6

THE OBJECTS CATALOG

Once you have completed the accession process, it is time to begin cataloging. Most museum accessions fall into the object or artifact category. Each object must have its own unique record that contains information about that object and that object alone.

Cataloging is the science of museum work. This is especially true of museums using computerized cataloging systems. The data that you develop about each object-ID number, name, description, dimensions, creator, and so on-will help distinguish that object from every other object in the collection.

Cataloging is a time-consuming task. It requires patience and attention to detail. It is sometimes tempting to lot-catalog similar objects with one catalog record. This should be avoided, because it will confuse the computer system into thinking there are fewer objects in its catalogs than there actually are. If an object, however similar to others, deserves a space in your museum, then it deserves its own catalog record. When you run reports or perform searches, you will be happy to have put in the time to create a detailed and accurate catalog record for each object.

CATALOGING OBJECTS

The PastPerfect Objects catalog is for cataloging art, archaeology, natural history, geology, or history objects. Each object in your collection will require a specific set of fields to create an optimal catalog record. In the fixed area at the top of the Objects screen, you will find the fields that are necessary for cataloging all objects. These basic fields are Object ID Number, Object Name, Category, Sub-category, Collection, Old#, Other Name, Other#, Source, Credit Line, Description, Date, Date

Range, Dimensions, and Home Location. The Image Management screen is also located at the top right of the screen and will be available no matter where you are in the cataloging process.

To begin cataloging, click on the **Objects** command button on the main menu. If you have no records in the Objects catalog, the Objects screen will be blank. If you have records in the Objects catalog, the last record viewed will appear on the screen.

At the top of the screen you will see a row of command buttons. These buttons are **Prior, Next, Add, Edit, Browse, Delete, Spell, Find, Query, Print,** and **Exit.** These buttons are the main program controls.

When the Objects screen is in Add or Edit mode, in the middle of the screen on the left hand side you will notice five buttons. These buttons represent the five different screen views: Archaeology, Art, Geology, History and Natural History. You may set a default screen view for each catalog record so that whenever you open that particular record, the selected screen view appears.

Figure 6-1
Screen View
buttons
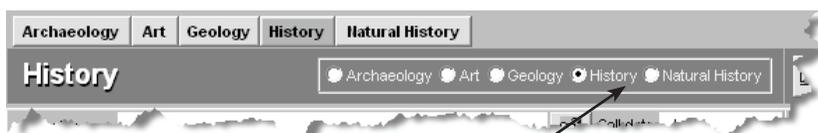
To set the screen view for the record, press
Edit and click the appropriate radio button.

Each type of object has a special set of fields that are specifically used for that type of object. For instance, provenance fields such as Title, Subject, Medium, Provenance, Signed Names, and Signature Location are provided for art objects. History fields include Material, Collector, Found, Made, Used, and Owned. The Natural History screen view provides fields for taxonomic classification and other fields relevent to biological, paleontological, or botanical specimens. You will probably not use all fields for all objects. However, you may use fields located on other screen views. The button for any screen view with populated fields will be green. Unpopulated screen view buttons will remain gray. You should use all the fields that are appropriate for the object you are cataloging.

A detailed description of each field may be printed from the Reports menu. Go to Reports | Objects | Objects Field Descriptions. Another way to view the field

descriptions while working in the catalog screen is to use "What's this?" help to display the description. Click to select the question mark tool from the upper right-hand corner of the screen and use the mouse to move it over a field. Then click again to display the definition of the field.
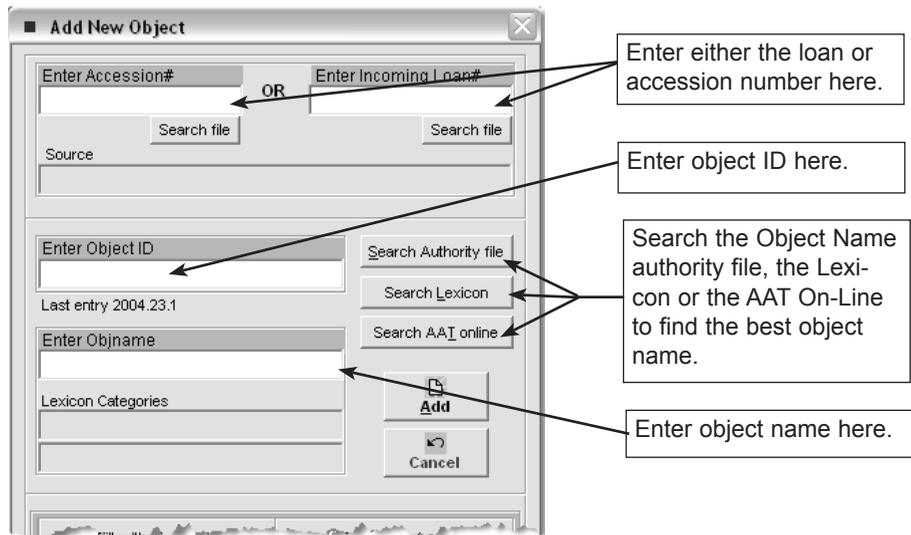
To begin cataloging an object, click on the **Add** command button at the top of the screen.

Figure 6-2
Objects
command
buttons

To add a new record, click Add. The Add New Object screen will appear.
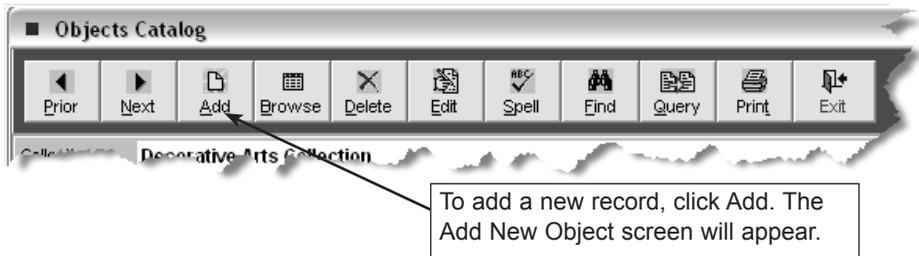
This will open the Add New Objects screen. Enter an accession number or incoming loan number, an object id#, and an object name.

Figure 6-3
Add New
Object

Enter either the loan or accession number here.

Enter object ID here.

Search the Object Name authority file, the Lexicon or the AAT On-Line to find the best object name.

Enter object name here.

Object Id#s may be any combination of characters or numbers up to 25 characters in length. If you don't already have a numbering scheme, we recommend that you use a three-part number system as suggested by Reibel in his book *Registration Methods for the Small Museum*. For example, in the catalog number 1998.21.1, "1998" represents the year the accession was made, "21" represents the 21st accession or donation made that year, and "1" represents the first object in that particular accession.

PastPerfect will verify that the object ID number you assign has not already been used. If it has, you will receive a message asking you to assign a different number.

At this point, you can type in the object name, or click the **Search Lexicon** command button to locate an approved name in the Lexicon. PastPerfect comes pre-loaded with 8,500 Chenhall-approved names. You may add to this list by selecting **Lexicon** from the main menu. If you type in a name that is not on the approved list, when you press the **Add** button, the following **Lexicon Alert** screen will appear.

Figure 6-4
Lexicon Alert

If the object name you have entered is not in the Lexicon, the program will present preferred terms that are accepted Lexicon terms.

By clicking on Select a Different Object Name from the Lexicon, you can search for an appropriate object name.

If there is no match in the Lexicon for the object you are cataloging, you can add the object name to the Lexicon.
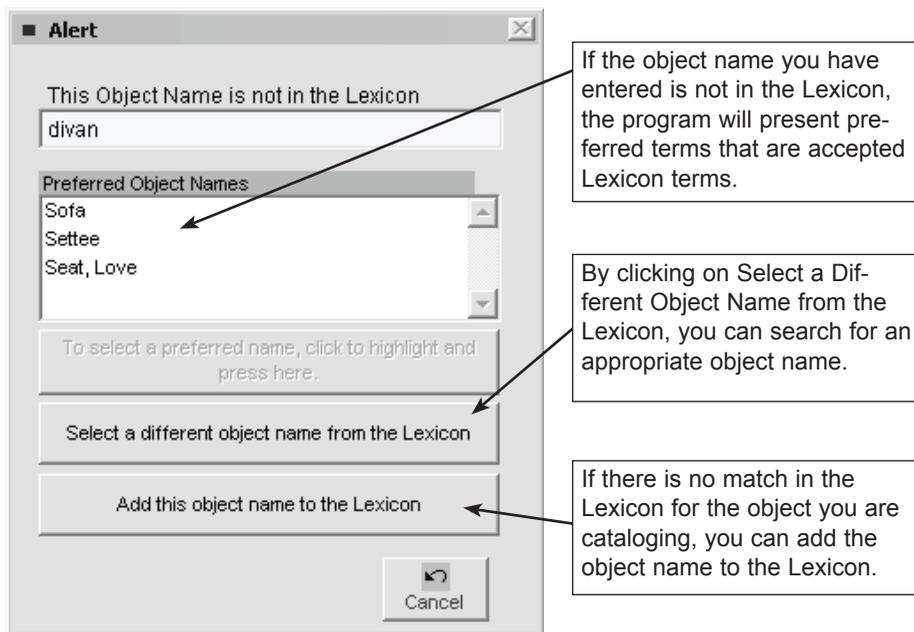
You can also create your own Object Name authority file with the most common names used in your collection. Names from this file can be entered by clicking **Search Authority File**. See Chapter 3, *Getting Started*, for more information.

Complete the record by entering data in each field. PastPerfect provides default data screens, user-defined function keys, authority files, and combo boxes to speed data entry and help standardize data input.

DEFAULT DATA SCREEN

The Objects Catalog screen has an associated Default Data screen. Data entered on the default screen may be used to prefill the Catalog record when adding new

records. For example you may want to fill in your name as the cataloger in the Cataloged By field on the Default Data screen. Or, if you are cataloging a large accession, you may enter the accession number on the default screen. When new records are added, the Cataloged By or Accession Number fields will be prefilled with the default data.

Figure 6-5
Add New
Object

To prefill new records with default data, be sure to select "Fill with Default Data".

To view and edit the Default Data screen, click here.
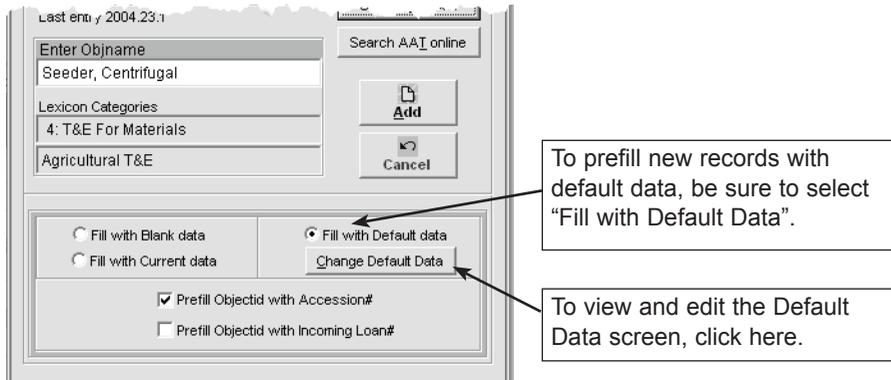
The default data can be changed at any time. The Default Data screen is accessed from the Objects Catalog screen by clicking Add. On the Add New Object screen, you will see an option box with three choices: Fill with Current Data, Fill with Default Data, and Fill with Blank Data. You will also see a command button labeled **Change Default Data** that reveals the Default Data screen.

Figure 6-6
Default
Objects
Data screen
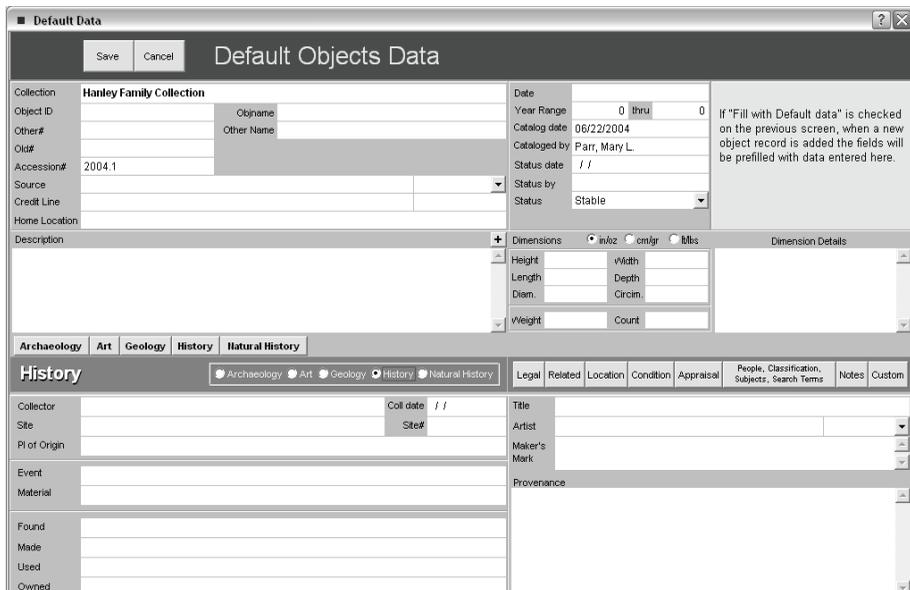
The Default Data screen looks like the Objects Catalog screen. However, data entered here will be pre-entered into new Objects Catalog records. If you are using Security, each logged in user will have his or her own default data.

FUNCTION KEYS SETUP SCREEN

The function keys on the top row of your keyboard, F1–F12, provide single-key input of common words or phrases. F3–F6 and F9–F12 can be redefined as often as you like from the **Function Keys** command button of the Setup tab. F1 is used to access Help, F2 is reserved as the Save key, F7 is reserved for accessing authority files, and F8 is set as today's date.

The Function Key Setup screen is accessed from the PastPerfect main menu. Select the **Setup** button and choose **Function Keys** from the flyup menu. Enter the word or phrase as you wish it to appear when the function key is pressed. If you are using Security, each logged in user will have his/her own function key assignments.

Figure 6-7
Assign
Function Keys

AUTHORITY FILES

PastPerfect uses authority files to help standardize data input. Common entries can be saved in each file. Authority files are provided for many fields including: Accessories, Artists, Cataloged By, Classification, Collection, Home Location, Material, Medium, Natural History, Object Name, Other Name, People, Place of Origin, Search Terms, Site, Subjects, Temporary Location, and some custom fields.

Authority files are available whenever you are adding or editing catalog records. When the cursor is in a field with an authority file, a reminder on the bottom of the screen says ❐ Press R-mouse or F7 to View Authority File ❐ . A window will open displaying a list of common entries. From here, you may add to the list, edit the list, or select an item to put in your catalog record by double-clicking on the selected item. Authority files may also be accessed for maintenance purposes from the Setup Menu.

Some authority files, such as Artist and Natural History Class, are single entry. With these you can choose any one entry to fill the field. Other authority files, like Medium, can be single or multiple entry. To allow for multiple entries, check the box **Append to Current Entry** on the Authority file screen. Multiple entries are added to the field separated by a forward slash; for example, Wood/Metal/Glass. To select multiple entries without exiting the screen, check the box **Multiple Entries**.

Figure 6-8
Medium
Authority File
screen
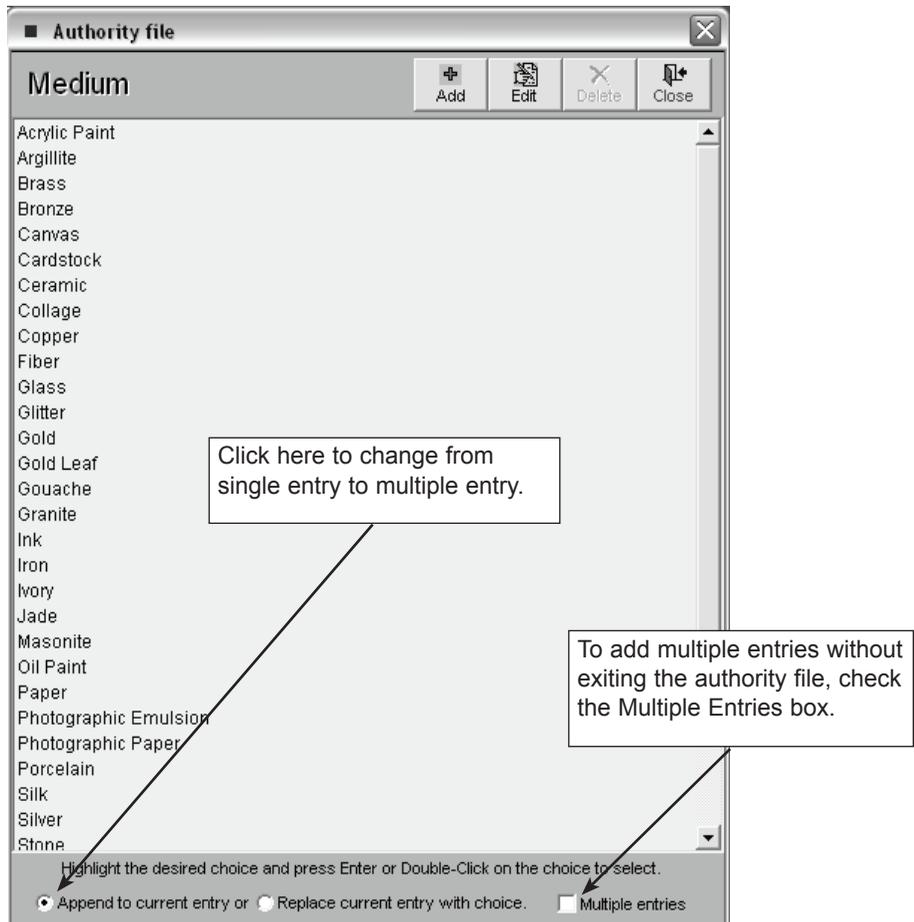
COMBO BOXES

The Status, Display Value, Natural History Kingdom, Elements, Sex, Preservation Methods, Era, Period, Epoch, Stage, Rock Type, Crystal System, Hardness, Luster, Varieties, Surface Process, Repatriation Type, Maintenance Cycle, and Condition fields allow you to select entries from a pull-down list.

Figure
6.9 Status
combo box

Click on the down arrow to reveal options.
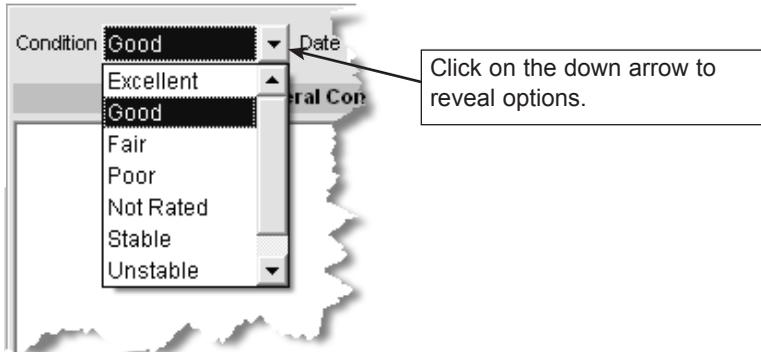
To add, edit, or delete entries in pull-down authority files, go to Setup | Authority Files. Highlight the list you want to edit on the right hand side and press the **Next >** button at the top of the screen. You may ADD, EDIT, or DELETE entries.

Figure 6-10
Authority File
Editor

Highlight and double-click the authority file you wish to edit.

To select the level of verification, click on the appropriate button at the bottom of the screen.
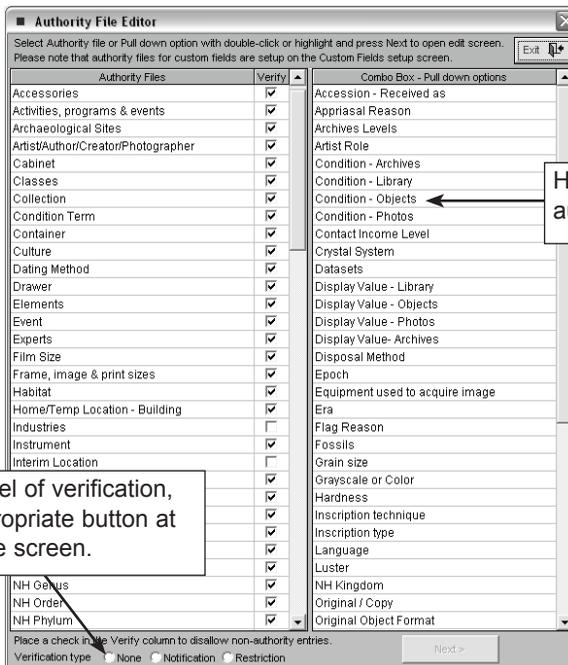
OBJECTS CATALOGING TUTORIAL

Now that you are aware of the basics for cataloging objects, let's explore the Objects Screen in depth. To begin cataloging a new record press the **Add** button at the top of the screen. The Add New Object screen will appear. Enter data in the following fields:

• Enter the Accession number: 1999.1.

• Enter the new object ID number: 1999.1.11.

• Enter the object name: Funnel.

• Click on Save.

Notice that the category and sub-category are filled in from the Lexicon. In addition, since the accession number 1999.1 was already entered through the Accession screen, the source and credit line are also filled, based on information previously entered on the Accession screen.

Complete the entry of information in the top section of the Objects Catalog screen. Once you have selected the appropriate screen view, History, in this case, enter information in the fields provided at the bottom of the screen.

Figure 6-11
Objects
Catalog
History
screen view

Note that, for this object, the History Screen View is selected as the default screen view.

FIXED FIELDS AT THE TOP OF THE SCREEN

Date - Record the date when the item was created, if known. This date field may contain any combination of numbers and/or 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". Because PastPerfect cannot always control the type of data entered in this field, it cannot reliably be used for search purposes. The Year Range fields, described below, were designed to make searches for objects by date fast and easy.

Year Range -The date range fields were designed to enable the user to search for catalog records whose dates of creation fall between two recorded year dates. 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. The second field in the Year Range is used to record the latest possible year in which the item was made, created, generated or manufactured. Both fields must be populated with a four digit year.

Description -- The description field is used to write a detailed description of the item. There is no limit to the number of lines or the type of information recorded in this field. When describing objects, it is recommended that you be as specific as possible.

Dimensions - Fill in the appropriate dimensions for the object you are cataloging. Not all measurements are appropriate for all objects. Select the measurements you need to describe the object. Any additional information about the measurement of the object may be written in the Dimension Details field.

The Objects Catalog screen has a special auto conversion feature that will convert the length, height, width, depth, diameter, circumference, and weight that you enter from one dimension unit to another. Click on the radio button change from inches/ounces to centimeters/grams or feet/pounds.

Units of measure cannot be changed while in Add or Edit mode. Therefore, you need to click Save, then select the desired unit of measure. Then click Edit to resume data entry. When you change to a new unit of measure, entries are automatically converted.

Image Management - The Image Management screen is located in the upper right corner of the screen. If PastPerfect is equipped with the optional Multi-media Upgrade you can click on Image Management command to add images to the catalog record. Multiple images can be attached to each catalog record. Multi-media/Imaging is an optional upgrade that may be purchased for an additional cost. See Chapter 19 for information on using the imaging and other multi-media features.

SCREEN VIEWS

In the middle of the screen on the left hand side you will notice five buttons. These buttons represent the five different screen views; Archaeology, Art, Geology, History and Natural History. You may set a default screen view for each catalog record so that whenever you open that particular record the selected screen view appears. To change the screen view, press Edit then click on the desired screen radio button.

Archaeology Screen View

Archaeological materials require specific fields for cataloging objects that have been recovered from an archaeological site. PastPerfect provides the fields needed to record the field location of each object using the following fields: Site Name and Number, Unit, Level, Stratum, Material, Dating Method, Datum, and Three-point Provenience co-ordinates.

Figure 6-12
Objects Catalog
Archaeology
screen view

Once you have selected Archaeology as the default screen view, the archaeolgy fields will always appear when you select this record.

To view the Site Screen, click on the file folder icon to the right of the site name and number field.

Site Information - For items that have been recovered from archaeological, geological, or paleontological sites enter a site name and site#. When you enter information in the site name field, you have access to the site information sub-screen. Click on the file folder icon to the right of this field to display the sub-screen with specialized fields for recording information, including; Description, County, State, Country, Prime Meridian, Township, Range, Section, Quarter, Longitude, Latitude, Maps & Publications, and Notes. With the Multi-media Upgrade you may also attach up to 20 images of the site.

Multiple objects can share the same Site screen shown in Figure 6-13. Due to the sensitive nature of site information, PastPerfect allows you to password-restrict access to this screen.

Figure 6-13
Site Screen
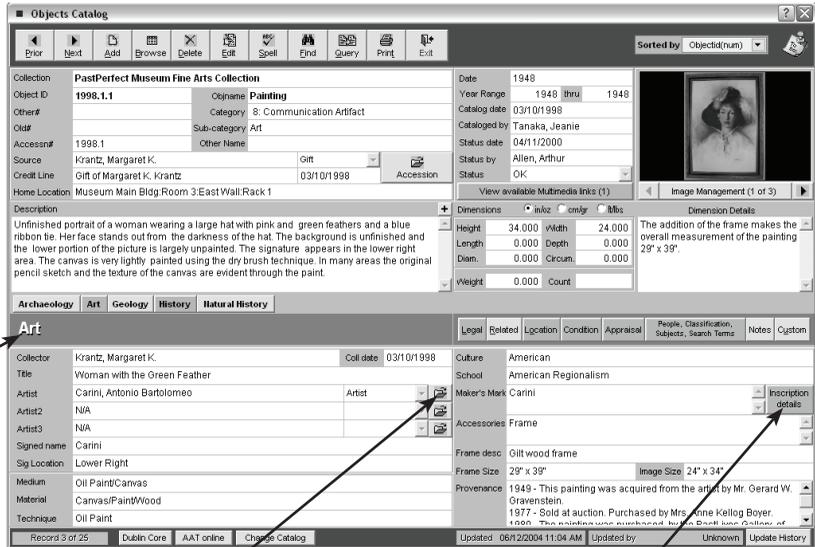

Art Screen View

This screen view allows you to enter information about your art objects. It contains special fields for cataloging art objects, including Title, Artist, Signed Name, Signature Location, Medium, Accessories, Maker's Mark, Frame, and Culture, School, and Provenance.

Figure 6-14 is an example of information entered about a painting.

Figure 6-14
Objects Catalog
Art screen view

Once you have selected Art as the default screen view, the art fields will always appear when you select this record.

To enter, edit, or view information about the artist, click on the file folder icon for more information.

To enter, edit, or view information about the maker's mark, click on the Inscription Details button.

Artist Info - Allows you to save and display biographical information about the artist. A separate screen is provided with fields for other names, dates and places of birth and death, places and/or geographical areas of residence, nationality, titles and honors, occupation, relationships, and notes.

Figure 6-15
Artist / Creator
File
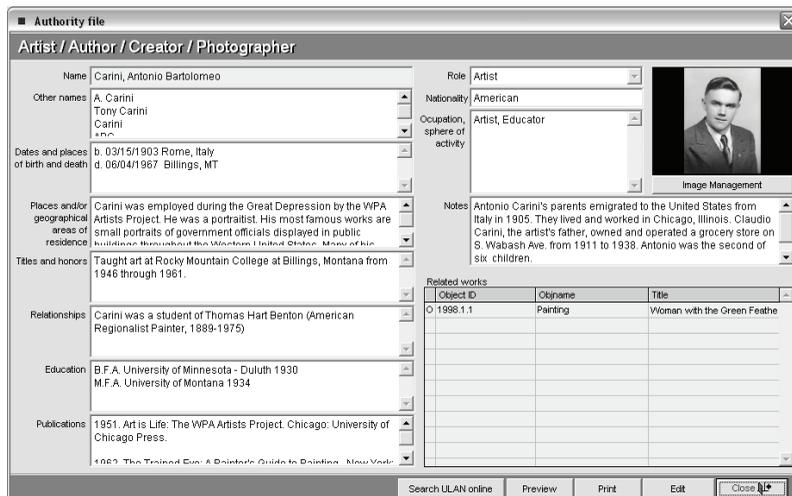
The Artist screen may be shared by any number of art works. Once an artist is entered into the Artist information screen, that information is available anytime you enter new works of art.

Inscription Details - Allows you to save and display detailed information about the inscription type, incription text, technique, location, language, and other maker's marks that may appear on a decorative object or artwork.

Geology Screen View

This screen view allows you to enter information about your rock and mineral specimens. PastPerfect has added an additional category to the Chenhall nomenclature to accommodate these items. This is the Lexicon main category Natural History, with the sub-categories of Biology, Botany, Paleontology, and Geology. This screen view contains special fields for cataloging geologcal objects such as Rock Type, Chemical Composition, Hardness, Luster, Streak, Grain Size and Color. As always, use only the fields you need to accomplish your cataloging goal. In the case of geological specimens, you may need only to use the fields for Rocks and Minerals.

Figure 6-16
Geology
Screen View

History Screen View

The History screen view provides all the fields necessary for cataloging decorative arts, ethnographic materials, household furnishings, machinery, and other historic objects and artifacts. Decorative arts refers to all aesthetic objects that are not architecture or fine arts, such as furniture, textiles, metalworks, and ceramics. This term may also extend to toys, jewelry, and costumes. The fields in this screen view may also be used to catalog large composite artifacts such as airplanes, automobiles or buildings and building fragments.

Figure 6-17
History
Screen View

Natural History Screen View

The fields in this screen view are used for cataloging paleontological, biological, or botanical specimens. PastPerfect has added an additional category to the Chenhall nomenclature to accommodate these items. This is the Lexicon main category Natural History, with the sub-categories of Biology, Botany, Paleontology, and Geology.

The species name is entered as the object name. If you have natural history collections you may wish to add only the object names that you will need to the Lexicon. Since there are millions of species and sub-species, it is only practical to enter the names that are relevent to your collections. For example, if you have a

collection of mounted butterflies, you will need to enter all the species names for *Lepidoptera* under the category Natural History, sub-category Biology.

Figure 6-18
Natural History
Screen View

To insure consistent and accurate data entry, most of the Natural History fields are controlled by authority files. For example, to enter data in the Order field, click on the Right Mouse button or press F7. The following screen will appear:

Figure 6-19
Natural History
Order Authority
File

To make an entry in the Order field, highlight your selection and double-click.

ADDITIONAL INFORMATION SUB-SCREENS

In the middle of the Objects screen on the right hand side, you will notice a series of eight buttons. These buttons give you access to sub-screens that provide additional information about the object. These eight buttons can be found in all four catalogs and pertain to all objects. These buttons are: Legal, Related, Location, Condition, Appraisal, People/Classification/Subjects/Search Terms, Notes, and Custom.

| Legal | Related | Location | Condition | Appraisal | People, Classification, Subjects, Search Terms | Notes | Custom |

Whenever fields in a sub-screen are populated, the button will appear green. If no fields within the sub-screen are populated the button will remain gray.

Legal sub-screen

The Legal sub-screen provides information about legal status, copyrights, and repatriation status of the object. To access the sub-screen, press the Legal button. The following screen will appear.

Figure 6-20
Legal Sub-
Screen
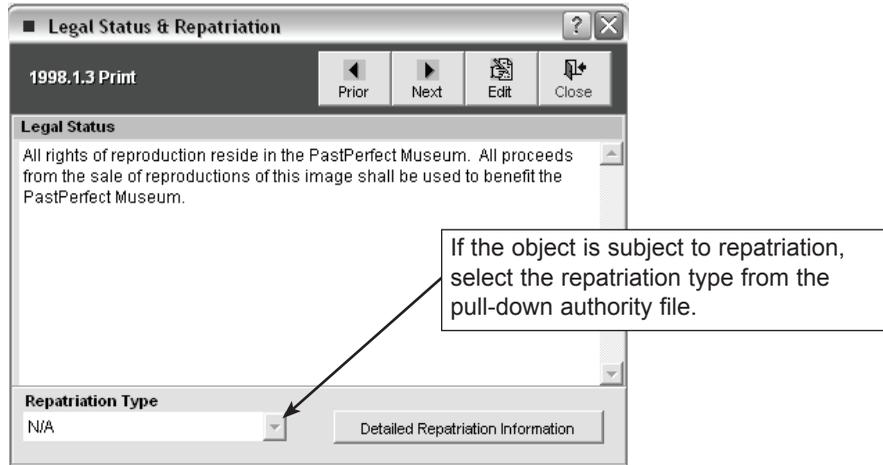
There are command buttons at the top of the screen that allow you to move forward to the Legal sub-screen for the next record or back to the previous record. Pressing the Edit button allows you to edit the information in the unlimited field.

Repatriation Type - For items that are subject to repatriation, there is a Repatriation Type value and a **Detailed Repatriation Information** command button that will take you to an additional Repatriation screen. While in Edit mode you may choose the Repatriation Type from a pull-down authority file.

Click **Detailed Repatriation Information** to display the screen shown in Figure 6-21.

Figure 6-21
Repatriation
Sub-Screen

To select the repatriation type, click on the down arrow to reveal the authority file.

Fill in information about claimants, disposition and handling requirements for the object subject to repatriation.

Related Sub-screen
This sub-screen gives you the ability to link objects together.

Figure 6-22
Related Sub-
Screen

To Add, Delete, or View related objects, click on the command buttons.

Many collections have closely related objects. For example, the relationship between a sugar bowl and creamer from the same set should be preserved even though they have been assigned separate object ID numbers. Selecting the Related tab displays existing relations.

To add a new relation, click **Add** and input the object ID or use the **Browse**, **Prior**, or **Next** commands to search the catalog for the related item. Then press the **Add this realtion** command. Related items will now be listed on the screen. PastPerfect will set up the reciprocal and consequential relationships for you.

Location Sub-screen

PastPerfect derives each item's Home Location by combining the fields found in the Location sub-screen.

Figure 6-23
Location
Sub-Screen

Select entries from the authority files to create a home location for each item.

For more information about past locations, click on the File Folder Icon.

Whenever a change is made to either the Home or Temporary Location, an entry is made in the Location History File.

There are seven fields from which the home location is compiled. These are: Building, Room, Wall, Cabinet, Shelf, Drawer, and Container. Each of these fields is controlled by a user-defined authority file. The user may select which

fields are appropriate for each item. The authority files are shared by all catalogs. To enter a home location for an item, click Edit and highlight the field and press F7 or Right Mouse to access the Authority File. Highlight and double click on an entry to populate the field. Repeat with each of the appropriate fields to create the home location. When you return to the main catalog screen the separate fields will appear compiled in the Home Location separated by colons:

Home Location | PastPerfect Museum Main Bldg:Room 200:East Wall:Cabinet 7:Drawer 3

To edit the home location, you must return to the Location Sub-screen. Press the **Edit** command button at the top of the screen. Then press the **Save** button to make your change permanent.

Temporary Location fields also share the authority files. Temporary Location should be used to record any movements of the object from its home location. Tracking the movement of objects is an important component of intellectual control of your collections.

Condition Sub-screen

The Condition Sub-screen, shown in Figure 6-24, provides all the fields needed to keep track of both the condition of an item as well as any required routine maintenance schedule.

Maintenance Cycle/Maintenance Notes - Allows you to enter the maintenance start date, maintenance cycle, and detailed notes and maintenance history for each item. PastPerfect allows you to schedule items in your collection for routine maintenance. The maintenance cycle can be set for daily, weekly, monthly, quarterly, semi-annually, yearly, every two years, every five years, or never. PastPerfect calculates the interval from the maintenance start date and automatically includes objects on the **Maintenance Due** report. You decide the appropriate interval for the treatment and cleaning for each item in your collection, and when to generate maintenance reports.

The **Detailed Condition Reports** screen allows you to create detailed condition reports for each item. The box on the right shows a list of condition reports that

Figure 6-24
Condition
Sub-Screen
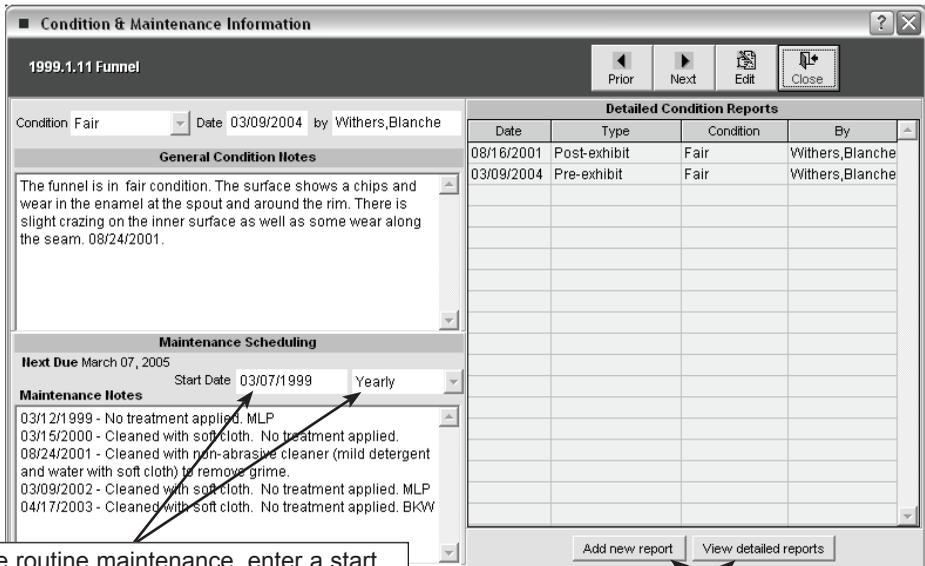
To schedule routine maintenance, enter a start date and maintenance cycle. PastPerfect will calculate the next Maintenance Due Date.

To add or view Detailed Condition Reports click here.

have already been created. To view a report, select the desired report and click on the **View Detailed Reports** command button. The following screen will appear:

Figure 6-25
Detailed Con-
dition report
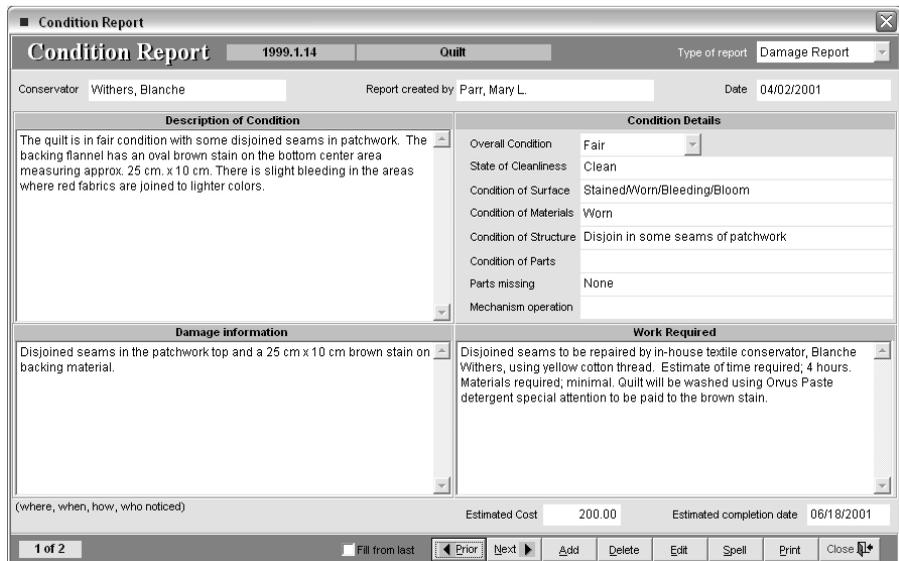
Condition Terms Authority File - All fields in the Condition Details section are controlled by an authority file of condition terms. With the cursor in the condition

field, press F7 or the right mouse button to make the authority list appear. To view the definition of a condition term, highlight the term and click on **More Information About the Selected Condition Term** at the bottom of the screen.

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.

Figure 6-26
Condition
Terms Authority
File
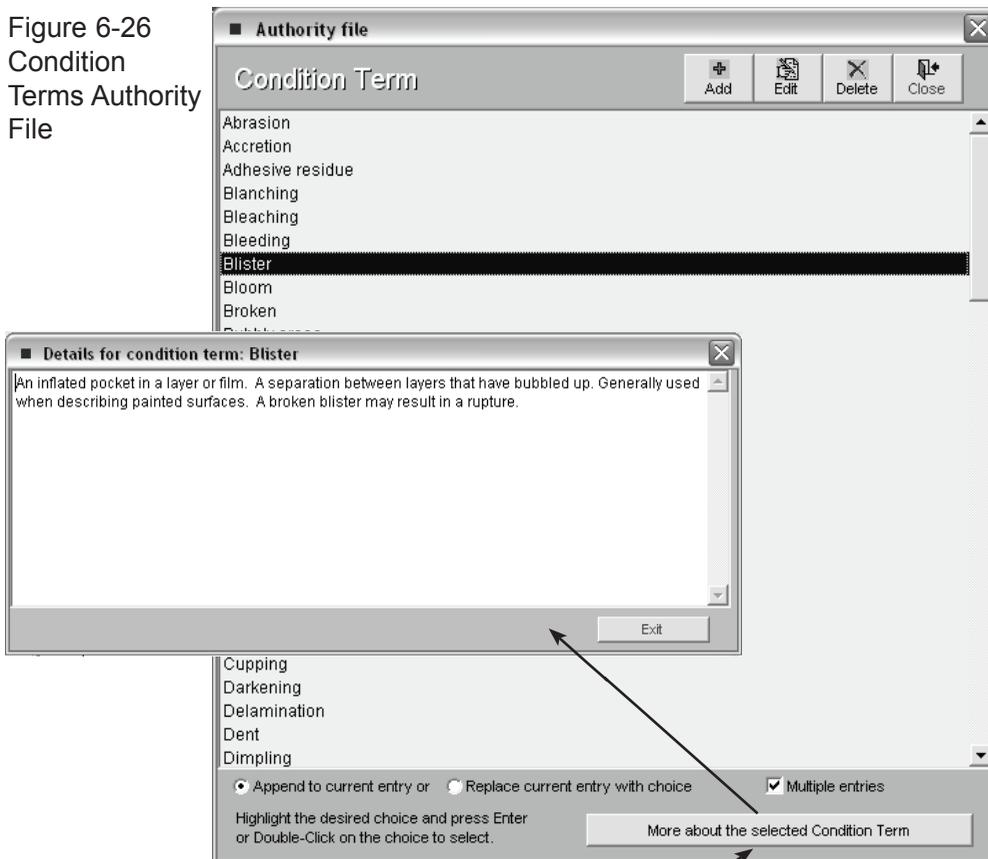
To read a detailed definition of the condition term, highlight the term and click on the More about the selected Condition Term button.

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 "Condition Terms"

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.

Appraisal Sub-screen

The appraisal sub-screen provides fields for recording appraisal information, detailed insurance information, and value information for each object including: Appraiser, Date Appraised, Acquisition Value, Minimum Value, Maximum Value, and Notes.

Figure 6-27
Appraisal
Sub-screen

The Appraiser field is populated with the name of the person who last appraised the object. This field is controlled by the Experts Authority File. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the name of the person who appraised the item. Click on the File Folder Icon to the right of the field to access additional information about this expert. To add, edit, or delete names on this list, from the main menu press **Setup** and then press **Authority Files** on the Setup fly-up menu. Highlight "Experts" and press the **Next>** button at the bottom of the screen. You will then have the option to Add, Edit, or Delete names on the list.

PastPerfect keeps an appraisal history for each object. Whenever you enter a new appraisal, the last appraisal will be archived in the appraisal history file. To view an old appraisal, highlight the selected appraisal from the list and press the **View Details, Edit or Delete** command to view the appraisal in full. To add a new

appraisal, click on the **Add New Appraisal** command at the bottom of the screen.

The right side of the Appraisal Sub-screen is devoted to information about the insurance policy covering the object. In many cases, the same policy covers multiple items, so this information can be recorded in the default screen and repeated on a number of items.

Figure 6-28
Appraisal
Detail
Sub-screen

To view other appraisals, click on the Prior and Next buttons. You may also delete or edit an appraisal from this screen.

People/Classes/Subjects/Search Terms Sub-screen

This tab provides four different fields with authority files for creating searchable access points for your object records. These access point fields are People, Classification, Subject, and Search Terms.

People - This field is used to identify people who are associated with objects. Enter the names in this field and PastPerfect will automatically create an authority file from the names it finds in this field. You may then add any of these names to any record by using the authority file. Click **Edit** and with the cursor in the People field, press the right mouse button or F7 to display the People authority file. Highlight the name and double click to add it to the field. The convention for

entering names is last name, first name, middle name or initial. For example: "Hilton, Dorothy Ann". Occasionally, you will encounter a person who has undergone several name changes over his/her lifetime, there are several ways to deal with this. You may enter the person more than once using different names and enter all the names in the People field when appropriate. In the case of a woman who has changed her last name through marriage, enter the name in the following way; last name, first name, middle initial or name, maiden name. For example: Hilton, Dorothy Ann Jones.

Figure 6-29
People
Authority
File

To view the biography screen for a person in the People Authority File, highlight the name and press the Biography Button.

Classification - The classification field is based on a photograph classification system developed by the Bishop Museum in Honolulu, Hawaii. In their system,

each classification corresponds to a file folder that contain the actual photographs. Within the folders, the photos are enclosed in mylar sleeves and placed in number order. This system works very well for quick and easy retrieval. Thus, the classification system is actually used as a finding aid. 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. PastPerfect automatically separates each level with a carriage return. You may wish to create your classification system and corresponding file folders before beginning data entry.

Figure 6-30
People
Classification
Subjects and
Search Terms
fields

Subjects - The Subject field in the objects catalog is most useful for recording subject matter in works of art or general themes represented by objects or collections of objects. This field may be useful for listing the incidental details captured in a work of art For example a landscape painting may include several cows in the background next to a barn. The description of the painting may or may not mention these details. Use the subject field to record this information, for example: *Landscape paintings/Outbuildings/Cows.*

The Subject Authority File is based on the Library of Congress Thesaurus for Graphical Materials. This field is especially useful in researching the photo catalog when a researcher is interested in viewing all photos in your collection that contain a particular subject such as "Cows".

Search Terms - This field is used to record any terms, words, or names that will be helpful in researching the catalog database. These terms are specific to your organization and may include family names, organizations, or entities that are associated with items in your collection. For example, you may have photographs, objects and archival materials from the Rocky Pine Ranch. Including "Rocky Pine Ranch" as a search term allows all items connected with this entity to be related.

Sorting entries in People/Classes/Subjects/Search Terms fields - Entries in these fields are automatically separated by a carriage return, you may press the A/Z sort button to arrange the entries alphabetically. The A/Z button is activated in Edit or Add mode only. Alphabetizing the entries is not reversible.

Notes Sub-screen

The Notes sub-screen 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.

Custom Sub-screen

This sub-screen, shown in Figure 6-31, provides twenty-two custom user-defined fields. Fields 1-10 are character fields limited to 75 characters. Fields 11 and 12 are character fields limited to 20 characters. Field 13 is a numeric integer field limited to 12 digits. Fields 14 and 15 are numeric fields limited to 12 digits with 2 decimal places. Fields 16 and 17 numeric fields limited to 12 digits with 3 decimal points . Fields 18,19, 20 are date fields. Fields 21 and 22 are unlimited memo fields. You may assign your own field names to these fields.

To rename the custom fields with your own field names, press **Setup** on the main menu and then press **Custom Fields** on the Setup flyup menu. Type your custom field names in the appropriate boxes. Authority files for custom fields can also be setup from this screen. Authority files are provided for custom fields 1-10, 21, and 22.

Figure 6-31
Custom
Fields
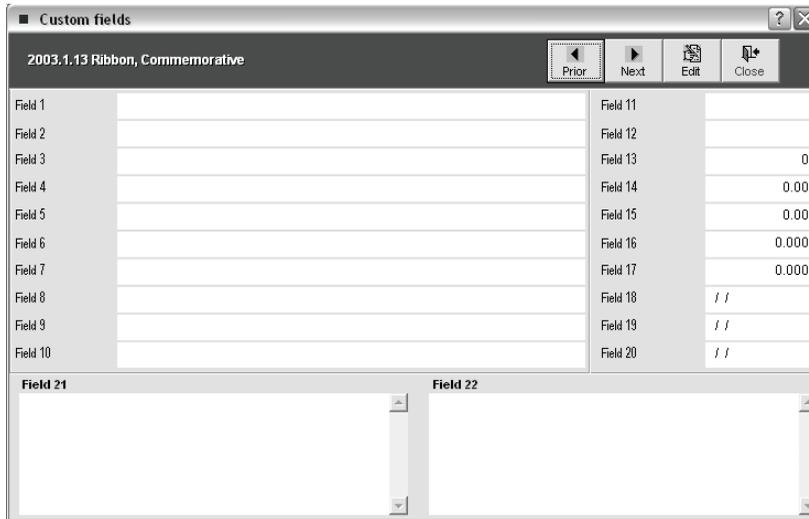
Restricting access to selected sub-screens - Some museums may not want to use all eight of the sub-screens of the Objects catalog screen. To hide selected sub-screens from the Objects catalog screen display, go to the main menu and select **Setup**. From the flyup menu choose **Security**. On the Security screen, place a check mark next to the name of any sub-screen you wish to hide.

Changing Numbers - By design, PastPerfect has made it difficult to change the object ID number, accession number, and incoming loan number. This is something that you do not want to do by mistake. To change these numbers, you must first press the **Edit** command to display the following command options:

Figure 6-32
Change
Object ID,
Accession
Number or
Loan Number
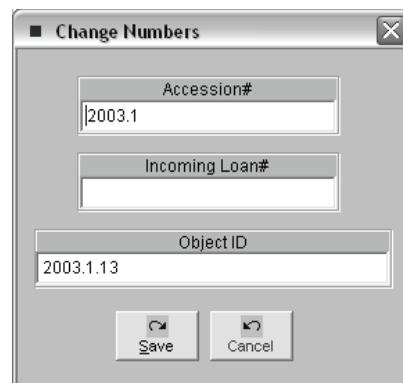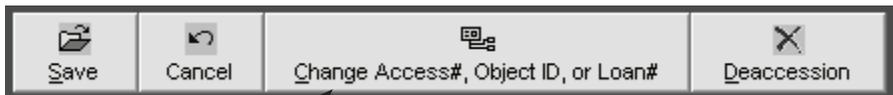
To change an accession number, object id number, or loan number, click on the Edit button at the top of the Objects Screen. Then press the Change Access#, Object ID, or Loan# command button. The Change Numbers sub-screen appears. Edit the number and press Save.

Click the **Change Access#, Object ID, or Loan#** command button to open the Change Numbers screen, where you can type in the new numbers. Click **Save** to complete the change.

Deaccession - Another Edit command option is **Deaccession**. To permanently remove an object from the collection and place it in the Deaccession file, click **Edit** and then the **Deaccession** command button. For more information on the deaccession process, please read Chapter 5.

Change Catalogs - During the course of cataloging objects, a cataloger may accidentally catalog an item and then realize that item should have been placed in a different catalog. Rather than simply deleting the item and re-entering the data in its proper catalog, you may use the Change Catalog button at the bottom of the Objects screen.

Figure 6-33
Change
Catalogs
screen

To move a catalog record from one catalog to another, click on the radio button for the catalog and press OK.
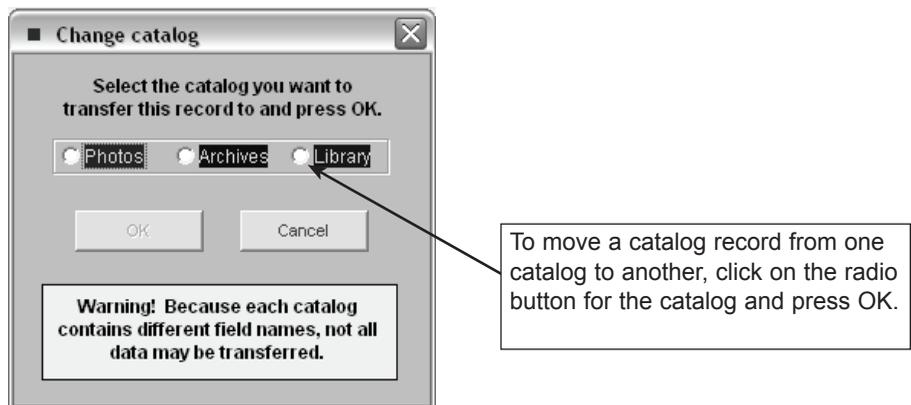
From this screen you may select the correct catalog for the item and click OK. This will move the catalog record to the other catalog and mark the copy in the current catalog for deletion. Note the large yellow warning box at the bottom of the Change catalog screen. Because each catalog contains different fields, not all data may be transferred to the new catalog.

Dublin Core and AAT online - At the bottom of the Objects Catalog screen, you may notice two additional buttons, Dublin Core and AAT online.

The **Dublin Core** button generates a Dublin Core metadata record from your PastPerfect catalog record. The Dublin Core is a set of fifteen metadata elements to be used as a core description record to facilitate discovery of documents and

objects in a networked environment. Dublin Core metadata was adopted by CIMI, Computer Interchange of Museum Information, and is used as a common exchange format for the internet. The Dublin Core record generated by PastPerfect may be viewed as a report or as an XML file to be viewed in your Web Browser. For example:

Figure 6-34 Dublin Core meta-data record viewed in XML through web browser


```
<?xml version="1.0" encoding="Windows-1252" standalone="yes" ?>
- <metadata>
  - <dc-record>
      <type>physical object</type>
      <type>original</type>
      <type>cultural</type>
      <format>Dimension:H:12.900 cm Dia:10.400 cm</format>
      <title>Funnel</title>
      <description>White enamelware funnel with blue rim. Item has a place of origin stamped on
          the handle. The funnel was made in Germany.</description>
      <subject>Funnel</subject>
      <subject>Agriculture</subject>
      <subject>Tool</subject>
      <subject>Rocky Pine Ranch</subject>
      <creator>Germany</creator>
      <publisher>PastPerfect Museum</publisher>
      <date>1920 ca</date>
      <identifier>1999.1.11</identifier>
      <relation>IsRelatedTo:1995.1.4-Tape, Magnetic, 1999.1.1-Print, Photographic, 1999.1.11-
          Funnel, 1999.1.12-Sifter, Flour, 1999.1.13-Candlestick, 1999.1.14-Quilt, 1999.1.15-
          Album, Autograph, 1999.1.2-Print, Photographic, 1999.1.3-Print, Photographic, 1999.1.4-
          Print, Photographic, 1999.1.5-Print, Photographic</relation>
      <relation>IsRelatedTo:A photograph of this funnel being using by Clarence Hilton being used
          for tractor maintenance appears on page 67 of the above publication.</relation>
      <relation>IsReferencedBy:Cox, Lura. "History of Rocky Pine Ranch." Eastern University
          Press, 1967.</relation>
      <coverage>1910 - 1930</coverage>
      <coverage>Rocky Pine Ranch</coverage>
      <rights>All rights belong to the PastPerfect Museum</rights>
    </dc-record>
  </metadata>
```

The **AAT online** button provides a link to the website for the Getty Museum's Art and Architecture Thesaurus. This online resource gives you access to the Getty Web site, free of charge, for searching individual terms and names. The Getty vocabularies are made available via the Web to support limited research and cataloging efforts only. Licensing is required for more extensive use of these tools. For more information about Getty thesauri, visit the web site at: http://www.getty.edu/research/conducting_research/vocabularies/.