

Proposed collection-level data***Compulsory fields**

Data field	Explanation
Code for collection*	Please check the Collections Trust website to see whether your institution already has an identifier. If it doesn't, please suggest a 2-3 letter code (eg HE = Historic England, BZL = Birmingham University Zooarchaeology Laboratory)
Name of the collection*	
Address of the collection*	Where appropriate, please include specific details, such as building/room number - not just, for example, the departmental or institutional address
Postcode*	To facilitate geographical searches
Web address*	If one exists
Primary contact details*	As a minimum please provide the name, role and email address of the primary contact, plus a web page and phone number if available
Secondary contact details	Where possible, please provide details as above for a secondary contact that is likely to be stable in the long-term, in case the primary contact leaves the organisation or is otherwise unreachable.
Type of organisation*	Please indicate whether the holding organisation is a university, commercial unit, public body, museum, private, society, other
License status*	Please indicate whether the holding organisation is licensed regarding possession of wild animal specimens. See https://www.gov.uk/government/publications/licence-to-possess-plants-and-animals-for-scientific-purposes
Collection summary*	Please provide a short, descriptive paragraph that gives an overview of the collection, including for example an indication of its size (x number of birds/mammals/fish/herps/etc.), anything significant about the collection, what proportion of the collection is available through the NZRR, i.e. an indication of extra specimens/data that may be available if contacted, who owns the collection
Access policy*	Please provide any pertinent details about accessing the collection, such as any restrictions on use, how much notice is required to arrange a visit, whether material can be loaned or sampled, whether bench fees might be charged, as well as physical access. If easier/applicable, a web address can be provided.
Date last updated*	To be used as a time stamp for the data submitted to the NZRR
Other collections held	If applicable/appropriate, indicate whether other accessible collections are held, e.g. malacological, human osteological
Acknowledgement	If applicable, how use of the collection should be cited

Proposed specimen-level data

†Preferred minimum fields

‡Fish-specific fields

NK, not known

Data field	Explanation
Id number†	Reference used to identify the specimen within its own collection
Genus†	Submit data following nomenclature used in your collection
Species†	Submit data following nomenclature used in your collection
Genus and species†	If easier, use this column rather than the split genus and species
Common name	Submit data following nomenclature used in your collection
Sex†	Ideally, code as M/F/M?/F?/C/NK
Age†	Specific ages can be given but likely to be returned as code
Fish TL‡	Fish TL preferred but if you use other measurements please send these and specify in column header
Fish: other measurements‡	Provide the measurements and a definition of the measurements used: as many columns as necessary
Completeness†	Ideally, code as Complete/Incomplete/ and/or Cranial only/Postcranial only
Cast†	Likely to be returned as yes/no in search
Breed/subspecies	
Type	Ideally, code as wild/domestic/lab/zoo
Source	Ideally code as modern/archaeological
Articulated	Likely to be returned as yes/no/no data in search
Pathology	Likely to be returned as yes/no/no data in search
Locality	Broad provenance, e.g. 'Wales', 'North Sea'
Locality details	More specific location, e.g. 'Marseilles', 'Off Flamborough Head'
Metrics (carcass)	Likely to be returned as yes/no/no data in search
Metrics (skeletal)	Likely to be returned as yes/no/no data in search
Non-metric traits	Likely to be returned as yes/no/no data in search
Biomolecular data	Likely to be returned as yes/no/no data in search
Teeth present	Likely to be returned as yes/no/no data in search
Previously sampled	Likely to be returned as yes/no/no data in search
Prep notes	Likely to be returned as yes/no/no data in search
Elements elsewhere	ID number from other collection, if known. Failing that, at least name of other collection
Ownership	Please specify if legal owner differs from holding institution
Notes	Anything that's not covered by the other fields but you think would be useful to include
Digital data: images	Provide url/ref as/if appropriate
References	Publications/reports containing data and/or contextual info for the specimen

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