

## Temporary Custody Field Descriptions

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|                      |  |
|----------------------|--|
| <b>Accession#</b>    | 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)] |
| <b>Address Name</b>  | From the Temporary Custody screen click the Thank You Letter button. The Address Name has been filled in automatically from the Temporary Custody screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME : Character (120)]   |
| <b>Address1</b>      | Individual's, membership's, or institution's mailing address. [ADDRESS1 : Character (50)]  |
| <b>Address2</b>      | An additional line for recording an individual's, membership's, or institution's mailing address. [ADDRESS2 : Character (50)]  |
| <b>Cell Phone</b>    | Use this field to record the temporary custody contact's cellular phone number. [PHONECELL : Character (25)]   |
| <b>City</b>          | City portion of the address. [CITY : Character (30)]   |
| <b>Contact</b>       | If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the temporary custody of the items. [CONTACT : Character (50)]  |
| <b>Country</b>       | Country portion of the address. [COUNTRY : Character (30)]   |
| <b>County</b>        | U.K. Setup Option. Enter the county. [COUNTY : Character (30)]   |
| <b>Credit Line</b>   | A Credit Line may be entered in the Temporary Custody Screen. 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." [CREDIT : Memo]   |
| <b>Dataset</b>       | 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)]  |
| <b>Date Received</b> | The date on which the temporary custody was received. Sometimes the exact date is unknown. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:<br>ANSI - YYYY.MM.DD<br>American - MM/DD/YYYY<br>British - DD/MM/YYYY<br>German - DD.MM.YYYY<br>Italian - DD-MM-YYYY<br>Japan - YYYY/MM/DD<br>US - MM/DD/YYYY   |

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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. [RECDATE : Character (10)]

**Dearname** The Dear field is used to indicate the way you wish the name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME : Character (120)]

**Description** Enter a general description of the items in this unlimited notes field. For example, you may describe the temporary custody as:  
20 black and white photographs  
2 books  
1 rhinestone bracelet  
Since each item will later be cataloged individually, a detailed description is not necessary. [DESCRIP : Memo]

**Email** Use this field to record the temporary custody contact's email address. [EMAIL : Character (50)]

**Fax#** Use this field to record the temporary custody contact's fax number. [FAXNO : Character (25)]

**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)]

**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)]

**Field 03** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF3 : Date]

**Field 04** 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. [UDF4 : Numeric (10;2)]

**Field 05** 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. [UDF5 : Numeric (10;2)]

**Field 06** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF6 : Memo]

**Fourth Donor - Address name** From the Temporary Custody screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Temporary Custody Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME4 : Character (120)]

**Fourth Donor - Address1** Enter an additional donor's mailing address. [ADDRESS14 : Character (50)]

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| <b>Fourth Donor - Address2</b>      | An additional line for recording an additional donor's mailing address. [ADDRESS24 : Character (50)]  |
| <b>Fourth Donor - Cell Phone</b>    | Use this field to record the cellular phone number for an additional donor. [PHONECELL4 : Character (25)]   |
| <b>Fourth Donor - City</b>          | City portion of the additional donor's address. [CITY4 : Character (30)]  |
| <b>Fourth Donor - Contact</b>       | If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the temporary custody of the items. [CONTACT4 : Character (50)]  |
| <b>Fourth Donor - Contact's Dd#</b> | Click on the Add/View Additional Donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the Contact ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO4 : Numeric (6)] |
| <b>Fourth Donor - Contact's ID#</b> | Click on the Add/View additional donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen. [IDNO4 : Numeric (6)]                       |
| <b>Fourth Donor - Country</b>       | Country portion of the additional donor's address. [COUNTRY4 : Character (30)]  |
| <b>Fourth Donor - County</b>        | County portion of the additional donor's address (UK). [COUNTY4 : Character (30)]   |
| <b>Fourth Donor - Dearname</b>      | This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME4 : Character (120)]  |
| <b>Fourth Donor - Email</b>         | Use this field to record the email address for an additional donor. [EMAIL4 : Character (50)]   |
| <b>Fourth Donor - Fax#</b>          | Use this field to record the fax number for an additional donor. [FAXNO4 : Character (25)]  |
| <b>Fourth Donor - Home Phone</b>    | Use this field to record the home phone number for an additional donor. [PHONEH4 : Character (25)]  |
| <b>Fourth Donor - Source</b>        | The name of an additional donor or additional source of the item(s). This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is last name, first name, and middle initial. [RECFROM4 : Character (120)]   |
| <b>Fourth Donor - State</b>         | Enter the two character state code for the additional donor's address. [STATE4 : Character (2)]   |

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**Fourth Donor - Thank you letter date** [TYLDATE3 : Date]

**Fourth Donor - Website** Use this field to record the website address of an additional donor. [WEBSITE4 : Character (60)]

**Fourth Donor - Work Phone** Use this field to record the work phone number for an additional donor. [PHONEW4 : Character (25)]

**Fourth Donor - Zip** Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP4 : Character (13)]

**Home Phone** Use this field to record the temporary custody contact's home phone number. [PHONEH : Character (25)]

**ID#** Each contact must be assigned an ID#. Use this ID# to link contacts to temporary custody receipts by entering the ID# on the Temporary Custody screen. Click the open folder icon to view the associated contact record. [IDNO : Numeric (6)]

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

**Interim Location** Enter the location where items in the temporary custody of your organization will be held until final disposition is decided. [INTERIMLOC : Character (60)]

**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]

**Receipt#** This is a unique number assigned to any object or group of objects held in temporary custody. [RECPTNO : Numeric (10;1)]

**Received as** "Received as" allows you to select the type of temporary custody you have received. 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. [RECAS : Character (20)]

**Received by** Enter the name of the officer of the museum who approved the receipt of the temporary custody. This is usually the director, a curator, or head of the collections committee. Protocol for entering the name is last name, first name, and middle initial. 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. [RECBY : Character (50)]

**Return by** Use this field to indicate the date upon which the materials covered by the temporary custody receipt must be returned to their owner. 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

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British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
[RETURNBY : Date]

**Returned** Use this field to indicate the date upon which the materials covered by the temporary custody receipt were actually returned to their owner. 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 [RETURNED : Character (40)]

**Second Donor - Address name** From the Temporary Custody screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Temporary Custody Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME2 : Character (120)]

**Second Donor - Address1** Enter an additional donor's mailing address. [ADDRESS12 : Character (50)]

**Second Donor - Address2** An additional line for recording an additional donor's mailing address. [ADDRESS22 : Character (50)]

**Second Donor - Cell Phone** Use this field to record the cellular phone number for an additional donor. [PHONECELL2 : Character (25)]

**Second Donor - City** City portion of the additional donor's address. [CITY2 : Character (30)]

**Second Donor - Contact** If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the temporary custody of the items. [CONTACT2 : Character (50)]

**Second Donor - Contact's ID#** Click on the Add/View Additional Donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the Contact ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO2 : Numeric (6)]

**Second Donor - Contact's ID#** Click on the Add/View additional donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen. [IDNO2 : Numeric (6)]

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|---|---|
| <b>Second Donor - Country</b>               | Country portion of the additional donor's address. [COUNTRY2 : Character (30)]  |
| <b>Second Donor - County</b>                | County portion of the additional donor's address (UK). [COUNTY2 : Character (30)]   |
| <b>Second Donor - Dearname</b>              | This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME2 : Character (120)]  |
| <b>Second Donor - Email</b>                 | Use this field to record the email address for an additional donor. [EMAIL2 : Character (50)]   |
| <b>Second Donor - Fax#</b>                  | Use this field to record the fax number for an additional donor. [FAXNO2 : Character (25)]  |
| <b>Second Donor - Home Phone</b>            | Use this field to record the home phone number for an additional donor. [PHONEH2 : Character (25)]  |
| <b>Second Donor - Source</b>                | The name of an additional donor or additional source of the item(s). This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is last name, first name, and middle initial. [RECFROM2 : Character (120)]   |
| <b>Second Donor - State</b>                 | Enter the two character state code for the additional donor's address. [STATE2 : Character (2)]   |
| <b>Second Donor - Thank you letter date</b> | Enter the date upon which the Thank You Letter was sent to the additional donor. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:<br>ANSI - YYYY.MM.DD<br>American - MM/DD/YYYY<br>British - DD/MM/YYYY<br>German - DD.MM.YYYY<br>Italian - DD-MM-YYYY<br>Japan - YYYY/MM/DD<br>US - MM/DD/YYYY<br>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. [TYLDATE2 : Date] |
| <b>Second Donor - Website</b>               | Use this field to record the website address of an additional donor. [WEBSITE2 : Character (60)]  |
| <b>Second Donor - Work Phone</b>            | Use this field to record the work phone number for an additional donor. [PHONEW2 : Character (25)]  |
| <b>Second Donor - Zip</b>                   | Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP2 : Character (13)]  |

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|                                   |  |
|-----------------------------------|--|
| <b>Source</b>                     | The name of the original donor or source of the item(s). This can be the name of the individual donor, organization or other entity from which the temporary custody was received. Protocol for entering names is last name, first name, and middle initial. [RECFROM : Character (120)]   |
| <b>State</b>                      | Enter the two character state code. [STATE : Character (2)]  |
| <b>Status</b>                     | The Status field records the status of the temporary custody:<br><br>R = Past<br><empty> = Active<br>A = Accessioned<br>[STATUS : Character (1)]   |
| <b>Thank You Letter</b>           | In the Temporary Custody screen, click the Print button on the Navigation Bar to view a printing choices. On the Print Temporary Custody subscreen, select Thank You Letter and click the Preview & Print button. From this screen you may edit the current letter or create a letter specifically for this potential donor.<br><br>Note - A Default Temporary Custody Thank You Letter can be set up under Setup   Collections. [TYLETTER : Memo]   |
| <b>Thank You Letter Date</b>      | Enter the date upon which the Thank You Letter was sent to the additional donor. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:<br>ANSI - YYYY.MM.DD<br>American - MM/DD/YYYY<br>British - DD/MM/YYYY<br>German - DD.MM.YYYY<br>Italian - DD-MM-YYYY<br>Japan - YYYY/MM/DD<br>US - MM/DD/YYYY<br>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. [TYLDATE : Date] |
| <b>Third Donor - Address name</b> | From the Temporary Custody screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Temporary Custody Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME3 : Character (120)]  |
| <b>Third Donor - Address1</b>     | Enter an additional donor's mailing address. [ADDRESS13 : Character (50)]  |
| <b>Third Donor - Address2</b>     | An additional line for recording an additional donor's mailing address. [ADDRESS23 : Character (50)]   |
| <b>Third Donor - Cell Phone</b>   | Use this field to record the cellular phone number for an additional donor. [PHONECELL3 : Character (25)]  |

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**Third Donor - City** City portion of the additional donor's address. [CITY3 : Character (30)]

**Third Donor - Contact** If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the temporary custody of the items. [CONTACT3 : Character (50)]

**Third Donor - Contact's ID#** Click on the Add/View Additional Donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the Contact ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO3 : Numeric (6)]

**Third Donor - Contact's ID#** Click on the Add/View additional donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen. [IDNO3 : Numeric (6)]

**Third Donor - Country** Country portion of the additional donor's address. [COUNTRY3 : Character (30)]

**Third Donor - County** County portion of the additional donor's address (UK). [COUNTY3 : Character (30)]

**Third Donor - Dearname** This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME3 : Character (120)]

**Third Donor - Email** Use this field to record the email address for an additional donor. [EMAIL3 : Character (50)]

**Third Donor - Fax#** Use this field to record the fax number for an additional donor. [FAXNO3 : Character (25)]

**Third Donor - Home Phone** Use this field to record the home phone number for an additional donor. [PHONEH3 : Character (25)]

**Third Donor - Source** The name of an additional donor or additional source of the item(s). This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is last name, first name, and middle initial. [RECFROM3 : Character (120)]

**Third Donor - State** Enter the two character state code for the additional donor's address. [STATE3 : Character (2)]

**Third Donor - Thank you letter date** Enter the date upon which the Thank You Letter was sent to the additional donor. 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

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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. [TYLDATE3 : Date]

**Third Donor - Website** Use this field to record the website address of an additional donor. [WEBSITE3 : Character (60)]

**Third Donor - Work Phone** Use this field to record the work phone number for an additional donor. [PHONEW3 : Character (25)]

**Third Donor - Zip** Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP3 : Character (13)]

**Website** Use this field to record the temporary custody contact's website address. [WEBSITE : Character (60)]

**When Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the date on which the artifact was acquired by its original or current owner and any information the owner may have about the date of manufacture or creation of the artifact. [ACQWHEN : Character (30)]

**Where Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the place of origin or manufacture of the artifact and any information the owner may have about where the item was acquired by the current or original owner. [ACQWHERE : Character (60)]

**Who Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the original owner of the artifact and any subsequent owners known by the donor. This provenance information is important in the documentation of the item. [ACQWHO : Character (30)]

**Work Phone** Use this field to record the temporary custody contact's work phone number. [PHONEW : Character (25)]

**Zip** Enter the ZIP Code or Postal Code. [ZIP : Character (13)]