

# **CODEBOOK AND USER MANUAL**

## **DATABASE COMMONS**

**Version 5.2 (View-only version), May 2021**

## **Latest changes**

May 3, 2021: changed login credentials for online database

# INTRODUCTION

## **About the Codebook**

This is the View-only version of the codebook, containing all the required descriptions of fields of the original database that can be viewed by everybody. Next to this version, versions 5.0 (Full version) and 5.1 (Contributors version) have been created, respectively for the database developers and those who – in the future - want to contribute new data to the database.

## **Purpose of the database**

The database CommonsDB is a result of the research activities related to the projects '*Data Infrastructures for the Study of Guilds and Other Forms of Collective Action*' (completed ultimo 2011) the ERC-funded project "'*United We Stand*". *The Dynamics and Consequences of Institutions for Collective Action in Pre-Industrial Europe*", and the NWO-funded project "'*Common Rules*". The regulation of institutions for managing commons in Europe, 1100 - 1800'.

The database is created to enter, store, and analyze data on commons throughout Europe. We focus on two kinds of data:

- general data on the commons (name, location, population, natural environment, et cetera). These data are being gathered from a wide range of sources, such as compendiums, atlases, archival documents, et cetera.
- data on the regulation of these commons. These data come from either original archival sources (such as the *markeboeken* for the Dutch commons) or from transcribed sources (either in hard copy or in digital form).

## Way of handling data

The general data on the commons – entered in the Main Table Commons – had already been transferred integrally from the original dataset. These data have been collected and entered previously.

Regarding the data on regulation, data has been entered in various consecutive steps:

- selecting text containing common rules from the original source
- transferring the selected original, separate rules from the original or transcribed source into the dataset (Original Rules)
- translating the text Original Rules into modern-day English

After these initial preparatory steps, the first steps of the analysis process begin.

- in case the Original Rule contains various separate rules, the text of the Original Rule was partly or entirely (the latter in case the Original Rule equals the Individual Rule, i.e. a one-to-one relationship) rule copied to the Individual Rule (Note: in case the Original Rule contains only one single rule, the Individual Rule will be equal to the Original Rule (one-on-one-relationship); in the other cases, the Original Rule and the Individual Rules have a one-to-many-relationship).
- in the next step, the Individual Rule was 'dissected', coding the various individual elements of the rule (resource concerned, nature of the rule, et cetera).
- each Individual Rule may contain either a) no sanctions, b) one sanction, or c) several sanctions for breaking the Individual Rule concerned; subsequently, the relationship between Individual Rule and Sanctioning General therefore is a) null, b) one-to-one, c) one-to-many). The sanctioning and their characteristics (nature, amount of fine, status of offenders, et cetera) are

being registered in three separate tables. One General Sanction may contain a) one specific type of sanctioning, or b) several specific types of sanctioning. Therefore, the relationship between Sanctioning General and Sanctioning Specific is a) one-to-one, b) one-to-many. The specific types of sanctioning may contain either a) no subdivision, b) one subdivision, or c) several subdivisions. Therefore, the relationship between Sanctioning Specific and Subdivision is a) null, b) one-to-one, c) one-to-many).

## **Structure of the database**

Based upon the structure of the data found so far, the database has been designed by creating 6 main tables and numerous subtables. The database has been designed in a way that the main tables contain unique information per record, whereas the subtables are being used as reference lists (drop-down-lists) for the main tables; the subtables also are being used to code the entered data simultaneously at entry. For schematic overview see Appendix A.

The names of the tables in the set refer to the assigned role they have. The system is as follows:

Main tables: Main Table, followed by the item the table deals with (Commons, Original Rules, Individual Rules, Sanctioning (general), Sanctioning (specific), and Subdivision)

Subtables: Subt, followed by a space, followed by the character(s) defining the related main table (**C=Commons**, **Ir=IndividualRules**, **Sc=Sanctioning**), followed by an underscore and a description of the item the subtable contains. For an overview of the current tables, see Appendix B.

## DESCRIPTION OF THE TABLES USED

### Main Table Commons

Name	Type of data	Specification	Min. length	Max. length	Link sub??	Name related subtable	Description	Oblig.?
<b>Common ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of common; primary key.	Yes,
<b>Common Name Main</b>	Text	Free text; name as locally used	1	255	No	-	The most commonly used name of the common concerned.	Yes
<b>Common Name Alias</b>	Text	Free text; names as locally used	0	255	No	-	Alternative names for common concerned.	No
<b>Country Name</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt C Country	Country where common is located.	Yes
<b>Region Name</b>	Text	Text from fixed selection options	5	5	Yes	Subt C Region	Indicates region where common is located.	Yes
<b>Location</b>	Text	Free text, name as locally used	1	50	No	-	Indicates name of town / village common is situated.	Yes
<b>Location Specific</b>	Text	Free text, names as locally used	0	255	No	-	Field for further specification location (if applicable).	No
<b>Location Cadastral</b>	Text	Free text	0	50	No	-	Field for cadastral designation of common (if known / applicable).	No
<b>Type of Common</b>	Text	Free text	0	50	No	-	Indicates type of common as mentioned locally.	No
<b>Type of Common ICA</b>	Text	Text from fixed selection options	5	5	Yes	Subt C Typecommon	Type of common in regard to definitions ICA	No

<b>Start Year Estimated</b>	Text	Free text	0	50	No	-	Estimated year of start common (e.g. before 1352, 1450-1506, etc.).	No
<b>Start Year Exact</b>	Text (may be changed to numeric)	Free text (may be changed to 4 digits, integer, between 1000 and 2012)	0	4	No	-	Exact year of start common (if known).	No
<b>End Year Estimated</b>	Text	Free text	0	50	No	-	Non-exact year of end common (e.g. before 1352, 1450-1506, etc.).	No
<b>End Year Exact</b>	Text (may be changed to numeric)	Free text (may be changed to 4 digits, integer, between 1000 and 2012)	0	50	No	-	Exact year of end common (if known).	No
<b>Surface Estimated Year</b>	Text (may be changed to numeric)	Free text (may be changed to 4 digits, integer, between 1000 and 2012)	0	50	No	-	Year that the estimated surface (if known) applies to.	No
<b>Surface Estimated Original</b>	Text	Free text	0	255	No	-	The original description of the estimated surface.	No
<b>Surface Estimated Amount</b>	Numeric	Either integers or digital fractions (2 1/2 becomes 2,5)	0	n/a	No	-	The amount of the estimated surface (only numeric, so without the unit of measure, e.g. in case of 14 hectares, 14 is displayed).	No
<b>Surface Code Unit</b>	Text	Text from fixed selection options	0	50	Yes	Subt C SurfaceUnit	Measure of surface unit.	No
<b>Hectares</b>	Numeric	Numbers in digital fractures up to two digits (100 > 100.00)	0	7	Yes	Subt C SurfaceUnit	Surface, measured in hectares, according to conversion factor included in Subt C SurfaceUnit	No

<b>Chairman Assemblée Type</b>	Text	Text from fixed selection options	0	50	Yes	Subt C Typechairmanassemblée	Indicates whether the position of chairman was subject to election, or to the ownership of a specific estate ( <i>erfmarkerichter</i> ). In case both options were applicable to the common concerned, the option 'both' has been selected.	Yes
<b>Chairman Assemblée Remarks</b>	Text	Free text	0	255	No	-	Remarks on election chairman assemblée mark	No
<b>Information Land Division</b>	Yes/No	Ticker box	-	-	No	-	Checked in case sources contain information on Land Division	No
<b>Information Land Sale</b>	Yes/No	Ticker box	-	-	No	-	Checked in case sources contain information on Land Sale	No
<b>Information Land Ongewaarden</b>	Yes/No	Ticker box	-	-	No	-	Checked in case sources contain information on land distribution to those not owning shares in the common	No
<b>Land Ongewaarden Remarks</b>	Text	Free text	0	255	No	-	Remarks on Information Land Ongewaarden	No
<b>Officials Remarks</b>	Text	Free text	0	255	No	-	Remarks in case sources contain specific remarks on the appointment of officials within the common	No
<b>Rights By Share</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on the possession of shares	No
<b>Rights By field</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on the ownership of specific pieces of land	No
<b>Rights By Use rights</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on granting of use rights	No
<b>Rights By Landtax</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on payment of landtax	No
<b>Rights By Contribution</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on specified contributions	No
<b>Rights By OwnershipHorse</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on ownership of a horse/horses	No
<b>Rights By Cows</b>	Yes/No	Ticker box	-	-	No	-	Checked in case commoners' rights were based on ownership of a cow/cows	No
<b>Alderwood</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No

<b>Alp</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Backland</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Banks</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Cleared Peat Bog land</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Common Land</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Cow Pasture</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Cut Sods</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Drifting Sands</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Essen</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Fields</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Forests</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Gravel</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Grazing Land</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Heathland</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Hills</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Lakes</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Marshland</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Meadows</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Osier bed</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Pasture</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Peat Bog</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool	No

<b>Pond</b>	Yes/No	Ticker box	-	-	No	-	Resource was present in this common Checked in case this Common Pool Resource was present in this common	No
<b>Sandy Soil</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Sheep Pasture</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Sods</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Subsoil</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Village Green</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Wasteland</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Waters</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Wilderness</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Woodhedges</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>Woods</b>	Yes/No	Ticker box	-	-	No	-	Checked in case this Common Pool Resource was present in this common	No
<b>History of Common</b>	Memo	Free text	0	unlim.	No	-	Field used to describe history of common	No
<b>Remarks General</b>	Text	Free text	0	255	No	-	Field used to enter general remarks	No

### Main Table Original Rules

Name	Type of data	Specification	Min. length	Max. length	Link subt?	Name related subtable	Description	Oblig.?
<b>Original_Rules ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of Original Rule; primary key.	Yes
<b>Common Name</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Commons	Name of common concerned.	Yes
<b>Rule Date Recorded</b>	Date	dd/mm/yyyy	10	10	No	-	Date at which rule has been recorded. In case of copy of older regulation as a repetition, day of copy has been entered.	No
<b>Rule Date Recorded Approximate</b>	Date	dd/mm/yyyy	10	10	No	-	Date at which rule approximately has been made. In case of copy of older regulation as a repetition, day of copy has been entered.	No
<b>Rule Date Original</b>	Date	dd/mm/yyyy	10	10	No	-	In case regulation has been copied from earlier regulation in order to repeat the rule, this field displays the oldest date of the original rule.	No
<b>Rule Date Original Approximate</b>	Text	Free text	0	50	No	-	In case regulation has been copied from earlier regulation in order to repeat the rule, this field displays the oldest estimated date of the original rule.	No
<b>Place Involved</b>	Text	Free text; names as locally used	0	50	No	-	Name of place a rule refers to (when applicable).	No
<b>Rule Number</b>	Numeric	Integer, > 0	1	2	No	-	Number of rule given within regulation, only displayed when specific number has been given within original source.	No
<b>Text Transcription</b>	Memo	Free text	1	unlim.	No	-	Text of rule as mentioned in the original source	Yes
<b>Text Translation (EN)</b>	Memo	Free text	1	unlim.	No	-	Translation of text in field Text Transcription into modern English	Yes
<b>Remarks</b>	Memo	Free text	0	unlim.	No	-	General remarks.	No

### Main Table Individual Rules

Name	Type of data	Specification	Min. length	Max. length	Link subt?	Name related subtable	Description	Oblig.?
<b>Individual Rules ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of Individual Rule; primary key.	Yes
<b>Common Name</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Commons	Name of common concerned, select from list	Yes
<b>Original Rule ID</b>	Numeric	ID copied from Main Table Original Rules	1	4	Yes	Main table Original Rules	ID of the Original Rule this Individual Rule relates to, copied from Main Table Original Rules	
<b>Original Rule Transcription</b>	Memo	Text copied from Main Table Original Rules	unlim.	unlim.	Yes	Main Table original Rules	Transcription of the Original Rule this Individual Rule relates to, copied from Main Table Original Rules	Yes
<b>Original Rule Translation</b>	Memo	Text copied from Main Table Original Rules	unlim.	unlim.	Yes	Main Table original Rules	Translation of the transcription of the Original Rule this Individual Rule relates to, copied from Main Table Original Rules	Yes
<b>Rule Category</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Rulecategory	Identifies the category of rule.	Yes
<b>Rule Form</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Ruleform	Identifies the form of rule.	Yes
<b>Rule Sequence</b>	Text	Preselected options, RUS, followed by 3 characters identifying sequence of rule	6	6	Yes	Subt Ir Rulesequence	Identifies the sequence of rule.	Yes
<b>Decision makers</b>	Text	Free text	0	50	No	-	Decision makers, whenever mentioned explicitly in source.	No
<b>Use General</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Usegeneral	Identifies the general kind of resource use the rule applies to.	Yes
<b>Use Specific</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Usespecific	Identifies the specific kind of resource use the rule applies to.	Yes
<b>Governance_General</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Governancegeneral	Identifies the general kind of governance the rule applies to.	Yes
<b>Governance_Specific</b>	Text	Fixed text from selection options	n/a	n/a	Yes	Subt Ir Governancespecific	Identifies the specific governance the rule applies to.	Yes
<b>Activity</b>	Text	Free text	0	50	No	-	Specific activity/-ies the Individual Rule refers to (if mentioned)	No
<b>Resource Location</b>	Text	Free text	0	255	No	-	Specific location Individual Rule refers to, if mentioned.	No
<b>Resource Amount</b>	Text	Free text	0	50	No	-	Amount mentioned in the rule, if	No

							mentioned. Text field has been used instead of numeric field for being able to copy all data from previous datasets.	
<b>Resource Unit</b>	Text	Free text	0	50	No	-	Unit mentioned in the rule, if mentioned. Text field used instead of numeric field for being able to copy all data from previous datasets.	No
<b>Resource Inexact</b>	Text	Free text	0	255	No	-	Description of amount, if mentioned, in case amount is not in specific numbers and units.	No
<b>Party Category</b>	Text	Free text	0	255	No		Identifies the categories of parties the rule applies to.	Yes
<b>Party Subcategory</b>	Text	Free text	0	255	No		Identifies the subcategory of parties the rule applies to.	Yes
<b>Party Specific</b>	Text	Free text	0	255	No		Identifies the specific party the rule applies to.	Yes
<b>Resource Time Start</b>	Text	Free text	0	50	No	-	Starting time of period Individual Rule refers to, if mentioned.	No
<b>Resource Time End</b>	Text	Free text	0	50	No	-	End time of period Individual Rule refers to, if mentioned.	No
<b>Resource Technology</b>	Text	Free text	0	50	No	-	Technology Individual Rule refers to, if mentioned.	No
<b>Resource Harvesting Remarks</b>	Text	Free text	0	50	No	-	Eventual remarks on harvesting resource.	No
<b>Resource Intended Use</b>	Text	Free text	0	50	No	-	Intended use of resource Individual Rule refers to, if mentioned.	No
<b>Rule Primary Condition</b>	Text	Free text	0	50	No	-	Primary condition, if mentioned in the source.	No
<b>Rule Secondary Condition</b>	Text	Free text	0	50	No	-	Secondary condition, if mentioned in the source.	No
<b>Rule Tertiary Condition</b>	Text	Free text	0	50	No	-	Tertiary condition, if mentioned in the source.	No
<b>Remarks Use</b>	Memo	Free text	0	unlim.	No	-	Remarks on rules which concern Rule Category Use	No
<b>Remarks Access</b>	Memo	Free text	0	unlim.	No	-	Remarks on rules which concern Rule Category: Access	No
<b>Remarks Management</b>	Memo	Free text	0	unlim.	No	-	Remarks on rules which concern Rule Category: Management	No
<b>Remarks GovStruct</b>	Memo	Free text	0	unlim.	No	-	Remarks on rules which concern Rule Category: Governance Structure	No

### Main Table Sanctioning (general)

Name	Type of data	Specification	Min. length	Max. length	Link subt?	Name related subtable	Description	Oblig.?
<b>Sanctioning General ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of SanctioningGeneral; primary key.	Yes
<b>Common Name Main</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Commons	Name of common concerned.	Yes
<b>Individual Rule ID</b>	Memo	Translation copied from Main Table Individual Rules	unlim.	unlim.	Yes	Main Table Individual Rules	Displays Individual Rule Sanctioning refers to.	Yes
<b>Liability Clause</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Liabilityclause	Identifies whether and if so, what kind of liability applies.	Yes
<b>Party Suffering</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Partysuffering	Identifies the party that suffers most from committed offences.	Yes
<b>Party Offending</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Partyoffending	Identifies the party that commits the offence.	Yes
<b>Rule Trigger</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Ruletrigger	Identifies the way in which the rule will be triggered and will be executed upon offender.	Yes
<b>Graduated</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Sanctiongraduated	Identifies graduation of the sanctioning.	Yes
<b>Differentiated</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Sanctiondifferentiated	Identifies differentiation of the sanctioning.	Yes
<b>Harm Type</b>	Text	Text from fixed selection options	n/a	N/a	Yes	Subt SC Harmtype	Identifies the type of harm caused to the offence committed.	Yes
<b>Description</b>	Text	Free text	0	50	No	-	Description of sanction (in case mentioning the individual elements in the aforementioned field do not provide sufficient information).	No
<b>Duration</b>	Text	Free text	0	50	No	-	Duration of sanction, if mentioned.	No
<b>Remarks</b>	Memo	Free text	0	unlim.	No	-	General remarks on Sanctioning.	No

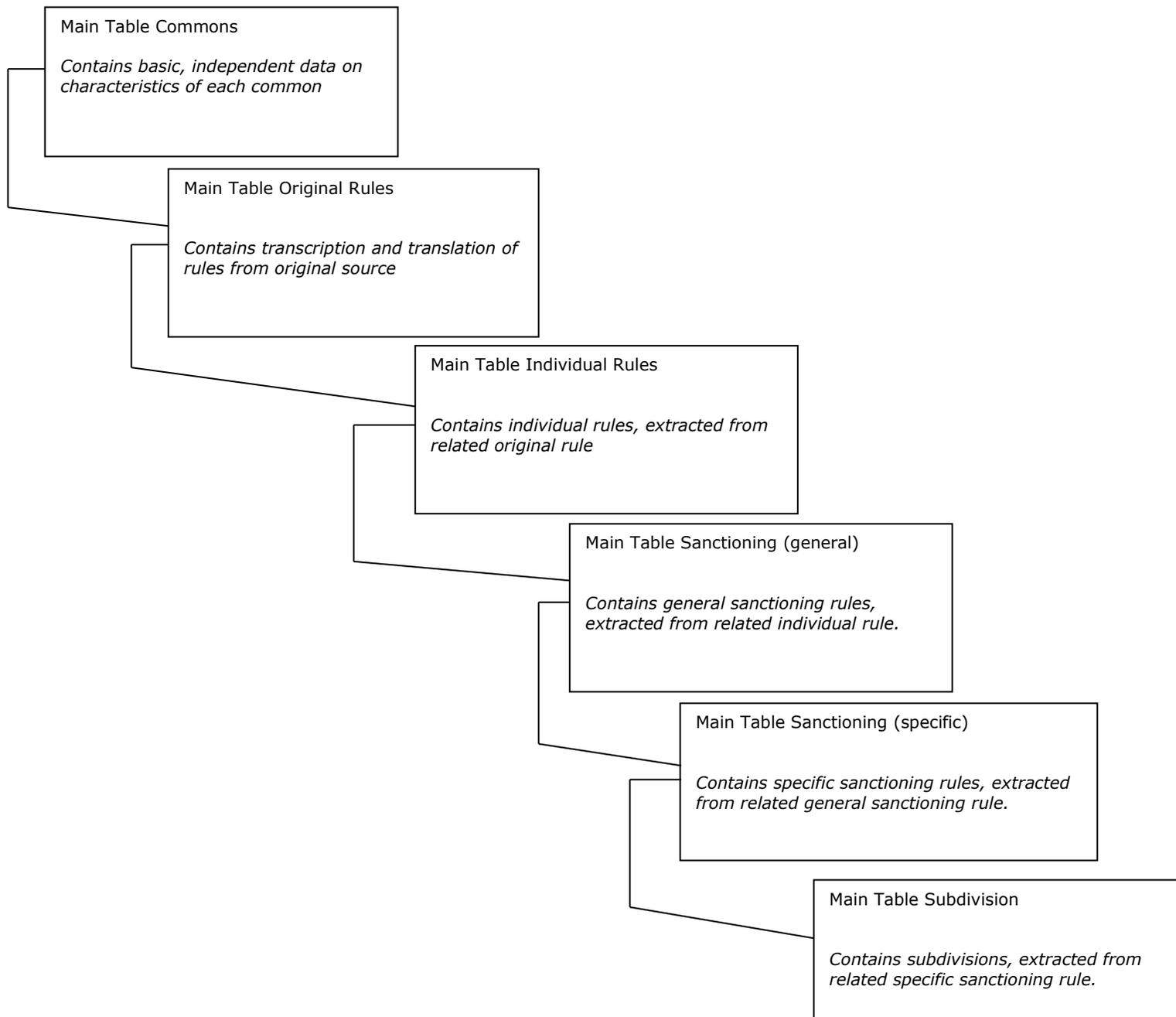
### Main Table Sanctioning (specific)

Name	Type of data	Specification	Min. length	Max. length	Link subt?	Name related subtable	Description	Oblig.?
<b>Sanctioning Specific ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of Sanctioning Specific; primary key.	Yes
<b>Common Name Main</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Commons	Name of common concerned.	Yes
<b>Individual Rule ID</b>	Text	Translation copied from Main Table Individual Rules	n/a	n/a	Yes	Main Table Individual Rules	Referring to ID Individual Rules this Sanctioning relates to.	Yes
<b>Sanctioning (general) ID</b>	Text	Sanction copied from Main Table Sanctioning (general)	n/a	n/a	Yes	Main Table Sanctioning (general)	Referring to ID of Sanctioning General where this Sanctioning Specific relates to.	Yes
<b>SC Imposed Unit</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Sanctionunit	Identifies the unit of sanction applied, if mentioned.	No
<b>SC Imposed Amount</b>	Numeric	Integer or digital fractions, > 0	0	7	No	-	Amount of units of sanctioning, if mentioned.	No
<b>SC Imposed PerGeneral</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Imposedpergeneral	Identifies the general unit the sanctioning is based on (per offence, per quantity-Amount, per Quantity-Time).	No
<b>SC Imposed PerSpecific</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Sanctionperspecific	Identifies the specific unit the sanctioning is based on (per offence-transgression, per animal, et cetera).	No
<b>SC Type</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Type	Identifies the general type of sanctioning concerned.	No
<b>Remarks</b>	Memo	Free text	0	unlim.	No	-	General remarks on Sanctioning.	No

### Main Table Subdivision

Name	Type of data	Specification	Min. length	Max. length	Link subt?	Name related subtable	Description	Oblig.?
<b>Subdivision ID</b>	Autonumbers	Automatic Numbers	1	4	No	-	ID of Sanctioning Specific; primary key.	Yes
<b>Common Name Main</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Commons	Name of common concerned, select from list	Yes
<b>ID Sanctioning (general)</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Sanctioning (general)	Referring to ID of Sanctioning General where this Subdivision relates to. Slect form options list,	Yes

<b>ID Sanctioning (specific)</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Sanctioning (specific)	Referring to ID of Sanctioning Specific where this Subdivision relates to. Select from options list.	Yes
<b>ID Individual Rule</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Main Table Individual Rules	Referring to ID Individual Rules this Sanctioning relates to. Select from options list.	Yes
<b>SC Subdivision</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Sanctionsubdivision	Identifies the way in which the revenues of the sanction will be divided. Select from options list. <b>In case of need for additional categories, contact database manager.</b>	No
<b>SC Subdivision Party Remarks</b>	Memo	Free text	0	255	No	-	Field used for entering general remarks on party subdivision.	No
<b>SC Subdivision Party</b>	Text	Text from fixed selection options	n/a	n/a	Yes	Subt SC Subdivision Party	Identifies the party who will receive the revenues of the sanction. Select from options list. <b>In case of need for additional categories, contact database manager.</b>	No



## DESCRIPTION OF THE VALUES USED

Fields are underlined and put in italics

**Variables** and **values** are bold and in italics

### General

**Other**: is to be used when no suitable value is available.

**Unspecified**: is to be used when no (further) specification is given.

### Main Table Commons

Classification Commons ICA

<b>Arable land</b>	See for the definitions and characteristics of these types <a href="http://www.collective-action.info/">http://www.collective-action.info/</a> TYP_COM
<b>Common Field</b>	
<b>Common Meadow</b>	
<b>Open Field</b>	
<b>Other</b>	
<b>Common Pasture</b>	
<b>Common Waste</b>	
<b>Common Woodland</b>	

### Surfaceunit

<b>Bunder</b>	Ancient Dutch surface unit, 1 bunder = 1.28 hectares
<b>Hectare</b>	Regular surface unit
<b>Morgen</b>	Ancient Dutch surface unit, 1 morgen = .85 hectares

### Typechairmanassemblee

<b>Both elected and hereditary</b>	Option selected for commons which in their lifespan had both types of chairman of the assemble of the mark
<b>Elected</b>	Option selected for commons which merely had chairmen who were elected
<b>Hereditary</b>	Option selected for commons which merely had chairmen who were appointed because of the specific estate they owned

### Typecommon (only for the Dutch commons)

Buurschap	The option selected is the type of common dealt with in this case. Some commons always could be considered to be of one specific type (buurtschap, maalschap, mark, meent, some others wered of the combined type. For explanation of the types, consult <a href="http://www.collective-action.info/">http://www.collective-action.info/</a> GLO COM NET Online
Combination Mark and Maalschap	
Combination Mark and Buurschap	
Combination Mark and Hamrik	
Combination Mark, Buurschap, and Meent	
Combination Mark, Buurschap, and Maalschap	
Combination Maalschap and Meent	
Combination Maalschap and Bosmarke	
Combination Maalschap and Buurschap	
Combination Mark and Meent	
Maalschap	
Mark	
Meent	
Waterschap	

## Main Table Individual Rules

### Governance General

<b>Access</b>	Regulations regarding access.
<b>Administration</b>	Regulations regarding the administration of the common.
<b>Finance</b>	Regulations regarding financial matter.
<b>Maintenance in general</b>	Regulations about maintenance.
<b>Management System</b>	General regulations about the management system of the common.
<b>Meetings and convocations</b>	Regulations about meetings of the common and regulations on convocation for those meetings.
<b>Monitoring</b>	Regulations about monitoring and sanctioning by officials and members.

### Governance Specific

<b>Access - Access Rights</b>	Regulations regarding access rights (for instance who is and is not allowed to become a member).
<b>Access - Admission Fee</b>	Regulations regarding admission fees for new members.
<b>Access - Shares</b>	Regulations concerning (for instance: buying and selling of) shares.
<b>Administration - Producing Overview</b>	Regulations on producing an administrative overview, for instance a list of all animals grazing on the common subdivided per owner.
<b>Administration - Registration of Regulations</b>	Regulations regarding the setting down and announcing of rules.
<b>Finance - Admission Fee</b>	Regulations regarding admission fees for new members.
<b>Finance - Governance Fees</b>	Regulations on payment of fees for governance.
<b>Finance - Payment of Debts</b>	Regulations on payment of debts by the common or to the common.
<b>Finance - Payment of Rent</b>	Regulations on the payment of rent by the common or to the common.
<b>Finance - Sale of Lands</b>	Regulations regarding the sale of land.
<b>Finance - Tax</b>	Regulations regarding the payment of taxes by the common or through the common (i.e. not grazing fees).
<b>Finance - Use Fee</b>	Regulations regarding payment for use of the common (for instance grazing fees).
<b>Finance - Wages Officials</b>	Regulations regarding the payment of wages to officials (of the common).
<b>Maintenance - General</b>	Regulations concerning (performing of) maintenance.
<b>Maintenance - Procedures</b>	Regulations concerning the procedures of maintenance (for instance: convocation, gathering at a specific location and time, and

	performing maintenance as specified by an official of the common).
<b>Management - Appointing Officials</b>	Regulations about the appointment of officials for the common.
<b>Management - Jurisdiction</b>	Regulations regarding the jurisdiction of the common.
<b>Management - Regulations General</b>	Regulations that state that none of the regulations of the common may be broken, and stipulate a sanction, or regulations that state that all previous regulations are still in effect.
<b>Management - General Tasks</b>	Regulations about general management tasks.
<b>Meetings - Convocation</b>	Regulations concerning convocation for meetings.
<b>Meetings - Procedures</b>	Regulations on the procedures to be followed at meetings ( for instance: reading out of all regulations, listing all offences, etc.).
<b>Meetings - Voting Rights</b>	Regulations regarding voting rights (for instance: who has the right to vote, are decisions taken at a unanimous or majority vote etc.).
<b>Monitoring - General</b>	Regulations regarding general monitoring tasks (for instance: keep a close eye on the common, report offenders etc.).
<b>Monitoring - Inspections</b>	Regulations regarding inspections of the common (for instance inspections on waterways, counting sheep etc.).
<b>Monitoring - Sanctioning</b>	Regulations regarding sanctioning of offenders (for instance: who executes which sanctions).

### Party Category

<b>Everybody</b>	Regulations regarding everybody, both members/right holders and non-members/right holders of the common.
<b>Members/right holders</b>	Regulations regarding members/right holders of the common.
<b>Non-members/right holders</b>	Regulations regarding non-members/right holders of the common.

### Party Specific

<b>Assembly of Inheritors</b>	Regulations regarding the assembly of inheritors (hereditary members of the common).
<b>Assembly of Marke</b>	Regulations for the assembly of the marke (Dutch type of common).
<b>Higher Authority</b>	Regulations regarding a higher authority.
<b>Bailiff</b>	Regulations regarding the Bailiff, an English official.
<b>Bijzitters</b>	Regulations regarding <i>bijzitters</i> , persons living within a Dutch common without being a member.
<b>Buyers</b>	Regulations regarding persons who buy land or resources from the common (only to be used if a more specific term is not available).
<b>Inhabitants cabins/cottages</b>	Regulations regarding the inhabitants of cabins and cottages (generally those built on common land or owned by the common).
<b>Chairman assembly together w Commissioned Members</b>	Regulations regarding the chairman of the assembly of the common together with the commissioned members.
<b>Citizens</b>	Regulations regarding the citizens of a specific location.
<b>Children</b>	Regulations regarding children (of members/right holders or non-members/right holders).
<b>Clerics</b>	Regulations regarding clerics.
<b>Collector Land Tax</b>	Regulations regarding the collector of land tax.
<b>Chairman Neighbourhood</b>	Regulations regarding the chairman of the neighbourhood.

<b>Chairman Assembly</b>	Regulations regarding the chairman of the assembly of the common.
<b>Commissioned Members/Right holders</b>	Regulations regarding commissioned members/right holders, officials that have been appointed for a specific task.
<b>Married Couple</b>	Regulations regarding married couples.
<b>Corporate Body</b>	Regulations regarding corporate bodies (only use this general term if a more specific term is not possible).
<b>Dijkgraaf</b>	Regulations regarding the dijkgraaf, a specific official in Dutch commons.
<b>Forest Keeper</b>	Regulations regarding the forest keeper, an official of the common.
<b>Farmers in General</b>	Regulations regarding farmers (only use this general category if a more specific category is not applicable).
<b>Grass Men</b>	Regulations regarding grass men, officials of English commons.
<b>Hoofdman</b>	Regulations regarding the hoofdman, an official of Flemish commons.
<b>Household</b>	Regulations regarding the household.
<b>Huisluiden</b>	Regulations regarding huisluiden, a Dutch type of farmer.
<b>Inheritors</b>	Regulations regarding inheritors, hereditary members of a Dutch common.
<b>Lodgers</b>	Regulations regarding lodgers.
<b>Landlords</b>	Regulations regarding landlords.
<b>Legal Occupations</b>	Regulations regarding persons who practice a legal occupation (such as lawyers etc.).
<b>Location</b>	Regulations regarding persons living in a specific location (for instance a village, city or specific part of the common).
<b>Meentmeester</b>	Regulations regarding the meentmeester, official of Flemish common.
<b>Mayor</b>	Regulations regarding the mayor.
<b>Named Persons</b>	Regulations regarding named persons (if a rule is related to named officials with a specified function, then fill in the function).
<b>Neighbours</b>	Regulations regarding neighbours.
<b>Non-shareholder</b>	Regulations regarding non-shareholders, persons without shares in the common, but with (limited) use rights.
<b>New Members/Right holders</b>	Regulations regarding new members/right holders.
<b>Orphans</b>	Regulations regarding orphans.
<b>Poor Chaser</b>	Regulations regarding poor chasers, officials of the (Dutch) common that is responsible for chasing off vagrants.
<b>Cattle Pounders (schutters)</b>	Regulations regarding cattle pounders, officials of the common (known as Schutters in Dutch).
<b>Schout</b>	Regulations regarding schout (Dutch regular official, comparable to English bailiff)
<b>Scribe</b>	Regulations regarding scribes.
<b>Servant/Maid</b>	Regulations regarding servants and/or maids.
<b>Shepherds</b>	Regulations regarding shepherds.
<b>Shareholders</b>	Regulations regarding shareholders, persons owning shares in the common.
<b>Smallholders</b>	Regulations regarding smallholders, persons living in a small house/cottage with a small plot.
<b>Schepenen</b>	Regulations regarding schepenen, officials of a Dutch city.
<b>Steward</b>	Regulations regarding stewards.
<b>Sworn Members/Right holders</b>	Regulations regarding sworn members, officials that have been sworn in (especially common in Dutch commons)..
<b>Schaarzeters</b>	Regulations regarding schaarzeters, officials in Dutch commons that decided how many animals could be grazed on the common.
<b>Tenant Farmers</b>	Regulations regarding tenant farmers.
<b>Vroentmeester</b>	Regulations regarding the vroentmeester, an official of Flemish commons.
<b>Widow(er)s</b>	Regulations regarding widows and/or widowers.

### Party Subcategory

<b>Everyone</b>	Regulations regarding everybody, both members/right holders and non-members/right holders of the common.
<b>All Members/Right holders</b>	Regulations regarding all members/right holders of the common.
<b>Specified Group of Members/Right holders</b>	Regulations regarding a specified group of members/right holders (which will be specified in <i>Party Specific</i> ).
<b>Specified Members/Right holders</b>	Regulations regarding members/right holders specified by name.
<b>Non-Members/Right holders, all</b>	Regulations regarding all non-members/right holders of the common.
<b>Specific Non-Members/Right holders</b>	Regulations regarding specific non-members/right holders of the common (either named or a specified group).
<b>Officials in General</b>	Regulations regarding officials specified by their function.
<b>Officials, Specified by Person</b>	Regulations regarding officials specified by their function and their name (if specified by name and function, then specify by function in <i>Party Specific</i> ).

### Rule Category

<b>Access</b>	Regulations specifying who was entitled to use the marke, either implicitly or explicitly excluding all other persons.
	Regulations specifying the conditions for being admitted as entitled user.
	Regulations forcing those not entitled to correct their unjustified use (e.g., the obligation to remove their animals from the lands of the marke).
	Regulations prohibiting the use of resources by non-members who are using 'strawmen'.
	Regulations prescribing former members to leave the marke or the common land.
	Regulations prohibiting non-members to gain any profit from resources of the marke (e.e., the prohibition to export any resource or to sale these resources outside of the marke).
<b>Use</b>	Regulations prohibiting specific use or action to all, regardless whether being a member or not.
	Regulations providing specifications on the way to use resources to those being entitled to use these resources.
	Regulations prescribing obligations concerning physical action (e.g., maintenance of drainage system, maintaining fields properly, coevring up lands).
	Regulations granting permission to specified members.
<b>Management</b>	Regulations granting general management permissions to the benefit of the members as a whole (e.g., the permission to sell land to the benefit of the marke).
	Regulations specifying obligations concerning non-physical action (e.g., being present at meeting, notifying superiors).
	Regulations regarding financial obligations for members.
	Regulations based on 'higher' regulations, sometimes originating from ancient times (e.g., exemption from taxes for 'havezaten').
	Regulations about procedures of meetings.
<b>Governance structure</b>	Regulations with a direct link to the management structure of the marke (e.g., the frequency of meetings, the way regulations were notified to the public).

	Regulations determining who should execute sanctions and/or in which way.
	Regulations regarding appointment of officials.
	Regulations specifying the tasks of officials within the marke.
	Regulations regarding the authorization of officials to act on behalf of the marke.

### Rule Form

<b>Permission*</b>	Regulations granting permission to use (resources of) the common in general or to specific (group of) members.
	Regulations granting permission to specific members (e.g., to stay at their farm on the common).
	Regulations granting access and/or use to persons.
	* If the rule is linguistically constructed as a permission, but has a sanctioning rule attached to it, then it is an obligation or a prohibition, and should be coded accordingly.
	* If the permission is dependent on specific conditions (but without a sanctioning rules) these conditions are to be entered into <i>Rule Primary Condition, Rule Secondary Condition, and Rule Tertiary Condition</i> .
<b>Obligation</b>	Regulations concerning the obligation of members regarding use of the common.
	Regulations concerning the obligations required for gaining access or obtaining membership.
	Regulations regarding the required tasks of officials.
	Regulations regarding required actions from either specified or unspecified persons.
<b>Prohibition</b>	Regulations forbidding access or use to either specified or unspecified persons.
	Regulations prohibiting certain actions for a specific period and/or a specific location (e.g., prohibition to graze animals on the common during part of the season; in case this has been mentioned as: it is permitted to graze for a certain period, enter the option as permission!).
	Regulations defining actions not to be allowed to specified or unspecified persons.
<b>Appointment</b>	Regulations regarding merely the appointment of officials; regulations regarding their tasks should be entered either as obligation or prohibition, depending on the content and nature of the regulation.
<b>Rejection</b>	Only to be used in case propositions that had been made, were rejected by the decision makers.
<b>General</b>	All regulations that could not be categorized within the categories mentioned above.

### Rule Sequence

<b>Adjustment</b>	Regulations regarding changes to an earlier rule.
<b>Annulation</b>	Regulations that were set at a certain time that are cancelled.
<b>First mentioning</b>	First regulation about a specific topic. If there is already a rule about this topic, the rule is an adjustment. (Clarification: the first rule about keeping cows on the common is a <b>first mentioning</b> , subsequent rules that may be for different users, bulls, specific locations etc. are considered as <b>adjustment</b> .)
<b>Repetition</b>	Regulations that are repeated at a later date than the original regulation, without any adjustments.
<b>Singular mentioning</b>	Regulations that are only mentioned a single time within the set of regulations for a common.

Use General

<b>Animals</b>	Regulations about animals.
<b>Borders</b>	Regulations about the borders of the common.
<b>Housing</b>	Regulations about housing on the common.
<b>Infrastructure</b>	Regulations on infrastructure on the common.
<b>Topsoil Resources</b>	Regulations on topsoil resources.
<b>Subsoil Resources</b>	Regulations on subsoil resources.
<b>Vegetation</b>	Regulations regarding vegetation.
<b>Water</b>	Regulations regarding use of water.

Use Specific

<b>Animals - Bees</b>	Regulations on keeping bee(hives) on the common.
<b>Animals - Cows</b>	Regulations regarding cattle (including cows, calves and bulls).
<b>Animals - Fish</b>	Regulations on fishing.
<b>Animals - Geese</b>	Regulations regarding geese (including ganders and goslings).
<b>Animals - Goats</b>	Regulations concerning goats (including billy goats).
<b>Animals - Horses</b>	Regulations on horses (including mares, stallions and foals).
<b>Animals - Mules</b>	Regulations on mules.
<b>Animals - Oxen</b>	Regulations concerning oxen.
<b>Animals - Pigs</b>	Regulations on pigs (including sows, piglets and boars).
<b>Animals - Sheep</b>	Regulations on sheep (including lambs and rams).
<b>Borders - Conflicts</b>	Regulations on border conflicts.
<b>Borders - Fences</b>	Regulations on (setting and maintaining) fences.
<b>Borders - Right of Way</b>	Regulations specifying the right of way.
<b>Borders - Setting of Borders</b>	Regulations on setting borders ( for instance setting border markers, or specifying the exact borders of the common in the regulations).
<b>Housing - Cabins</b>	Regulations on cabins and cottages (on the common).
<b>Housing - General</b>	General Regulations on housing.
<b>Housing - Manors</b>	Regulations on manors.
<b>Housing - Manorial Farms</b>	Regulations on manorial farms.
<b>Housing - Peasant Farms</b>	Regulations on peasant farms.
<b>Infrastructure - Bridges</b>	Regulations on (maintaining) bridges.
<b>Infrastructure - Culverts and Sluices (Drainage)</b>	Regulations on (maintaining) culverts and sluices.

<b>Infrastructure - Ditches (Drainage)</b>	Regulations on (maintaining) ditches.
<b>Infrastructure - Dykes</b>	Regulations on (maintaining) dykes.
<b>Infrastructure - General</b>	General regulations on infrastructure.
<b>Infrastructure - Leat (Drainage)</b>	Regulations on (maintaining) the leat.
<b>Infrastructure - Roads</b>	Regulations on (maintaining) roads.
<b>Infrastructure - Waterways (Drainage) General</b>	Regulations on (maintaining) waterways.
<b>Subsoil - Clay</b>	Regulations on (collecting) clay.
<b>Subsoil - Dredgings</b>	Regulations on (collecting) dredgings.
<b>Subsoil - Fossile Trees</b>	Regulations on (digging up) fossile trees.
<b>Subsoil - Loam</b>	Regulations on (collecting) loam.
<b>Subsoil - Peat</b>	Regulations on (collecting) peat.
<b>Topsoil - Diggings general</b>	Regulations on general diggings.
<b>Topsoil - (Drifting) Sand</b>	Regulations on (collecting) sand and (fighting) drifting sands.
<b>Topsoil - Land</b>	General regulations on common land.
<b>Topsoil - Manure</b>	Regulations on (collecting) manure.
<b>Topsoil - Toppeat (schelturf)</b>	Regulations on (collecting) toppeat.
<b>Topsoil - Sods</b>	Regulations on (collecting) sods.
<b>Topsoil - Stones</b>	Regulations on (collecting) stones.
<b>Vegetation - Acorns</b>	Regulations on (collecting) acorns.
<b>Vegetation - Bracken</b>	Regulations on (collecting) bracken.
<b>Vegetation - Bushes</b>	Regulations on (cutting) bushes.
<b>Vegetation - Crops (in general)</b>	Regulations on crops in general.
<b>Vegetation - Forests</b>	Regulations on forests.
<b>Vegetation - Gorse</b>	Regulations on (collecting) gorse.
<b>Vegetation - Grass</b>	Regulations on (collecting) grass.
<b>Vegetation - Hay</b>	Regulations on (collecting) hay.
<b>Vegetation - Heath</b>	Regulations on (collecting) heath.
<b>Vegetation - Moss</b>	Regulations on (collecting) moss.
<b>Vegetation - Reeds</b>	Regulations on (collecting) reeds.
<b>Vegetation - Rushes</b>	Regulations on (collecting) rushes.
<b>Vegetation - Sedges</b>	Regulations on (collecting) sedges.
<b>Vegetation - Stalks</b>	Regulations on (collecting) stalks.
<b>Vegetation - Thistle</b>	Regulations on (collecting) thistle.
<b>Vegetation - Timber</b>	Regulations on (collecting) timber.
<b>Vegetation - Wood</b>	Regulations on (collecting) wood.
<b>Water - Drinking</b>	Regulations on letting animals drink.
<b>Water - Irrigation</b>	Regulations on irrigation of soil.

## Sanctioning

### Sanction Imposed Per General

This field is only used for specifying fines.

<b>Offence</b>	Basis on which the fine is levied is per offence, not taking into account how heavy the offence was (for instance how many animals were grazed above the stint).
<b>Quantity-Amount</b>	Basis on which the fine is levied is per amount (for instance a fine must be paid for every animal).
<b>Quantity-Time</b>	Basis on which the fine is levied is per unit of time (for instance for every (extra) day or week that an offence is committed).

### Harm Type

<b>Damage on Animals</b>	Sanctions levied for offences that (explicitly) cause damage to animals (for instance grazing animals with an illness).
<b>Damage through Anti-social Behavior</b>	Sanctions levied for offences that are (explicitly) anti-social.
<b>Damage through Negligence</b>	Sanctions levied for damage (explicitly) caused by negligence (for instance failing to perform maintenance).
<b>Damage on Persons</b>	Sanctions levied for (explicitly) causing damage to persons (for instance violence).
<b>Damage on Resources</b>	Sanctions levied for (explicitly) causing damage to resources (for instance cutting up a peat road for the turf). It is often difficult to ascertain whether a rule is designed for sanctioning damage on resources or due to unjustified profits, it is not uncommon that no specification is given, at this point preference should be given to <b>Damage through unjustified profit</b> .
<b>Damage through Unjustified profit</b>	Sanctions levied for causing damage (to the other members) by unjustly profiting from the common (for instance by grazing too many animals). It is often difficult to ascertain whether a rule is designed for sanctioning damage on resources or due to unjustified profits, it is not uncommon that no specification is given, at this point preference should be given to <b>Damage through unjustified profit</b> .

### Liability

<b>Yes, Active Participation with Offenders</b>	Regulations sanctioning persons who actively assist offenders in free-riding.
<b>No</b>	Regulations without a liability component.
<b>Yes, Otherwise</b>	Regulations sanctioning persons liable in another manner.
<b>Yes, Allowing Offenders passively</b>	Regulations sanctioning persons who allow other persons to free-ride without participating.

### Party Offending

The values chosen in this field should correspond to the option chosen in the Party fields in the **Individual Rules Table**.

<b>Everybody</b>	Sanctioning regulations regarding everybody.
<b>Offender is non-member/right holder</b>	Sanctioning regulations regarding non-members/right holders.
<b>Offenders are group of non-members/right holders</b>	Sanctioning regulations regarding a group of non-members/right holders.
<b>Offenders are group of members/right holders</b>	Sanctioning regulations regarding a group of members/right holders.
<b>Offender is member/right holder</b>	Sanctioning regulations regarding members/right holders.
<b>Offender is official (member/right holder)</b>	Sanctioning regulations regarding officials (it is assumed that officials from the common are members or right holders, if they are not, then specify as <b>other</b> ).

### Party Suffering

<b>Class of Subjects</b>	Regulations sanctioning behaviour damaging to a class of subjects.
<b>Community</b>	Regulations sanctioning behaviour damaging the community (i.e. the members/right holders of the common) (if it is not specifically stated who is damaged by the offender, it may be assumed that the community suffers).
<b>Higher Authority</b>	Regulations sanctioning behaviour damaging to a higher authority.
<b>Single Subject / Person</b>	Regulations sanctioning behaviour damaging to a single subject or person.

### Rule Trigger

<b>Whenever</b>	Sanctioning regulations that are triggered at any time, whether an offence is made or not.
<b>Upon Rule Breaking</b>	Sanctioning regulations that are triggered when the rule is broken.
<b>At Specified Time</b>	Sanctioning regulations that are triggered at a specific, time, for instance at an inspection.

### Sanctiondifferentiation

<b>Member/Right holder</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by a member or right holder (as opposed to another party).
<b>Non-Member/Right holder</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by a member or right holder (as opposed to another party).
<b>Non-Differentiated</b>	Sanctioning regulations that are not graduated.
<b>Official</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by an official of the common (as opposed to another party).

<b>Time (day)</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed at a specific time of day (for instance: at night).
<b>Time (period)</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed during a specific time of year (for instance during a specific month, or during winter etc.).

### Sanctiongraduated

<b>1st non-compliance</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after not complying with this first sanction.
<b>1st Offence</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after committing the crime again after having been punished with this first sanction.
<b>2nd non-compliance</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after not complying with an earlier sanction (for instance, refusing to pay the fine, or resisting impounding of animals).
<b>2nd Offence (and onwards)</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after committing the crime for a second time after having been sanctioned before.
<b>3rd non-compliance</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after not complying with two earlier sanction (1 <sup>st</sup> non-compliance and 2 <sup>nd</sup> non-compliance).
<b>3rd Offence (and onwards)</b>	Sanctioning regulations that are graduated, increasing in severity if the offence is committed more often. Choose this value if the sanctioning rule specifies that the sanction is increased after committing the crime for a third time after having been sanctioned before.
<b>Non-Graduated</b>	Sanctioning regulations that are not graduated.

### Sanctiondifferentiation

<b>Member/Right holder</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by a member or right holder (as opposed to another party).
<b>Non-Member/Right holder</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by a member or right holder (as opposed to another party).
<b>Non-Differentiated</b>	Sanctioning regulations that are not graduated.
<b>Official</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed by an official of the common (as opposed to another party).
<b>Time (day)</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed at a specific time of day (for instance: at night).
<b>Time (period)</b>	Sanctioning regulations that are <u>explicitly</u> specified as higher or lower when committed during a specific time of year (for instance during a specific month, or during winter etc.).

Sanction Imposed Per Specific

This field is only used for specifying fines.

<b>Animal</b>	The fine must be paid for every (additional)animal.
<b>Branch</b>	The fine must be paid for every (additional)tree branch.
<b>Bush</b>	The fine must be paid for every (additional)bush.
<b>Bundle of willow shoots</b>	The fine must be paid for every (additional)bundle of willow shoots.
<b>Day</b>	The fine must be paid for every (additional)day that the offence was committed.
<b>Days of Work</b>	The fine must be paid for every (additional)day of work.
<b>Herd</b>	The fine must be paid for every (additional)herd.
<b>Beehive</b>	The fine must be paid for every (additional)beehive.
<b>Klos</b>	The fine must be paid for every (additional)klos (Dutch unit of measure).
<b>Load</b>	The fine must be paid for every (additional)load.
<b>Offence - Omission</b>	The fine must be paid for every offence of omission (neglecting to perform a duty).
<b>Offence - Transgression</b>	The fine must be paid for every transgression (offending by breaking a prohibition).
<b>Piece</b>	The fine must be paid for every (additional)piece.
<b>Rod (Roede)</b>	The fine must be paid for every (additional)rod (unit of measurement).
<b>Shoot</b>	The fine must be paid for every (additional)shoot.
<b>Sworn member</b>	The fine must be paid for every (additional)sworn member (specific official against whom the offence is made).
<b>Transport</b>	The fine must be paid for every (additional)transport.
<b>Tree Trunk</b>	The fine must be paid for every (additional)tree trunk.

Sanctionsubdivision

<b>0.125</b>	One-eighth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.167</b>	One-sixth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.20</b>	One-fifth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.25</b>	One-quarter of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.33</b>	One-third of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.40</b>	Two-fifth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.50</b>	Half the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.66</b>	Two-thirds of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.75</b>	Three-quarters of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.80</b>	Four-fifth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>0.83</b>	Five-sixth of the proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>1.00</b>	All proceeds of the sanction go the party specified in <u>Subdivision Party</u> .
<b>Not applicable</b>	The division of sanctions is not specified.

Sanction Unit

<b>Aam of Wine</b>	NL	The unit of the sanction imposed. Units only used in specific countries are indicated as such by the indication in the second column (ES = Spain, NL = Netherlands, UK = England); no country indication means the unit is used in commons from various countries.
<b>Animal (unspecified)</b>		
<b>Anker of Wine</b>	NL	
<b>Barrel of Beer</b>		
<b>Blanca</b>	ES	
<b>Braspenning</b>	NL	
<b>Carneramiento</b>	ES	
<b>Cents</b>	NL	
<b>Cornada</b>	ES	
<b>Cup of Wine</b>		
<b>Daalder</b>	NL	
<b>Dinero</b>	ES	
<b>Ducado</b>	ES	
<b>Ducado de oro viejo</b>	ES	
<b>Ducaton</b>		
<b>Duro</b>	ES	
<b>Flemish Pound</b>	NL	
<b>Florin</b>	NL	
<b>Golden florin</b>	NL	
<b>Golden Guilders (Goudgulden)</b>	NL	
<b>Golden Oortje</b>	NL	
<b>Groses</b>		
<b>Guilders (Guldens)</b>	NL	
<b>Heren Pond</b>	NL	
<b>Jochems Daalder</b>	NL	
<b>Keizersgulden</b>	NL	
<b>Kromsteerd</b>	NL	
<b>Libras</b>	ES	
<b>Lira</b>		
<b>Liters</b>	NL	
<b>Maat of Beer (1.069 liter)</b>	ES	
<b>Maravedí</b>		
<b>Meal</b>	NL	
<b>Oortje</b>	NL	
<b>Oude Schilden</b>	NL	
<b>Parisian Schellingen</b>	NL	
<b>Peseta</b>	ES	
<b>Pond</b>	NL	

<b>Quarter (Vierdeel) of Beer</b>	
<b>Quarter (Vierdeel) of Wine</b>	
<b>Ram</b>	
<b>Real de plata</b>	ES
<b>Reales</b>	ES
<b>Rijders</b>	NL
<b>Rijksdaalder</b>	NL
<b>Robos de trigo</b>	ES
<b>Sanctioning Unit - Other</b>	
<b>Schelling (Shilling)</b>	NL
<b>Shilling</b>	UK
<b>Stuivers</b>	NL
<b>Sueldo feble</b>	ES
<b>Tarjas</b>	ES
<b>Troni</b>	ES
<b>Unspecified</b>	
<b>Vanen</b>	NL
<b>Zwarte Tournoisen</b>	NL

Subdivision Party

<b>Benefit Common</b>	The proceeds of the sanction go to the common, to be used for the benefit of the common.
<b>Chairman Assembly</b>	The proceeds of the sanction go to the chairman of the assembly.
<b>Higher Authority</b>	The proceeds of the sanction go to a higher authority.
<b>Inheritors</b>	The proceeds of the sanction go to the inheritors (hereditary members of the common).
<b>Local Government</b>	The proceeds of the sanction go to the local government.
<b>Persons Present at Gathering</b>	The proceeds of the sanction go to the persons present at a specified gathering (for instance a meeting).
<b>Members/Right holder</b>	The proceeds of the sanction go to the members/right holders of the common.
<b>Not Applicable</b>	No subdivision of the sanction is specified.
<b>Neighbour</b>	The proceeds of the sanction go to the neighbours living in the common.
<b>Official</b>	The proceeds of the sanction go to (a specified) official of the common.
<b>Person Reporting Offence</b>	The proceeds of the sanction go to the Person reporting the offence.

Type

<b>Confiscation Private Property</b>	The offence is sanctioned by the confiscation of private property (for instance by confiscation of the animals that were grazed without permission). The difference between confiscation and impounding is that confiscation is permanent and impounding is temporary.
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<b>Confiscation Resource Common</b>	The offence is sanctioned by the confiscation of the resources from the common that were stolen. The difference between confiscation and impounding is that confiscation is permanent and impounding is temporary.
<b>Corporal Sanctioning</b>	The offence is sanctioned by corporal punishment.
<b>Destruction Assets</b>	The offence is sanctioned by the destruction of property (for instance the killing of the animal grazed without permission or tearing down of the cottage built on the common without permission).
<b>Exclusion from Commoners' Assembly</b>	The offence is sanctioned by exclusion from the Commoners' Assembly (loss of political rights/right to vote/speak at assembly).
<b>Exclusion from Common</b>	The offence is sanctioned by (temporary or permanent) exclusion from the common.
<b>Exclusion from Village Council</b>	The offence is sanctioned by exclusion from the village council (loss of political rights/right to vote/speak at the council).
<b>Impounding</b>	The offence is sanctioned by the impounding of the offending assets (for instance locking up the animals, or taking away prohibited tools). The difference between confiscation and impounding is that confiscation is permanent and impounding is temporary.
<b>Legal Action</b>	The offence is sanctioned with legal actions taken against the offender.
<b>Loss of Office</b>	The offence is sanctioned by the loss of office (officials lose their appointment).
<b>Loss of Use Right</b>	The offence is sanctioned by the (temporary or permanent) loss of the right of using (a part or a resource from) the common. (for instance: the right to graze animals, the right to dig peat etc.)
<b>Monetary Payment</b>	The offence is sanctioned by a monetary payment (to be paid in a currency specified in <i>Sanction Unit</i> )
<b>Public Exposure/Shaming</b>	The offence is sanctioned by public exposure and shaming of the offender.
<b>Payment in Kind</b>	The offence is sanctioned by a payment in kind (to be paid in a unit specified in <i>Sanction Unit</i> ).
<b>Restoration</b>	The offence is sanctioned by forcing the offender to repair the damage he has done.
<b>Unspecified</b>	The offence is sanctioned by an unspecified sanction, usually in the cases where the punishment is defined as 'according to the law of the common ('naar markenregte').
<b>Unspecified Payment</b>	The offence is sanctioned by an unspecified fine (the fine is either unspecified (perhaps left to the discretion of the official), or the original document is damaged, wherefore it cannot be ascertained if the fine is monetary, or to be paid in kind) .

## DECISIONS MADE ON CODIFYING

These descriptions are also appear in **DESCRIPTION OF THE VALUES USED**.

### Individual Rules

#### Rule Form

<b>Permission*</b>	* If the rule is linguistically constructed as a permission, but has a sanctioning rule attached to it, then it is an obligation or a prohibition, and should be coded accordingly.
	* If the permission is dependent on specific conditions (but without a sanctioning rules) these conditions are to be entered into <u>Rule Primary Condition</u> , <u>Rule Secondary Condition</u> , and <u>Rule Tertiary Condition</u> .
<b>Prohibition</b>	Regulations prohibiting certain actions for a specific period and/or a specific location (e.g., prohibition to graze animals on the common during part of the season; in case this has been mentioned as: it is permitted to graze for a certain period, enter the option as permission!).

#### Rule Sequence

<b>First mentioning</b>	First regulation about a specific topic. If there is already a rule about this topic, the rule is an adjustment. (Clarification: the first rule about keeping cows on the common is a <b>first mentioning</b> , subsequent rules that may be for different users, bulls, specific locations etc. are considered as <b>adjustment</b> .)
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#### Party Specific

<b>Assessors</b>	Regulations for the assistant of the chairman of the common. (The Dutch assessors are <i>bijzitters</i> and should be coded as such).
<b>Buyers</b>	Regulations regarding persons who buy land or resources from the common (only to be used if a more specific term is not available).
<b>Corporate Body</b>	Regulations regarding corporate bodies (only use this general term if a more specific term is not possible).
<b>Farmers in General</b>	Regulations regarding farmers (only use this general category if a more specific category is not applicable).

### Rule Primary Condition, Rule Secondary Condition, and Rule Tertiary Condition

These fields may only be used when the rule is a permission.

## Sanctioning General

### Party Suffering

<b>Community</b>	Regulations sanctioning behaviour damaging the community (i.e. the members/right holders of the common) (if it is not specifically stated who is damaged by the offender, it may be assumed that the community suffers).
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### Party Offending

The values chosen in this field should correspond to the option chosen in the Party fields in the **Individual Rules Table**.

<b>Offender is official (member/right holder)</b>	Sanctioning regulations regarding officials (it is assumed that officials from the common are members or right holders, if they are not, then specify as <b>other</b> ).
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### Harm Type

<b>Damage on Resources</b>	Sanctions levied for (explicitly) causing damage to resources (for instance cutting up a peat road for the turf). It is often difficult to ascertain whether a rule is designed for sanctioning damage on resources or due to unjustified profits, it is not uncommon that no specification is given, at this point preference should be given to <b>Damage through unjustified profit</b> .
<b>Damage through Unjustified profit</b>	Sanctions levied for causing damage (to the other members) by unjustly profiting from the common (for instance by grazing too many animals). It is often difficult to ascertain whether a rule is designed for sanctioning damage on resources or due to unjustified profits, it is not uncommon that no specification is given, at this point preference should be given to <b>Damage through unjustified profit</b> .

## Sanctioning Specific

### Sanction Imposed Per Specific

This field is only used for specifying fines.

### Sanction Imposed Per General

This field is only used for specifying fines.

## Viewers manual Online Database Common Rules

**General Remark 1: When changing from one Table or Overview to another, it may take some time to load the new Table or Overview. Please check carefully if the new Table or Overview already has loaded before you continue.**

**General Remark 2: Due to the current lay-out of the system, items may at first glance seem not to appear; since the lay-out exceeds the screen boundaries, these items can be found by scrolling to the right**

### General

1. Surf to <http://www.collective-action.info/commons/login.php>
2. To viewdb, use as login: view and as password: database