

## Accession Field Descriptions

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<b>Accession #</b>	Use this field to record the accession number for the object, for example, "2004.1". The accession number refers to the collection of objects received from the same source at the same time. If the accession record has been created, the adjoining field will fill automatically with the name of the source. Typically, accession numbers are composed of the year the accession was received and a sequential number denoting the order in which the accessions were received in that year. For example, 2004.1 indicates the first object or group of objects received in 2004.[accessno:c(15)]
<b>Accession date</b>	Enter the date on which the accession was created. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY [accdte:date]
<b>Accession# (numeric)</b>	This field is used for sorting accession#s numerically. [zsorterx:c(44)]
<b>Accessioned by</b>	Enter the name of your organization's registrar or data entry person. Protocol for entering names is Last Name, First Name, and Middle Initial. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the name of the person who accessioned the materials. To add, edit, or delete names on this list go to the Setup Screen. Choose Authority Files. Highlight "Users" and press the Next> button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE names on the list.[acby:c(50)]
<b>Addname</b>	From the Accession Screen press the Thank You Letter button. The address name has been filled in automatically from the accession screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter.[addname:c(120)]
<b>Address1</b>	Individual's, membership's, or institution's mailing address.[address1:c(50)]
<b>Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address2:c(50)]
<b>Cell Phone</b>	Use this field to record the cellular phone number for this donor or institution.[phonecell:c(25)]
<b>City</b>	City portion of the address.[city:c(30)]
<b>Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact:c(50)]
<b>Contact id#</b>	Each contact must be assigned an id#. Use this id# to link contacts to accessions by entering the id# on the accession screen.[idno:n(6)]
<b>Country</b>	Country portion of the contact's address.[country:c(30)]

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<b>County</b>	U.K. Setup Option. Enter the county.[county:c(30)]
<b>Credit line</b>	<p>A Credit Line may be entered in the Accession Screen and appears on every item in the accession. The credit line may express a memorial to a donor or relative of a donor as in: "Given in memory of Esther Crutch". The credit line often appears on exhibit labels, for example, "Gift of Mr. and Mrs. Edwin Hopewell".</p> <p>[credit:memo]</p>
<b>Custom Legal</b>	Click on the Custom Legal radio button on the Deed of Gift Form to clear the Default Deed of Gift Language so that you may enter your own custom legal language.[doglegal:memo]
<b>Dataset</b>	<p>This field is used with the Scatter/Gather function to identify the computer that controls each record. This field is controlled by a pull-down authority file. With the cursor in the field, click on the down arrow to the right of the field to view entries in the Authority file. Double click on your choice to enter the name in the field. To add, edit, or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Dataset" and press the Next&gt; Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[dataset:c(15)]</p>
<b>Deaccessioned</b>	<p>Enter the date on which the item was deaccessioned. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY</p> <p>To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[deacdate:date]</p>
<b>Dear</b>	The Dear Field is used for indicate the name you wish to appear in a letter after the word "Dear". For example you may enter "Mr. Smith" in this field and whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith".[dearname:c(120)]
<b>Deed of Gift Name</b>	Enter the name as it will appear on the deed of Gift.[dgname:c(120)]
<b>Deed of Gift Sent</b>	<p>Enter the date on which the deed of gift was sent to the donor for his/her signature. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY</p> <p>To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[dogsent:logical]</p>
<b>Deed of Gift Signed</b>	Enter the date on which the signed deed of gift was returned to the museum. Press F8 to

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fill in today's date automatically. Your system may be set to enter dates in the following formats:

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[dogsioned:logical]

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**Deed of gift returned** Enter the date on which the signed deed of gift was returned to the museum. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[dgreccdate:date]

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**Deed of gift sent** Enter the date on which the deed of gift was mailed to the donor for his/her signature. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[dgsentdate:date]

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**Description** Enter the description of the accession in this unlimited notes field. This description will appear on the Deed of Gift form and the Thank you Letter. For example you may describe the accession as:  
20 black and white photographs  
2 books  
1 rhinestone bracelet  
6 letters from Helen Johnston to her husband, General Albert Johnston.  
Since each item will later be cataloged individually and linked to this accession number, a detailed description is not necessary.  
[descrip:memo]

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**Email** Record the donor's E-mail address.[email:c(50)]

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**Fax#** Telephone number of the Donor's fax machine.[faxno:c(25)]

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<b>Fourth donor - Address name</b>	[addname4:c(120)]
<b>Fourth donor - Address1</b>	Enter the mailing address for the fourth donor. [address14:c(50)]
<b>Fourth donor - Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address24:c(50)]
<b>Fourth donor - Cell Phone</b>	Use this field to record the cellular phone number for the fourth donor.[phonecell4:c(25)]
<b>Fourth donor - City</b>	City portion of the address.[city4:c(30)]
<b>Fourth donor - Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact4:c(50)]
<b>Fourth donor - Contact's Id#</b>	Click on the Add/View additional donors button on the Accession screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno4:n(6)]
<b>Fourth donor - Country</b>	Country portion of the contact's address.[country4:c(30)]
<b>Fourth donor - County</b>	U.K. Setup Option. Enter the county.[county4:c(30)]
<b>Fourth donor - Dearname</b>	[dearname4:c(120)]
<b>Fourth donor - Email</b>	Record the E-mail address of the Fourth donor.[email4:c(50)]
<b>Fourth donor - Fax#</b>	Telephone number of the Donor's fax machine.[faxno4:c(25)]
<b>Fourth donor - Home Phone</b>	Fourth donor's home telephone number.[phoneh4:c(25)]
<b>Fourth donor - Source</b>	The name of the fourth donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom4:c(120)]
<b>Fourth donor - State</b>	Enter the two character state code.[state4:c(2)]
<b>Fourth donor - Thank you letter date</b>	[tyldate3:date]
<b>Fourth donor - Website</b>	Type in the website name for this organization, institution, or individual.[website4:c(60)]
<b>Fourth donor - Work</b>	Fourth donor's work telephone number.[phonew4:c(25)]

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### Phone

**Fourth donor - Zip** Enter the zip or postal code for the fourth donor's address.[zip4:c(13)]

**Home Phone** Donor's home telephone number.[phoneh:c(25)]

**In memory of** The "In memory of" field appears in the Deed of Gift form and is used to list any special memorial associated with the gift or donation.[inmemory:c(100)]

**Inventoried date** Enter the date that the object was first inventoried.[invndate:date]

**Notes** The Notes field may be used to record any additional information. There is no limit to the number of lines or the type of information recorded in this field.[notes:memo]

**Offer to other institution** In the event that an accession is to be transferred to another institution after deaccession, enter the date that this is to take place in this field. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
[offerdate:date]

**Other#** Other number may be used to record any number which may have been assigned to the accession record.[otherno:c(25)]

**Photographed date** Enter the date upon which the items in the accession were photographed.[photodate:date]

**Purchase Price** If the accession was acquired as a purchase, enter the cost of the item or items here. If it was otherwise acquired, enter the value.[price:n(12,2)]

**Received as** "Received as" allows you to select the type of accession you have received. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Received as" from the right hand list and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[recas:c(20)]

**Received by** Enter the name of the officer of the museum who approved the receipt of the accession. This is usually the director, a curator, or head of the collections committee. Protocol for entering the name is Last Name, First Name, and Middle Initial.[recby:c(50)]

**Received date** The date on which the item was received. Sometimes the exact date is not known, this field can be setup to select only strict dates or any combination of numbers and characters. The format for the field is defined on the Setup/Custom Fields/Accessions.  
[recdate:c(10)]

**Restrictions** Record information about any restrictions imposed on access to the materials in this accession. Make a note specifying the details of the restriction, including the date when

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such restrictions will be lifted. Additional information should be recorded regarding jurisdiction, i.e. the person, institution, or entity through which the terms governing access are imposed, enforced, or appealed.

Restrictions entered in this field will apply to all items in the accession and cause a Restricted tag to appear on all catalog records linked to this accession. If only some of the items in the accession are restricted, do not enter anything in this field. You may deal with individual item restrictions in the copyright field of the catalog record.[restrict:memo]

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<b>Reviewed for Deaccession</b>	The date upon which an item or accession was reviewed or considered for deaccession.[redeacdate:date]
<b>Second donor - Address name</b>	[addname2:c(120)]
<b>Second donor - Address1</b>	Enter the mailing address for the second donor.[address12:c(50)]
<b>Second donor - Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address22:c(50)]
<b>Second donor - Cell Phone</b>	Use this field to record the cellular phone number for the second donor.[phonecell2:c(25)]
<b>Second donor - City</b>	City portion of the address.[city2:c(30)]
<b>Second donor - Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact2:c(50)]
<b>Second donor - Contact's Id#</b>	Click on the Add/View additional donors button on the Accession screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno2:n(6)]
<b>Second donor - Country</b>	Country portion of the contact's address.[country2:c(30)]
<b>Second donor - County</b>	U.K. Setup Option. Enter the county.[county2:c(30)]
<b>Second donor - Dearname</b>	[dearname2:c(120)]
<b>Second donor - Email</b>	Record the Second donor's E-mail address.[email2:c(50)]
<b>Second donor - Fax#</b>	Telephone number of the Donor's fax machine.[faxno2:c(25)]
<b>Second donor - Home Phone</b>	Second donor's home telephone number.[phoneh2:c(25)]

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<b>Second donor - Source</b>	The name of the second donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom2:c(120)]
<b>Second donor - State</b>	Enter the two character state code.[state2:c(2)]
<b>Second donor - Thank you letter date</b>	[tyldate2:date]
<b>Second donor - Website</b>	Type in the website name for this organization, institution, or individual.[website2:c(60)]
<b>Second donor - Work Phone</b>	Second donor's work telephone number.[phonew2:c(25)]
<b>Second donor - Zip</b>	Enter the zip or postal code for the second donor's address.[zip2:c(13)]
<b>Source</b>	The name of the source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom:c(120)]
<b>State</b>	Enter the two character state code.[state:c(2)]
<b>TC Receipt#</b>	This is a unique number assigned to any object or group of objects when they are held in temporary custody before being assigned an accession number.[recptno:n(10,1)]
<b>Thank you letter date</b>	[tyldate:date]
<b>Thank you letter sent date</b>	Enter the date upon which the Thank You Letter was sent to the donor. Press F8 to fill in today's date automatically.  Your system may be set to enter dates in the following formats: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY [tyldate:date]
<b>Third donor - Address name</b>	[addname3:c(120)]
<b>Third donor - Address1</b>	Enter the mailing address for the third donor.[address13:c(50)]
<b>Third donor - Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address23:c(50)]
<b>Third donor - Cell Phone</b>	Use this field to record the cellular phone number for the third donor.[phonecell3:c(25)]

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<b>Third donor - City</b>	City portion of the address.[city3:c(30)]
<b>Third donor - Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact3:c(50)]
<b>Third donor - Contact's Id#</b>	Click on the Add/View additional donors button on the Accession screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno3:n(6)]
<b>Third donor - Country</b>	Country portion of the contact's address.[country3:c(30)]
<b>Third donor - County</b>	U.K. Setup Option. Enter the county.[county3:c(30)]
<b>Third donor - Dearname</b>	[dearname3:c(120)]
<b>Third donor - Email</b>	Record the Third donor's E-mail address.[email3:c(50)]
<b>Third donor - Fax#</b>	Telephone number of the Donor's fax machine.[faxno3:c(25)]
<b>Third donor - Home Phone</b>	Third donor's home telephone number.[phoneh3:c(25)]
<b>Third donor - Source</b>	The name of the third donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom3:c(120)]
<b>Third donor - State</b>	Enter the two character state code.[state3:c(2)]
<b>Third donor - Thank you letter date</b>	[tyldate3:date]
<b>Third donor - Website</b>	Type in the website name for this organization, institution, or individual.[website3:c(60)]
<b>Third donor - Work Phone</b>	Third donor's work telephone number.[phonew3:c(25)]
<b>Third donor - Zip</b>	Enter the zip or postal code for the third donor's address.[zip3:c(13)]
<b>Updated</b>	The last date and time the record was changed is automatically entered in this field.[updated:datetime]
<b>Updatedby</b>	If you are using Password Security, the name of the last person to edit the record is automatically entered.[updatedby:c(25)]
<b>Website</b>	Type in the website name for this organization, institution, or individual.[website:c(60)]
<b>Work Phone</b>	Donor's work telephone number.[phonew:c(25)]
<b>Zip</b>	Zip code or postal code[zip:c(13)]