

Objects Field Descriptions

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Accession#	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)]
Accession# (numeric)	This field is used for sorting accession#s numerically. [zsorterx:c(44)]
Accessories	Accessories refers to any additional part or parts that belong with an art object.[accessory:memo]
Acq Value	Use this field to enter the value of the object at acquisition. This may be the price you paid for the item or an appraised value.[acqvalue:n(12,2)]
Age	Age, when used in the context of natural history specimens, refers to the age of the biological specimen at death. For example, if known, the age may be entered as "5 years". If the exact age of the specimen is not known you may enter a range such as "20-30" or in many cases the entry will be in the following form, "Adult", "Juvenile", "Unknown".[age:c(10)]
Appraisal notes	Appraisal notes appears on the appraisal sub screen of the catalog screen. Use this field to record any additional information about the object that may have effected the appraisal.[appnotes:memo]
Appraiser	Use this field to record the name of the person who last appraised the object. Click on the open file folder icon to the right of the field to access additional information about this expert. 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 appraised the item. To add, edit, or delete names on this list go to the Setup Screen. Choose Authority Files. Highlight "Experts" 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.[appraiser:c(40)]
Artist	Enter the name of the creator of the work of art, last name first. Example: Picasso, Pablo.[creator:c(80)]
Artist 2	Enter the name of the creator of the work of art, last name first. Example: Cassatt, Mary S.[creator2:c(80)]
Artist 3	Enter the name of the creator of the work of art, last name first. Example: Cassatt, Mary S.[creator3:c(80)]
Assemblage zone	Bio-stratigraphic unit as defined and identified by a group of associated fossils rather than by a single index fossil. [assemzone:c(25)]
Authorized date	Enter the date upon which the repatriation was authorized by an officer of the organization or museum.[repatdate:date]

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Bag Number	Archaeology: Record the original Bag Number that was assigned to the item by the field collector. This number refers to the provenience of an archaeological specimen.[bagnoc(15)]
Box Number	Archaeology: Record the original Box Number that was assigned to the item by the field collector. This number refers to the provenance of an archaeological specimen.[boxnoc(15)]
Cabinet	Location: Enter the Cabinet name or number from the authority file by pressing F7 or the Right Mouse button.[cabinet:c(25)]
Caption	Image Management: Enter a caption for the image.[caption:c(30)]
Catalog	This required field does not display. It denotes the catalog: A - Archives L - Library O - Objects P - Photos [cat:c(1)]
Catalog date	Enter the date on which the item was cataloged. 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[catdate:date]
Cataloged by	Type the name of the person entering the catalog record. This should be in the form of last name, first name. For example: "Doe, John". This field is controlled by an authority file. 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 cataloger's name in the field. To add or delete names on this list go to the Setup Screen. Choose Authority Files. You will then have the option to ADD, EDIT, or DELETE names on the list.[catby:c(25)]
Category	In the Revised Nomenclature for Museum Cataloging, Main Categories are the highest or most general level of the hierarchical naming system. Category displays on the catalog screen but cannot be edited because it is being displayed from the hierarchical nomenclature system and refers to one of the 11 main categories.[gparent:c(45)]
Chemical Comp	Geology: Chemical composition reflects the number of different atoms making up a molecule. For example: the chemical formula for quartz is SiO ₂ , which shows that each molecule consists of one atom of silica (Si) bonded to two atoms of oxygen (O ₂).[chemcomp:c(25)]
Circumference (cm)	Measure and record the boundary line of a circle. Record measurement in centimeters.[circum:n(9,3)]
Circumference (ft)	Measure and record the boundary line of a circle. Record measurement in feet.[circumft:n(9,3)]

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Circumference (in)	Measure and record the boundary line of a circle. Record measurement in inches.[circumin:n(9,3)]
Classification	<p>This field is controlled by an authority file. When the cursor is in the Classification field, press F7 or right mouse to display the authority file. This file is designed to contain classifications organized in a hierarchical system. It is recommended that you arrange your authority files from the general to the specific as in;</p> <p>Agriculture Livestock Cattle</p> <p>Each entry is separated by a carriage return line feed. You may wish to create your authority files before beginning data entry.[classes:memo]</p>
Collection	Collection is a body of material formed by or around a person, family, group, corporate body, or subject from a common source. You may wish to subsume several small collections under a general name such as, "Archaeology Collection". However, for research purposes, it is recommended that Collection Name be derived from the name of the creator or source of the material. For example, "Carter Family Collection". Such a collection name could be used to relate material in the Archives, Objects, Photos and Library Catalogs by giving them all the same collection name. Collection reports can be generated to include all items from the same collection.[collection:c(50)]
Collection date	This field generally relates to the Collector field. It is most often used in reference to field collections such as archaeology, paleontology, or geology. Fill in the date that a specimen was collected from the field.[colldate:date]
Collector	The Collector field may be used to designate the name of the institution, person, or organization that collected the artifact. For example, it may be the name of the principal researcher of an archaeological field party.[collector:c(75)]
Condition	This field is used to describe the condition of an item. It is controlled by an approved list of terms. To add or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Condition-Objects" 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.[condition:c(35)]
Condition Notes	Use the unlimited Condition Notes field to describe details about the object's condition. You may keep a history of the condition of an item by dating your entries. Note any changes when you are doing routine maintenance or as damage occurs.[condnotes:memo]
Condition by	Type the name of the person who examined an item and assigned a condition value. This should be in the form of last name, first name. For example: "Doe, John". This field is controlled by an authority file. 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 in the field. To add edit, or delete names on this list choose Setup on the main menu. 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.[condexam:c(25)]

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Condition date	Condition Date records the date upon which an item was examined and assigned a Condition.[conddate:date]
Container	The Container field is automatically filled from entries made in the Location portion of the catalog record. This field is controlled by an authority file. To add, edit, or delete entries in the authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Container" 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.[container:c(40)]
Count	Use the Count field to record the number of items associated with this particular Object ID. For example a Shaman's Bundle may contain several items wrapped in a cloth. The Count field is helpful when doing routine maintenance to make sure all elements of an artifact are accounted for.[count:c(20)]
Credit line	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". [credit:memo]
Crystal System	Geology: The crystal shape is an important clue to the identification of a particular mineral. The crystal system is based on the number of axes of symmetry developed. An axis is an imaginary line running through the crystal around which it can be turned to produce the same appearance from more than one side.[crystal:c(20)]
Culture	Culture is the intellectual and artistic expression of a particular period, class, community, or population. Use this field to record the culture to which a work of art may be ascribed. This field is controlled by an authority file. To add, edit, or delete entries in the authority file, go to Setup, Authority Files, Culture, and press the Next> button. [culture:c(75)]
Current value maximum	The maximum current value of the item. For insurance purposes or other reasons you may want to update the value of items to reflect current values. The best way to update values is by adding a new appraisal.[curvalmax:n(12,2)]
Current value minimum	The minimum current value of the item. For insurance purposes or other reasons you may want to update the value of items to reflect current values. The best way to update values is by adding a new appraisal.[curvalue:n(12,2)]
Dataset	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> 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)]
Date	Record the date when the item was created, if known. This date field may contain any combination of numbers and characters up to 50 characters. This field can accommodate exact dates such as: "12/12/2004" as well as approximate dates such as "Circa 1945.", or

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"50,000,000 BP +- 1000".[date:c(50)]

Dating Method

Objects-Archaeology Screen: Use this field to record which archaeological dating method was used to date the object. This field is controlled by an authority file. With the cursor in the field, press F7 or Right Mouse to view the authority file. To add, edit, or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Dating Method" 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.[datingmeth:c(50)]

Datum

Objects-Archaeology Screen: Datum describes a point, line, or surface used as a reference for mapping. Archaeological measurements are taken from a fixed point to insure comparability of data. Use the Datum Field to record the fixed point from which measurements were taken from this item.[datum:c(15)]

Depth (cm)

Depth in centimeters.[depth:n(9,3)]

Depth (ft)

Depth in feet.[depthft:n(9,3)]

Depth (in)

Depth in inches.[depthin:n(9,3)]

Description

The description field is used to write a detailed prose description of an item. There is no limit to the number of lines or the type of information recorded in this field. A feast bowl might be described in this way;
"Elliptical wooden platter supported on each end by a carved human figure. The two figures are identical. The arms of the figures are outstretched and embrace the rim of the dish. The heads are thrown back with the mouths open. The legs form the feet of the platter. The eyes of the figures are inlaid with mother of pearl."[descrip:memo]

Diameter (cm)

Diameter in centimeters.[diameter:n(9,3)]

Diameter (ft)

Diameter in feet.[diameterft:n(9,3)]

Diameter (in)

Diameter in inches.[diameterin:n(9,3)]

Dimension Details

Dimension details is an unlimited notes field used to record any information about the size, shape, or any additional measurements that cannot readily be recorded in the numeric dimensions fields.[dimnotes:memo]

Dimension type

Designates the units used for measuring dimensions and weight of an object. Options are in/oz, cm/gr, or ft/lbs.[dimtype:n(1)]

Display Value

This field allows you to assign a Display Value to each object. Some objects may be poor candidates for exhibit due to fragile condition or because they are culturally sensitive items or may be offensive to some museum patrons. Objects may be unsuitable for exhibit because they are inappropriate for the museum's mission or time period.

Display Value is controlled by a pull-down authority file. To enter your own Display Values, go to Setup and choose Authority Files. Highlight "Display Value - Objects" and click on the Next> button at the top of the screen. You will have the option to ADD, EDIT, or DELETE items in the list.[dispvalue:c(10)]

Drawer

Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Drawer" is one section of the Home Location. This field is controlled

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by an authority file that is shared by all catalogs. To enter the Drawer location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field. You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Drawer" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[drawer:c(20)]

Epoch	A unit of geologic time that is a division of a period.[epoch:c(25)]
Era	The longest division of geologic time, made up of one or more periods.[era:c(25)]
Event	Event refers to a named occasion associated with artifacts, archival materials or photographs. For example: a collection may include photos, printed materials, and hats from a political convention. These items could be linked by recording the name of the event in the Event Field, e.g. "Democratic National Convention 1956".[event:c(80)]
Excavated by	Objects - Archaeology Screen: Enter the name of the person who excavated the material. You may enter any name you wish in this field. However, this field is linked to the Experts Authority File. This is an authority file of people who have special expertise or serve some expert function for your organization. People such as consultants, curators, scientists, and appraisers may be listed in the Experts file.[excavateby:c(25)]
Excavated date	Objects - Archaeology Screen: Enter the date the material was excavated.[excavateby:date]
Exhibit ID	Unique GUID number used to link catalog records to an exhibit. [exhibitid:c(36)]
Exhibit label line 1	Exhibit Label is a description of an artifact that may differ from the catalog description of an item. The exhibit label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel1:memo]
Exhibit label line 2	Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel2:memo]
Exhibit label line 3	Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel3:memo]
Exhibit label line 4	Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel4:memo]
Exhibit start	Enter the starting date for the exhibit. 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

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German - DD.MM.YYYY
Italian - DD-MM-YYYY
Japan - YYYY/MM/DD
US - MM/DD/YYYY[exhstart:date]

Exhibit#	Each exhibit is assigned a number. If an item is on an exhibit the exhibit# is entered here.[exhibitno:n(7)]
Family	Objects - Natural History - Family is a taxonomic category of related organisms ranking below an order and above a genus. A family usually consists of several genera.[family:c(35)]
Feature	Objects - Archaeology: An archaeological feature is any definable archaeological phenomenon which is discernibly different from the surrounding deposits. Feature is often defined as material remains that cannot be transported such as fire pits, storage pits, wall foundations, and post holes. [feature:c(50)]
Flag Date	Date and time that the catalog was flagged and placed on the To Do list.[flagdate:datetime]
Flag Notes	Detailed reason for flagging a catalog record.[flagnotes:memo]
Flag Reason	Reason a catalog record was flagged.[flagreason:c(20)]
Formation	The fundamental lithostratigraphic unit, a thickness of, outcropping of, body of rock and soil associated with defined and identifiable characteristics, with a deposition consistent with a certain geologic time and/ or sequence of events, each geologic formation has a different total aspect of life from that above or below. [formation:c(20)]
Fossils	Objects - Geology Screen: Use this field to enter the type of fossils that are present in a rock specimen. 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. Highlight and click on the preferred choice. To add, edit, or delete item go to Setup, Authority Files. Highlight "Fossils" on the pull down side and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries. [fossils:c(25)]
Found	An object may be found in a different location than where it was created or manufactured. This field is used to describe where an object was found. It may be a culture area such as "Navajo" or it may be a geographical location such as "Washington/Pierce County/Cromwell Farm". [found:c(75)]
Fracture	Objects - Geology: record the nature of the surface left behind when a piece of mineral is broken possible entries include; "conchoidal" or "uneven." [fracture:c(20)]
Frame desc	Objects - Art Screen: This field may be used to describe the frame associated with a work of art.[frame:c(120)]

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Frame size	<p>Objects - Art Screen: Give the dimensions of the frame associated with an art object. This field is controlled by an authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.</p> <p>You may also go to Setup, Authority Files. Highlight "Frame size" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[framesize:c(35)]</p>
Genus	<p>Genus is the taxonomic category ranking below family and above species and generally consisting of a group of species exhibiting similar characteristics. This field is controlled by an authority file from which the appropriate genus may be retrieved.[genus:c(35)]</p>
Grain size	<p>Objects - Geology Screen: grain size is an indicator of how a rock was formed and its composition. This field is used to record the grain size of the specimen. The field is controlled by a pull down authority file. Click on the down arrow to the right of the field to view the authority file. Highlight and click on your selection.</p> <p>To add, edit, or delete entries in this authority file, go to Setup, Authority Files. Highlight "Grain size" on the right hand list and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[grainsize:c(25)]</p>
Habitat	<p>Objects - Natural History: Habitat is used to record the area or type of environment in which a biological specimen lives or occurs. This field is controlled by an authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.</p> <p>You may also go to Setup, Authority Files. Highlight "Habitat" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file. [habitat:c(80)]</p>
Handling requirements	<p>Describe any special handling, storage, or ceremonial requirements for the object subject to repatriation.[repathand:memo]</p>
Hardness	<p>Objects - Geology: In geology, hardness is the property of resisting abrasion or scratching. It is measured by the MOH table of hardness. 1 is the softest and 10 is the hardest. The MOH table is as follows:</p> <ol style="list-style-type: none">1. Talc2. Gypsum3. Calcite4. Fluorite5. Apatite6. Orthoclase7. Quartz8. Topaz9. Corundum10. Diamond[hardness:c(15)]
Height (cm)	<p>Height in centimeters.[height:n(9,3)]</p>

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Height (ft)	Height in feet.[heightft:n(9,3)]
Height (in)	Height in inches. [heightin:n(9,3)]
Home Location/Building	<p>Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Building" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Building location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field.</p> <p>You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Building" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[homeloc:c(60)]</p>
Identified by	<p>Objects - Natural History & Archaeology: Identified by allows you to enter the name of the researcher, analyst, or expert who identified the specimen. This field is controlled by the Experts authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.</p> <p>You may also go to Setup, Authority Files. Highlight "Experts" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.</p> <p>For more information about the expert click on the file folder icon to the right of the field.[idby:c(30)]</p>
Identified date	Objects - Natural History & Archaeology: Enter the date upon which an item was identified.[iddate:date]
Image size	<p>Objects - Art Screen: For paintings, prints, and works on paper, use this field to enter the image size. This field is controlled by an authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.</p> <p>You may also go to Setup, Authority Files. Highlight "Frame, Image and Print Sizes" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file. [imagesize:c(35)]</p>
Imagefile	Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(60)]
Incoming Loan#	Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the object catalog screen.[loaninno:c(15)]
Incoming loan due date	Incoming loan due date is used to record the date that the loan will end. This field is read only. It is displayed from the Loans In screen.[loandue:date]
Incoming loan received date	Incoming loan received date is used to record the starting loan date for an item loaned to your institution. This field is read only. It is displayed from the Loans In

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screen.[loandate:date]

Ins company phone	Insurance company phone is used to record the phone number of the insurance company that insures the object.[insphone:c(25)]
Ins policy exp date	Use this field to record the date upon which the policy will expire.[insdate:date]
Inscription language	The language of the maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen.[inscrlang:c(20)]
Inscription position	The location on the object of the maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen.[inscrpos:c(40)]
Inscription technique	The technique used to apply the maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen. The pull down list of techniques can be selected by the user from the Setup / Authority files screen.[inscrtech:c(40)]
Inscription text	The text of the maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen.[inscrtext:memo]
Inscription translation	If the inscription is in a foreign language, enter the translation in this field. The field appears on the objects catalog Inscription details sub-screen.[inscrtrans:memo]
Inscription type	The type of maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen. The pull down list of types can be selected by the user from the Setup / Authority files screen.[inscrtype:c(20)]
Insurance Representative	Insurance representative is used to record the name of the insurance agent responsible for the policy insuring the object.[insrep:c(30)]
Insurance company	Insurance company appears in the Appraisal section of the Objects screen. Use this field to record the name of the insurance company which insures the object.[inscomp:c(30)]
Insurance policy#	Insurance Policy # is used to record the insurance policy number covering the object.[policyno:c(20)]
Insurance premium	Insurance premium is used to record the dollar amount of the insurance policy.[inspremium:c(20)]
Insured value	Insured value is used to record the amount of insurance coverage on the object.[insvalue:n(10,2)]
Inv By	Enter the name of the person who inventoried the item. This field is controlled by an authority file. 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 inventory person's name in the field.[invnby:c(25)]
Inventoried date	The last date that the object was located during an inventory.[invndate:date]
Kingdom	Objects - Natural History: Kingdom is the highest taxonomic classification into which organisms are grouped, based on fundamental similarities and common ancestry.[kingdom:c(20)]

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Legal Status	Use this unlimited notes field to provide information on the legal status of the unit of description. Describe any specific legal restrictions placed upon the item.[legal:memo]
Length (cm)	Length in centimeters.[length:n(9,3)]
Length (ft)	Length in feet.[lengthft:n(9,3)]
Length (in)	Length in inches.[lengthin:n(9,3)]
Level	Objects - Archaeology: Level is the basic vertical subdivision of an excavation unit, defined metrically, such as in 5, 10, or 20 centimeter levels. Level may also refer to s natural layers of stratification within the excavation unit.[level:c(15)]
Lithofacies	<ol style="list-style-type: none">1. A lateral, map able subdivision of a designated stratigraphic unit, distinguished from adjacent subdivisions on the basis of lithology.2. The rock record of any sedimentary environment. [lithofacie:c(25)]
Loan Condition	Press the "Edit, Delete, Return, or View details for item" button to view the items on loan. Use the Loan condition notes field to describe the condition of an item before it is placed in an outgoing loan. If a more detailed condition report is required, click on the "Detailed Condition Report" button at the top of the screen to create a new report.[loancond:memo]
Loan ID	Unique GUID number used to link catalog records to an outgoing loans. [loanid:c(36)]
Luster	<p>Objects - Geology: The fresh surface of a mineral will reflect light in a characteristic way. This is known as luster. The different lusters are defined by means of comparison with the luster of everyday objects. 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.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Luster" 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.[luster:c(15)]</p>
Made	Use the Made field to record by whom an object was made. This may be an individual artist or maker such as, "O'Keefe, Georgia". It could also be a tribal or cultural affiliation such as, "Hopi".[made:c(75)]
Maintenance Cycle	This field allows you to enter the maintenance interval for the artifact. It is controlled by an approved list. Maintenance Cycle may be, Weekly, Monthly, Quarterly, Yearly, Every Two Years, Every Five Years, or Never.[maintcycle:c(10)]
Maintenance Notes	The Maintenance Notes field allows you to keep an unlimited detailed record of maintenance and cleaning applied to an item. Be sure to date your entries so that a maintenance history is created.[maintnote:memo]
Maintenance Start	Enter the starting date for the maintenance cycle. Press F8 to fill in today's date

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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[maintdate:date]

Makers mark

Use this field to record and describe any manufacture's or maker's mark that appears on an object.[mmark:memo]

Material

The material field is used to list all materials from which an object is manufactured. These are recorded in descending order of percentage of composition, separated by forward slashes. For example, the materials in a bone-handled knife would be listed as "Metal/Bone". This field is controlled by an Authority File from which you may choose pre-defined material types. Press F7 or Right Mouse to access the authority file.

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice". The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the authority file.

To add, edit, or delete entries in the authority file use the buttons at the top of the screen. You may also go to Setup, Authority Files. Highlight "Material" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[material:c(75)]

Medium

The medium field is used to list all media from which an art object or photograph is made. You may choose to record a single entry such as "Gouache" or "Marble". However, you have the option to choose several entries separated by forward slashes as in, "Paper/Watercolor". Record multiple entries in descending order of percentage of composition. This field is controlled by an Authority File from which you may choose pre-defined media types. Click F7 or Right Mouse.

You have two options for creating entries in the field. Use the radio button to select which option you prefer: Append to current entry or Replace current entry with choice. The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the authority file.

To add, edit, or delete entries in the authority file use the buttons at the top of the screen. You may also go to Setup, Authority Files. Highlight "Medium" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.
[medium:c(75)]

Member

Objects - Geology: A lithostratigraphic unit of subordinate rank, comprising some specially developed part of a formation.[member:c(25)]

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Natural History class	Objects - Natural History: Class is a taxonomic category ranking below a phylum and above an order.[nhclass:c(35)]
Natural History order	Objects - Natural History: Order is a taxonomic category of organisms ranking above a family and below a class.[nhorder:c(75)]
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]
Notes on Related Objects	Additional information about how objects are related to this item.[relnotes:memo]
Number of images	Number of images appears directly above the thumbnail image and lets you know how many images are attached to this object record. This also appears below the image when you click on Image Management to see the full sized version of the photograph.[imageno:n(3)]
Object ID	This is the unique number assigned to an object or artifact by your museum. It may be any combination of characters and/or numbers up to 25 characters in length.[objectid:c(25)]
Object ID# (numeric)	This field is used for sorting objectids numerically. [zsorter:c(69)]
Object Name	This is the lexicon-controlled object name from the approved list. PastPerfect is shipped with the lexicon system of categories, sub-categories and object terms from Robert G. Chenhall's, Revised Nomenclature for Museum Cataloging, a system for classifying man-made objects.[objname:c(40)]
Objects Field 01	Custom Character Field 1 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf1:c(75)]
Objects Field 02	Custom Character Field 2 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf2:c(75)]
Objects Field 03	Custom Character Field 3 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf3:c(75)]
Objects Field 04	Custom Character Field 4 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf4:c(75)]
Objects Field 05	Custom Character Field 5 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf5:c(75)]
Objects Field 06	Custom Character Field 6 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf6:c(75)]

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Objects Field 07	Custom Character Field 7 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf7:c(75)]
Objects Field 08	Custom Character Field 8 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf8:c(75)]
Objects Field 09	Custom Character Field 9 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf9:c(75)]
Objects Field 10	Custom Character Field 10 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf10:c(75)]
Objects Field 11	Custom Character Field 11 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 20 characters.[udf11:c(20)]
Objects Field 12	Custom Character Field 12 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 20 characters.[udf12:c(20)]
Objects Field 13	Custom Numeric Field 13 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a integer only field of up to 12 digits. [udf13:n(12)]
Objects Field 14	Custom Numeric Field 14 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and two characters to the right. This field is best used for currency.[udf14:n(12,2)]
Objects Field 15	Custom Numeric Field 15 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and two characters to the right. This field is best used for currency.[udf15:n(12,2)]
Objects Field 16	Custom Numeric Field 16 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and three characters to the right.[udf16:n(12,3)]
Objects Field 17	Custom Numeric Field 17 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and three characters to the right.[udf17:n(12,3)]
Objects Field 18	Custom Date Field 18 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field.

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[udf18:date]

Objects Field 19 Custom Date Field 19 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field.
[udf19:date]

Objects Field 20 Custom Date Field 20 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field.
[udf20:date]

Objects Field 21 Custom Memo Field 21 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field that allows unlimited entries.[udf21:memo]

Objects Field 22 Custom Memo Field 22 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field that allows unlimited entries.[udf22:memo]

Occurrence Describe the geological conditions under which a rock or mineral is formed. For example, "olivine forms only in basic igneous rocks"[occurrence:memo]

Old# If the item has been assigned a new object id#, enter the old object id# in this field.[oldno:c(25)]

Other # Other number may be used to record any number which may have been given to an item or artifact other than the number assigned by your museum. This is useful for archaeological artifacts which may have been given numbers by the original researcher and may still be needed for research purposes.[otherno:c(25)]

Other Name For artifacts and objects collected from non-English speaking cultures there is probably a common native name. This field may be used to record this name. For example, for an object of Hawaiian origin such as a fishhook you may enter the English Object Name, "Fishhook", and the Native Name, "Makau". This field may also be used to record a common alternate name for any object. For example, for the Object Name "Violin", you may wish to record "Fiddle" in the Other Name field.[othername:c(40)]

Outgoing loan date Record the starting date of the loan.[outdate:date]

Owned This field can be used to name the last owner of the object, if known. This field should be used to record an individual or family name.[owned:c(75)]

People The People field appears in all four catalogs. This field is used to identify people who are associated with catalog record. When you type a name in the field, PastPerfect will automatically add it to the authority file. For ease of searching, enter names; Last Name, First Name, MI.

To use the authority file to add a name to the field, place the cursor in the People field, type F7 or Right Mouse to display the people authority file. Click on the alphabetized tabs at the top of the screen to locate the person. Highlight your choice and double click.

To add, edit, or delete names on the list, go to Setup, Authority Files. Highlight "People" on the left hand list and press Next> at the top of the screen. You may then use the ADD,

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EDIT, and DELETE buttons to populate the authority file.[people:memo]

Period A unit of time, longer than an epoch and shorter than an era.[period:c(25)]

Phylum Objects - Natural History: Phylum is a primary division of a kingdom, as of the animal kingdom, ranking above class in taxonomic classification.[phylum:c(35)]

Place of Origin Use this field to record the place of origin, if known. This might be a city and country or it may be a region such as "Southeastern, US". This field is controlled by an authority file. To access the file press F7 or the Right Mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "Places" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.
[origin:c(75)]

Prep date Objects - Natural History: Enter the date upon which the specimen was prepared.

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

[predate:date]

Preparator Objects - Natural History: Enter the name of the person who prepared the specimen for scientific study or display.

You may enter any name you wish in this field. However, this field is linked to the Experts Authority File. This is an authority file of people who have special expertise or serve some expert function for your organization. People such as consultants, curators, scientists, and appraisers may be listed in the Experts file.

For more information about the preparator click on the file folder icon to the right of the field. Click on the View Contact Screen button to access the preparator's contact information.[preparator:c(75)]

Preservation methods Objects - Natural History: Use this field to describe how a specimen was preserved. For example: a specimen may be preserved by drying, tanning, taxidermy, freeze-drying, or fixing in preservative fluid.[preserve:memo]

Pressure Objects - Geology: The process by which rocks are altered in composition, texture, or internal structure by extreme heat, pressure, and the introduction of new chemical substances. Indicate the level of pressure present when the rock specimen was formed.

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.

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To add, edit, or delete entries in this authority file, choose Setup on the main menu then choose Authority Files. Highlight "Pressure" on 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.[pressure:c(25)]

Provenance

This field is used to give a detailed history of the past ownership of an object. Give information, including dates, on successive transfers of ownership and custody of the object. Ideally, the provenance field will list the history of the object from its creation, through subsequent owners, to its final transfer to your institution. This is an unlimited memo field. You may enter as much information as you wish.[provenance:memo]

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 date

The date on which the item was received. This field cannot be edited from the Objects catalog. To edit this date, click on the Accession button. You will jump to the accession record for the item. Press the Edit button at the top of the screen.

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.

Note: if an accession date is entered on the Accession screen, the accession date is displayed on the catalog screen instead of the received date.
[redate:c(10)]

Related Publications

Use this field to record a citation to, and/or information about, any publication that is based on the use, study, or analysis of the object.[pubnotes:memo]

Relation

This field does not display. It is used to related catalog records.[relation:c(36)]

Repatriation Type

Repatriation type provides a pull-down authority file for the type of item subject to repatriation. 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 "Repatriation type" on 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.

Select one of the following:

1. Human remains
2. Associated funerary objects which shall mean objects that, as part of the death rite or

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ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, and both the human remains and associated funerary objects are presently in the possession of control of a Federal agency or museum, except that other items exclusively made for burial purposes or to contain human remains shall be considered as associated funerary objects.

3. Unassociated funerary objects which shall mean objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, where the remains are not in the possession or control of the Federal agency or museum and the objects can be identified by a preponderance of the evidence as related to specific individuals or families or to known human remains or, by a preponderance of the evidence, as having been removed from a specific burial site of an individual culturally affiliated with a particular Indian tribe,

4. Sacred objects which shall mean specific ceremonial objects which are needed by traditional Native American religious leaders for the practice of traditional Native American religions by their present day adherents, and

5 Cultural patrimony which shall mean an object having ongoing historical, traditional, or cultural importance central to the Native American group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual regardless of whether or not the individual is a member of the Indian tribe or Native Hawaiian organization and such object shall have been considered inalienable by such Native American group at the time the object was separated from such group.

Native American Graves Protection and Repatriation Act (NAGPRA 1990).[repattype:c(40)]

Repatriation authorized by	Enter the name of the person responsible for authorizing the repatriation of the item.[repatby:c(40)]
Repatriation claimant/s	Enter information about the person/s, tribes, or groups who have submitted claims for the object subject to repatriation. Include tribal affiliation, name, address, phone number and any other important information about the claimant/s. This is an unlimited note field.[repatclaim:memo]
Repatriation disposition	This term refers to the return of cultural items excavated or inadvertently discovered on Federal or tribal lands after November 16, 1990, to lineal descendants, Indian Tribes, and Native Hawaiian organizations. Describe the disposition of the item subject to repatriation. Include details about when, how, and where the transfer of the repatriated object took place.[repatdisp:memo]
Repatriation notes	Use this field for any additional information about the item subject to repatriation that has not been covered in the previous fields.[repatnotes:memo]
Repatriation notice date	Enter the date upon which the item subject to repatriation was published in the Federal Register. This notice is published as part of the National Park Service's administrative responsibilities under NAGPRA, 25 U.S.C. 3003, Sec. 5 (d)(3). The determinations

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within this notice are the sole responsibility of the museum, institution, or Federal agency that has control of these cultural items.[repatnotic:date]

Rock Classification

Rock Classification is a pull down authority file that provides a list of classifications useful for rock types. 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 "Authority File Name" 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.[rockclass:c(25)]

Rock Texture

Objects - Geology: Texture refers to the way grains or crystals are arranged and their size relative to one another in igneous rocks. This is an unlimited notes field so entries may be as long as necessary. For example: "Course-grained with crystals larger than 3/16" (5mm) in diameter. "[texture:memo]

Rock color

Objects - Geology: Rock Classification is a pull down authority file that provides a list of classifications useful for rock types. 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 "Authority File Name" 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.[rockcolor:c(25)]

Rock origin

Objects - Geology: Rock Origin is a pull down authority file that provides a list of useful terms for identifying the origin of rocks. 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 "Authority File Name" 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.[rockorigin:c(25)]

Rock type

Objects - Geology: The Rock type field is used to record the type of rock such as igneous, metamorphic, or sedimentary. 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 "Authority File Name" 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.[rocktype:c(20)]

Role Artist

Use this field to record the professional endeavor of the creator. 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 "Authority File Name" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries

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on the list.[role:c(15)]

Role Artist 2

Use this field to record the professional endeavor of the creator. 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 "Authority File Name" 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.[role2:c(15)]

Role Artist 3

Use this field to record the professional endeavor of the creator. 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 "Authority File Name" 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.[role3:c(15)]

Room

Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Room" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Drawer location, press F7 or Right Mouse to access the Authority File. Highlight and double click on your selection.

You may add, edit, or delete entries in the authority file by using the buttons at the top of the screen or you may go to Setup, Authority Files. Highlight "Room" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[room:c(25)]

School

Objects - Art: School refers to a group of people, especially philosophers, artists, or writers, whose thought, work, or style demonstrates a common origin, influence or unifying belief. This field is controlled by an authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "School" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.
[school:c(75)]

Screen View

Screen view provides the specialized set of fields needed for cataloging a particular type of object. You may select a default screen view for each record, so that whenever the record is called up, the desired screen view is displayed. To set the screen view, select the appropriate radio button while in edit mode.[cattype:c(15)]

Search Terms

Search terms may be used to record any terms, words, or names that will be helpful in researching the catalog database.[sterms:memo]

Sex

Objects - Natural History: Use the sex field to record the sex of the biological specimen; male, female, hermaphrodite, or unknown.[sex:c(13)]

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Shelf	<p>Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Shelf" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Shelf location, press F7 or Right Mouse to access the Authority File. Highlight and double click on your selection.</p> <p>You may add, edit, or delete entries in the authority file by using the buttons at the top of the screen or you may go to Setup, Authority Files. Highlight "Shelf" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[shelf:c(20)]</p>
Sig Loc	<p>Objects - Art: Record the location of the artist's signature in this field. For example, "Lower right".[signloc:c(50)]</p>
Signed Name	<p>Objects - Art: This field is used to record the form in which the artist has signed his/her name. For example; if Pablo Picasso has used only his first name as a signature on a work of art, enter "Pablo" in the Signed Name field.[signedname:c(50)]</p>
Site #	<p>This field may be used to record the Smithsonian or other site number designation for an archaeological site. Site number is linked to the Site Information Screen.[siteno:c(12)]</p>
Site Name	<p>Enter the name of the site from which the artifact was recovered. In the case of archaeological collections, this may be a site name such as "English Camp Site". In the case of paleontological or geological sites, the site name may be in the form of a formation such as "Burgess Shale".[site:c(40)]</p>
Skeletal Elements	<p>Elements refers to the separate bones present in a biological sample. For example: a skeletal specimen may not contain all elements of the skeleton. Use this field to record the elements that are present. This field is controlled by an authority file from which the named elements may be retrieved. For example: "Cranium, Right Femur, Left Tibia". Press the F7 key or Right Mouse to access the Authority File.</p> <p>You have two options for creating entries in the field. Use the radio button to select which option you prefer: Append to current entry or Replace current entry with choice. The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the authority file.[elements:memo]</p>
Source	<p>The name of the original donor or source of the item is displayed from the accession screen. This field cannot be edited from the Objects catalog. To edit this information, click on the Accession button. You will jump to the accession record for the item. Press the Edit button at the top of the screen.[recfrom:c(120)]</p>
Sp Grav.	<p>Objects - Geology: Specific Gravity is the weight of a mineral compared with the weight of an equal volume of water.[specgrav:c(10)]</p>
Stage	<p>Objects - Geology: A subdivision in the classification of stratified rocks, ranking just below a series and representing rock formed during a chronological age.[stage:c(25)]</p>
Status	<p>The Status field is designed to provide flags to alert the user to special information about the item. 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.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu.</p>

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Choose Authority Files. Highlight "Status - Objects" 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.[status:c(20)]

Status by

Type the name of the person assigning the Status to the item. This field is controlled by the Users authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "Users" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[statusby:c(25)]

Status date

Status date is used to record the date upon which a status value was assigned to an object.[statusdate:date]

Stratum

Objects - Archaeology: One of several parallel layers of material arranged one on top of another.[stratum:c(15)]

Streak

Objects - Geology: The diagnostic mark left by a mineral as it is scratched across a hard rough surface. Entries in this field may be up to 20 characters in length.[streak:c(20)]

Sub-Family

Objects - Natural History: A taxonomic category of related organisms ranking between a family and a genus.[subfamily:c(35)]

Sub-category

Sub-Category is the second level of the hierarchical naming system described in the Revised Nomenclature for Museum Cataloging. When you assign an object name, PastPerfect automatically fills in the category and sub-category from the lexicon.[parent:c(40)]

Sub-species

Objects - Natural History: A sub-division of a taxonomic species, usually based on geographic distribution.[subspecies:c(40)]

Subjects

This field may be used to record the general subject matter related to an object. You may choose to list several entries. The authority file is based on the Library of Congress Thesaurus for Graphical Material - Subject Terms (LCT GM I).

This field is controlled by an authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "Subjects" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[subjects:memo]

Surface process

Objects - Geology: Surface process refers to changes in the surface of a rock or mineral due to environmental processes. For example: Weathering, Stream action, Marine action, Glacier action, Wind action.[sprocess:c(20)]

Technique

Object - Art: The way in which the fundamentals, as of an artistic work, are handled. A method or way of working with materials to create a work of art.
[technique:c(75)]

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Temp loc authorized by Enter the name of the person responsible for authorizing the movement of an object from its home location to a temporary location. This field is controlled by the Users authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "Users" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[tempauthor:c(25)]

Temp location by Enter the name of the person responsible for authorizing the movement of an object from its home location to a temporary location. This field is controlled by the Users authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.

You may also go to Setup, Authority Files. Highlight "Users" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.[tempby:c(25)]

Temp location date Temp location date is used to record the date upon which an object was moved to a temporary location.[tempdate:date]

Temp location notes Temp location notes is used to record any additional information about the temporary location.[tempnotes:memo]

Temp location reason Temp location reason is used to record the reason for moving an object to a temporary location.[tempreason:c(50)]

Temp location until Temporary location until is used to record the date upon which an object is expected to return from temporary location to its home location. Press F8 to fill in today's date automatically. However, this is a character field so you may enter any combination of letters, characters, or numbers up to 10 characters.[tempuntil:c(10)]

Temperature Objects - Geology: The temperature field is used to record, in a general way, the temperature at which a metamorphic rock was formed. Metamorphic rock is changed due to extreme conditions of pressure and temperature. Different minerals crystallize at different temperatures in metamorphic aureoles (the area surrounding an igneous intrusion near a lava flow), therefore the mineralogy of a rock close to the intrusion will be different from that farther away.

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 "Temperature" 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.[temperatur:c(25)]

Temporary Location Cabinet Enter the Temporary cabinet name or number. This field is controlled by an authority file.
[tcabinet:c(25)]

Objects Field Descriptions

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Temporary Location Container	Enter the Temporary container name or number. This field is controlled by an authority file. [tcontainer:c(40)]
Temporary Location Drawer	Enter the Temporary drawer name or number. This field is controlled by an authority file. [tdrawer:c(20)]
Temporary Location Room	Enter the Temporary room name or number. This field is controlled by an authority file. [troom:c(25)]
Temporary Location Shelf	Enter the Temporary shelf name or number. This field is controlled by an authority file. [tshelf:c(20)]
Temporary Location Wall	Enter the Temporary wall name. This field is controlled by an authority file. [twall:c(20)]
Temporary Location/Building	<p>Location: PastPerfect derives each item's Temporary Location by combining the fields under the Temporary Location Tab. "Building" is one section of the temporary Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Building location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field.</p> <p>You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Building" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[temploc:c(60)]</p>
Title	A word, phrase, character, or group of characters that names an object, photograph, work of art, book, or archival item.[title:memo]
Title (sortable)	This field contains the first 100 characters of the title. This field does not display. It can be used as a sorting option on Report Maker reports.[titlesort:c(100)]
Unit	Objects - Archaeology: A unit is defined as a basic area of horizontal control in an excavation; usually a test pit, trench, or a standard-sized square. Units are organized in a system of perpendicular lines and equally spaced points to form a rectangle which is used as a frame of locational reference on an archaeological site. Many archaeological sites are surveyed by measuring from a grid enclosing the site. It is a rectilinear system of X, Y coordinates which is established over the area to be excavated so that spatial control can be maintained.[unit:c(15)]
Updated	The last date and time the record was changed is automatically entered in this field.[updated:datetime]
Updatedby	If you are using Password Security, the name of the last person to edit the record is automatically entered.[updatedby:c(25)]
Used	This field may be used to record how, where, or by whom an object was used. This may be a phrase such as, "Food processing", or it may be an individual's name. In some cases, this field may record the geographic location where an artifact was used, for example, "Winter Village Site".[used:c(70)]

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Value Date	The date that the current value was determined for the item. For insurance purposes you may want to update the value of items to reflect current values. If you enter a new current value, you should also enter the date of valuation here.[valuedate:date]
Varieties	Objects - Geology: Record any variation of the mineral that may occur. For example: quartz occurs in various colors due to the inclusion of mineral impurities. These may be recorded, separated by commas; rock crystal, milky quartz, smoky quartz, amethyst.[varieties:memo]
Wall	<p>Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Wall" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Wall location, press F7 or Right Mouse to access the Authority File. Highlight and double click on your selection.</p> <p>You may add, edit, or delete entries in the authority file by using the buttons at the top of the screen or you may go to Setup, Authority Files. Highlight "Wall" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[wall:c(20)]</p>
Web Include	Place a check mark in this box if you want to include this catalog on your website. Exporting catalog records to a website requires additional software. [webinclude:logical]
Weight (gr)	Weight in grams.[weight:n(9,3)]
Weight (lb)	Weight in pounds.[weightlb:n(9,3)]
Weight (oz)	Weight in ounces.[weightin:n(9,3)]
Width (cm)	Width in centimeters.[width:n(9,3)]
Width (ft)	Width in feet.[widthft:n(9,3)]
Width (in)	Width in inches.[widthin:n(9,3)]
Year Range from	The first field in the Year Range is used to record the earliest possible year in which the item was made, created, generated or manufactured. This field must be populated with a four digit year.[earlydate:n(4)]
Year Range to	The second field in the Year Range is used to record the last possible year in which the item was made, created, generated or manufactured. This field must be populated with a four digit year.[latedate:n(4)]
x co-ordinate	Objects - Archaeology: The x co-ordinate is a measurement taken from a reference datum along the x axis of a grid square enabling the archaeologist to plot the three-dimensional position of an archaeological find and record its location from a known datum point.[xcord:n(7,2)]
y co-ordinate	Objects - Archaeology: The y co-ordinate is a measurement taken from a reference datum along the y axis of a grid square enabling the archaeologist to plot the three-dimensional position of an archaeological find and record its location from a known datum point.[ycord:n(7,2)]

Objects Field Descriptions

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z co-ordinate

Objects - Archaeology: The z co-ordinate is the vertical measurement taken from a vertical reference datum enabling the archaeologist to plot the three-dimensional position of an archaeological find and record its location from a known datum point.[zcord:n(7,2)]
