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<b>Accession#</b>	Use this field to record the accession number for the object, for example, "2004.1". The accession number refers to the collection of objects received from the same source at the same time. If the accession record has been created, the adjoining field will fill automatically with the name of the source. Typically, accession numbers are composed of the year the accession was received and a sequential number denoting the order in which the accessions were received in that year. For example, 2004.1 indicates the first object or group of objects received in 2004.[accessno:c(15)]
<b>Accession# (numeric)</b>	This field is used for sorting accession#s numerically. [zsorterx:c(44)]
<b>Accruals</b>	Detail any possible changes in the extent of the materials or item. Indicate if future accruals, additional transfers, or deposits are expected. Where appropriate, give an estimate of their quantity and frequency. This field applies to the cataloging of corporate records.[accruals:memo]
<b>Acq Value</b>	Use this field to enter the value of the object at acquisition. This may be the price you paid for the item or an appraised value.[acqvalue:n(12,2)]
<b>Additonal Sites</b>	This memo field lists additional site names associated with this record.[sitesadded:memo]
<b>Admin/Biographical History</b>	Provide a history of the corporation, or a biography of the creator of the archival material. This will help place the material in context. Record any significant information on the origin, progress, development, and work of the corporation or on the life and work of the creator of the material.[admin:memo]
<b>Appraisal notes</b>	Appraisal notes appears on the appraisal sub screen of the catalog screen. Use this field to record any additional information about the object that may have effected the appraisal.[appnotes:memo]
<b>Appraisal/Destruct</b>	Enter information on any appraisal, destruction, or scheduling action taken. Where appropriate, record the authority by which the action has been taken. Example: "This item is to be kept permanently in the PastPerfect Museum Archives. The item shall be appraised every fifty years for relevance to the collection."[appraisal:memo]
<b>Appraiser</b>	Use this field to record the name of the person who last appraised the object. Click on the open file folder icon to the right of the field to access additional information about this expert. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the name of the person who appraised the item. To add, edit, or delete names on this list go to the Setup Screen. Choose Authority Files. Highlight "Experts" and press the Next> button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE names on the list.[appraiser:c(40)]
<b>Archival History</b>	Record the successive transfers of ownership and/or custody of the unit of description, along with the dates thereof, insofar as they can be ascertained. If the custodial history is unknown, record that information.[custodial:memo]
<b>Archives Field 02</b>	Custom Character Field 2 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field

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limited to 75 characters.[udf2:c(75)]

**Archives Field 03** Custom Character Field 3 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf3:c(75)]

**Archives Field 04** Custom Character Field 4 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf4:c(75)]

**Archives Field 05** Custom Character Field 5 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf5:c(75)]

**Archives Field 06** Custom Character Field 6 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf6:c(75)]

**Archives Field 07** Custom Character Field 7 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf7:c(75)]

**Archives Field 08** Custom Character Field 8 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf8:c(75)]

**Archives Field 09** Custom Character Field 9 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf9:c(75)]

**Archives Field 10** Custom Character Field 10 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf10:c(75)]

**Archives Field 11** Custom Character Field 11 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 20 characters.[udf11:c(20)]

**Archives Field 12** Custom Character Field 12 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 20 characters.[udf12:c(20)]

**Archives Field 13** Custom Numeric Field 13 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a integer only field of up to 12 digits.  
[udf13:n(12)]

**Archives Field 14** Custom Numeric Field 14 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and two characters to the right. This field is best used for currency.[udf14:n(12,2)]

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<b>Archives Field 15</b>	Custom Numeric Field 15 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and two characters to the right. This field is best used for currency.[udf15:n(12,2)]
<b>Archives Field 16</b>	Custom Numeric Field 16 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and three characters to the right.[udf16:n(12,3)]
<b>Archives Field 17</b>	Custom Numeric Field 17 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a numeric field with a maximum length of 12 characters including the decimal point and three characters to the right.[udf17:n(12,3)]
<b>Archives Field 18</b>	Custom Date Field 18 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field. [udf18:date]
<b>Archives Field 19</b>	Custom Date Field 19 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field. [udf19:date]
<b>Archives Field 20</b>	Custom Date Field 20 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is a date only field. [udf20:date]
<b>Archives Field 21</b>	Custom Memo Field 21 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field that allows unlimited entries.[udf21:memo]
<b>Archives Field 22</b>	Custom Memo Field 22 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field that allows unlimited entries.[udf22:memo]
<b>Archivist</b>	An archivist arranges, describes, and preserves historical documents and makes them available for research. Record the name of the person responsible for performing archival tasks for the unit of description. 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 archivist. To add, edit, or delete names on this list go to the Setup Screen. Choose Authority Files. Highlight "Experts" and press the Next> button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE names on the list.[archivist:c(75)]
<b>Archivist's Notes</b>	This field may be used by the archivist to explain how the archival description was prepared.[archnotes:memo]
<b>Area / Region</b>	Area / Region field is used to enter the name of the area or region covered by the map being cataloged.[area:c(80)]
<b>Artist 1</b>	Music Collection: List the Artist on the Track List.[artist1:c(40)]

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**Artist 2** [artist2:c(40)]

**Artist 3** [artist3:c(40)]

**Artist 4** [artist4:c(40)]

**Artist 5** [artist5:c(40)]

**Artist 6** [artist6:c(40)]

**Artist 7** [artist7:c(40)]

**Artist 8** [artist8:c(40)]

**Artist 9** [artist9:c(40)]

**Artist10** [artist10:c(40)]

**Associated Material** If there is any material in another repository that has a relationship by provenance to the material, provide information about the associated items and their repository. Example: "See Catalog #85.1.2 - Cheney Museum of History. Unpublished Manuscript by Ernestine McMillan Hilton entitled, Fundraising for Education. 1958." [associate:memo]

**Cabinet** Location: Enter the Cabinet name or number from the authority file by pressing F7 or the Right Mouse button. [cabinet:c(25)]

**Caption** Image Management: Enter a caption for the image. [caption:c(75)]

**Catalog** This required field does not display. It denotes the catalog:  
A - Archives  
L - Library  
O - Objects  
P - Photos  
[cat:c(1)]

**Catalog date** This is the date that the object 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:  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY [catdate:date]

**Cataloged by** Type the name of the person entering the catalog record. This should be in the form of last name, first name. For example: "Doe, John". This field is controlled by an authority file. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the cataloger's name in the field. To add or delete names on this list go to the Setup Screen. Choose Authority Files. You will then have the option to ADD, EDIT, or DELETE names on the list. [catby:c(25)]

**Category** In the Revised Nomenclature for Museum Cataloging, Main Categories are the highest or

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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 10 main categories.[gparent:c(45)]

**Classification** This field is controlled by an authority file. When the cursor is in the Classification field, press F7 or right mouse to display the authority file. This file is designed to contain classifications organized in a hierarchical system. It is recommended that you arrange your authority files from the general to the specific as in;

- Agriculture
- Livestock
- Cattle

Each entry is separated by a carriage return line feed. You may wish to create your authority files before beginning data entry.[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:c(75)]

**Composer** Music Collections: Enter the composer.[composer:c(40)]

**Condition** This field is used to describe the condition of an item. To add, edit, or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Condition-Archives" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[condition:c(35)]

**Condition Notes** Use the unlimited Condition Notes field to describe details about the object's condition. You may keep a history of the condition of an item by dating your entries. Note any changes when you are doing routine maintenance or as damage occurs.[condnotes:memo]

**Condition by** Type the name of the person who examined an item and assigned a condition value. This should be in the form of last name, first name. For example: "Doe, John". This field is controlled by an authority file. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the name in the field. To add edit, or delete names on this list choose Setup on the main menu. Choose Authority Files. Highlight "Users" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE names on the list.[condexam:c(25)]

**Condition date** Condition Date records the date upon which an item was examined and assigned a Condition.[conddate:date]

**Conductor** Music Collections: List the conductor on the Track List.[conductor:c(40)]

**Container** The Container field is automatically filled from entries made in the Container Location portion of the catalog record. This field is controlled by an authority file. To add, edit,

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or delete entries in the authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Container" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[container:c(40)]

### Container List - Description

Archives-Container List: Enter a brief description each item on the container list. Record subject matter and the form of the item to enable users to judge its potential relevance.[descrip:memo]

### Container List - Folder

Name or other designation that distinguishes a folder from others.[folder:c(60)]

### Container List - Location

Enter the location of the container.[location:c(60)]

### Container list text

This field contains all the text from associated container list fields. The field is not displayed on the Archives screen but can be use for queries or key word searches.[containtxt:memo]

### Copyrights

Identify any restrictions on the use or reproduction of the material. If the conditions governing the use, reproduction, or publication of the material are unknown, or if there are no conditions, no statement is necessary.[rights:memo]

### Creator

Enter the name of the organization or the individual responsible for the creation of the material.[creator:c(80)]

### Credit line

A Credit Line may be entered in the Accession Screen and appears on every item in the accession. The credit line may express a memorial to a donor or relative of a donor as in: "Given in memory of Esther Crutch". The credit line often appears on exhibit labels, for example, "Gift of Mr. and Mrs. Edwin Hopewell".

[credit:memo]

### Current value maximum

The maximum current value of the item. For insurance purposes or other reasons you may want to update the value of items to reflect current values. The best way to update values is by adding a new appraisal.[curvalmax:n(12,2)]

### Current value minimum

The minimum current value of the item. For insurance purposes or other reasons you may want to update the value of items to reflect current values. The best way to update values is by adding a new appraisal.[curvalue:n(12,2)]

### Dataset

This field is used with the Scatter/Gather function to identify the computer that controls each record. This field is controlled by a combo box authority file. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the name in the field. To add, edit, or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Dataset" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[dataset:c(15)]

### Date

Record the date when the item was created, if known. This date field may contain any combination of numbers and characters up to 50 characters. This field can accommodate exact dates such as: "12/12/2004" as well as approximate dates such as "Circa 1945.", "50,000,000 BP +- 1000".[date:c(50)]

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**Dates of Accumulation** The period over which the material has been accumulated by a collector or creator. In our example, the personal papers (including our autograph album) of Ernestine McMillan were accumulated into a collection from 1995 to 1998.[dateaccum:memo]

**Dates of Creation** The actual date or range of dates at which the archival material was created.[datecreate:memo]

**Dates of descriptions** Use this field to indicate when this description was prepared and/or revised.[descdate:memo]

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

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

**Disposition** Enter the type of disposition planned for this item.[dispositn:c(60)]

**Disposition Date** Enter the date on which the disposition is to take place. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
To set the type of date you wish to use, go to the Setup Menu, select Gen. Information, and make your selection from the Date Style pull-down menu.[dispdata:date]

**Donor form signed** Archives - Oral History: Enter the date upon which the narrator or interview subject signed the donor release form for the oral history interview. 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  
[signedform:date]

**Drawer** Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Drawer" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Drawer location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field. You may add, edit, or delete entries in the authority file at this

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point or you may go to Setup, Authority Files. Highlight "Drawer" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[drawer:c(20)]

### East Longitude

Use this field to record the East Longitude or angular distance on the earth's surface east from the Prime Meridian, expressed in degrees, minutes and seconds. East longitude describes the eastern boundary of the map.[elongitude:c(8)]

### Edition

An edition is the total number of copies of a book or other publication printed from one set of type. Use this field to enter the edition of which the cataloged item was a part. A revised edition is a new edition in which text of the original work has been changed or new material has been added.[edition:c(80)]

### Event

Event refers to a named occasion associated with artifacts, archival materials or photographs. For example: a collection may include photos, printed materials, and hats from a political convention. These items could be linked by recording the name of the event in the Event Field, e.g. "Democratic National Convention 1956".[event:c(80)]

### Exhibit ID

Unique GUID number used to link catalog records to an exhibit.  
[exhibitid:c(36)]

### Exhibit label line 1

Exhibit Label is a description of an artifact that may differ from the catalog description of an item. The exhibit label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel1:memo]

### Exhibit label line 2

Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel2:memo]

### Exhibit label line 3

Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel3:memo]

### Exhibit label line 4

Exhibit Label is a description of an artifact that may differ from the catalog description of an item. This label may be printed and used as a descriptive label in an exhibit. The Exhibit Label consists of 4 separate text boxes. These may have differing fonts and font sizes.[exhlabel4:memo]

### Exhibit start

Enter the starting date for the exhibit. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

American - MM/DD/YYYY

British - DD/MM/YYYY

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



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here.[exhibitno:n(7)]

**Existence of copies** If the item is in another format, record the formats together with any significant object id numbers and the location where they may be found. Example: "Photocopies available for researchers." [copies:memo]

**Extent of Description** Use this field to identify and record the physical extent (quantity, bulk, or size) and the type of material of material being described. For example: an autograph album could read: "1 book - Folded leather cover with 32 leaves." [extent:memo]

**Finding Aids** Give information about any finding aids that the repository may have that provide information relating to the item. If appropriate, include information on where to obtain a copy. Example: "See: Guide to Historical Document Holdings in Spokane County. 1999". [findaid:memo]

**Flag Date** Date and time that the catalog was flagged and placed on the To Do list. [flagdate:datetime]

**Flag Notes** Detailed reason for flagging a catalog record. [flagnotes:memo]

**Flag Reason** Reason a catalog record was flagged. [flagreason:c(20)]

**Genre** Archives - Music Collection: Genre refers to a category of music composition marked by a distinctive style, form, or content. This field is controlled by an authority file. To enter the Genre, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the genre field.

You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Genre" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries. [genre:c(40)]

**Group** Archives - Music Collection: Enter the name of the Group or ensemble responsible for creating the music. [group:c(40)]

**Home Location/Building** Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Building" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Building location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field.

You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Building" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries. [homeloc:c(60)]

**Imagefile** Name of associated image file (must include image subdirectory, example: "001\mypic.jpg") [imagefile:c(60)]

**Incoming Loan#** Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the archives catalog screen. [loaninno:c(15)]

**Incoming loan due date** Incoming loan due date is used to record the date that the loan will end. This field is read only. It is displayed from the Loans In screen. [loandue:date]

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<b>Incoming loan received date</b>	Incoming loan received date is used to record the starting loan date for an item loaned to your institution. This field is read only. It is displayed from the Loans In screen.[loandate:date]
<b>Ins company phone</b>	Insurance company phone is used to record the phone number of the insurance company that insures the object.[insphone:c(25)]
<b>Ins policy exp date</b>	Use this field to record the date upon which the policy will expire.[insdate:date]
<b>Insets</b>	Archives - Map Screen: An inset is a small map or illustration set within a larger map. It is used to detail maps that appear on the map. For example, a map of the state of Maryland may have an inset of the city of Baltimore.[insets:memo]
<b>Instrument</b>	Archives - Music Collection: Enter the instrument or instruments played by the primary artist.[instrument:c(40)]
<b>Instrument 2</b>	[instrument2:c(40)]
<b>Instrument 3</b>	[instrument3:c(40)]
<b>Instrument 4</b>	[instrument4:c(40)]
<b>Instrument 5</b>	[instrument5:c(40)]
<b>Instrument 6</b>	[instrument6:c(40)]
<b>Instrument 7</b>	[instrument7:c(40)]
<b>Instrument 8</b>	[instrument8:c(40)]
<b>Instrument 9</b>	[instrument9:c(40)]
<b>Instrument1</b>	Archives - Music Collection: Enter the instrument or instruments played by the musician listed on the track list.[instrument1:c(40)]
<b>Instrument10</b>	[instrument10:c(40)]
<b>Insurance Representative</b>	Insurance representative is used to record the name of the insurance agent responsible for the policy insuring the object.[insrep:c(30)]
<b>Insurance company</b>	Insurance company appears in the Appraisal section of the Archives screen. Use this field to record the name of the insurance company which insures the object.[inscomp:c(30)]
<b>Insurance policy#</b>	Insurance Policy # is used to record the insurance policy number covering the object.[policyno:c(20)]
<b>Insurance premium</b>	Insurance premium is used to record the dollar amount of the insurance policy.[inspremium:c(20)]
<b>Insured value</b>	Insured value is used to record the amount of insurance coverage on the object.[insvalue:n(10,2)]
<b>Interview Restrictions</b>	Archives - Oral History: Enter any restrictions that may apply to the use of the oral

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history interview tapes, transcripts, or other facsimiles of the oral history interview.[intvrest:memo]

**Interview date** Archives - Oral History: Enter the date upon which the oral history interview was conducted.[intvdate:date]

**Interview place** Archives - Oral History: Enter the place where the oral history interview was conducted.[intvplace:c(75)]

**Interviewer** Archives - Oral History: Enter the name of the person who conducted the oral history interview. 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.  
[interviewr:c(75)]

**Inv By** Enter the name of the person who inventoried the item. This field is controlled by an authority file. With the cursor in the field, press F7 or right mouse to view entries in the Authority file. Double click on your choice to enter the inventory person's name in the field.[invnby:c(25)]

**Inventoried date** The last date that the object was located during an inventory.[invndate:date]

**Language of Material** Record the predominant language of the materials comprising the item.[language:c(100)]

**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** Archives - Music Collection: Enter the length of the recording in minutes and second.[length:c(5)]

**Length of Interview** Archives - Oral History: Enter the length of the interview in hours and minutes.[intvlength:c(20)]

**Level of description** The position of the item in the hierarchy of the Fonds or collection. This may be Fonds/Collection, Series, Folder, or Item. Our autograph album example is being cataloged as an individual Item.[level:c(10)]

**Loan Condition** Press the "Edit, Delete, Return, or View details for item" button to view the items on loan. Use the Loan condition notes field to describe the condition of an item before it is placed in an outgoing loan. If a more detailed condition report is required, click on the "Detailed Condition Report" button at the top of the screen to create a new report.[loancond:memo]

**Loan ID** Unique GUID number used to link catalog records to an outgoing loans.  
[loanid:c(36)]

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<b>Loan#</b>	If item is on loan this is the outgoing Loan number.[loanno:n(7)]
<b>Location of Originals</b>	If the item is a reproduction and another repository holds the originals, record the name of the other repository. Also give any identifying numbers and other information that may help in locating the original material. If the originals no longer exist, give that information.[originals:memo]
<b>Maintenance Cycle</b>	This field allows you to enter the maintenance interval for the artifact. It is controlled by an approved list. Maintenance Cycle may be, Weekly, Monthly, Quarterly, Yearly, Every Two Years, Every Five Years, or Never.[maintcycle:c(10)]
<b>Maintenance Notes</b>	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]
<b>Maintenance Start</b>	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]
<b>Map Language</b>	Record the predominant language of the map being cataloged.[mlanguage:c(30)]
<b>Media ID</b>	Archives - Oral History: Click on the Add/Edit Recording List button. This will open a track list details screen. Enter the identifying name or number for the oral history recording in the Media ID field.[mediaid:c(20)]
<b>Media quantity</b>	Archives - Oral History: Indicate how many videotapes, cassettes, reels, or other media are part of the oral history being described.[quantity:c(20)]
<b>Medium</b>	This field is used to list all materials from which a map is made. You may choose to record a single entry such as "Paper" or "Vellum". However, you may wish to enter several materials separated by forward slashes as in, "Paper/Watercolor". Record multiple entries in descending order of percentage of composition.[medium:c(25)]
<b>Narrator Id#</b>	Archives - Oral History: Narrator is the person being interviewed. This field may be linked to a contact record. Enter the narrator's Contact Id# in the Id# field to the right of the name.  To jump to the contact record, click on the file folder icon to the right of the field. [narratorid:n(6)]
<b>Narrator's name</b>	Archives - Oral History: Narrator is the person being interviewed. This field may be linked to a contact record. Enter the narrator's Contact Id# in the Id# field to the right of the name.

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To jump to the contact record, click on the file folder icon to the right of the field.  
[narrator:c(75)]

**No. of sheets** Archives - Maps: This field is used to record the number of sheets that comprise the map being cataloged.[sheets:c(25)]

**North Latitude** Use this field to record the North Latitude or angular distance north of the earth's equator measured in degrees along a meridian. North latitude describes the northern boundary of the map.[nlatitude:c(8)]

**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 unit of description.[relnotes:memo]

**Number of images** Number of images appears directly above the thumbnail image and lets you know how many images are attached to this object record. This also appears below the image when you click on Image Management to see the full sized version of the photograph.[imageno:n(3)]

**Object ID** This is the unique number assigned to an archival record by your museum. It may be any combination of characters and/or numbers up to 25 characters in length.[objectid:c(25)]

**Object ID# (numeric)** This field is used for sorting objectids numerically.  
[zsorter:c(69)]

**Object Name** This is the lexicon-controlled object name from the approved list. PastPerfect is shipped with the lexicon system of categories, sub-categories and object terms from Robert G. Chenhall's, Revised Nomenclature for Museum Cataloging, a system for classifying man-made objects.[objname:c(40)]

**Objectid** [objectid:c(25)]

**Objectid** [objectid:c(25)]

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

**Orchestra** Archives - Music Collection: Click on the Add/Edit Track List button. Enter the name of the orchestra playing on the track, if any.[orchestra:c(40)]

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

**Other Creators** Record the name or names of other organizations, individuals, agencies, or entities responsible for the creation, accumulation and maintenance of the records in the unit of description.[authorx:memo]

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**Parent ObjectID** Enter the Object Id# of the parent record of the item.[link:c(25)]

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

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

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

[people:memo]

**Physical characteristics** Indicate any important physical details and any physical conditions of the material that limits its use.[physchar:memo]

**Prime meridian** Prime Meridian is the zero meridian used as a reference line from which longitude east and west is measured. It passes through Greenwich, England. The Prime Meridian at Greenwich is accepted as such by international convention (1884). Many maps produced in non-English speaking nations may have numbering systems based on other meridians such as the meridian of Ferro Island or the Paris meridian. Use the Prime Meridian field to record the Prime Meridian for the map being cataloged.[pmeridian:c(25)]

**Projection** Archives - Maps: Use the projection field to name the type of projection used in the map being cataloged. It is impossible to transfer information from a sphere to a flat surface without distortion. On maps which include enough of the earth's surface for the curvature to be significant the properties of distance, angular measurement, area, and shape must in some way be distorted. Projections have been devised to preserve a specific property or combination of properties. An example of a projection is "Mercator Projection".[projection:c(80)]

**Pub Date** The year in which the material was published.[pubdate:c(25)]

**Pub Place** The location where the material was published. Include city, state, and country.[pubplace:c(100)]

**Publisher** The name of the publisher of the material.[publisher:c(120)]

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

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

[recas:c(20)]

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<b>Received date</b>	<p>The date on which the item was received. This field cannot be edited from the Archives catalog. To edit this date, click on the Accession button. You will jump to the accession record for the archival material. Press the Edit button at the top of the screen.</p> <p>Sometimes the exact date is not known, this field can be setup to select only strict dates or any combination of numbers and characters. The format for the field is defined on the Setup/Custom Fields/Accessions.</p> <p>Note: if an accession date is entered on the Accession screen, the accession date is displayed on the catalog screen instead of the received date. [reccdate:c(10)]</p>
<b>Recording Label</b>	<p>Archives - Music Collection: use this field to enter the name of a recording company.[label:c(30)]</p>
<b>Recording media</b>	<p>Enter the type of media upon which the original recording was made. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Recording media" and press the Next&gt; Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list. [media:c(20)]</p>
<b>Reference code</b>	<p>Reference Code is used to identify the unit of description and to provide a link to the description that represents it.</p> <p>Record the country code in accordance with the latest version of ISO 3166, followed by a local repository specific reference code, control number, or other unique identifier. All three elements must be present for the purposes of information exchange at the international level.</p> <p>For example: "US MnHi P2141" is the reference code for item P2141 at the Minnesota Historical Society, in the United States[refcode:c(30)]</p>
<b>Related Publications</b>	<p>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 unit of description.[pubnotes:memo]</p>
<b>Related units of description</b>	<p>Use this field to identify related units of description in the same repository. If the item consists of material that has a direct and significant connection to another item in your repository, indicate the relationship. For example: See 1999.1.1 - Photograph of Ernestine McMillan Hilton".[related:memo]</p>
<b>Relation</b>	<p>This field does not display. It is used to related catalog records.[relation:c(36)]</p>
<b>Room</b>	<p>Location: PastPerfect derives each item's Home Location by combining the fields under the Location Tab. "Room" is one section of the Home Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Drawer location, press F7 or Right Mouse to access the Authority File. Highlight and double click on your selection.</p>

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

**Rules or Conventions** Use this field to identify the protocols on which the description is based. Record the international and/or local rules or conventions followed in preparing the archival description.

For example: "Description based on "Archives, Personal Papers, and Manuscripts, Society of American Archivists. 1989.)[rules:memo]

**Scale** Archives - Maps: Scale refers to the proportion used in determining the dimensional relationship between map distance and ground distance. For example if one inch on the map represents 50,000 inches on the ground the scale can be expressed as 1 to 50,000, or 1:50,000. This is called the representative fraction. Use the Scale field to record the scale of the map.[scale:c(25)]

**Scope & Content** Use this field to record subject matter and the form of the item to enable users to judge its potential relevance. Give a brief summary of the subject content. This is an unlimited field so the entry may be as long as you like.[descrip:memo]

**Screen View** Screen view provides the specialized set of fields needed for cataloging a particular type of archive. 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.[cattyp:c(17)]

**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]

**Series** Series is the level of description below Fonds and above, File or Item. In archival description a series is a set of documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same activity, or because of some other relationship arising out of their creation, receipt, or form.[series:c(80)]

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

You may add, edit, or delete entries in the authority file by using the buttons at the top of the screen or you may go to Setup, Authority Files. Highlight "Shelf" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.  
[shelf:c(20)]

**Side** Archives - Oral History: Indicate on which side of the cassette tape the relevant recording may be found.[side:c(3)]

**Site Name** Enter the name of the site associated with this archival item. In the case of archaeological collections, this may be a site name such as "English Camp Site". In the



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case of paleontological or geological sites, the site name may be in the form of a formation such as "Burgess Shale".[site:c(40)]

**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:c(12)]

**Size** Archives - Maps: Use this field to record the size of the map being cataloged. This is usually expressed as in this example: 24" x 36".[size:c(25)]

**Song Title** Archives - Music Collection: Enter the title of the song as it appears on the CD, record album, or recording.[title:memo]

**Source** The name of the original donor or source of the item is displayed from the accession screen. This field cannot be edited from the Archives catalog. To edit this information, click on the Accession button. You will jump to the accession record for the item. Press the Edit button at the top of the screen.[recfrom:c(120)]

**South Latitude** Archives - Maps: Use this field to record the South Latitude or angular distance south of the earth's equator measured in degrees along a meridian. South latitude describes the southern boundary of the map.[slatitude:c(8)]

**Start time** Archives - Oral History: Press the "Add/Edit Recording List" button. Enter the start time on the tape for the portion of the interview being described. This field only accepts numbers in the format 99:99:99 (Hours:Minutes:Seconds)[start:c(5)]

**Status** The Status field is designed to provide flags to alert the user to special information about the item. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Status - Archives" and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.

[status:c(20)]

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

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

[statusby:c(25)]

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

**Sub-Collection** Custom Character Field 1 is a user defined field. You may create your own field name by going to Setup/Custom Fields from the main menu. This is an alphabetical field limited to 75 characters.[udf1:c(75)]

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<b>Sub-category</b>	Sub-Category is the second level of the hierarchical naming system described in the Revised Nomenclature for Museum Cataloging. When you assign an object name, PastPerfect automatically fills in the category and sub-category from the lexicon.[parent:c(40)]
<b>Subject</b>	Archives - Oral History: Give a brief description of the subject matter covered in a section of the oral history interview.[subject:memo]
<b>Subjects</b>	This field may be used to record the general subject matter of an archival record. You may choose to list several entries. The Subject Field is controlled by an authority file from which you may choose pre-defined subject entries. The authority file is based on the Library of Congress Thesaurus for Graphical Material - Subject Terms (LCT GM I).  [subjects:memo]
<b>System of arrangement</b>	Enter information in this field about the arrangement of the material. Specify the order of the material, and, if appropriate, how these have been altered by the archivist.[system:memo]
<b>Temp loc authorized by</b>	Enter the name of the person responsible for authorizing the movement of an object from its home location to a temporary location. This field is controlled by the Users authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.  You may also go to Setup, Authority Files. Highlight "Users" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file. [tempauthor:c(25)]
<b>Temp location by</b>	Enter the name of the person who moved the object to the temporary location. This field is controlled by the Users authority file. To access the file press F7 or the right mouse key. To add, edit, or delete entries in the authority file use the buttons at the top of the screen.[tempby:c(25)]
<b>Temp location date</b>	Temp location date is used to record the date upon which an object was moved to a temporary location.[tempdate:date]
<b>Temp location notes</b>	Temp location notes are used to record any additional information about the temporary location.[tempnotes:memo]
<b>Temp location reason</b>	Temp location reason is used to record the reason for moving an object to a temporary location.[tempreason:c(50)]
<b>Temp location until</b>	Temporary location until is used to record the date upon which an object is expected to return from temporary location to its home location. Press F8 to fill in today's date automatically. However, this is a character field so you may enter any combination of letters, characters, or numbers up to 10 characters.[tempuntil:c(10)]
<b>Temporary Location Cabinet</b>	Enter the Temporary cabinet name or number. This field is controlled by an authority file. [tcabinet:c(25)]

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<b>Temporary Location Container</b>	Enter the Temporary container name or number. This field is controlled by an authority file. [tcontainer:c(40)]
<b>Temporary Location Drawer</b>	Enter the Temporary drawer name or number. This field is controlled by an authority file. [tdrawer:c(20)]
<b>Temporary Location Room</b>	Enter the Temporary room name or number. This field is controlled by an authority file. [troom:c(25)]
<b>Temporary Location Shelf</b>	Enter the Temporary shelf name or number. This field is controlled by an authority file. [tshelf:c(20)]
<b>Temporary Location Wall</b>	Enter the Temporary wall name. This field is controlled by an authority file. [twall:c(20)]
<b>Temporary Location/Building</b>	<p>Location: PastPerfect derives each item's Temporary Location by combining the fields under the Temporary Location Tab. "Building" is one section of the Temporary Location. This field is controlled by an authority file that is shared by all catalogs. To enter the Building location, press F7 or Right Mouse to access the Authority File. Double click on the highlighted entry to populate the Drawer field.</p> <p>You may add, edit, or delete entries in the authority file at this point or you may go to Setup, Authority Files. Highlight "Building" and press the Next &gt; button at the top of the screen. You may ADD, EDIT, or DELETE entries.[temploc:c(60)]</p>
<b>Title</b>	A word, phrase, character, or group of characters that names an archival item. When the material bears a formal title, transcribe it exactly as to wording, order, and spelling. When generating your own title, use a phrase that reflects function, activity, subject, location, or theme.[title:memo]
<b>Title (sortable)</b>	This field contains the first 100 characters of the title. This field does not display. It can be used as a sorting option on Report Maker reports.[titlesort:c(100)]
<b>Track</b>	Archives - Music Collection: Track refers to the chronological number indicating the order of the songs recorded on a CD, record album, or recording.[track:c(2)]
<b>Transcript location</b>	Enter the location where the transcript of the oral history is stored.[transloc:c(75)]
<b>Transcript reviewed</b>	Archives - Oral History: Enter the date upon which the oral history transcript was reviewed and approved by the narrator/subject.[reviewed:date]
<b>Transcription date</b>	<p>Enter the date that the oral history tape was transcribed from the tape to written form. Press F8 to fill in today's date automatically.</p> <p>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</p>

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US - MM/DD/YYYY  
[transdate:date]

**Transcriptionist** Archives - Oral History: Enter the name of person responsible for transcribing the oral history from the tape to written form.[transcribr:c(75)]

**Updated** The last date and time the record was changed is automatically entered in this field.[updated:datetime]

**Updatedby** If you are using Password Security, the name of the last person to edit the record is automatically entered.[updatedby:c(25)]

**Value Date** The date that the current value was determined for the item. For insurance purposes you may want to update the value of items to reflect current values. If you enter a new current value, you should also enter the date of valuation here.[valuedate:date]

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

You may add, edit, or delete entries in the authority file by using the buttons at the top of the screen or you may go to Setup, Authority Files. Highlight "Wall" and press the Next > button at the top of the screen. You may ADD, EDIT, or DELETE entries.

[wall:c(20)]

**Web Include** Place a check mark in this box if you want to include this catalog on your website. Exporting catalog records to a webiste requires additional software.

[webinclude:logical]

**West Longitude** Archives - Maps: Use this field to record the West Longitude or angular distance on the earth's surface west from the Prime Meridian, expressed in degrees, minutes and seconds. West longitude describes the western boundary of the map.

[wlongitude:c(8)]

**Year Range from** The first field in the Year Range is used to record the earliest possible year in which the item was made, created, generated or manufactured. This field must be populated with a four digit year.[earlydate:n(4)]

**Year Range to** The second field in the Year Range is used to record the last possible year in which the item was made, created, generated or manufactured. This field must be populated with a four digit year.[latedate:n(4)]