and bottom margins of published Ordnance Survey maps. Refer to the notes on citing grid references published on Ordnance Survey maps for additional guidance. The easting is always cited before the northing. Zeros should not be added to the end of grid references to produce a grid reference of spurious precision. Instead, the **Precision** unit of information should be used to record the known precision of the grid reference.
Controlled entry?:	No.
Occurs in:	Location
Examples:	See **Ordnance Survey National Grid Reference 100km Square**

Ordnance Survey National Grid Reference Northing

Definition:	The part of a unique Ordnance Survey national grid reference indicating the northing within a given 100 km square.
Guidance:	Northing co-ordinates are quoted along the left and right hand margins of published Ordnance Survey maps. Refer to the notes on citing grid references published on Ordnance Survey maps for additional guidance. The northing is cited after the easting.
Controlled entry?:	No.
Occurs in:	Location
Examples:	See **Ordnance Survey National Grid Reference 100km Square**

Period

Definition:	Describes the archaeological period to which a monument belongs.
Guidance:	A broad chronological assessment used usually in archaeological inventories, where more precise dates are rarely available.
Controlled entry?:	Recommended. See INSCRIPTION. The terms used should include Unknown, to record entries of unknown period. A hierarchical list to allow indexing of records at either a specific level or a general level is recommended. Alternatively, separate entries giving both a broad period

term and a narrow term should be used. For retrieval purposes in computerised systems it is recommended that default **Minimum Date** and **Maximum Date** entries are recorded automatically based on the Period terms entered.

Occurs in: Monument Character

Examples: Broad terms: PREHISTORIC

Specific terms: LATE NEOLITHIC

Postal Address

Definition: The address of a person or organization as used for communication, or to distinguish persons or organizations with similar names

Guidance: Entries should include all the information necessary for a correct postal address. Where it is important to retain up-to-date records for postal purposes, it may be advisable to record **Date of Compilation** and **Date of Last Update** for each postal address. Note that post codes may appear in this unit of information if they are only being used for postal address purposes in the inventory. If a post code is being used to assist in the location of an inventory entry, then it should appear as a separate unit of information (**Post Code**). Additional information may be appropriate for contact details (e.g. telephone and fax numbers) but these lie outside the scope of MIDAS.

Controlled entry?:   Free-text

Occurs in: People, Organizations and Roles

Examples: 221 LEWISHAM HIGH STREET

LEWISHAM

LONDON SW20

Post Code

Definition: The official post code as assigned by the Post Office

Guidance: Used to assist in location of an inventory entry. The full post code should be cited as this provides the most specific location. Post Code is particularly useful for locating entries that relate to built-up areas.

Controlled Entry?:   Free-text. The format adopted by the Post Office should be used, leaving a single space between the first and second elements of the post code, where more than one element is used.

Occurs in: Location

Examples: TW9 4DE

SN2 2GZ

SW1A

Primary Reference Number

Definition: A unique number or number and character allocated to a defined entry in the inventory. This number serves as the primary identifier to the rest of the details contained within that record.

Guidance: The use of a sequential numbering system for inventory entries is recommended, with each new entry taking the next number in the sequence. The use of additional characters or numbers in the Primary Reference Number that reflect other information (e.g. information that should be recorded under e.g. **Civil Parish**, or **Ordnance Survey 1:10 000 Quarter Sheet**) should be avoided.

Controlled entry?: A central controlled list of primary reference numbers should be maintained. Great care must be taken to avoid duplication of Primary Reference Number entries within the inventory. In computerised systems using a sequential number, this may be automated. In manual systems, a pre-printed list with each entry crossed off as it is assigned may be the most effective approach. The Primary Reference Number should always be included in reports and publication of inventory entries to refer users back to the original entry.

Occurs in: Names and References

Examples: 1000

1267

Protection Grade

Definition: The grade assigned to a particular protected monument, qualifying the type of protection extended to the monument..

Guidance: At present only Listed buildings are assigned a grade (I, II* or II, with I indicating the greatest level of statutory protection). A similar (though non-statutory) system is adopted for registered Parks and Gardens and Battlefields.

Controlled List: Recommended. See INSCRIPTION.

Occurs in: Monument Management

Examples: I

II*

II

Protection Status

Definition: Statutory or other designations relating to a monument.

Guidance: Use to identify the protection status of a monument. At the very least, national designations (Scheduled Ancient Monument, Listed Building) should be identified.

Controlled entry?:   A controlled list of terms is recommended. See INSCRIPTION.

Occurs in: Monument Management

Examples: SCHEDULED MONUMENT

                     LISTED BUILDING

                     CONSERVATION AREA

                     WORLD HERITAGE SITE

Road or Street Name

Definition: Records the road, street or other thoroughfare in which, or adjacent to which, a monument is located.

Guidance: The full name for roads and streets as used in maps, street signs, etc, should be used, avoiding the use of abbreviations. For example, Road rather than Rd, Street rather than St, as these abbreviations complicate retrieval. Where no name is available, a road number can be used. Where historic names are recorded which are no longer in use, a **Currency** flag should be used.

Controlled entry?:   An authoritative source should be used, such as current Ordnance Survey maps.

Occurs in: Location

Examples: OXFORD STREET

                     HIGH STREET

                     B4567

Scientific Date

Definition: The scientific or absolute date associated with a monument

Guidance: Use to record the date evidence as given by scientific date determinations. If it intended to automate analysis of this information it may be appropriate to introduce an additional unit of information 'Scientific Date Standard Deviation' to record the margin of statistical imprecision inherent in most scientific techniques.

Controlled entry?:   Entries should be exactly as given by the provider of the scientific date information, or in the source used. Where appropriate, record laboratory numbers to identify the sample that has provided the date.

Occurs in: Monument Character

Examples: 1580-1640 Cal BC (HAR-1234)

Scientific Date Method

Definition: Records the existence and type of scientific dating technique(s) available for a monument.

Guidance: Full details of the results of scientific dating evidence should be included in the **Description** associated with a monument. The absolute dates provided by scientific methods may contribute to the assessment of the **Period** or **Minimum** and **Maximum Date** entries for a monument, but only after the qualification attached to the method, sample or context have been assessed and given due weight.

Controlled entry?: Recommended. See INSCRIPTION.

Occurs in: Monument Character

Examples: RADIOCARBON

THERMOLUMINESCENCE

DENDROCHRONOLOGY

Source Number

Definition: The number allocated to a bibliographic or archival reference which acts as a cross-reference between the **Archive / Source Reference** and **Description**.

Guidance: Many bibliographic and archive references may be recorded as sources for an inventory entry, but some may have been used as specific sources for a **Description** associated with an entry. Source numbers can be allocated within the **Description** and can be used as cross-references to the bibliographic and archive references (see also **Archive / Source Reference**). Source Numbers should be used sequentially within the **Description**. This field may not be needed in more modern relational database inventory systems.

Occurs in: Resources

Controlled entry: Free-text. It is recommended that where source numbers are cited in **Description** entries they are placed in parentheses for clarity.

Example: Recorded against **Archive / Source Reference** Used in **Description**

1 Full excavation report. (1)
2 ...demolished in 1356. (2)

Statement of Responsibility

Definition: The name of the originator of an archive recorded in the inventory.

Guidance: Can be used to record authors names, editors, archive creators or any individual or organization that has created an archive.

Controlled entry?: Free-text. It is strongly recommended that a standardised format for entry of peoples names is adopted throughout the inventory to assist future retrieval (See **Associated Person Name**).

Occurs in:	Resources
Examples:	HALES, J D (ED)
	INSTITUTE OF FIELD ARCHAEOLOGISTS
	ANONYMOUS

Topology

Definition:	The nature of an area defined by a set of co-ordinates.
Guidance:	Used to control the treatment of a set of co-ordinates recorded in an inventory in a Geographic Information System.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Location
Examples:	POINT
	POLYGON
	LINE

Unitary Authority

Definition:	The name of a unified local authority exercising the combined functions of a County and District authority.
Guidance:	Unitary authorities were established from 1995 onwards, forming a distinct division of the local government hierarchy. Since they combine the role of both **County** and **District** it would not be appropriate to record the name of the unitary authority under either unit of information.
Controlled entry?:	Recommended. See INSCRIPTION.
Occurs in:	Location
Examples:	BATH AND NORTH EAST SOMERSET
	MILTON KEYNES

Reference Tables

Table 1. Recommended default date ranges for various sample dates.

	Minimum Date	Maximum Date	Display Date
Absolute date e.g. 1791	1791	1791	
Date Range e.g. 1451-1495	1451	1495	
Century e.g. 7th century	600	699	7th century
Prehistoric century e.g. 2nd century BC	-199	-100	2nd century BC
Date BC/AD span e.g. 1st century BC to 1st century AD	-99	99	
Early century e.g. early 7th century	600	632	
Mid century e.g. mid 7th century	633	666	
Late century e.g. late 18th century	1767	1799	
Span over centuries e.g. late 17th to early 18th century	1667	1732	
Circa date e.g. circa 1720	1710	1730	c.1720

Table 2. Conversion factors for calculating absolute grid references from conventional Ordnance Survey grid references.

This table covers all grid references for England. For additional information contact the English Heritage Data Standards Unit (see Appendix 2).

To convert a conventional grid reference using the 100 km square listed in column A, remove the 100 km square letters from the grid reference and add the number in column B to the front of the Easting, and the number in column C to the front of the Northing.

For example TQ 391 421 becomes 5391 1421.

A	B	C
NT	3	6
NU	4	6
NW	1	5
NX	2	5
NY	3	5
NZ	4	5
SB	1	4
SC	2	4
SD	3	4
SE	4	4
SG	1	3
SJ	3	3
SK	4	3
SO	3	2
SP	4	2
SS	2	1

A	B	C
ST	3	1
SU	4	1
SV	0	0
SW	1	0
SX	2	0
SY	3	0
SZ	4	0
TA	5	4
TF	5	3
TG	6	3
TL	5	2
TM	6	2
TQ	5	1
TR	6	1
TV	5	0

Figure 4 *Structural relationship of local government bodies and their MIDAS units of information*

Three tier areas	Two tier areas
County contains several..	**Unitary Authority** contains many...
Districts which contain many...	
Parish / Non Parish Areas	

APPENDICES

APPENDIX ONE: INDEXING TOOLS FOR THE CONTROL OF INVENTORY ENTRIES

To improve retrieval from inventories, it is important that terminology used in the units of information is consistent. The English language is, however, prolific in the number of words available to describe a concept or item. For example, 'Graveyard' and 'Cemetery' describe similar monument types (they are synonyms). If both terms were used within an inventory, future users would not know which term had been used in which cases. It would be impossible to accurately retrieve all of these monuments. Multiple searches could be performed, but if a future user does not know which terms have been used, how will they know which terms to search on? It is vital therefore that one term or the other is decided upon and used for indexing all monuments of this type. Indexing 'tools' are needed to control terminology and remove inconsistencies. Two principal types of tool are currently widely used, the wordlist for straightforward cases, and the thesaurus for more complex information. Appendix Two lists sources of further information on existing wordlists and thesauri. There are many advantages to be gained from adopting an existing wordlist or thesaurus:

- Compatibility of terminology, facilitating exchange of inventory information.
- The opportunity to participate in the development of an existing wordlist or thesaurus.
- Sharing of experience and knowledge between inventories.

As an alternative, inventory holders may wish to establish wordlists or thesauri of their own, to reflect the individual needs of their inventory. This section sets out a few key guidelines for development of a wordlist or thesauri. Further advice is available from the English Heritage Data Standards Unit. (See Appendix Two for contact details).

Wordlists

The simplest method of terminology control is where there is a correct list of terms to be used for reference. It is relatively easy where the number of terms is not prolific. However, it is difficult with concepts such as building, site or object types.
Wordlists can be sub-divided into two types:
- A simple wordlist of agreed terms, with no overlap between entries. Examples include a list of all the Ordnance Survey 100 km squares. There is no relationship between the entries in the wordlist.
- A wordlist with data organised with a hierarchical relationship between the entries in the list. Examples include the Period wordlist given in Table 1 at the end of Part Two of the Data Standard. This has both 'broad terms', that is, general terms forming the top level of the hierarchy and 'narrow' terms indicating specific periods. For example, 'Prehistoric' would be a broad term and 'Bronze Age' would be a narrow term. In a computerised retrieval system inventory, a search to retrieve inventory entries indexed using the broad term Prehistoric could also retrieve all the inventory entries indexed with the narrow terms of Prehistoric, that is, Palaeolithic, Mesolithic, Neolithic, Bronze Age, and Iron Age. (In this example there is a further layer of detail reflecting more specific period terms. For example 'Bronze Age' has the narrow terms 'Early Bronze Age', 'Middle Bronze Age' and 'Late Bronze Age').

Note that in a cross-referenced inventory structure, cross-referenced entries may also serve as vocabulary control tools. For example a list of Associated Person Names can serve as an

wordlist, controlling the way in which these names appear in other inventory entries. (Often such lists are referred to as authority files).

Creating a Wordlist

The following steps are recommended as a guide to establishing a wordlist:

1)   *Gather terms*

Terms to be considered can be gathered from existing wordlists or thesauri, dictionaries either general or specific to the subject area of the inventory, existing inventories or any other source material.

Having gathered a suitable list of words, each word should be tested against the following recommendations. Consistency should be regarded as paramount.

2)   *Abbreviations and acronyms*

Abbreviations and acronyms should not be used except when they are readily understood and have become so established that the full name is no longer used for example, 'radar'.

3)   *Singular or plural*

The choice of singular or plural form words will largely be decided by existing practice. Most heritage inventories record in the singular, for example, henge, chair, castle. If the singular has been used then it must be used consistently except where words are plural even though referring to a singular item, for example 'trousers'.

4)   *Spelling*

Spelling should follow accepted widest use, a recent dictionary should be used for reference.

5)   *Punctuation*

Punctuation should be kept to a minimum. The inconsistent use of punctuation in databases is the greatest inhibitor of effective retrieval. For this reason it is recommended that data in fields used for retrieval should use NO punctuation. This is a simple rule that can be remembered by users inputting into, and retrieving from databases. This means NO commas, apostrophes, full stops or hyphens.

6)   *Case*

The case of words (i.e. upper, lower or initial capitals) can be left to the discretion of the holders of the inventory, although, once decided, consistency of use must be maintained for clarity and coherence.

7)   *Synonyms and quasi-synonyms*

Synonyms and quasi-synonyms should be restricted to one 'preferred term' kept in the wordlist.

8) Regional terms

Regional terms should be avoided except where no national equivalent exists.

9) Loan words

Loan words such as foreign language words should not be used where there is a well-understood translation. However, where a loan word has an accepted use and well understood meaning then it is reasonable to use that term. In addition, if a foreign term has no precise English alternative, or where its significance would be lost in direct translation, then a foreign language term should be used.

10) Slang

Slang should not be used where the proper name is still widely used. For example photograph should be used in preference to photo. If, however, the slang describes something that has no equivalent then it may be useful to include it.

11) Trade names

Trade names should not be used where there is a common name equivalent.

12) Popular names or scientific names

The choice of popular or scientific names will be dependent on the users of the database although selecting scientific names in preference to popular names will impose some restrictions on the use of the data.

13) Order of Words

The order of words should follow natural language.

The following special cases may occur and require particular attention:

14) Homographs

If homographs (words of identical spelling but different meanings) exist and must be used within a single wordlist, then a qualifying term/s should be placed in brackets after all uses of those words to distinguish between them. For example, the Monument Type for an inventory list might include round house (lock up), round house (prehistoric hut) and round house (wheel house).

15) Compound words

Compound words should generally be split into individual concepts. For example, if the Monument Type list for an inventory of canal boats has the term 'Gunpowder Barge' this includes the concept Cargo (Gunpowder) as well as Type (Barge). If this sort of problem occurs frequently in a wordlist, it may indicate that a unit of information may need to be

created to contain the additional concept (Cargo).

Thesaurus

Like *Roget's Thesaurus,* an inventory thesaurus establishes relationships between terms, distinguishing it from the basic wordlist in which the terms are independent of each other. It thus provides a structure that terms can be fitted into, defined by their relationships with other terms. A particular advantage of a thesaurus for indexing information relating to the past is that it is possible within the same unit of information to index one entry at a very specific level (for instance where a lot of detail is available), but index other entries, for which poorer information is available, at a very generalised level.

In addition to the terms themselves, a thesaurus will normally provide instructions on when a term is relevant (referred to as scope notes) and instructions that guide a user from one term to another and indicate the nature of relationships between the terms.

Creating a thesaurus

A thesaurus will generally start with a wordlist, or other source of terminology. All the recommendations covering the choice of terms that apply to wordlists (e.g. spelling, slang terms) apply equally in a thesaurus. Indeed, it is recommended that a wordlist be established first, to see whether this is appropriate before attempting to construct a thesaurus.

Constructing a thesaurus can be an entertaining experience in its own right. It is, however, time consuming. In practice, the easiest way to draft a thesaurus is by using index cards with each term written on a separate card. The cards should be filed alphabetically during drafting for ease of reference.

Once a wordlist has been defined, the next stage is to establish and record the relationships between the terms. Three types of relationship should be identified. The example of Cemetery and Graveyard mentioned above is used to illustrate the relationships.

1)   *Equivalence Relationship*

Terms should be examined for synonyms or quasi-synonyms. One term should be identified as the 'preferred term'. Other terms should be marked as 'non-preferred'. Inventory entries should always be indexed using preferred terms. The recording of non-preferred terms in the thesaurus will guide users and compilers and searchers of the inventory to the appropriate term for indexing or retrieval. It also means that entries that would need to be excluded from a wordlist (e.g. loan words, regional terms, alternative spellings, etc) can be included in a thesaurus as non-preferred terms. Should they be suggested again as indexing terms, the inventory will not need to repeat the process of checking the terms.

For example the two cards for Cemetery and Graveyard might be marked as follows
CEMETERY (preferred term)   (on the Cemetery card)
Graveyard (non preferred term USE CEMETERY) (on the Graveyard card)

2)   *Hierarchical Relationship*

Preferred terms should be grouped hierarchically into 'Broad Terms' (BT) and 'Narrow terms' (NT). Cross-reference should be marked on the cards. Terms may have more than one Narrow Term, and more than one Broad Term, though this is less common. It may be useful to create Broad Terms that group together the terms in a thesaurus at a very generalised level, even if such terms would not be used for indexing. These terms are

referred to as 'Top Terms' or 'Class Terms' (CL).

For example the card for the Cemetery term might now look like this:

CEMETERY

	CL	RELIGIOUS, RITUAL AND FUNERARY
	BT	FUNERARY SITE
	NT	CREMATION CEMETERY
	NT	INHUMATION CEMETERY

3)   Associative Relationship

Relationships between terms that cannot be expressed hierarchically, but which may be useful for guiding users to associated terminology are recorded as 'Related Terms' (RT).

E.g. The card for the Cemetery term might now look like this:-

CEMETERY

	CL	RELIGIOUS, RITUAL AND FUNERARY
	BT	FUNERARY SITE
	NT	CREMATION CEMETERY
	NT	INHUMATION CEMETERY
	RT	MORTUARY CHAPEL

Once all the relationships between all the terms have been considered and recorded on the index cards, the thesaurus is ready for use. For ease of reference, however, it might be necessary to produce a reference list of all the preferred terms that shows the terms in their hierarchical order. This will assist in finding relevant terms during indexing of inventory records. It is conventional to indicate narrow terms on hierarchical reference lists by indentation.
For example
RELIGIOUS, RITUAL AND FUNERARY
      FUNERARY SITE
           CEMETERY
                CREMATION CEMETERY
                INHUMATION CEMETERY

Maintaining Indexing Tools

In the experience of the MIDAS development team, it is rarely possible to anticipate all the indexing terms that will be needed by an inventory at the planning stage. Indeed it is highly desirable that indexing tools should be allowed to develop in response to new terminology encountered by inventory Compilers. The important goal at the outset is therefore to ensure that the structure of the indexing tools is correct, and that procedures are in place for Compilers of inventory entries to suggest new terminology (referred to technically as 'Candidate Terms'). Candidate Terms should be considered and either added to the appropriate indexing tool, or rejected, depending on whether they fit the definition of the unit of information, and whether they adhere to the guidelines set out above. The use of a thesaurus means that unaccepted Candidate terms may be included as non-preferred terms, with a pointer indicating the preferred term. It is a sign of a healthy thesaurus that it should contain a large proportion of non-preferred terms.
Note that if your inventory is making use of a nationally defined thesaurus, such as the Thesaurus of Monument Types (see Appendix Two), then Candidate terms submitted by Compilers in your inventory may well be relevant to the national thesaurus. They should be

submitted for consideration and possible inclusion in the national thesaurus. Consult the English Heritage Data Standards Unit for advice. (See Appendix Two for contact details).

APPENDIX TWO: SOURCES OF FURTHER ADVICE AND INFORMATION

English Heritage

Further advice on the application of MIDAS, and on the availability of wordlists and thesauri may be obtained from the Data Standards Unit of English Heritage:

Data Standards Unit
English Heritage
National Monuments Record Centre
Kemble Drive
Swindon
SN2 2GZ

Tel 01793- 414883
Fax 01793-414770
E-mail dsu.info@english-heritage.org.uk

Forum on Information Standards in Heritage (FISH)

The website of the Forum on Information Standards in Heritage (FISH) provides access to downloadable wordlists, thesauri and other standards for vocabulary control as part of the INSCRIPTION initiative. The site also provides links to an email based discussion list that is open to all with an interest in the development and application of data standards in the heritage sector.

See http://www.fish-forum.info

Data Protection

Information about living, identifiable individuals may be subject to the terms of the Data Protection Act 1998. Further information is available from the Information Commissioner.

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email enquiries: data@dataprotection.gov.uk.
Web site: http://www.dataprotection.gov.uk

APPENDIX THREE: WORKED EXAMPLES

The following examples illustrate the use of MIDAS. The first is a detailed example with three further outline examples to illustrate the range of inventories that might use the standard. All are fictitious, though they are based on real situations.

1. The National Inventory of Glass Making

Setting the scene

The National Inventory of Glass Making (NIGLAM) is being developed by the members of the Historical Glass Society. The information will expand upon and where necessary update information from existing records held by the society, based on publications, site visits and correspondence with members. Volunteer society members will be called upon to assist in compiling additional information from sources held in local museums, county record offices and Sites and Monuments Records. A small grant is available from an existing glass manufacturer and a bid for funding from the National Lottery should soon allow the appointment of one full-time member of staff to co-ordinate the work, estimated to last for about two years.

The sections in italics that follow are extracts from a draft plan for the inventory produced by the Historical Glass Society. The extracts are organised under the headings used in the MIDAS manual. Each is accompanied by a commentary on potential problems and opportunities that might arise.

Working through the MIDAS Manual

Who is the inventory for?...

'NIGLAM will seek to illustrate:
* *where glass has been manufactured historically,*
* *when it was first manufactured,*
* *the influence of technical innovations on the type and distribution of glass manufacturing sites.*

It will also identify
* *documentary sources which give details of historical manufacturers,*
* *sites which still exist today,*
* *key historical figures and companies in the development of glass making, relating them to sites where they have worked*'.

Commentary: The objectives will need to be reflected in the choice of information schemes and units of information.

What will your future users want from your inventory?.

'NIGLAM will be used by the Historical Glass Society to produce a publication containing an illustrated gazetteer of glass-making sites. The inventory may also be used to provide material for a touring exhibition. The inventory will continue to be maintained by the HGS as

long as resources allow. A copy of the inventory will be deposited with the National Monuments Record.'

Commentary: Although the HGS are seen as the principal users, the long-term survival of the information contained in the inventory will require that other potential user's needs, in this case the National Monuments Record, are considered at an early stage. Inclusion of a cross-reference to the numbering system used by the National Monuments Record is desirable. Similarly, it should be considered whether the inventory entries will be copied to local authority held Sites and Monuments Records. This might be particularly important, for instance, if monuments of particular interest that should be protected from re-development are identified. The requirements of a Sites and Monuments Record inventory would need to be considered at an early stage.

What is to be included in your inventory?...

'NIGLAM will cover the whole of England. (Scotland, Wales and Ireland may be included at a later date if funding allows.) The inventory will focus on glass-manufacturing sites, and sites used for obtaining raw materials, where these can be identified. Both surviving sites, and sites known only from documentary or archaeological sources, will be included. Museum collections of glass will also be included in the inventory where these can be attributed to a particular manufacturing site.'

Commentary: It may be important to consider whether the earliest manufacture of glass (during the Roman period in England) would be of relevance to the objectives of the inventory, or whether a cut-off date of, for example, AD 1000 should be adopted, with earlier sites excluded, since the information would be very sparse. Likewise, a decision is needed whether to include existing glass manufacturers, or to exclude, for example, those established after 1900, to limit the inventory to historic sites.

What are the principal subject headings that interest you?...

'In view of the objectives outlined above, it is anticipated that entries recording Monuments will form the principal focus of the NIGLAM inventory.
Archive research will also play an important part and be recorded in the inventory.
Events and Management information are not of key importance to the inventory.
People and organizations will be very significant and merit recording separately in the inventory.'

Commentary: These priorities will need to be reflected in the choice of information schemes and units of information. Monument Character; Resources; and People Organizations and Roles are identified as key.

What will an entry in your inventory cover?...

'Each Monument entry will relate to a known site of the manufacture of glass'
Commentary: A possible problem is that these sites may have been used continuously over a hundred years or more. Early glass-making sites may have been overlain with later sites. Should these be recorded as a single entry covering the whole complex site, or as separate entries? For the objectives of this inventory it will be important to record as much as possible about the technology of each successive use of a site. For this reason, it would be advisable to divide complex sites into separate phases, each being a separate entry in the inventory. Adopting this approach, it will be necessary to cross-reference entries so that different phases that form part of the same complex site can be grouped together. A larger number of entries will be needed, but each entry will be more informative. Each entry may refer to several distinct monument types, for example a factory, workshops, glass cones, etc.

'Publications and archives that are used as sources will be included in the inventory'
Commentary: Adopting this approach will result in the need to create entries for and cross-reference an enormous number of published sources. It might be advisable to treat published bibliographic information, which can be accessed relatively easily, in a different manner from unique archives held in only one location. One approach would be to enter the details of the published sources along with the monument entries, repeating the details of the publication against each monument that it refers to. Archives may merit recording as separate entries cross-referenced to the appropriate monuments. More details could be entered about the archives in this way.

Checking your Inventory structure...

'Visits to national museums, the National Monuments Record and Public Record Office will be arranged. Experts in the Historical Glass Society will be invited to comment on the structure of the inventory. The existing HGS collection will be recorded using the NIGLAM inventory structure to identify potential problems'.
Commentary: Thorough consultation at an early stage can help avoid problems which may be much more difficult to correct later. Potential users and the eventual recipients of the data should be encouraged to assist planning.

Setting up your inventory...

'Historical Glass Society members will be invited to become NIGLAM inventory Compilers. They will be sent forms to complete with information gathered in local museums and record offices. Completed forms will be used to compile entries in the NIGLAM inventory at the HGS office. The Lottery funded post-holder will act as inventory Standards Manager.
A manual to guide Compilers will be drafted by the inventory Standards Manager.'
Commentary: Clear documentation will be particularly important as a guide to Compilers, ensuring that all the necessary information is supplied and that appropriate terminology is used. Remote compilation of information is cost-effective, but forms for collecting information from members will need to be clear and concise, to minimise the need for the Standards Manager to contact the Compilers for clarification.

Checking your inventory entries...

'Potential problems that might arise are where researcher/investigators send in incomplete or wrongly completed forms'.
Commentary: The inventory supervisor will need to monitor the quality of the completed forms closely. A system should be arranged that allows the inventory Standards Manager to contact the Compilers of records where necessary. It should also be possible for Compilers to suggest additional terminology for indexing.

Working through the MIDAS Data Standard

Having analysed the information needs for NIGLAM, the next step is to translate this into a working list of units of information, drawn from Parts One and Two of the MIDAS Data Standard. (Fig. 5)

■ **Monument Character**
In addition to the recommended units of information, NIGLAM will also be developing an additional classification scheme, 'Technique', to record the techniques in use at a particular manufacturing site, at a given date. Scientific dating plays an important part in the

interpretation of remains of the medieval period, so Scientific Date Method and Scientific Date will also be included.

● **Resources**

Only documentary archives will be recorded in the detail recommended. Bibliographies of published material will be included as part of the monument entries.

◆ **Events**

NIGLAM is not intending to record all information about events that have investigated all the monuments recorded in the inventory. However, it has been decided that identifying excavated sites may be important. For this reason, Event Type, and Maximum Date and Minimum Date (for the excavation) will be included as part of the monument entries.

☑ **Monument Management**

NIGLAM intends to identify protected monuments and will include Protection Grade and Protection Status to identify nationally protected sites. However the resources do not exist within the inventory to contemplate monitoring planning applications etc, so the Management Proposal units of information will not be used. Inventory entries will, instead, be passed to Sites and Monuments Records to ensure that significant sites are considered in the planning process. The Description unit of information will include an assessment of the importance of monuments recorded.

▭ **Names and References**

Monument Character; Resources; and People, Organizations and Roles entries will each have a Primary Reference Number, to assist in cross-reference. Monument Character and Resources will also include External Cross-reference Other Inventory Name, and External Cross-reference Other Inventory Reference Number (to record National Monuments Record Numbers, local Sites and Monuments Records numbers, numbers used by record offices to identify archives etc). Only the Monument Character information will be linked with Date of Compilation and Date of Last Update information. This will be used to identify NIGLAM entries for copying to the National Monuments Record at various stages: only those updated since the last copy was sent will need to be copied.

☺ **People, Organizations and Roles**

A central reference list of people and organizations will be held in the inventory and cross-referenced where possible to monuments. Only master glass makers are relevant to the particular needs of the NIGLAM, excluding, for example, directors of archaeological excavations of sites. In view of this, Associated Role is not considered essential (it would be the same in every case).

➔ **Location**

The particular information needs of the NIGLAM inventory do not require the ability to locate sites with a great degree of precision. Only national distribution maps for instance are considered necessary. Ceremonial County (to assist regional grouping) and the Ordnance Survey National Grid Reference units of information will be included, with the latter converted to Absolute Easting and Absolute Northing to assist digital mapping. Consideration of the needs of Sites and Monuments Records suggests that accurate grid references (to the nearest 100 metres) will be necessary.

At this point a list (or, more correctly, three separate lists) of the complete set of units of information for NIGLAM can be established (Fig 5). With a little reorganization these lists could be used to produce a set of paper forms or index cards that could be used to record

inventory entries in three separate cross-referenced files. This might be useful for testing and checking that all useful information is being recorded.

Figure 5.0 Unit of Information to be recorded by the National Inventory of Glass Making

Monuments

Information Scheme	Units of Information	Sample Entry
Names and References	Primary Reference Number	135
	Name	Bullness Glass Works
	Description	Glassworks constructed circa 1830…
	Date of Compilation	24-APR-1998
	Date of Last Update	13-JAN-2000
	Internal Cross-reference Primary Record Number	Archive 276 (Bullness & Co. archive…) People 471 (James Charles Bullness…)
	External Cross-reference Other Inventory Name	National Monuments Record
	External Cross-reference Other Inventory Reference Number	TQ 34 SW 32
Monument Character	Monument Type	GLASS CONE ANNEALING OVEN
	Evidence	BUILDING DOCUMENTARY EVIDENCE
	Construction Material	REFRACTORY BRICK
	Minimum Date	1820
	Technique (this is an additional unit of information designated by the NIGLAM inventory)	ANNEALING BLOWING
Resources	Archive/Source Title (to record publication)	Harman, J 1976 *Glass works of Old Sussex* The Lewes Mercury Jan 19th 1875
Location	County	EAST SUSSEX
	Ordnance Survey National Grid Reference 100 km Square	TQ
	Ordnance Survey National Grid Reference Easting	32
	Ordnance Survey National Grid Reference Northing	41
Events	Event Type	EXCAVATION
	Minimum Date	1975
	Maximum Date	1977
Monument Management	Protection Grade	II
	Protection Status	LISTED

Archives

Information Scheme	Units of Information	Sample Entry
Names and References	Primary Record Number	276
	Description	Company archive established in 1847 by the son of the founder, John Henry Bullness. Includes legal papers, order books and memorabilia of a visit by Prince Albert in 1857.
	Internal Cross-reference Primary Reference Number	Monument 135 (Bullness Glass Works)
	External Cross-reference Other Inventory Name	Kent Archive Office
	External Cross-reference Other Inventory Reference Number	1967/21
Resources	Archive Title	Bullness & Co archive
	Date of Origination	1830
	Statement of Responsibility	Bullness & Co archive
	Archive/Source Extent	14 boxes

People, Organizations and Roles

Information Scheme	Units of Information	Sample Entry
Names and References	Primary Reference Number	471
	Description	Master glass maker, born 1768 at Rochester…
	Internal Cross-reference Primary Reference Number	Cross-reference to Monument 135 (Bullness Glass Works) Cross-reference to People, Organizations and Roles 498 (Bullness & Co.)
People, Organizations and Roles	Associated Person Name	James Charles Bullness
	Associated Organization Name	
	Minimum Date	1830
	Maximum Date	1843

2. The Stonemoor Valley Project

Academic projects are often set up to answer specific questions or to prove a thesis. To do this data is gathered, analyzed and the results interpreted and published, often in synthetic form. But the original data will be retained for future re-investigation. For it to remain useful this data must be recorded to a consistent standard – a data standard.
A data standard is simply a list of what information should be recorded and how it should be recorded so that it will meet the needs of future users.

Setting the scene

Extract from the Stonemoor Valley Project research design:
' *Camford University Archaeological Department is planning a multi-disciplinary survey project in the Stonemoor Valley, which will take place over the next five years. The project aims to identify and record evidence of human occupation and perception of the valley, focusing on the millennium between 500 BC and AD 500. The project will start by researching and producing a computerised database – an inventory – of all known previous archaeological investigation in the Stonemoor Valley. This will include excavations, field-walking surveys, aerial photographs and the records of 19th century antiquarians. The project team will use the inventory to assess how the understanding of the Stonemoor Valley has developed over time. This will influence the interpretation of the distribution of known archaeological sites, and help to identify areas that need further survey work. On completion of the project the inventory will be archived with the Westshire Sites and Monuments Record.'*

How can MIDAS help?

MIDAS can help the Camford researchers to design their database by identifying what information they need to record about each of the previous archaeological investigations in the Stonemoor Valley.

There are seven 'information schemes' defined by MIDAS, one of which is 'Events'. Each information scheme contains a number of 'units of information', which are the items of interest to record in an inventory. Each of the different investigations in the Stonemoor Valley can be recorded as an 'Event', and by designing the database to include all of the recommended 'units of information' for 'Events', the researchers can be certain that they have recorded the right information for their project. They can also be confident that when the project ends they will be able to share their accumulated knowledge of these 'Events' with other databases that have adopted the MIDAS standard, in this case the Sites and Monuments Record at Westshire County Council. Using the MIDAS principles, the contents of the inventory therefore can be determined by the needs of the proposed users.

Fig 5.1 Units of information to be recorded by the Stonemoor Valley inventory

Information Scheme	Units of information (* = recommended unit in MIDAS)	Sample Entry	Notes
Names and References	Primary Reference Number*	264	This would be the unique number used to identify each survey, excavation or other event
	Name*	Chorley Heath Excavation	Might be useful as an additional means of rapidly identifying a particular event
	Description*	Brown and Harding's excavation was limited in scope due to the drought that summer.	Detailed notes about a particular event. In this project, source numbers might be appropriate to allow citation of specific sources.
	Date of Compilation*	29-OCT-2003	To help manage the records.
	Date of Last Update*	13-APR-2004	
	External Cross-Reference Other Inventory Name*	Westshire SMR	For cross-reference to other inventories that record events, such as the Sites and Monuments Record.
	External Cross-Reference Other Inventory Number*	WR16021	

	Compiler*	Camford University Stonemoor Valley Project	Detailed recording of who has created a particular record might not be strictly necessary. However, for the future archive a default value such as this would be appropriate.
Event	Event Type*	Excavation	These units describe the nature and date of the Event.
	Maximum Date*	JUL-1976	
	Minimum Date*	JUN-1976	
	Condition*	Poor	These units describe what was seen by the participants in the Event at the time.
	Evidence*	Sub surface deposit	
Monument Character	Monument Type*	Square barrow	For example, the original interpretation of the type and date of a monument made by those involved, e.g. the excavator or original surveyor. Reinterpretation of the same site would be recorded as a separate entry in the inventory.
	Period*	Late iron age	
	Scientific Date Method	Radiocarbon dating	To record the details of, for example, radiocarbon or thermolumiscence dates where available.
	Scientific Date Result	145 bc +/- 80	
People, Organizations and Roles	Associated Person Name	Edward Brown	The names of those involved in the original event. Each person would be recorded separately.
	Associated Organization Name	Westshire Archaeology Society	
Location	National Grid Reference Absolute Easting	45671	These units have been chosen as most appropriate for linking the inventory to a Geographic Information System.
	National Grid Reference Absolute Northing	12962	
	Height Above Ordnance Datum	15.8	
	Topology	Point	

3. Westshire Sites and Monuments Record

Setting the scene

Heritage managers are employed by many local authorities or national organizations to develop and maintain inventories of monuments. The inventories may be national or local in scope and serve a number of community needs, ranging from informing the local planning process to assisting local interest groups. For these inventories to remain useful, their data must be recorded to a consistent standard – a data standard. A data standard is simply a list of what information should be recorded and how it should be recorded so that it will meet the needs of future users. MIDAS offers such a data standard – a standard that can be used to record specific information about monuments, which will be presented as a list or inventory.

The fictional Westshire Sites and Monuments Record project below demonstrates how a heritage manger might use MIDAS.

'Westshire Sites and Monuments Record (SMR) is an inventory of the archaeology of the county of Westshire. It was established in 1977 by Westshire County Council. A new project to record in detail the archaeology of the Roman and medieval towns in the county has prompted a review of the content and a redesign of the SMR...

'One aim for the redesigned SMR will be to include the details of archaeological investigations on redevelopment sites in each town centre. This will assist in identifying important archaeological areas, and, conversely, areas where archaeological remains no longer exist. The information will assist the SMR manager in making recommenda6tions to the local planning authority in response to planning applications'. – extract from the Westshire SMR review.

How can MIDAS help?

MIDAS can help the Westshire SMR manager to redesign the inventory by identifying what information to record about earlier archaeological investigations and how to modify the existing content of the SMR.

There are seven 'information schemes' defined by MIDAS, one of which is 'Events'. Each 'information scheme' contains a number of 'units of information', which are the items of interest to record in an inventory. For example, to record the details of archaeological investigations on redevelopment sites in each town centre, each 'Event' should be included as a separate, cross-referenced part of the redesigned inventory. This will allow details of archaeological investigations to be recorded independently of the known monuments.

For instance, a series of watching briefs on trenches dug to lay new cables in North Street, Kingsham, has revealed some evidence for Roman occupation, but each separate area examined is not large enough for the results to be interpreted. It is, however, important to record what areas have been previously investigated, and what techniques were used, so that a proper research strategy can be devised. Future development work in North Street might then be allowed subject to the condition that archaeological investigation is done in advance. This would ensure that any Roman buildings that lie beneath the street would be fully recorded.

Using MIDAS to design the new part of the inventory will ensure that all the important information is recorded, and that information about these Events can be shared with other inventories, or researchers working in the area.

The review has also recommended that some additions should be made to the existing content of the Westshire SMR inventory. The intention is that the modified SMR will be 'MIDAS compliant' in two other 'information schemes' – Monument Character and 'Events', to facilitate exchange of information.

Fig 5.2. Units of information currently included in Westshire SMR.

Information Scheme	Units of information (* = recommended unit in MIDAS)	Example	Notes
Names and References	Primary Reference Number*	WR27654	A Name may not be relevant in the case of a Roman building.
	Name*		
	Date of Last Update*	28-MAY-1997	
	Compiler*	Jenny Grimshaw	
Recommended additional units for Names and References	Description*	A Roman bath house of the 3rd century is thought to lie in this area.	Allows the recording of a short summary of what is known about a monument.
	Internal Cross-Reference Primary Reference Number	WR5678	Links this entry to the new Events record.
	External Cross-Reference Other Inventory Name	National Monuments Record	Cross-reference to other monument inventories, such as that held by the National Monuments Record, or by local projects in the area covered by the SMR.
	External Cross-Reference Other Inventory Reference Number	678245	

Monument Character	Monument Type*	BATH HOUSE	May need to be repeated for indexing complex sites.
	Period*	ROMAN	
	Maximum Date	200	
	Minimum Date	299	
Recommended additional units for Monument Character	Constructional Material*	LIMESTONE	Adds a new option for indexing and retrieval, particularly for buildings records.
Location	District*	WESTBURY	
	Civil Parish*	KINGSHAM	
	Ordnance Survey National Grid Reference 100km Square*	TM	
	Ordnance Survey National Grid Reference Easting*	345	
	Ordnance Survey National Grid Reference Northing*	298	
Recommended additional units for Location	County	WESTSHIRE	Although all current Westshire SMR records fall in the same County, addition of this unit is recommended to support export of data to other inventories that may be gathering records from several county areas. It could, for example, be added automatically to reports or exported data files.
Management	Protection Status*		For example, scheduled or listed – neither relevant in this case.
	Protection Grade*		

Events	Event Type	Watching brief	This information will be split off from the existing SMR inventory, and will become part of the new Events inventory, which will be cross-referenced to the monuments inventory.
	Maximum Date	24-APR-2002	
	Minimum Date	30-APR-2002	
Resources	Archive/Source Title*	Cableworks Ltd sites in North Road	Records the source of information for this monument.
	Archive/Source Reference*	Pages 13-15	
	Archive/Source Location*	SMR filing cabinet 3	
Recommended additional units for Resources	Archive Type*	Document	Allows for better sorting and retrieval of recorded archives.

Recommended units of information for the new Events inventory are as follows.

Information Scheme	Units of information (* = recommended unit in MIDAS)	Example	Notes
Names and References (recorded once for each Event)	Primary Reference Number*	WR5678	This will uniquely identify each watching brief.
	Date of Compilation*	29-MAY-2002	This information will allow easy location of new or altered records.
	Date of Last Update*	13-JAN-2003	

	Name*	Cableworks Ltd sites	Used to record the Name of the watching brief, and notes about any discoveries made.
	Description*	Watching briefs agreed with developer in advance of digital service cable laying.	
	Compiler*	Jenny Grimshaw	Who entered this entry in the inventory.
	External Cross-Reference Other Inventory Name*	National Monuments Record Excavation Index	These will be used to cross-reference to the entries in the National Monuments Record Excavations Index, and to record numbers used by archaeological contractors.
	External Cross-Reference Other Inventory Reference Number*	10113672	
	Internal Cross-Reference Primary Reference Number	WR27654	This will be used to cross-reference to the existing Monuments section of the SMR inventory.
Events (Repeated as necessary)	Event Type*	Watching brief	This information will allow searching and retrieval by, for example, 'geophysical surveys since 1978'.
	Minimum Date*	24-APR-2002	
	Maximum Date*	30-APR-2002	
People, Organizations and Roles (Repeated as necessary)	Associated Person Name*		This could record, for example, the details of who has undertaken or paid for the investigation.
	Associated Organization Name*	Cableworks Ltd	
	Associated Role*	Developer	

Location	County*	WESTSHIRE	The same as for the Monuments inventory. (Note that an Event may not exactly coincide with the Monuments that it has investigated.)
(Repeated as necessary)	District*	WESTBURY	
	Civil Parish*	KINGSHAM	
	Ordnance Survey National Grid Reference 100km Square*	TM	
	Ordnance Survey National Grid Reference Easting*	344	
	Ordnance Survey National Grid Reference Northing*	298	

Note that the MIDAS standard only makes recommendations about the sorts of things that should be recorded in an inventory. It would be up to the Westshire SMR (possibly in discussion with other bodies holding SMR inventories) to determine what Events it is appropriate to include.

4. The Kingsham Historical Society survey

Local groups or societies often make records of the built and buried heritage of their locality – the very fabric that creates the distinctive character of a place. Increasingly, these records are being used to ensure that planning decisions preserve the local historic environment. For these records to remain useful, they need to be produced to a consistent standard – a data standard. A data standard is simply a list of what information should be recorded and how it should be recorded so that it will meet the needs of future users. MIDAS offers such a data standard – a standard that can be used to create an inventory that highlights the historic and archaeological character of an area. The fictional Kingsham Historical Society survey of Kingsham High Street demonstrates how a local group might use MIDAS.

Setting the scene

The Kingsham Historical Society is undertaking a survey of the buildings in Kingsham High Street. Many of these buildings date back to the 17th or 18th centuries and in some cases to the late medieval period when Kingsham was an important market town. The local Sites and Monuments Record (SMR), which advises the County and District Councils on heritage matters, already has details of the actual buildings in its own inventory. The Historical Society will therefore concentrate on identifying the families and businesses that have occupied the buildings in this popular shopping street. The Society's intention is to raise local awareness of the age and character of the street as a means of protecting it from unsympathetic development. Exhibitions are planned in temporarily vacant shops, and it is hoped to involve local schools in some of the historical research.

How MIDAS can help

MIDAS can help the Kingsham Historical Society to design their inventory by identifying what information they need to record about the families and businesses that occupied the buildings in Kingsham High Street.

There are seven 'information schemes' defined by MIDAS, three of which are relevant to the street survey covering archive sources, the people who lived in the High Street, and the buildings (or 'monuments'). Each information scheme contains a number of 'units of information', which are the items of interest to record in an inventory. Not all of the 'units of information' are relevant for each 'information scheme'. For example, the details of the buildings have already been recorded in full in the local SMR so that the records made by the Society need only be sufficient to allow cross-reference between the two inventories.

By compiling records in a MIDAS compliant format, the Kingsham Historical Society can be certain that the Kingsham High Street inventory contains all of the necessary information for the local SMR and other users, such as the local planning authority and family historians. The effect of the recording campaign will be to raise awareness of the historic character of the street within the local community.

Kingsham High Street Archive Inventory

This part of the inventory records all the bibliographic or other archive types, for example published descriptions such as Pevsner's guides, photographs, legal documents such as wills, tax records etc. Once assembled this will be the definitive list of all these archives that relate to the High Street.

The People of the Street

This part of the inventory would record all the people or businesses that have owned properties in the High Street known from the archives. The records would be cross-referenced one to another so that family or business relationships could be recorded as an aid to family historians.

The Buildings of Kingsham High Street

These records are deliberately brief as they serve only to link together the other two inventories. Details of the buildings are held in the Sites and Monuments Record.

Fig 5.4 Units of information for the Kingsham High Street Archives inventory

Information Scheme	Units of information (* = recommended unit in MIDAS)	Example	Notes
Names and References	Primary Reference Number*	202	These units identify and describe the archive.
	Description*	View of Albury's the butchers, slightly out of focus.	
	Date of Compilation*	27-APR-2001	These units serve to distinguish the work of different contributors to the project. These would be the people who entered information into the inventory. Those who created particular archives are recorded under 'Statement of Responsibility'.
	Date of Last Update*	27-APR-2001	
	Compiler*	Paul Anderson	
Bibliography Documentary Archives and Objects	Archive/Source Title*	Neg 27/176	The name or title given to a particular archive by the person/organization who created it.
	Date of Origination*	1927	The date when the archive was created.
	Statement of Responsibility*	Kingsham Photographic Club	The person, group or company that created the archive.
	Archive/Source Type*	Photograph	The type of archive, recorded to allow sorting or retrieval of, for example, all the photographs or all the wills.
	Archive/Source Location*	Westshire Record Office	These would be recorded to allow future users of the inventory to find the archives recorded, and assess the quantity of material available.
	Archive/Source Reference*	Kingsham Photographic Club Archive PHO/1784KPC	
	Archive Extent*	1 print	

Fig 5.5 Units of Information for the Kingsham High Street People inventory

Information Scheme	Units of information (* = recommended unit in MIDAS)	Example	Notes
Names and References	Primary Reference Number*	241	A unique number and other details used to keep track of the records.
	Date of Compilation*	27-APR-2001	
	Date of Last Update*	27-APR-2001	
	Compiler*	Paul Anderson	
	Description*	Born some time before 1902, son of Henry and Maria Albury. Opened a butchers shop in the High Street by 1927. Died 1941 in the London blitz.	Biographical details.
	Internal Cross-Reference Primary Reference Number	202 (an archive) 198 (a building)	Cross-reference to other entries in the inventory of people, or to archives or buildings recorded in other parts of the inventory. Repeated as necessary to link this entry to all other relevant entries.
	Internal Cross-Reference Qualifier	Related to	

People Organizations and Roles	Associated Person Name*	John Henry Albury	The person or organization that is the subject of this entry.
	Associated Organization Name*	Albury's the butchers	
	Associated Role*	Owner	The occupation or other role (such as 'owner') of the recorded person or organization.
	Maximum Date*	1925	The date range over which the person or organization was involved with Kingsham High Street. This could be a long span for occupants of houses, or a short involvement, for example as the architect of the local cinema.

Fig 5.6 Units of Information for the Kingsham High Street buildings inventory

Information Scheme	Units of information (* = recommended unit in MIDAS)	Example	Notes
Names and References	Primary Reference Number*	198	To identify this entry.
	Description*	Brick built town house of circa 1860, converted to a shop and shop owners flat in the early 20th century…	This would be a description of the building.
	External Cross-Reference Other Inventory Name*	Westshire SMR	This will allow the Kingsham project to cross-reference their records to the County Sites and Monuments Record.
	External Cross-Reference Other Inventory Number*	WS15875	

Monument Character (repeated as necessary)	Monument Type*	TOWN HOUSE	Used as a basic index to allow sorting and retrieval, for example of all pubs, shops, houses. Repeated as necessary, to record later uses.
	Minimum Date*	1860	
	Maximum Date*	1927	
Location	Road or Street Name	High Street	
	Number in Road or Street	44	

Indexing Tools for the Control of Inventory entries

This example, again fictitious, illustrates how indexing tools might be developed to assist with the consistency of an inventory. It uses the NIGLAM inventory from Worked Example 1 above.

'Indexing tools for the NIGLAM inventory will be needed for the Monument Type, Evidence, Construction Material and Technique units of information. To achieve the objectives of the inventory, it will be essential that these units of information are compiled using controlled terminology. This will allow consistent retrieval of information to answer queries'.

Wordlist example

'Technique' will be a unit of information and wordlist designed and maintained by the NIGLAM Standards Manager. A review of existing records and published literature suggests the following draft list of terms for inclusion in the wordlist:
annealing
blowing off-hand
blowing
casting
charcoal firing
coal firing
core dipping
core winding
cutting
forming
free blowing
fritting
glass blowing
grozing
moulding
sintering
wood firing

Comparing the list with the recommendation on wordlist terms in Appendix One, the Standards Manager sees that certain adjustments are necessary:

Hierarchies

Moulding, core winding, core dipping and *blowing* are all specific types of *forming*, which can be used as a broad term.

Punctuation

Remove the hyphen from *blowing off-hand* to avoid possible problems with retrieval.

Synonyms

Blowing off hand, *glass blowing* and *free blowing* are all covered by *blowing* which should be used as the preferred term.

Compound words
wood firing, *coal firing* and *charcoal firing* all might be factored to leave *firing* as a term, with an additional unit of information covering fuel types (*charcoal, coal, wood*).

However the Standards Manager considered this to be too complex an approach. An additional term *firing* is added to the list to allow recording of sites where firing is known to have been a technique, but the fuel type is unknown.

The final list therefore reads as:
annealing
cutting
firing
   charcoal firing
   coal firing
   wood firing
forming
   blowing
   casting
   core winding
   core dipping
   moulding
fritting
grozing
sintering

Thesaurus example

For indexing Monument Type the Standards Manager decides to adopt terms from the RCHME Thesaurus of Monument Types. *This will improve compatibility with records compiled by the National Monuments Record inventory. The following terms relating to glass manufacture are currently included:*
GLASS CONE
GLASS FURNACE
     FRITTING FURNACE
GLASS WORKING SITE
     PLATE GLASS WORKS
REVERBERATORY FURNACE
SAND PIT
SODA KILN

This covers much of what the NIGLAM inventory needs to record, but there are cases where more specific terms will be needed, covering annealing ovens (or 'lehrs' as they are sometimes referred to) and flattening kilns used in the manufacture of plate glass from blown cylinders. These will be added to the thesaurus as used by NIGLAM Compilers as follows, using the conventions set out in Appendix 1. At the same time, the Standards Manager submits the terms as Candidate terms for inclusion in the national Thesaurus of Monument Types.
ANNEALING OVEN
UF   Lehr
CL   INDUSTRIAL
BT   GLASS FURNACE

Lehr
USE   ANNEALING OVEN

FLATTENING KILN
CL   INDUSTRIAL
RT   GLASS FURNACE

APPENDIX FOUR: THE HEIRNET REGISTER AND MIDAS AUDIT SCHEME

The HEIRNET Register

Users of the MIDAS standard may find it useful to consult the Historic Environment Resources Network (HEIRNET) Register, which is available on the World Wide Web at:

http://ads.ahds.ac.uk/heirnet/index.cfm

The HEIRNET register contains details of Historic Environment Information Resources held by organizations from across the UK. The register includes details of National Monuments Records, Sites and Monuments Records, national thematic inventories, specialist resources and other information sources. Users can search the register by subject, theme and name to find contact details and (where available) links to web-sites of potential interest.

HEIRNET is working to identify HEIRs to add to the register. Users who are responsible for maintaining HEIRs are invited to supply details to HEIRNET by completing a form, available on the World Wide Web at

http://ads.ahds.ac.uk/heirnet/add.cfm

MIDAS Audit Scheme

English Heritage offer a service that will compare your inventory to the MIDAS standard and provide advice and assistance. This is available as a free service for inventories that register with HEIRNET. To use this service, once you have registered with HEIRNET, you will need to contact the Data Standards Unit of English Heritage at the address below. The Data Standards Unit will need to be informed about the units of information that you currently record. This information may typically be available to you in one or more of the following formats:-

- Paper forms or index cards that are used to compile entries for the inventory. Copies of these would be useful.

- Fields held in a database, such as Microsoft Access or a spreadsheet such as Microsoft Excel. In many instances reports on these can be automatically generated by the software. For example Microsoft Access has a 'Print Definition' option in the 'File' menu, which will produce a report detailing individual tables.

- Copies of screens used to enter data on a database. These may be available using the 'Print Screen' option on most keyboards.

- Guidance notes for those preparing entries for the database (e.g. describing what should be recorded in a particular box on a form, or in a particular field in a database). Copies would be very useful for the assessment.

- Sample entries from your inventory (database records, or copies of index cards etc).

It is up to you exactly what information you supply, but in general more information sent will improve the usefulness of the audit.

In return, you will receive a complimentary list of the MIDAS units of information, showing the equivalent units of information in your database. The Data Standards Unit can also provide details of indexing tools that may be relevant to your inventory.

Information and further details can be obtained from:-

The Data Standards Unit
English Heritage
National Monuments Record Centre
Swindon
SN2 2GZ

Or by email from dsu.info@english-heritage.org.uk

Please mark all materials sent with the name of your inventory and return address. If you would like materials supplied to be returned, please let us know. **Please do not send your only copy of any irreplaceable items.**

GLOSSARY

CORE DATA A definition of what specific units of information should always be recorded in an inventory, whenever the information is available. Used to ensure that all vital facts are collected and recorded. Each inventory should have a list of core units of information.

DATA STANDARD A statement of what data should be recorded, and how the data should be recorded, to facilitate consistency between inventory entries and between different inventories using the same standard.

DATA MODEL A structured representation or 'map' of the information contained in an inventory, showing the connections between different entries.

ENTRY The sum of all the units of information within all the information schemes which together constitute a single individual item within the inventory. Also known as a record.

INFORMATION SCHEME A grouping of units of information together constituting the information required to record in the inventory a particular aspect of a subject. Information schemes are described in Part One of the Data Standard.

INVENTORY A detailed list of items of interest. In MIDAS the term is used to cover a wide range of information systems, both computerised and manual.

SPHERE OF INTEREST The definition of what sort of entries are relevant to an inventory. This definition is used to manage what entries should be included, and what irrelevant entries should be excluded.

THESAURUS A structured wordlist which allows the relationship between terms to be defined, such that entries in an inventory may be indexed and retrieved using different terms.

UNIT OF INFORMATION Units of information are the fundamental facts of interest contained within an inventory. Each unit of information is generally the equivalent of a field in a computerised database, or a box on an index card, or a question on a survey form. Specific definitions are given in Part Two of the Data Standard.

WORDLIST An list of accepted terms used to control the information recorded in a specific unit of information within an inventory. This ensures accurate retrieval of all relevant information by a future user of the inventory. Also known as an authority list, authority file or reference data list.