

Objects Field Descriptions

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Accession#	Use this field to record the accession number for the item. The accession number refers to the collection of items 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, 2009.1 indicates the first object or group of objects received in 2009. [ACCESSNO : Character (15)]
Accession# (numeric)	This field is used for sorting Accession#'s numerically. [ZSORTERX : Character (44)]
Accessories	Accessories refers to any additional part or parts that belong with an art object. [ACCESSORY : Memo]
Acquisition Value	Use this field to enter the value of the item at acquisition. This may be the price you paid for the item or an appraised value. [ACQVALUE : Numeric (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 : Character (10)]
Appraisal Notes	Appraisal Notes appears on the Appraisal subscreen of the catalog screen. Use this field to record any additional information about the item that may have effected the appraisal. [APPNOTES : Memo]
Appraiser	Use this field to record the name of the person who last appraised the item. 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 click to view entries in the Authority File. Double click on your choice to enter the person who appraised the materials. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [APPRAISOR : Character (75)]
Artist - Creator	Enter the name of the creator of the work of art, last name first. Example: Picasso, Pablo. [CREATOR : Character (80)]
Artist 2	Enter the name of the creator of the work of art, last name first. Example: Cassatt, Mary S. [CREATOR2 : Character (80)]
Artist 3	Enter the name of the creator of the work of art, last name first. Example: Cassatt, Mary S. [CREATOR3 : Character (80)]
Assemblage Zone	Bio-stratigraphic unit as defined and identified by a group of associated fossils rather than by a single index fossil. [ASSEMZONE : Character (25)]
Authorized Date	Enter the date upon which the repatriation was authorized by an officer of the organization or museum. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD 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

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[REPATDATE : Date]

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.

[BAGNO : Character (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.

[BOXNO : Character (15)]

Caption

Image Management: Enter a caption for the image. [CAPTION : Character (75)]

Catalog

This required field does not display. It denotes the catalog:

A - Archives

L - Library

O - Objects

P - Photos [CAT : Character (1)]

Catalog Date

This is the date that the item was cataloged into your collection. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [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". With the cursor in the field, press F7 or right click to view entries in the Users Authority File. Double click on your choice to enter the cataloger's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [CATBY : Character (25)]

Category

In the Revised Nomenclature for Museum Cataloging, 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 : Character (45)]

Chemical Composition

Geology: Chemical composition reflects the number of different atoms making up a molecule. For example: the chemical formula for quartz is SiO₂, which shows that each

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molecule consists of one atom of silica (Si) bonded to two atoms of oxygen (O2).
[CHEMCOMP : Character (25)]

Circumference (cm) Measure and record the boundary line of a circle. Record measurement in centimeters.
[CIRCUM : Numeric (9;3)]

Circumference (ft) Measure and record the boundary line of a circle. Record measurement in feet.
[CIRCUMFT : Numeric (9;3)]

Circumference (in) Measure and record the boundary line of a circle. Record measurement in inches.
[CIRCUMIN : Numeric (9;3)]

Classification This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter a classification in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. You may wish to create your authority files before beginning data entry.

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:

Agriculture

Livestock

Cattle

Each entry is separated by a carriage return line feed. [CLASSES : Memo]

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 : Character (75)]

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 : Character (75)]

Condition This field is used to describe the condition of an item. This field is controlled by an Authority File with an approved list of terms. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter the condition in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [CONDITION : Character (35)]

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Condition Date	<p>Condition Date records the date upon which an item was examined and assigned a Condition. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD 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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [CONDDATE : Date]</p>
Condition Notes	<p>Use the unlimited Condition Notes field to describe details about the item's condition. You may keep a history of the condition of an item by dating your entries. Note any changes when you are performing routine maintenance, or as damage occurs. [CONDNOTES : Memo]</p>
Condition by	<p>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 the Users Authority file. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter the person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [CONDEXAM : Character (25)]</p>
Count	<p>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 : Character (20)]</p>
Credit Line	<p>A credit line may be entered in the Accession or Incoming Loans screen and appears on every item in the accession/loan. The credit line may express a memorial to a donor or relative of a donor, e.g., "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>Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [CREDIT : Character (100)]</p>
Crystal System	<p>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 : Character (20)]</p>
Culture	<p>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</p>

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file, go to Setup, Authority Files, Culture, and press the Next> button.
[CULTURE : Character (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 : Numeric (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 : Numeric (12;2)]

Custom Field 01

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF1 : Character (75)]

Custom Field 02

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF2 : Character (75)]

Custom Field 03

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF3 : Character (75)]

Custom Field 04

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF4 : Character (75)]

Custom Field 05

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF5 : Character (75)]

Custom Field 06

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF6 : Character (75)]

Custom Field 07

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF7 : Character (75)]

Custom Field 08

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF8 : Character (75)]

Custom Field 09

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF9 : Character (75)]

Custom Field 10

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF10 : Character (75)]

Custom Field 11

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF11 : Character (20)]

Custom Field 12

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF12 : Character (20)]

Custom Field 13

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF13 : Numeric (12)]

Custom Field 14

This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. This field is best used for currency. [UDF14 : Numeric (12;2)]

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Custom Field 15	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. This field is best used for currency. [UDF15 : Numeric (12;2)]
Custom Field 16	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF16 : Numeric (12;3)]
Custom Field 17	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF17 : Numeric (12;3)]
Custom Field 18	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF18 : Date]
Custom Field 19	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF19 : Date]
Custom Field 20	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF20 : Memo]
Custom Field 21	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF21 : Memo]
Custom Field 22	This is a user-defined field. You may create your own field name by going to Main Menu Setup Custom Fields. [UDF22 : Memo]
Dataset	This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu Setup Authority Files. [DATASET : Character (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 "50,000,000 BP +- 1000." [DATE : Character (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 : Character (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 : Character (15)]
Depth (cm)	Depth in centimeters. [DEPTH : Numeric (9;3)]
Depth (ft)	Depth in feet. [DEPTHFT : Numeric (9;3)]

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Depth (in)	Depth in inches. [DEPTHIN : Numeric (9;3)]	
Description	<p>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:</p> <p>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.</p> <p>[DESCRIP : Memo]</p>	
Diameter (cm)	Diameter in centimeters. [DIAMETER : Numeric (9;3)]	
Diameter (ft)	Diameter in feet. [DIAMETERFT : Numeric (9;3)]	
Diameter (in)	Diameter in inches. [DIAMETERIN : Numeric (9;3)]	
Dimension Details	The Dimension Details field 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 : Numeric (1)]	
Display Value	<p>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.</p> <p>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 : Character (10)]</p>	
Epoch	A unit of geologic time that is a division of a period. [EPOCH : Character (25)]	
Era	The longest division of geologic time, made up of one or more periods. [ERA : Character (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 : Character (80)]	
Excavated Date	Objects - Archaeology Screen: Enter the date the material was excavated. [EXCAVADATE : Date]	
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

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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 : Character (75)]

Exhibit ID# Unique GUID number used to link catalog records to an exhibit.
[EXHIBITID : Character (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
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 : Numeric (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 : Character (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 : Character (50)]

Flag Date Date and time that the catalog was flagged and placed on the To Do list. [FLAGDATE :

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Datetime]

Flag Notes Detailed reason for flagging a catalog record. [FLAGNOTES : Memo]

Flag Reason Reason a catalog record was flagged. [FLAGREASON : Character (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 : Character (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 : Character (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 : Character (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 : Character (20)]

Frame Description Objects - Art Screen: This field may be used to describe the frame associated with a work of art. [FRAME : Memo]

Frame Size 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.

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 : Character (35)]

Genus 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 : Character (35)]

Grain Size 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.

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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 : Character (25)]

Habitat

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.

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 : Character (80)]

Handling Requirements

Describe any special handling, storage, or ceremonial requirements for the object subject to repatriation. [REPATHAND : Memo]

Hardness

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:

1. Talc
2. Gypsum
3. Calcite
4. Fluorite
5. Apatite
6. Orthoclase
7. Quartz
8. Topaz
9. Corundum
10. Diamond [HARDNESS : Character (15)]

Height (cm)

Height in centimeters. [HEIGHT : Numeric (9;3)]

Height (ft)

Height in feet. [HEIGHTFT : Numeric (9;3)]

Height (in)

Height in inches.
[HEIGHTIN : Numeric (9;3)]

Home Location

XLocation: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field displays the combined list of all location fields. However, when in Edit Mode only the primary Home Location field is displayed and editable. To edit the other fields access the Location subscreen. [XHOMELOC : Character (100)]

Home Location/Building

Primary Location: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. This field is controlled by

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an Authority File that is shared by all catalogs. To enter Home Location information, press F7 or right click to access the Authority File. Double click on a highlighted entry to populate the Home Location field.

You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [HOMELOC : Character (60)]

Home/Cabinet

Location Field 5: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD5 : Character (25)]

Home/Container

Location Field 6: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD6 : Character (40)]

Home/Drawer

Location Field 4: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD4 : Character (25)]

Home/Room

Location Field 1: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data

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in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD1 : Character (25)]

Home/Shelf

Location Field 2: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD2 : Character (25)]

Home/Wall

Location Field 3: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [LOCFIELD3 : Character (25)]

Identified Date

Objects - Natural History & Archaeology: Enter the date upon which an item was identified. [IDDATE : Date]

Identified by

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.

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.

For more information about the expert click on the file folder icon to the right of the field. [IDBY : Character (75)]

Image (picture)

Image used for Report Maker Reports. [imagefile : Character (60)]

Image Size

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.

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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 : Character (35)]

Imagefile Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg")
[IMAGEFILE : Character (60)]

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# Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the object catalog screen. [LOANINNO : Character (15)]

Inscription Language The language of the maker's mark or inscription. This field appears on the objects catalog Inscription details sub-screen. [INSCRLANG : Character (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 : Character (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 : Character (29)]

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 : Character (20)]

Insurance Company The Insurance Company field appears in the Appraisal section of the catalog screen. Use this field to record the name of the insurance company which insures the item.
[INSCOMP : Character (30)]

Insurance Company Phone# Insurance Company Phone is used to record the phone number of the insurance company that insures the item. [INSPHONE : Character (25)]

Insurance Policy Expiration Date Use this field to record the date upon which the policy will expire. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD
American - MM/DD/YYYY
British - DD/MM/YYYY
German - DD.MM.YYYY
Italian - DD-MM-YYYY
Japan - YYYY/MM/DD

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US - MM/DD/YYYY
To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [INSDATE : Date]

Insurance Policy# Insurance Policy# is used to record the insurance policy number covering the item. [POLICYNO : Character (20)]

Insurance Premium Insurance Premium is used to record the dollar amount of the insurance policy. [INSPREMIUM : Character (20)]

Insurance Representative Insurance Representative is used to record the name of the insurance agent responsible for the policy insuring the item. [INSREP : Character (30)]

Insured Value Insured Value is used to record the amount of insurance coverage on the item. [INSVALUE : Numeric (10;2)]

Inventoried 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 click to view entries in the Users Authority File. Double click on your choice to enter the inventory person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [INVNBY : Character (25)]

Inventoried Date Enter the last date that the item was located during an inventory. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:
ANSI - YYYY.MM.DD
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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [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 : Character (20)]

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 : Numeric (9;3)]

Length (ft) Length in feet. [LENGTHFT : Numeric (9;3)]

Length (in) Length in inches. [LENGTHIN : Numeric (9;3)]

Level Objects - Archaeology: Level is the basic vertical subdivision of an excavation unit,

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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 : Character (65)]

Lithofacies

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 : Character (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 : Character (36)]

Luster

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.

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 : Character (15)]

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 : Character (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 : Character (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 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]

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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 : Character (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 : Character (75)]

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

Natural History Class Objects - Natural History: Class is a taxonomic category ranking below a phylum and above an order. [NHCLASS : Character (35)]

Natural History Order Objects - Natural History: Order is a taxonomic category of organisms ranking above a family and below a class. [NHORDER : Character (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]

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Number of Images	The number of images appear directly below the thumbnail image and lets you know how many images are attached to this record. This also appears below the image when you click on Image Management to see the full sized version of the photograph. [IMAGENO : Numeric (3)]
Object ID	This is the unique number assigned to an item by your museum. It may be any combination of characters and/or numbers up to 25 characters in length. [OBJECTID : Character (25)]
Object ID# (numeric)	This field is used for sorting Object ID's numerically. [ZSORTER : Character (69)]
Object Name	This is the lexicon controlled object name from the approved list. PastPerfect is shipped with the lexicon system of categories, subcategories and object terms from Robert G. Chenhall's, Revised Nomenclature for Museum Cataloging, a system for classifying man-made objects. [OBJNAME : Character (40)]
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 : Character (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 : Character (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 item. For example, for the Object Name "Violin," you may wish to record "Fiddle" in the Other Name field. [OTHERNAME : Character (40)]
Outgoing Loan Date	Record the starting date of the loan. [OUTDATE : Date]
Outgoing Loan#	If the item is on loan, this is the outgoing loan#. [LOANNO : Numeric (7)]
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 : Character (75)]
People	<p>The People field appears in all four catalogs. This field is used to identify people who are associated with a catalog record. This field is controlled by an Authority File. When you type a name in the field, PastPerfect will automatically add it to the People Authority File. For ease of searching, enter names as last name, first name, middle initial.</p> <p>You may also use the People Authority File to add a name to the field. Place your cursor in the People field and press F7 or right click. Click on the alphabetized tabs at the top of the screen to locate a person. Double click on your choice to enter the person's name in the field.</p> <p>You can add, edit or delete entries on the People Authority File screen or by going to</p>

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Main Menu | People Biographies. [PEOPLE : Memo]

Period A unit of time, longer than an epoch and shorter than an era. [PERIOD : Character (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 : Character (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 : Character (100)]

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 : Character (75)]

Preparation 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

[PREPDATE : Date]

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 : Character (25)]

Provenance

This field is used to give a detailed history of the past ownership of an item. Give information, including dates, on successive transfers of ownership and custody of the item. Ideally, the Provenance field will list the history of the item 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 Date

The date on which the item was received. Sometimes the exact date is not known. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECDATE : Character (10)]

Received as

"Received as" allows you to select how you have received an item. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files.

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECAST : Character (20)]

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 : Character (36)]

Repatriation Authorized by

Enter the name of the person responsible for authorizing the repatriation of the item. [REPATBY : Character (40)]

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Repatriation Claimant/s Enter information about the person(s), tribe(s), or group(s) who have submitted claims for the object subject to repatriation. Include tribal affiliations, names, addresses, phone numbers 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 object subject to repatriation that has not been covered in the previous fields. [REPATNOTES : Memo]

Repatriation Notice Date Enter the date upon which the object 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 within this notice are the sole responsibility of the museum, institution, or federal agency that has control of these cultural items.
[REPATNOTIC : Date]

Repatriation Type The Repatriation Type field is used to record the type of object subject to repatriation. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files.

Select one of the following:

1. Human remains
2. Associated funerary objects which shall mean objects that, as 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, and both the human remains and associated funerary objects are presently in the possession or 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

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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 : Character (40)]

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 : Character (25)]

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 : Character (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 : Character (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 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

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the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list. [ROCKTYPE : Character (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 on the list. [ROLE : Character (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 : Character (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 : Character (15)]

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 : Character (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 : Character (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 : Character (13)]

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Sig Loc	Objects - Art: Record the location of the artist's signature in this field. For example, "Lower right". [SIGNLOC : Character (50)]
Signed Name	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 : Character (50)]
Site #	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 : Character (15)]
Site Name	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 : Character (40)]
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. 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.</p> <p>Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECFROM : Character (120)]</p>
Species	This field appears on the Natural History section of the objects catalog screen. Enter the name of the species. [SPECIES : Character (40)]
Specific Gravity	Objects - Geology: Specific Gravity is the weight of a mineral compared with the weight of an equal volume of water. [SPECGRAV : Character (10)]
Stage	Objects - Geology: A subdivision in the classification of stratified rocks, ranking just below a series and representing rock formed during a chronological age. [STAGE : Character (25)]
Status	The Status field is designed to provide flags to alert the user to special information about the item. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter a status in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [STATUS :

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Character (20)]

Status Date	<p>Status Date is used to record the date upon which a status value was assigned to an item. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD 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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [STATUSDATE : Date]</p>
Status by	<p>Type the name of the person assigning the status to the item. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Users Authority File. Double click on your choice to enter the person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [STATUSBY : Character (25)]</p>
Stratum	<p>Objects - Archaeology: One of several parallel layers of material arranged one on top of another. [STRATUM : Character (15)]</p>
Streak	<p>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 : Character (20)]</p>
Subcategory	<p>Subcategory 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 Subcategory from the Lexicon. [PARENT : Character (40)]</p>
Subfamily	<p>Objects - Natural History: A taxonomic category of related organisms ranking between a family and a genus. [SUBFAMILY : Character (35)]</p>
Subjects	<p>This field may be used to record the general subject matter of an object record. The Subject field is controlled by an Authority File from which you may choose predefined subject terms. The Authority File is based on the Library of Congress's Thesaurus for Graphical Material - Subject Terms (LCT GM I). With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter subjects in the field. You may choose to list several entries. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu Setup Authority Files. [SUBJECTS : Memo]</p>
Subspecies	<p>Objects - Natural History: A sub-division of a taxonomic species, usually based on geographic distribution. [SUBSPECIES : Character (40)]</p>
Surface Process	<p>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</p>

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action, Glacier action, Wind action. [SPROCESS : Character (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 : Character (75)]

Temp Location Authorized by

Enter the name of the person responsible for authorizing the movement of an item from its home location to a temporary location. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Users Authority File. Double click on your choice to enter the person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TEMPAUTHOR : Character (25)]

Temp Location Date

Temp Location Date is used to record the date upon which an item was moved to a temporary location. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

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 screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[TEMPDATE : Date]

Temp Location Notes

The Temporary Location Notes field is used to record any additional information about the temporary location. [TEMPNOTES : Memo]

Temp Location Reason

The Temporary Location Reason field is used to record the reason for moving an item to a temporary location. [TEMPREASON : Character (50)]

Temp Location Until

The Temporary Location Until field is used to record the date upon which an item 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 up to 10 letters, characters, or numbers. [TEMPUNTIL : Character (10)]

Temp Location by

Enter the name of the person who moved the item to the temporary location. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Users Authority File. Double click on your choice to enter the person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TEMPBY : Character (25)]

Temp Location/Building

Temporary Location: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. This field is controlled by an Authority File that is shared by all catalogs. To enter Temporary Location information, press F7 or right click to access the Authority File. Double click on a highlighted entry to populate the Temporary Location field.

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You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TEMPLOC : Character (60)]

Temp/Cabinet

Temporary Location Field 5: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD5 : Character (25)]

Temp/Container

Temporary Location Field 6: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD6 : Character (40)]

Temp/Drawer

Temporary Location Field 4: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD4 : Character (25)]

Temp/Room

Temporary Location Field 1: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD1 : Character (25)]

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Temp/Shelf

Temporary Location Field 2: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD2 : Character (25)]

Temp/Wall

Temporary Location Field 3: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [TLOCFIELD3 : Character (25)]

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 : Character (25)]

Title

A word, phrase, character, or group of characters that names an object, photograph, work of art, book, or archival item. [TITLE : Character (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 : Character (35)]

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Updated	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]
Updated by	If you are using Security, the name of the last person to edit the record is automatically entered. [UPDATEDBY : Character (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 : Character (75)]
Value Date	The date when 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]
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 : Numeric (9;3)]
Weight (lb)	Weight in pounds. [WEIGHTLB : Numeric (9;3)]
Weight (oz)	Weight in ounces. [WEIGHTIN : Numeric (9;3)]
Width (cm)	Width in centimeters. [WIDTH : Numeric (9;3)]
Width (ft)	Width in feet. [WIDTHFT : Numeric (9;3)]
Width (in)	Width in inches. [WIDTHIN : Numeric (9;3)]
X Coordinate	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 : Numeric (7;2)]
Y Coordinate	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 : Numeric (7;2)]
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 : Numeric (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 : Numeric (4)]

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Z Coordinate

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 : Numeric (7;2)]