



## Derbyshire Mammal Group Recording Sheet Guidance

Below is some guidance for filling in the DMG recording form. Filling in the form accurately allows records to be transferred from the recorder to the main database easily. All records will contribute towards the Derbyshire Mammal Atlas and all recorders will be listed in the publication.

For more about the Derbyshire Mammal Atlas visit the group website at [www.derbyshiremammalgroup.com](http://www.derbyshiremammalgroup.com). Updated species distribution maps are available to view of the website. These will be updated monthly to show progress towards the Atlas in 2010.

### Species

Please use only the following names for species. This allows the database to be searched easily. Please note the capital letter for the second word of the name eg Water Vole

- American Mink
- Badger
- Bank Vole
- Barbastelle
- Common Pipistrelle
- Common Shrew
- Daubenton's Bat
- Fallow Deer
- Feral Cat
- Harvest Mouse
- Hedgehog
- House Mouse
- Leisler's Bat
- Mole
- Mountain Hare
- Pine Martin
- Pipistrelle
- Polecat
- Polecat-ferret
- Pygmy Shrew
- Serotine
- Soprano Pipistrelle
- Stoat
- Whiskered Bat
- Whiskered/Brandt's Bat
- Wild Boar/Feral Pig
- Wood Mouse
- Yellow-necked Mouse
- Brown Hare
- Brown Long-eared Bat
- Brown Rat
- Common Dormouse
- Ferret
- Field Vole
- Fox
- Grey Squirrel
- Muntjac
- Nathusius' Pipistrelle
- Natterers Bat
- Noctule
- Otter
- Rabbit
- Red Deer
- Red Squirrel
- Red-necked Wallaby
- Roe Deer
- Water Shrew
- Water Vole
- Weasel

**Date**

Date should be entered dd-mm-yyyy eg 20/07/2007

**Year**

Put the year in full Eg 2007

**Grid Reference**

Grid reference should be entered to at least 4 figures, preferably 6 or 8 figures. The more accurate the reference the more use the record is!

Eg SK345678

**Recorder**

Name of recorder should be entered with surname first.

Eg Docker, Steve

If more than one recorder enter all recorders.

Eg Bland, John & Jones, Sue

**Locality**

A good description of the location of the record

Eg Larger pond at Grassmoor Country Park

**Record Type**

The record will be one of three possibilities

**Live** ie seen alive

**Dead** ie seen dead

**Sign** ie sign seen such as nest, track, dropping etc

**Number of animals**

Record number of animals seen (not to be used for number of signs)

Eg 5

**Record Detail**

This column provides the opportunity to categorise the record type, usually referring to the mammal sign observed. By using the following only it will allow the database to be search by type of sign, DOR etc . Where more than one is applicable use a comma between types eg Dropping, burrow, feeding sign

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Anal smear (used for otter)</li><li>• Bark (used for deer and fox)</li><li>• Bat detector</li><li>• Burrow</li><li>• Dropping</li><li>• DOR (ie Dead on Road)</li></ul> | <ul style="list-style-type: none"><li>• Feeding sign (used for chewed nuts, cones, grass, bark etc, this detail will be put in further comments column)</li><li>• Track</li><li>• Latrine</li><li>• Run</li><li>• Cat kill</li><li>• Diggings</li></ul> |
|---|---|

- Drey (Used for squirrel)
- Scrape
- Dung pit
- Earth (Used for fox)
- Hair
- Slot (Used for deer)
- Holt
- Nest
- Sett
- Molehills
- Snuffle hole
- Prey

- Owl pellet
- Roost Used for bats)
- Scat (Used for fox and mink)
- Smell
- Skull
- Spraint (Used for otter)
- Plop
- Warren
- Scent
- Footprint

### **Further Comments**

This column can be used for any further comment such as habitat, details of signs (eg hazelnuts) , sex, juvenile, who reported it to recorder, Survey carried out (eg Longworth trapping, Brown Hare census)

Please send records to

[mammalrecorder@derbyshiremammalgroup.com](mailto:mammalrecorder@derbyshiremammalgroup.com)

Or by post to Derbyshire Mammal Group,  
61 Hillside Rise, Belper, Derbyshire, DE56 1NH

Debbie Court  
27<sup>th</sup> January 2008

Ver 2