MOLA spreadsheet conventions

MOLA have used the following conventions on deposited worksheets/ spreadsheets for the Peterborough Cathedral Nave Ceiling project. All data fields are formatted as text, unless explicitly stated otherwise.

1. SPREADSHEETS

1.1. CorelDraw Fig register (PCNave_cdrfig_reg01), 1 worksheet

Field name	Content
Figure (F) / Graphic (G) / Plate Ref (P) / Appendix (A) No	Unique reference for each drawing
Description	Content of the drawing
Digital Filename	Name of the digital file submitted to ADS, if applicable

1.2. Hugh Harrison drawing register (PCNave_dwg_reg01), 1 worksheet *

Field name	Content
Drawing Sheet No	Number assigned to each drawing sheet
Area	Area of cathedral covered by drawing, if applicable
Description	Content of the drawing
Digital Filename	Name of the digital file submitted to ADS, if applicable
Date	Date of creation of drawing, if applicable

1.3. Image Register (PCNave_image_reg01), 1 worksheet

Field name	Content
Image Ref No	Unique number given to image
Descripton	Subject of image
Digital – Archival Master	Filename for digital photo, as deposited with ADS
Copyright	Copyright holder
Publications	The reference/figure number of image as used in a report or publication

1.4. Report Register (PCNave_report_reg01), 1 worksheet

Field name	Content
Report title	Full title of the report
Author	Author(s) of the report/publication
Date	Month/year the report/publication was submitted/published
Digital File Name	Name of the digital file submitted to ADS, if applicable
H/C location	Box reference of the hard copy report

1.5. Bibliography (PCNave_biblio01), 1 worksheet

Field name   Content

Author   Author(s) of the report/publication
Year   Year the report/publication was submitted/published
FileName   Name of the digital file submitted to ADS, if applicable
Reference   Title of the report/publication
Type   The type of report
Month   Month in which report was submitted/published, if applicable

1.6. Documents Register (PCNave_docs_reg01), 1 worksheet

Field name   Content
D-AQ   Document reference number
D-Type   Document reference type
Yr   Document reference year
Doc type   Document type
Title   Document title
Notes   Additional information