

Diplomata Belgica

The Diplomatic Sources from the Medieval Southern Low Countries

Concise User's Guide

The database *Diplomata Belgica* (henceforth **DiBe**) constitutes the updated continuation of two prior publications directed by the Belgian Royal Historical Commission: the *Table chronologique des chartes et diplômes imprimés concernant l'histoire de la Belgique*, initiated by Alphonse Wauters and published in eleven volumes between 1866 and 1971, and the CD-ROM *Thesaurus Diplomaticus* (Brepols 1997), edited by Paul Tombeur, Philippe Demonty, Walter Prevenier and Marie-Paul Laviolette in collaboration with the “Comité National du Latin Médiéval” and the former Cetedoc (“Centre de Traitement électronique des Documents”) at the Université Catholique de Louvain-la-Neuve.

DiBe offers a critical survey of all the diplomatic sources, edited or still unpublished, and issued by both natural persons and legal bodies from the medieval Southern Low Countries. *Diplomata Belgica* covers present day Belgium as well as those areas which belonged historically to the Southern Low Countries but are part now of France (French Flanders, French Hainault), the Netherlands (parts of the provinces of Zeeland, Noord-Brabant, Limburg), the Grand Duchy of Luxembourg, or Germany (parts of the Rhineland).

At this stage, *DiBe* contains metadata about almost 35,000 charters and deeds in Latin, Old-French, Middle Dutch and Middle High German, almost 19,000 full text transcriptions and almost 5,000 photographs of original charters. The database aims at exhaustivity for the period before 1250 and will, in the future, also include late medieval diplomatic materials without striving after completeness.

The purpose of the next paragraphs is to provide users of *DiBe* with a concise and practical guide to access the database, to understand its interface, to conduct searches and to acknowledge use of the database in publications.

1. Accessing *DiBe*

Users can access the database through an internet interface located at <http://www.diplomata-belgica.be/>

DiBe is currently available in French and English, except for the contents of the **Summary** field, which is provided only in French, the original language of the project. The editors would like to make the database accessible in other languages too, primarily in Dutch, in the near future.

You can set the database working language from the “Colophon” or from any “Search screen”.

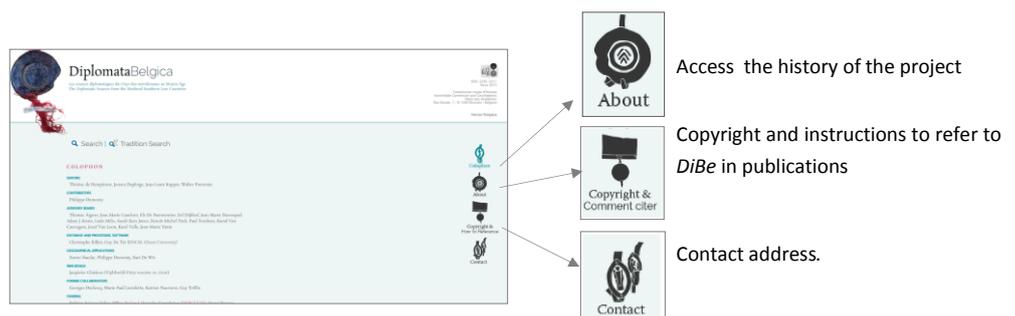
English version version française



2. *DiBe* Interface

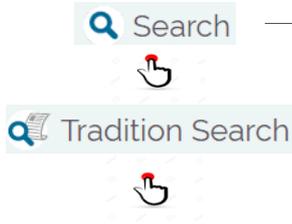
The *DiBe* interface is composed of four main elements :

2.1. A *homepage* (colophon)



2. 2. Two Search screens :

They can be accessed directly from the homepage



Search | Tradition Search

IDENTIFICATION

DiBe ID Language

ACTOR(S) [Add Actor]

Role Function

Name Institution/jurisdiction

Diocese Religious order

Principality

DATE OF THE CHARTER

Scholarly dating (preferential) from dd / mm / yyyy to dd / mm / yyyy

Scholarly dating (any) from dd / mm / yyyy to dd / mm / yyyy

Date in the charter from dd / mm / yyyy to dd / mm / yyyy

Place-date

ANALYSIS (About the Search Syntax)

Search in summary (in French only)

Search in full text of charter

DiBe IMAGES AVAILABLE

Search | Tradition Search

REPOSITORY

Place of the repository

Name of the repository

Repository reference

TRADITION

Original Separate copy Manuscript

Stein number

Title of the manuscript

Institutions covered by the manuscript

Writing material

DiBe IMAGES AVAILABLE

[Clear all fields]

Search

The **Search** screen allows you to select document based on their **internal criteria**.

Search for charters issued by the bishop of Liège in 1225 for a Cistercian abbey.

The **Tradition Search** screen allows you to select documents based on their external characteristics, their place of preservation or their transmission.

Search for the charters kept as original and held at the Archives de l'Etat in Liège.

DiBe ID 25956

ACTORS [Hide]

Issuer(s) (= author)

Function/title: bishop
Name: Hugh of Pierrepont
Institution/jurisdiction: Liège **Geolocalization**
Diocese: Diocese Liège
Principality: Liège
Religious order:

Author(s) of the actio juridica (= disposer)

Function/title: bishop
Name: Hugh of Pierrepont
Institution/jurisdiction: Liège **Geolocalization**
Diocese: Diocese Liège
Principality: Liège
Religious order:

Beneficiary(ies) (= recipient)

Function/title: monastic house
Name: UNKNOWN
Institution/jurisdiction: La Ramée **Geolocalization**
Diocese: Diocese Liège
Principality: Brabant (Leuven)
Religious order: Cistercians

DATE [Hide]

Scholarly dating // 1220 (approximation - PAQUAY/PONCELET/DESPY-UYTTEBROUCK/HENALUX) (preferential)

Scholarly dating // 1220 (approximation - PAQUAY/PONCELET/DESPY-UYTTEBROUCK/HENALUX) (any) Scholarly qualification: -

Place-date (in the text)
Place-date (normalised) Diocese: Principality:

SUMMARY AND DESCRIPTION [Hide]

Summary

L'évêque de Liège notifie et confirme diverses donations faites à l'abbaye de La Ramée ; le tiers de la grande dime de Zétrud , donné par Baudouin de L' Ecluse ; deux parties de la grande dime d'Orzmaal avec le tiers du patronage de l'église du lieu , donnés par le noble Gérard de Bordia , Ida de Beaurieu (Court-S. -Etienne) et son fils Evrard ; la moitié de la grande dime de Noville-sur-Méhaigne , donnée par Arnoul de Meuse...

2.3. Two screens displaying the results of the queries entered in the Search screen and the Tradition Search screen.

Search | Tradition Search

TRADITION [Hide]

Reference Liège, Archives de l'Etat [AE], S.Lambert 1

Type Original

LINKS [Hide]

Repository **LINK**

Document Images **DiBe IMAGE**

DiBe ID [Hide]

DiBe 1103 Main author: emperor/empress, Louis I the Pious
Date: 19/4/831 (terminus ante quem)

These screens can be accessed by using the buttons at the bottom of the two search screens.

- ◆ It is possible to select **all the proposed results** for which more details can be provided

select all | unselect all



Rechercher

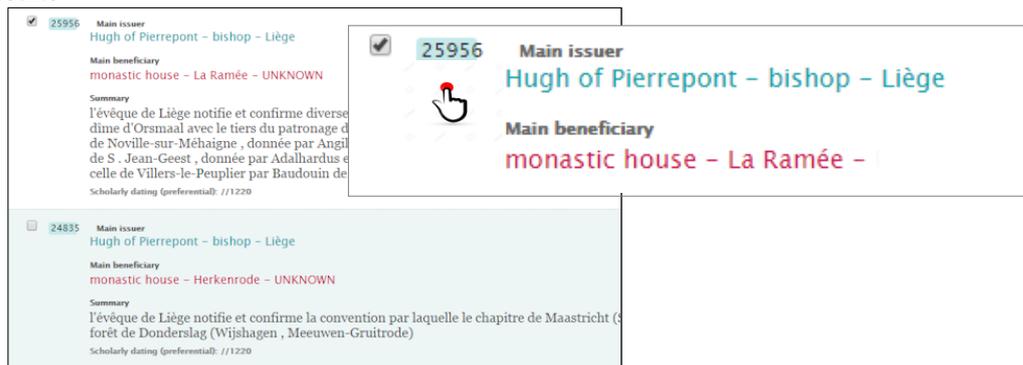
références trouvées | sélectionner tout

24840 **Acteur principal**
Hugues II de Pierrepont - évêque - Liège
Institution monastique - **Robermont**

25956 **Acteur principal**
Hugues II de Pierrepont - évêque - Liège
Institution monastique - **La Ramée**

24835 **Acteur principal**
Hugues II de Pierrepont - évêque - Liège
Institution monastique - **Herkenrode**

- ◆ or to **select multiple items** from the displayed results



- ◆ The number of **results displayed** per page can be specified using:

Display 10 | 20 | 50 results per page

- ◆ If the **number of results** exceeds the display capacity of a screen page, use:

<< | -10 | -5 | -1 | page 1 | +1 | +5 | +10 | >>

- ◆ When the results have been selected, **details** about the selected charters will be displayed after clicking:

show details of selection

2.4 . Hyperlinks are available in **both Results screens**

Search | Tradition Search

- ◆ The **Geolocation** link allows users to locate the Issuer, the Author of the *actio juridica* or the Beneficiary of a document on a map (currently Google Maps).

Function/title: bishop
 Name: Hugh of Pierrepoint
 Institution/jurisdiction: Liège **GEOLOCATION**
 Diocese: Diocese Liège
 Principality: Liège
 Religious order:

Your web browser needs to accept pop-up screens.



- ◆ The **Editions** or **Secondary literature** links provide access to the text of the edition or secondary literature available elsewhere on the Internet (Google books, Gallica ...)

BRESSLAU H.-KEHR P.. Die Urkunden Heinrichs III. (Monumenta Germaniae Historica. Diplomata 4: Die Urkunden der deutschen Könige und Kaiser, V), Berlin, 1926-1931., n.51, p.64-66, **LEB**

51.
Heinrich bestätigt dem Kloster Stablo anlässlich seiner Anwesenheit bei der Weihe der Klosterkirche seine Besitzungen, insbesondere die ihm von Heinrich II. und Konrad II. restituerten sowie die von dem Abt Poppo angekauften und eingetauschten Güter, erneuert die Bestimmungen seiner Vorgänger gegen Übergriffe der Vögte und gebietet die dauernde Vereinigung mit dem Kloster Malmsey unter einem Abte.
 Stablo 1040 Juni 5.
Originaldiplom im Staatsarchiv zu Düsseldorf (A). — Chartular von Stablo aus dem Anfang des 13. Jh. f. 43^r ebenda (B).
Martène Coll. 2, 59 aus W(a) = Migne Patrol. 151, 1091 n° 5. — Bertholet Hist. de Luxembourg 3^e, 18 aus a und D. — Beyer Mittelrhein. UB. 1, 367 n° 13 aus dem Maximiner Diplomatar des 17. Jh. 1, 219. — Polain Recueil des ordonnances de Stavelot 13 aus D. — Halkin und Roland Chartes de Stavelot 1, 212 n° 102 aus A. — Böhmer Reg. 1476. — Stumpf Reg. 2184.

- ◆ The **Image DiBe link** gives access to the photograph(s) included in *DiBe* of original documents

Liège, Archives de l'Etat [AE], Stavelot-Malmédy 7 [IMAGE DiBe](#)



Pop-ups must be allowed in the used web browser



Recherche | Recherche Tradition

Paris, Bibliothèque nationale de France [BNF], Manuscrit latin 10968

- ◆ The **Repository link** gives access to general information about the repository where the original or the manuscript is kept (address, opening hours, etc.).

Repository [LINK](#)



BnF pratique

ATTENTION

Plan Vigipirate niveau « alerte attentat »
Jusqu'à nouvel avis :

- merci de vous munir d'une pièce d'identité pour pénétrer dans l'enceinte de la BnF.
- l'entrée Ouest du site François-Mitterrand est fermée.
- seuls les bagages de gabarit dit « cabine » (55cm x 35cm x 25cm) sont acceptés dans l'enceinte des sites de la BnF.

Un accès prioritaire est réservé aux :

- titulaires d'une carte d'accès à la Bibliothèque de recherche (niveau Rez-de-jardin)
- personnes en situation de handicap
- femmes enceintes
- personnes âgées de plus de 60 ans

Merci de bien vouloir suivre la signalétique mise en place à cet effet.

- > Adresses et transports
- > Contacts
- > Horaires des salles de

- ◆ The **Document link** provides access to archival or codicological information about the original or the manuscript.

Document [LIEN](#) [LIEN](#) [LIEN](#) [LIEN](#)



Telma Répertoire des cartulaires médiévaux et modernes

Actualités du carnet De rebus diplomatibus

Répertoire des cartulaires d'institutions religieuses médiévales sises dans l'espace wallon actuel

Journée d'études de l'UMR Toléance (25 novembre 2018) - « Les registres de délibérations urbaines au Moyen Âge : le «Midi» en questions »

Journée d'étude IRHT - LAMOP (3 novembre 2016) : Écrits pratiques municipaux et pouvoirs dans le royaume de France XIII^e-XVI^e siècle Appel à contribution

Accueil Recherche Glossaire Index Colop

Cartulaire du chapitre cathédral Notre-Dame de Cambrai
original, Bibliothèque nationale de France, lat. 10968

exemplaire-tradition [codicologie - élaboration](#) [contenu](#)

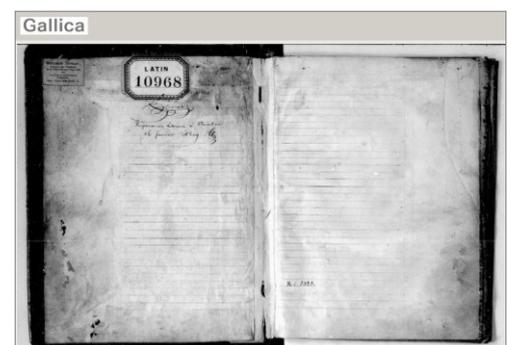
Datation : 1176 - 1200

Autres références

— [Etat 746](#)

- ◆ The **Image link** gives access to a photographic reproduction of an original or a manuscript elsewhere on the Internet.

Images [IMAGE](#)



3. Search the DiBE database

The search criteria are entered in the **search boxes**

displayed in the **Tradition Search** and **Search** screens (see section 2.2).

[Clear all fields]  remove all of your search criteria (if necessary)

3.1. Each search field is accompanied by a **brief explanation** of the kind of information contained in that specific field. Hover your cursor over the question mark icon to get this information

 Search



The principality (kingdom, county, duchy, lordship) in which an actor was located at the time the charter was issued. Since the borders of ^{add Actor} principalities frequently changed, it is possible that one actor (person or institution) is located in more than one principality over the course of time. Enter one or select one or more options.

 Tradition Search



The place where the relevant archive or library is located. Enter one or select one or more options.

3.2. Entering a search criterion in a search box can be done:

By **directly entering the information** to be searched in the search box.

By **selecting one or more items** from a drop-down list. This drop-down list is displayed after clicking on the arrow to the right of the search box.

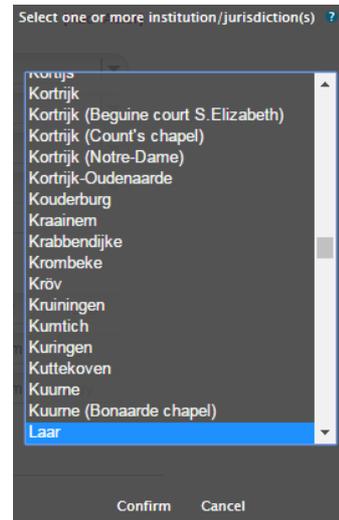


Select one or more institution/jurisdiction(s) ?

- Aa
- Aachen
- Aachen (Notre-Dame)
- Aachen (S.Adalbert)
- Aachen (Salvatorberg)
- Aaigem
- Aalburg (altar of S.Trudo)
- Aalschoot
- Aalst
- Aalst and Erpe (between)
- Aalst (Chapelle S.Nicolas)
- Aalst (Notre-Dame)
- Aalter
- Aardenburg
- Aardenburg (Béguines)
- Aardenburg (Chief Church)
- Aardenburg (Leprosarium)

Confirm Cancel

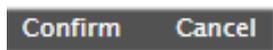
- ◆ You can scroll through the drop-down list **using the scroll bar** positioned on the right or by **typing the first letters** of your search term.



Ctrl - Shift

- ◆ You can **select multiple items** in a drop-down list by simultaneously holding down the CTRL or SHIFT key and left click items.

- ◆ When your selection criteria are entered, click the **Confirm** button. Search terms will be displayed in the Search screen.

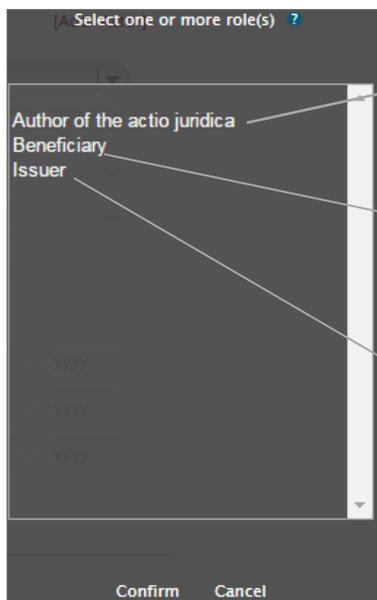


Institution/jurisdiction ? Liège (S.Paul)

3.3. **ACTOR(S)** = Issuer(s), Author(s) of the *actio juridica*, Beneficiary(ies)

The **search fields** grouped under the heading **ACTOR(S)** refer to the main stakeholders mentioned in the charter.

The **search field ROLE** makes it possible to select (see 3.2) one of the three functions held by these stakeholders.



Author of the actio juridica The individual or juridical entity that performed the juridical action (lat.: *negotium*) mentioned in the written document. It can be the same as the issuer of the document.

Beneficiary The beneficiary and/or addressee for whom the juridical action (lat.: *negotium*) is performed and for whom the document has the value of a title.

Issuer The individual or juridical entity on behalf of and under the responsibility of whom the document was written.

- ◆ Clicking **[Add Actor]** allows you to search for **more than one intervening party** in a document. They may be **Issuer, Beneficiary** or **Author of the *actio juridica*** of the charter.

The image shows three sequential screenshots of the 'ACTOR(S)' search interface. Each form has a title 'ACTOR(S)' and buttons for '[Remove Actor]' and '[Add Actor]'.
 - The first form has 'Role' set to 'Issuer', 'Function' to 'bishop', and 'Name' to 'Otbertus'.
 - The second form has 'Role' as 'Issuer', 'Function' as 'bishop', 'Name' as 'Otbertus', and 'Religious order' set to 'benedictines'.
 - The third form has 'Role' set to 'Beneficiary', 'Function' to 'monastic house', and 'Name' is empty.

- ◆ Clicking on **[Remove Actor]** **deletes** from the search an **intervening party**.

3.5. Connection operators between and within search fields

3.5.1. The searchable fields in the screens Search and Tradition Search are connected by the **Boolean operator [AND]**

Search documents of which the count of Flanders Philip of Alsace is the issuer and for which 1157 is the generally accepted year of issuance.

Role = Actor [AND] Function / Title = count/countess [AND] Name = Philip of Alsace [AND] Institution / jurisdiction = Flanders

The screenshot shows the 'ACTOR(S)' search form with the following selections: 'Role' is 'Issuer', 'Function' is 'count/countess', and 'Name' is 'Philip of Alsace'. The 'Institution/jurisdiction' field is empty.

[AND]

Scholarly dating (preferential) = 1157

The screenshot shows the 'DATE OF THE CHARTER' search form. The 'Scholarly dating (preferential)' field is set to 'from dd / mm / 1157 to dd / mm / yyyy'.

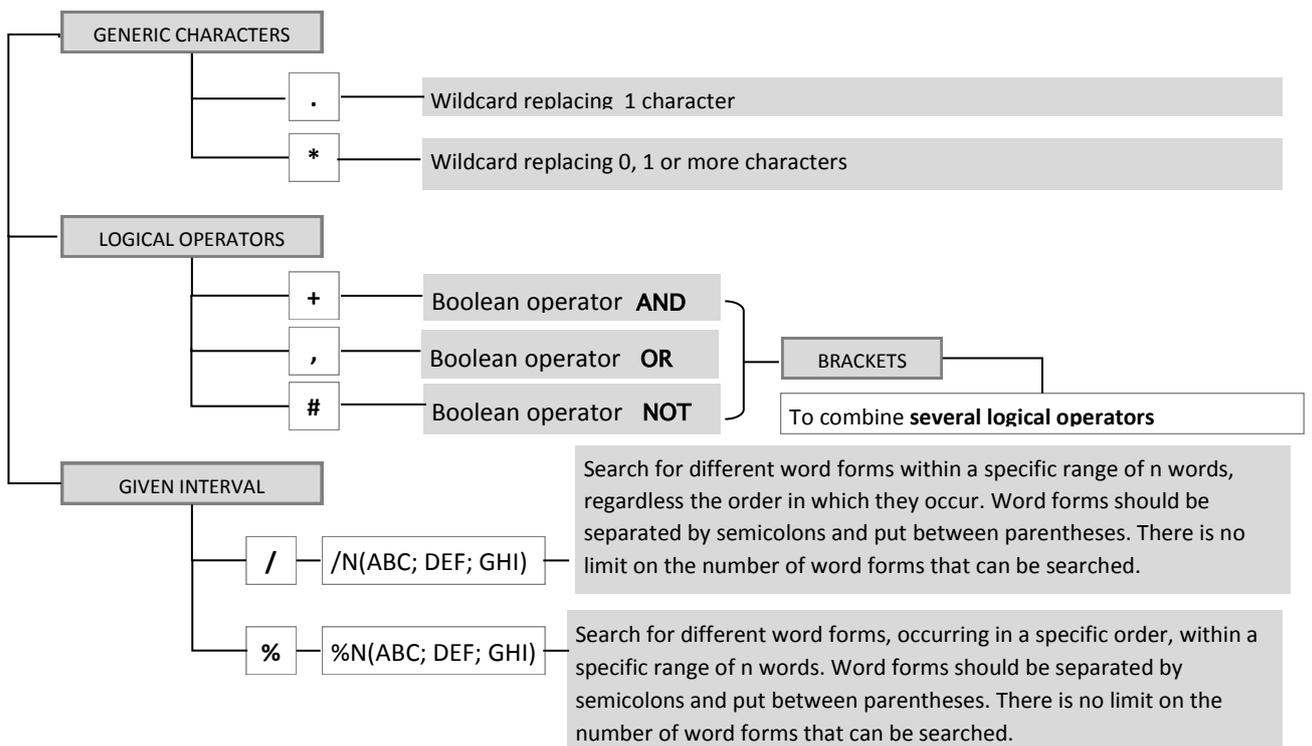
3.5.2. **Within a search field**, the Boolean operator [OR] connects the different items filled in the search box. This operator is activated when multiple items are selected from the scroll list (see above 3.2.) and is symbolized by a **semicolon**.

Search documents issued by Philip of Alsace as count of either **Flanders** or **Flanders-Vermandois**.

The image shows a search interface. On the left, a scroll list titled "Select one or more institution/jurisdiction(s) ?" contains various locations, with "Flanders" and "Flanders-Vermandois" selected. On the right, an "ACTOR(S)" form shows "Philip of Alsace" as the Name and "Flanders;Flanders-Vermandois" as the Institution/jurisdiction. Below this, a search box displays "Institution/jurisdiction ? Flanders;Flanders-Vermandois".

3.6. Build a Complex Search (Summary, Text of charter)

The fields [Search in summary \(in French only\)](#) and [Search in full text of charter](#) displayed on the screen Search contain free text that can be queried using **complex searches** through the combined use of:



ANALYSIS [\[About the Search Syntax\]](#)



displays **online help** with the search syntax in the 'Summary' field and the 'Full text' field.

3.7. How to start a Search

Once all the search fields have been filled, clicking  will start the search process in *DiBe*

The **response time** of *DiBe* depends on the complexity of the query, especially when the full text of the documents is being queried using logical or proximity operators.

The **total number of records retrieved** for the query is displayed at the top of the Search screen.

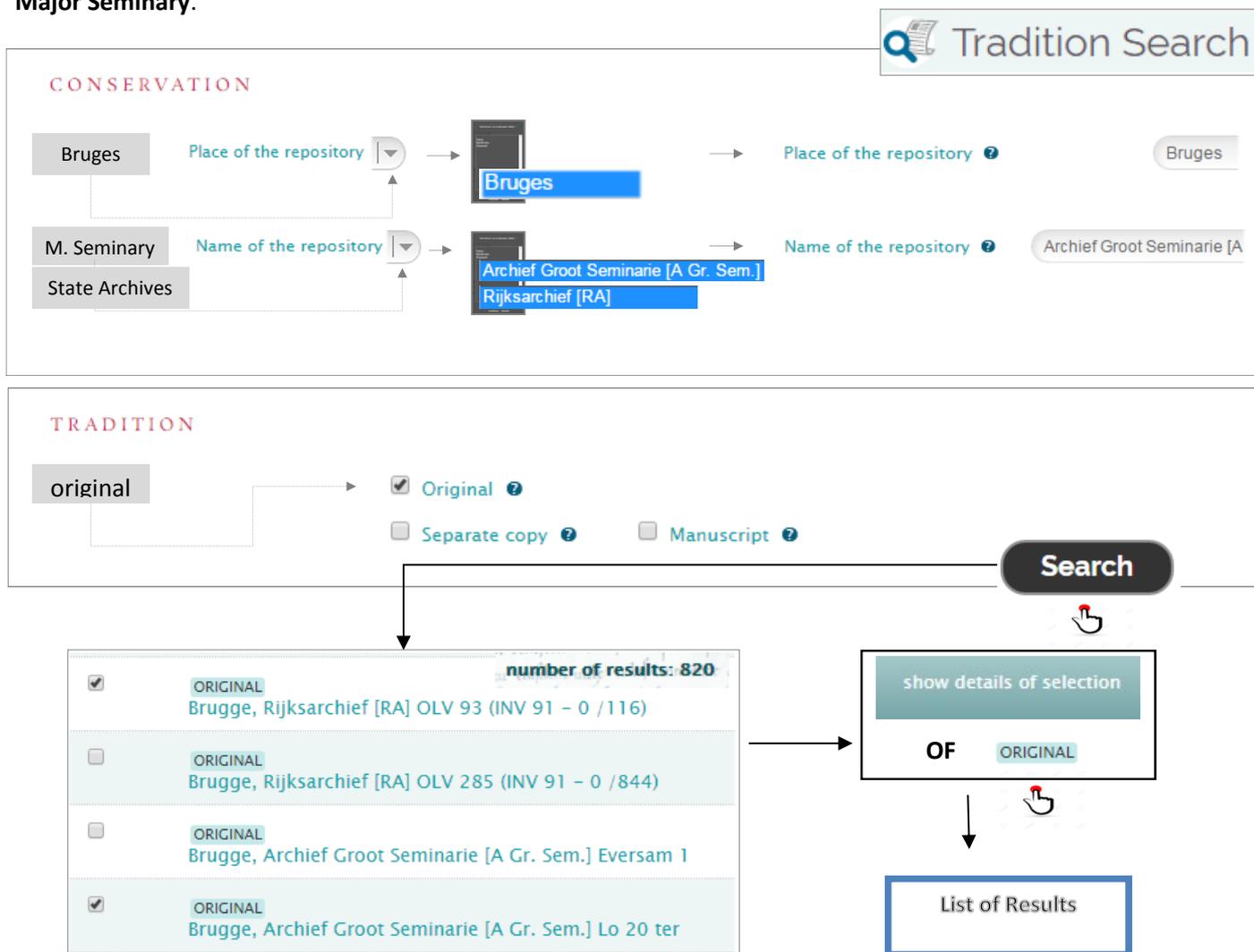


3.8. How to view search results

The selection of the search results and their visualization is described above (see point 2.3)

4. *DiBe* Search examples

You would like to search for the documents preserved as **original** charters in **Bruges** in the **State Archives** and the **Major Seminary**.



You would like to search for the **charters issued** by any **count** of **Flanders** in favour of a **Benedictine abbey** located in the **diocese of Arras**. The date of the documents must be within the chronological range **1200-1204**. Their text must contain the words **"In nomine Domini"**.

 Search

ACTEUR(S)

documents issued **Role** → Issuer

a count **Function** → count/countess

Flanders **Institution/jurisdiction** → Flanders, Flanders-Dampierre, Flanders (Franciscans), Flanders-Hainaut, Flanders-Hainaut-Namur, Flanders-Namur, Flanders-Vermandois

[Add Actor]

to **Role** → Beneficiary

abbey **Function** → monastic house

Benedictine **Religious order** → Benedictines

diocese Arras **Diocese** → Diocese Arras

DATE OF THE CHARTER

Scholarly dating (preferential) **from** dd / mm / 1202 **to** dd / mm / 1204

ANALYSIS

[About the Search Syntax]

Search in summary (in French only)

Search in full text of charter

in nomine domini

Search

13161 Main issuer Baldwin IX of Constantinople – count/countess – Flanders-Hainaut **number of results: 1**

Main beneficiary monastic house – Anchin – UNKNOWN

Summary le comte de Flandre et de Hainaut notifie que Nicolas de Lallaing, du consentement de son frère Gossuin, d'Anchin, et spécialement en rapport avec l'échange des terre et bois fait par son père et en rapport avec le

First result in full text ... -CRUX- **In nomine Domini** ...

Scholarly dating (preferential): /4/1202

show details of selection

OF 13161

List of Results

5. DiBe, a collaborative database

An inventory like *DiBe* is never finished. Therefore, the database is published as a continuous work-in-progress: at any moment, new data can be added and the existing data adapted and thus kept up-to-date.

Suggestions, additions, remarks or questions are always welcome. All communication regarding the database can be directed to diplomata-belgica@ugent.be

Users can also contact the database managers via this address for very specialized searches in the dataset, for which the online Search pages do not offer sufficient possibilities.

6. References to *DiBe*

6.1. How to refer to the database

Diplomata Belgica. The Diplomatic Sources from the Medieval Southern Low Countries, ed. by Thérèse de Hemptinne, Jeroen Deploige, Jean-Louis Kupper and Walter Prevenier (dir.) (Brussels: Royal Historical Commission, since 2015). URL: www.diplomata-belgica.be (accessed December 25, 2017).

6.2. How to refer to a specific document

DiBe ID 5535, in *Diplomata Belgica. The Diplomatic Sources from the Medieval Southern Low Countries*, ed. by Thérèse de Hemptinne, Jeroen Deploige, Jean-Louis Kupper and Walter Prevenier (dir.) (Brussels: Royal Historical Commission, since 2015). URL: www.diplomata-belgica.be/charter_details_fr.php?dibe_id=1242 (accessed December 25, 2017).

