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Overview:	This spreadsheet contains examples of digitised specimens and the data associated with them, matching up the collected data with corresponding Darwin Core terms and MIDS levels.
Links	
Darwin Core Terms	https://dwc.tdwg.org/terms/
MIDS	https://tdwg.github.io/mids/information-elements/index.html
Tab Key	
	Botany
	Entomology
Cell Key	
Rows with grey =	Data is auto-populated by a script/system default
Rows with BOLD =	Data is collected by the digitisers.
	*Taxonomic names to be used in the project are preemptively collected before the project starts and then used as a dropdown list for the duration of the project. Our experience suggest that trying to verify/collect taxonomic names during a project causes significant delays.
Rows with Yellow =	Data can fit into the MIDS requirement as information required to locate the specimen in the collection, but is institution-specific. Data about location in institutions e.g., room and cabinet is not published but may be necessary for collections management and accreditation reasons.
Sheet Key	Function
Definitions	Broader description of fields that are collected via NHM digitisation and either required or automatically filled by CMS settings.
Botany	MIDS terms together with their Darwin Core equivalent in reference to an Botany specimen.
Botany Examples 0-1 and Media	Example specimens and their associated data mapped into the MIDS levels. These are examples from a standard mass digitisation project of Botany collections.
Botany Example - ODA - MIDS 2	Example specimen and its associated data mapped into the MIDS levels. This example is from a project that included all of the MIDS2 level as well.
Entomology	MIDS terms together with their Darwin Core equivalent in reference to an Entomology specimen.
Entomology Example	Example specimen and its associated data mapped into the MIDS levels. The example is from a standard mass digitisation project of Entomology collections.

BOTANY

Some information collected during digitisation projects are not included in MIDS, but are important for institutional/curatorial purposes such as conservation, or accreditation.

These are below:

Darwin Core name	Data example	Darwin Core definition
CollectionCode	(Botany Department =) BOT	The name, acronym, code, or initials identifying the collection or data set from which the record was derived.
occurrenceID	(automatically generated)	An identifier for the dwc:Occurrence (as opposed to a particular digital record of the dwc:Occurrence). In the absence of a persistent global unique identifier, construct one from a combination of identifiers in the record that will most closely make the dwc:occurrenceID globally unique.
rightsHolder	"Trustees of the"	A person or organization owning or managing rights over the resource.
MaterialEntity		An entity that can be identified, exists for some period of time, and consists in whole or in part of physical matter while it exists.
preparations	e.g. sheet, slide	A list (concatenated and separated) of preparations and preservation methods for a dwc:MaterialEntity.
disposition	e.g. Currently held; on loan	The current state of a dwc:MaterialEntity with respect to a collection.
*Current Location - for internal use only		n/a
*Permanent Location - for internal use only		n/a
*Sub-Department	e.g. Algae, British and Irish Herbarium	n/a
*Bio-Geographic Region	This is used and captured for physically locating the specimen within the collection	

There are also fields that are automatically populated by the CMS upon record creation, or information that is pulled automatically from a different module upon record creation.

MIDS level	Label	Darwin Core name	Darwin Core definition
1	Name	kingdom	The full scientific name of the kingdom in which the dwc:Taxon is classified.
1	Name	phylum	The full scientific name of the phylum or division in which the dwc:Taxon is classified.
1	Name	class	The full scientific name of the class in which the dwc:Taxon is classified.
1	Name	order	The full scientific name of the order in which the dwc:Taxon is classified.

1	Name	family	The full scientific name of the family in which the dwc:Taxon is classified.
1	Name	genus	The full scientific name of the genus in which the dwc:Taxon is classified.
1	Name	specificEpithet	The name of the first or species epithet of the dwc:scientificName.
1	Name	infraspecificEpithet	The name of the lowest or terminal infraspecific epithet of the dwc:scientificName, excluding any rank designation.
1	Name	scientificNameAuthorship	The authorship information for the dwc:scientificName formatted according to the conventions of the applicable dwc:nomenclaturalCode.
1	Name	taxonRank	The taxonomic rank of the most specific name in the dwc:scientificName.
1	Name	nomenclaturalCode	The nomenclatural code (or codes in the case of an ambiregnal name) under which the dwc:scientificName is constructed.
1	Name	higherClassification	A list (concatenated and separated) of taxa names terminating at the rank immediately superior to the referenced dwc:Taxon.

Additional information IF transcription/georeferencing is part of the project. - Darwin Core terms/fields we collect, but not included in MIDS

Darwin Core name	Notes	Darwin Core definition
habitat	Verbatim from the label	A category or description of the habitat in which the dwc:Event occurred.
year		The four-digit year in which the dwc:Event occurred, according to the Common Era Calendar.
month		The integer month in which the dwc:Event occurred.
day		The integer day of the month on which the dwc:Event occurred.
Location	The precise location from the label, without the upper hierarchy.	A spatial region or named place.
continent		The name of the continent in which the dcterms:Location occurs.
islandGroup		The name of the island group in which the dcterms:Location occurs.
island		The name of the island on or near which the dcterms:Location occurs.
country		The name of the country or major administrative unit in which the dcterms:Location occurs.

stateProvince		The name of the next smaller administrative region than country (state, province, canton, department, region, etc.) in which the dcterms:Location occurs.
county		The full, unabbreviated name of the next smaller administrative region than stateProvince (county, shire, department, etc.) in which the dcterms:Location occurs.
minimumElevationInMeters		The lower limit of the range of elevation (altitude, usually above sea level), in meters.
maximumElevationInMeters		The upper limit of the range of elevation (altitude, usually above sea level), in meters.
higherGeography	(auto-generated by filling in the fields in the CMS)	A list (concatenated and separated) of geographic names less specific than the information captured in the dwc:locality term.
georeferenceProtocol		A description or reference to the methods used to determine the spatial footprint, coordinates, and uncertainties.
georeferenceSources		A list (concatenated and separated) of maps, gazetteers, or other resources used to georeference the dcterms:Location, described specifically enough to allow anyone in the future to use the same resources.
georeferencedBy		A list (concatenated and separated) of names of people, groups, or organizations who determined the georeference (spatial representation) for the dcterms:Location.
georeferencedDate		The date on which the dcterms:Location was georeferenced.
coordinateUncertaintyInMeters		The horizontal distance (in meters) from the given dwc:decimalLatitude and dwc:decimalLongitude describing the smallest circle containing the whole of the dcterms:Location. Leave the value empty if the uncertainty is unknown, cannot be estimated, or is not applicable (because there are no coordinates). Zero is not a valid value for this term.

ENTOMOLOGY

Some information collected during digitisation projects are not included in MIDS, but are important to collect for institutional/curatorial purposes such as conservation and accreditation. These are below:

Darwin Core name	Data example	Darwin Core definition
CollectionCode	(Botany Department =) BOT	The name, acronym, coden, or initialism identifying the collection or data set from which the record was derived.

occurrenceID	(automatically generated)	An identifier for the dwc:Occurrence (as opposed to a particular digital record of the dwc:Occurrence). In the absence of a persistent global unique identifier, construct one from a combination of identifiers in the record that will most closely make the dwc:occurrenceID globally unique.
rightsHolder	"Trustees of the"	A person or organization owning or managing rights over the resource.
MaterialEntity		An entity that can be identified, exists for some period of time, and consists in whole or in part of physical matter while it exists.
preparations	Slide, Pinned, etc.	A list (concatenated and separated) of preparations and preservation methods for a dwc:MaterialEntity.
disposition	e.g. Currently held; on loan	The current state of a dwc:MaterialEntity with respect to a collection.
*Current Location - for internal use only		n/a
*Permanent Location - for internal use only		n/a
*Sub-Department	e.g. Lepidoptera, Coleoptera	n/a

There are also fields that are automatically populated by the CMS upon record creation, or information that is pulled automatically from a different module upon record creation.

MIDS level	Label	Darwin Core name	Darwin Core definition
1	Name	kingdom	The full scientific name of the kingdom in which the dwc:Taxon is classified.
1	Name	phylum	The full scientific name of the phylum or division in which the dwc:Taxon is classified.
1	Name	class	The full scientific name of the class in which the dwc:Taxon is classified.
1	Name	order	The full scientific name of the order in which the dwc:Taxon is classified.
1	Name	superfamily	The full scientific name of the superfamily in which the dwc:Taxon is classified.
1	Name	family	The full scientific name of the family in which the dwc:Taxon is classified.
1	Name	subfamily	The full scientific name of the subfamily in which the dwc:Taxon is classified.
1	Name	tribe	The full scientific name of the tribe in which the dwc:Taxon is classified.
1	Name	genus	The full scientific name of the genus in which the dwc:Taxon is classified.

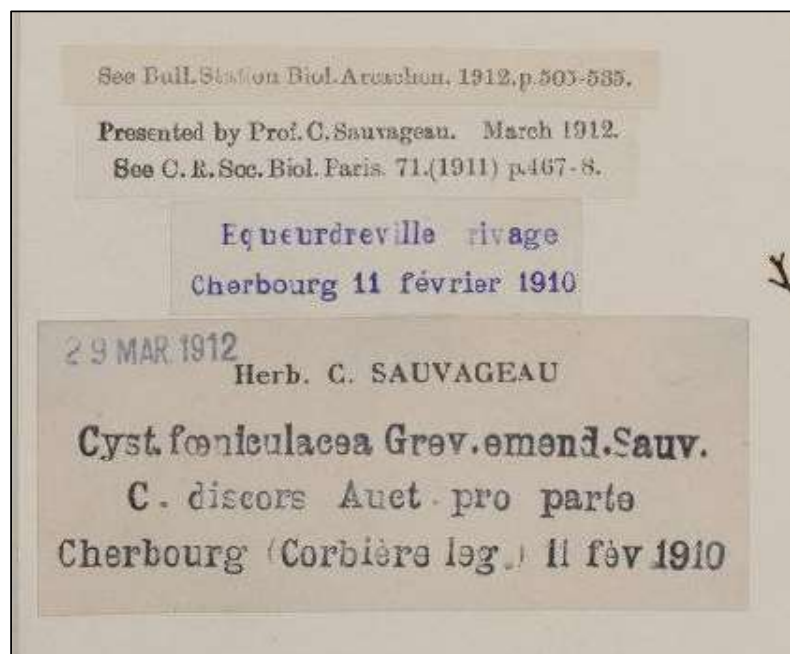
	1 Name	specificEpithet	The name of the first or species epithet of the dwc:scientificName.
	1 Name	infraspecificEpithet	The name of the lowest or terminal infraspecific epithet of the dwc:scientificName, excluding any rank designation.
	1 Name	scientificNameAuthorship	The authorship information for the dwc:scientificName formatted according to the conventions of the applicable dwc:nomenclaturalCode.
	1 Name	taxonRank	The taxonomic rank of the most specific name in the dwc:scientificName.
	1 Name	nomenclaturalCode	The nomenclatural code (or codes in the case of an ambiregna name) under which the dwc:scientificName is constructed.

MIDS					
level	Label	Darwin Core name	Darwin Core definition	Information type	Notes
0	Organization	InstitutionCode	The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	e.g. NHMUK	Auto-populated by the CMS system default.
0	PhysicalSpecimenID	CatalogNumber	An identifier (preferably unique) for the record within the data set or collection.	Unique identifier/Barcode	
1	License	license	A legal document giving official permission to do something with the resource.	e.g. CC0-1.0	Bulk updating records when image ingest happens.
1	Modified	modified	The most recent date-time on which the resource was changed.		Auto-populated by the CMS system default.
1	Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	e.g. <i>Arctium minus</i> subsp. <i>pubens</i> (Bab.) Arènes	The list of taxonomic names to be used by a project is collected before the project begins and used as a dropdown list to select from.
1	ObjectType	basisofRecord	The specific nature of the data record.	e.g. Specimen	Auto-populated by the CMS system default/script
1				Bio-Geographic region	Collected by the digitisers for institutional use; not an internationally standardised field.
2	Media	associatedMedia	A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence.	Media (photograph)	

Additional information IF transcription/georeferencing is part of the project.

2	CollectingAgent	recordedBy	A list (concatenated and separated) of names of people, groups, or organizations responsible for recording the original dwc:Occurrence. The primary collector or observer, especially one who applies a personal identifier (dwc:recordNumber), should be listed first.
2	CollectingNumber	fieldNumber	An identifier given to the dwc:Event in the field. Often serves as a link between field notes and the dwc:Event.
2	DateCollected	eventDate	The date-time or interval during which a dwc:Event occurred. For occurrences, this is the date-time when the dwc:Event was recorded. Not suitable for a time in a geological context.
2	QualitativeLocation	verbatimLocality	The original textual description of the place.
2	QuantitativeLocation	decimalLatitude	The geographic latitude (in decimal degrees, using the spatial reference system given in dwc:geodeticDatum) of the geographic center of a dcterms:Location. Positive values are north of the Equator, negative values are south of it. Legal values lie between -90 and 90, inclusive.

2	QuantitativeLocation	decimalLongitude	The geographic longitude (in decimal degrees, using the spatial reference system given in dwc:geodeticDatum) of the geographic center of a dcterms:Location. Positive values are east of the Greenwich Meridian, negative values are west of it. Legal values lie between -180 and 180, inclusive.
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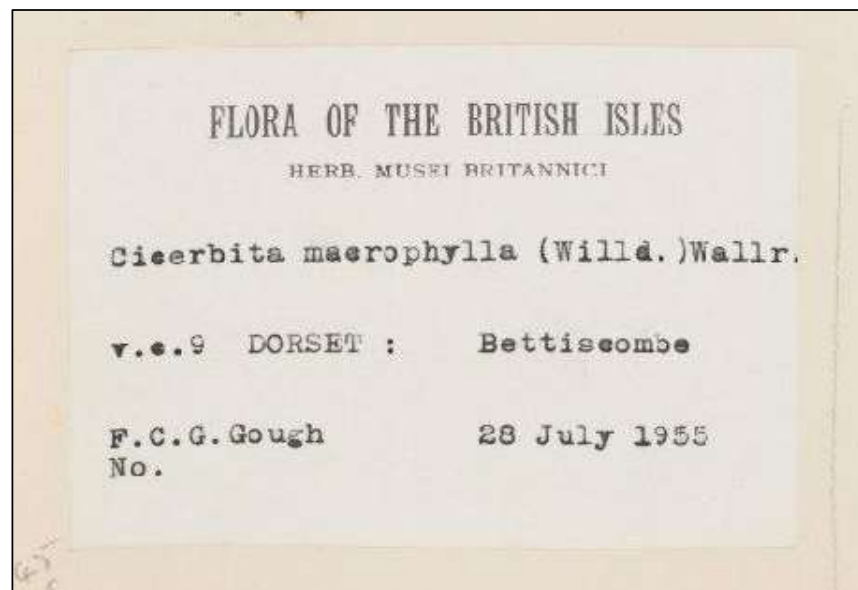


Figs. 1 & 2, BM015757291, *Cystoseira foeniculacea* (L.) Grev. specimen and associated labels, scale bar and colour chart

MIDS level	Label	Darwin Core terms	Description	Data	Notes
Example A - Brown Algae Project					
MIDS Level 0					
0 Organization		InstitutionCode	The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	NHMUK	Auto-populated by the CMS system default.
0 PhysicalSpecimenID		CatalogNumber	An identifier (preferably unique) for the record within the data set or collection.	BM015757291	Unique Identifier, encoded into a machine readable barcode including the "BM" prefix.
MIDS Level 1					

1 License	license	A legal document giving official permission to do something with the resource.	Image = CC0, Data = CC BY	CC0 waives all copyright and related rights, effectively placing the data in the public domain. CC BY allows anyone to use, share, adapt, and build upon copyrighted data, as long as they give credit to the original creator
1 Modified	modified	The most recent date-time on which the resource was changed.	2025-04-24T13:01:27+00:00	Auto-populated by the CMS system default.
1 Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	Cystoseira foeniculacea (L.) Grev.	Whilst this data is not always present on the specimen image, this is denoted by labels within the collection.
1 ObjectType	basisofRecord	The specific nature of the data record.	Specimen (PreservedSpecimen)	Auto-populated by the CMS system default/script
	CollectionCode		BOT	Auto-populated by the CMS system default/script
	occurrenceID		29fc480e-5068-48c5-aea4-d031f0087863	Auto-populated by the CMS system default.
	rightsHolder		©; The Trustees of the Natural History Museum, London	Bulk update of records when image ingests/record creation happens.
	kingdom			Auto-populated based on existing CMS data
	phylum		Ochrophyta	Auto-populated based on existing CMS data
	class		Phaeophyceae	Auto-populated based on existing CMS data
	order		Fucales	Auto-populated based on existing CMS data
	family		Sargassaceae	Auto-populated based on existing CMS data

	genus	Cystoseira	Auto-populated based on existing CMS data
	specificEpithet	foeniculaea	Auto-populated based on existing CMS data
	infraspecificEpithet		Auto-populated based on existing CMS data
	scientificNameAuthorship	(L.) Grev.	Auto-populated based on existing CMS data
	taxonRank	Species	Auto-populated based on existing CMS data
	nomenclaturalCode	ICBN	Auto-populated based on existing CMS data
	higherClassification	Ochrophyta; Phaeophyceae; Fucales; Sargassaceae	Auto-populated by the CMS system default based on existing data in the CMS
	MaterialEntity	Sheet	Auto-populated by the CMS system default/script
	preparations	Sheet	Bulk update of records when image ingests/record creation happens.
	disposition	Currently held	Auto-populated by the CMS system default/script
	Sub-department	Algae	Auto-populated by the CMS system default/script
	Bio-geographic region	World excluding British Isles	Collected by the digitisers for institutional use; not an internationally standardised field.
MIDS Level 2			
2 Media	associatedMedia	A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence. 015757291	Photographs of specimen and labels

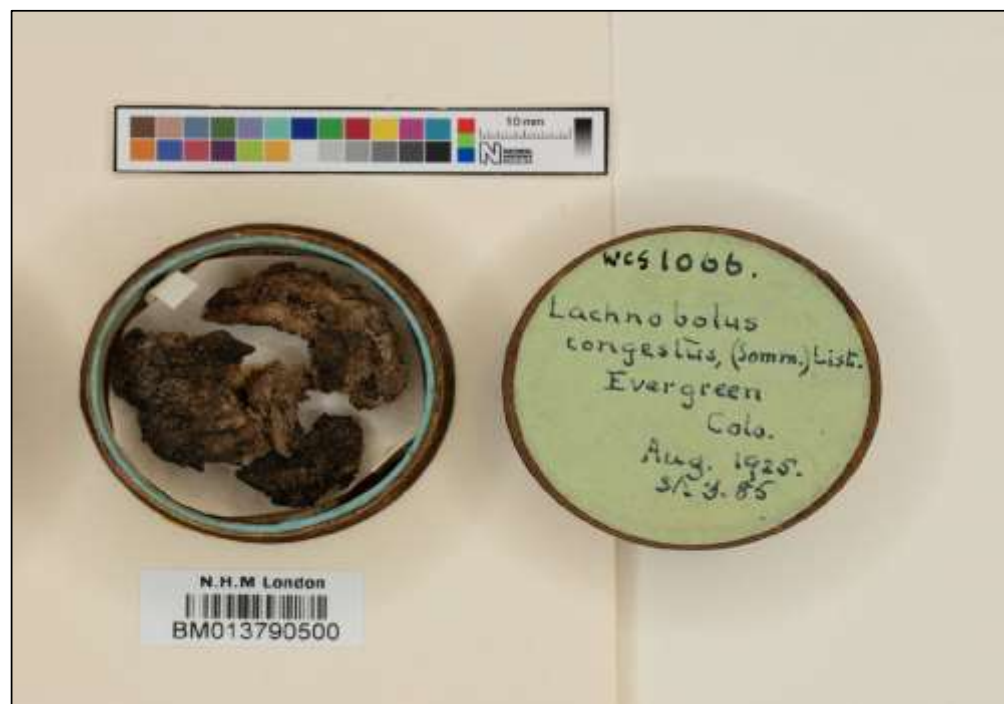


Figs. 3 & 4, BM014144101, *Cicerbita macrophylla* subsp. *uralensis* (Rouy) P.D.Sell specimen and associated labels, scale bar and colour chart

MIDS					
level	Label	Darwin Core terms	Description	Data	Notes
Example B - British and Irish Asterales					
MIDS Level 0					
0	Organization	InstitutionCode	The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	NHMUK	Auto-populated by the CMS system default.
0	PhysicalSpecimenID	CatalogNumber	An identifier (preferably unique) for the record within the data set or collection.	BM014144101	Unique Identifier, encoded into a machine readable barcode including the "BM" prefix.
MIDS Level 1					

	license	A legal document giving official permission to do something with the resource.	Image = CC0, Data = CC BY	CC0 waives all copyright and related rights, effectively placing the data in the public domain. CC BY allows anyone to use, share, adapt, and build upon copyrighted data, as long as they give credit to the original creator
	modified	The most recent date-time on which the resource was changed.	2024-10-14T15:39:58+00:00	Auto-populated by the CMS system default.
1 Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	Cicerbita macrophylla subsp. uralensis (Rouy) P.D.Sell	Whilst this data is not always present on the specimen image, this is denoted by labels within the collection.
1 ObjectType	basisofRecord	The specific nature of the data record.	Specimen (PreservedSpecimen)	Auto-populated by the CMS system default/script
	CollectionCode		BOT	Auto-populated by the CMS system default/script
	occurrenceID		e707c7e6-75b2-4e7c-89f7-c251d713dc71	Auto-populated by the CMS system default.
	rightsHolder		©; The Trustees of the Natural History Museum, London	Bulk update of records when image ingests/record creation happens
	kingdom		Plantae	Auto-populated based on existing CMS data
	phylum		Magnoliophyta	Auto-populated based on existing CMS data
	class			Auto-populated based on existing CMS data
	order		Asterales	Auto-populated based on existing CMS data
	family		Asteraceae	Auto-populated based on existing CMS data
	genus		Cicerbita	Auto-populated based on existing CMS data
	specificEpithet		macrophylla	Auto-populated based on existing CMS data

	infraspecificEpithet	uralensis	Auto-populated based on existing CMS data
	scientificNameAuthorship	(Rouy) P.D.Sell	Auto-populated based on existing CMS data
	taxonRank	Subspecies	Auto-populated based on existing CMS data
	nomenclaturalCode	ICBN	Auto-populated based on existing CMS data
	higherClassification	Magnoliophyta; Asterales; Asteraceae	Auto-populated by the CMS system default based on existing data in the CMS
	MaterialEntity	Sheet	Auto-populated by the CMS system default/script
	preparations	Sheet	Bulk update of records when image ingests/record creation happens.
	disposition	Currently held	Auto-populated by the CMS system default/script
	Sub-department	British and Irish Herbarium	Auto-populated by the CMS system default/script
	Bio-geographic region	9 Dorset	Collected by the digitisers for institutional use; not an internationally standardised field.
MIDS Level 2			
2 Media	associatedMedia	<p>A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence.</p> <p>014144101</p>	Photographs of specimen and labels

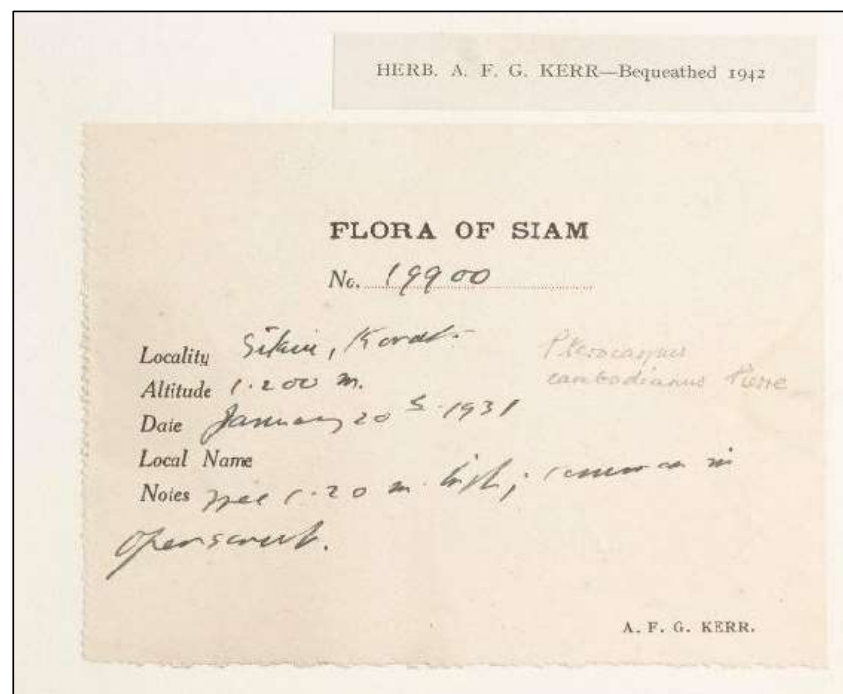


Figs. 5, BM013790500, *Arcyodes incarnata* (Alb. & Schwein.) O.F.Cook specimen and associated labels, scale bar and colour chart

MIDS level	Label	Darwin Core terms	Description	Data	Notes
Example C - Slime Mould Digitisation					
MIDS Level 0					
0 Organization	InstitutionCode		The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	NHMUK	Auto-populated by the CMS system default.
0 PhysicalSpecimenID	CatalogNumber		An identifier (preferably unique) for the record within the data set or collection.	BM013790500	Unique Identifier, encoded into a machine readable barcode including the "BM" prefix.
MIDS Level 1					

1 License	license	A legal document giving official permission to do something with the resource.	Image = CC0, Data = CC BY	CC0 waives all copyright and related rights, effectively placing the data in the public domain. CC BY allows anyone to use, share, adapt, and build upon copyrighted data, as long as they give credit to the original creator
1 Modified	modified	The most recent date-time on which the resource was changed.	2024-08-07T14:49:39+00:00	Auto-populated by the CMS system default.
1 Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	Arcyodes incarnata (Alb. & Schwein.) O.F.Cook	Whilst this data is not always present on the specimen image, this is denoted by labels within the collection.
1 ObjectType	basisofRecord	The specific nature of the data record.	Specimen (PreservedSpecimen)	Auto-populated by the CMS system default/script
	CollectionCode		BOT	Auto-populated by the CMS system default/script
	occurrenceID		24a0f015-c0f4-45d9-atcd-783de91d7168	Auto-populated by the CMS system default.
	rightsHolder		©; The Trustees of the Natural History Museum, London	Bulk update of records when image ingests/record creation happens
	kingdom			Auto-populated based on existing CMS data
	phylum		Amoebozoa	Auto-populated based on existing CMS data
	class		Myxogastria	Auto-populated based on existing CMS data
	order			Auto-populated based on existing CMS data
	family			Auto-populated based on existing CMS data
	genus		Arcyodes	Auto-populated based on existing CMS data
	specificEpithet		incarnata	Auto-populated based on existing CMS data

	infraspecificEpithet			Auto-populated based on existing CMS data
	scientificNameAuthorship	(Alb. & Schwein.) O.F.Cook		Auto-populated based on existing CMS data
	taxonRank	Species		Auto-populated based on existing CMS data
	nomenclaturalCode	ICBN		Auto-populated based on existing CMS data
	higherClassification	Amoebozoa; Myxogastria		Auto-populated by the CMS system default based on existing data in the CMS
	MaterialEntity			Auto-populated by the CMS system default/script
	preparations	Box		Bulk update of records when image ingests/record creation happens.
	disposition	Currently held		Auto-populated by the CMS system default/script
	Sub-department	Lichens and Slime Moulds		Auto-populated by the CMS system default/script
	Bio-geographic region	North America		Collected by the digitisers for institutional use; not an internationally standardised field.
MIDS Level 2				
2 Media	associatedMedia	A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence.		013790500 Photographs of specimen and labels



Figs. 1 & 2, BM013406622, *Pterocarpus macrocarpus* Kurz specimen and associated labels, scale bar and colour chart

MIDS level	Label	Darwin Core terms	Description	Data	Notes
Example D - ODA					
MIDS Level 0					
0 Organization	InstitutionCode		The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	NHMK	Auto-populated by the CMS system default.
0 PhysicalSpecimenID	CatalogNumber		An identifier (preferably unique) for the record within the data set or collection.	BM013406622	Unique Identifier, encoded into a machine readable barcode including the "BM" prefix.
MIDS Level 1					

1 License	license	A legal document giving official permission to do something with the resource.	Image = CC0, Data = CC BY	CC0 waives all copyright and related rights, effectively placing the data in the public domain. CC BY allows anyone to use, share, adapt, and build upon copyrighted data, as long as they give credit to the original creator
1 Modified	modified	The most recent date-time on which the resource was changed.	2023-05-24T13:34:03+00:00	Auto-populated by the CMS system default.
1 Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	Pterocarpus macrocarpus Kurz	Whilst this data is not always present on the specimen image, this is denoted by labels within the collection.
1 ObjectType	basisofRecord	The specific nature of the data record.	Specimen (PreservedSpecimen)	Auto-populated by the CMS system default/script
	CollectionCode		BOT	Auto-populated by the CMS system default/script
	occurrenceID		c5e1e261-2a08-4867-bf7a-02befc2ff6c0	Auto-populated by the CMS system default.
	rightsHolder		©; The Trustees of the Natural History Museum, London	Bulk update of records when image ingests/record creation happens.
	kingdom		Plantae	Auto-populated based on existing CMS data
	phylum			Auto-populated based on existing CMS data
	class			Auto-populated based on existing CMS data
	order		Fabales	Auto-populated based on existing CMS data
	family		Fabaceae	Auto-populated based on existing CMS data
	genus		Pterocarpus	Auto-populated based on existing CMS data

	specificEpithet	macrocarpus	Auto-populated based on existing CMS data
	infraspecificEpithet		Auto-populated based on existing CMS data
	scientificNameAuthorship	Kurz	Auto-populated based on existing CMS data
	taxonRank	Species	Auto-populated based on existing CMS data
	nomenclaturalCode	ICBN	Auto-populated based on existing CMS data
	higherClassification	Fabales; Fabaceae; Papilionoideae	Auto-populated by the CMS system default based on existing data in the CMS
	MaterialEntity	Sheet	Auto-populated by the CMS system default/script
	preparations	Sheet	Bulk update of records when image ingests/record creation happens.
	disposition	Currently held	Auto-populated by the CMS system default.
	Sub-department	Gen Herb	Auto-populated by the CMS system default/script
	Bio-geographic region	Indo-china	Collected by the digitisers for institutional use; not an internationally standardised field.
MIDS Level 2			
2 Media	associatedMedia	013406622	Photographs of specimen and labels
2 CollectingNumber	fieldNumber	19900	Transcribed from label data
2 DateCollected	eventDate	1/20/1931	Transcribed from label data
	habitat		Transcribed from label data
2 CollectingAgent	recordedBy	Arthur Francis George Kerr	Transcribed from label data
	locality	Sikiu [= Sikhio]	Transcribed from label data
2 QualitativeLocation	verbatimLocality	Siam, Korat, Sikiu; alt. c. 200 m.	Transcribed from label data
	Location	Sikiu [= Sikhio]	Interpreted Georeference from Transcribed data
	continent	Asia	Interpreted Georeference from Transcribed data
	islandGroup		Interpreted Georeference from Transcribed data
	island		Interpreted Georeference from Transcribed data
	country	Thailand	Interpreted Georeference from Transcribed data

	stateProvince	Nakhon Sawan	Interpreted Georeference from Transcribed data
	county		Interpreted Georeference from Transcribed data
	minimumElevationInMeters	200	Interpreted Georeference from Transcribed data
	maximumElevationInMeters		Interpreted Georeference from Transcribed data
2 QuantitativeLocation	decimalLatitude	14.916667	Interpreted Georeference from Transcribed data
2 QuantitativeLocation	decimalLongitude	101.716667	Interpreted Georeference from Transcribed data
	coordinateUncertaintyInMeters		Interpreted Georeference from Transcribed data
	georeferencedBy	Jacek Wajer	Filled in by the Georeferencer
	georeferencedDate	3/14/2019	Filled in by the Georeferencer
	georeferenceProtocol	Google Maps	Filled in by the Georeferencer
	georeferenceSources		Filled in by the Georeferencer
	higherGeography	Asia; Thailand; Nakhon Sawan	Auto-populated by the CMS system default based on existing data in the CMS

MIDS					
level	Label	Darwin Core name		Information type	Notes
0	Organization	InstitutionCode	The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.	e.g. NHMUK	Auto-populated by the CMS system default.
0	PhysicalSpecimenID	CatalogNumber	An identifier (preferably unique) for the record within the data set or collection.	Unique identifier	
1	License	license	A legal document giving official permission to do something with the resource.	e.g. CC0-1.0	Bulk updating records when image ingest happens.
1	Modified	modified	The most recent date-time on which the resource was changed.		Auto-populated by the CMS system default.
1	Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.		
1	ObjectType	basisofRecord	The specific nature of the data record.	e.g. Specimen	Bulk updating records when image ingest/record creation happens.
2	Media	associatedMedia	A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence.	Media (photograph)	



Figs. 1 & 2, NHMUK 010809009, *Bombus (Megabombus) hortorum* (Linnaeus, 1761) specimen and associated labels and scale bar

MIDS level	Label	Darwin Core name	Description	Example Data	Notes
MIDS Level 0					
0 Organization	InstitutionCode	The name (or acronym) in use by the institution having custody of the object(s) or information referred to in the record.		NHMUK (acronym for Natural History Museum, London)	Auto-populated by the Collection Management System (CMS) system default.
0 PhysicalSpecimenID	CatalogNumber	An identifier (preferably unique) for the record within the data set or collection.		010809009	Unique Identifier, encoded into Data Matrix Barcode
MIDS Level 1					
1 License	license	A legal document giving official permission to do something with the resource.		Image = CC0, Data = CC BY	CC0 waives all copyright and related rights, effectively placing the data in the public domain. CC BY allows anyone to use, share, adapt, and build upon copyrighted data, as long as they give credit to the original creator
1 Modified	modified	The most recent date-time on which the resource was changed.		2021-01-30T14:58:00+00:00	Auto-populated by the CMS system default.

1	Name	scientificName	The full scientific name, with authorship and date information if known. When forming part of a dwc:Identification, this should be the name in lowest level taxonomic rank that can be determined. This term should not contain identification qualifications, which should instead be supplied in the dwc:identificationQualifier term.	Bombus (Megabombus) hortorum (Linnaeus, 1761)	Whilst this data is not present in the specimen image, this is denoted by labels within the collection. Higher classifications (e.g., Hymenoptera, Insecta etc.) are also noted within the CMS Taxonomy module.
1	ObjectType	basisofRecord	The specific nature of the data record.	Specimen	Bulk update of records when image ingests/record creation happens.
MIDS Level 2					
2	CollectingAgent	recordedBy	A person, group, or organization responsible for recording the original dwc:Occurrence.	K.M. (= Kenneth MacKinnon) Guichard	Transcribed from label data, data in parenthesis is interpreted from label data
2	CollectingNumber	fieldNumber	An identifier given to the event in the field. Often serves as a link between field notes and the dwc:Event.		This specimen has no collector number. Primarily seen with Botanical specimens though some Entomology collectors have also utilised these
2	DateCollected	eventDate	The date-time or interval during which a dwc:Event occurred. For occurrences, this is the date-time when the dwc:Event was recorded. Not suitable for a time in a geological context.	/08/1939	Transcribed from label data
2	Media	associatedMedia	A list (concatenated and separated) of identifiers (publication, global unique identifier, URI) of media associated with the dwc:Occurrence.		Photographs of specimen and labels
2	QualitativeLocation	verbatimLocality	The original textual description of the place.	Dunvegan, Skye	Transcribed from label data
2	QuantitativeLocation	decimalLatitude	The geographic latitude (in decimal degrees, using the spatial reference system given in dwc:geodeticDatum) of the geographic center of a dcterms:Location. Positive values are north of the Equator, negative values are south of it. Legal values lie between -90 and 90, inclusive.	57.4366	Interpreted Georeference from Transcribed data
2	QuantitativeLocation	decimalLongitude	The geographic longitude (in decimal degrees, using the spatial reference system given in dwc:geodeticDatum) of the geographic center of a dcterms:Location. Positive values are east of the Greenwich Meridian, negative values are west of it. Legal values lie between -180 and 180, inclusive.	-6.5813	Interpreted Georeference from Transcribed data
2	TypeStatus	typeStatus	A list (concatenated and separated) of nomenclatural types (type status, typified scientific name, publication) applied to the subject.		Specimen is not a type specimen, so no status is recorded