

## Condition Reports Field Descriptions

10/05/2017

### Catalog

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

A - Archives

L - Library

O- Objects

P - Photos

[cat:c(1)]

### Condition Term

Structure can be defined as the interrelation or arrangement of parts in a complex entity. Use this field to enter information about the condition of the underlying structure that forms the object. The structure may be chemical as in a ceramic object or mechanical in objects that are constructed such as furniture.

This field is controlled by an Authority File. Press the F7 key or Right Mouse to access the Authority File. Highlight your choice and double click. For a definition of the term, highlight the term and click on the "More about the selected Condition Term" button 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.

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 Term" 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.

[structure:c(60)]

### Condition of Materials

Enter condition of the materials making up the object. This field is controlled by an Authority File. Press the F7 key or Right Mouse to access the Authority File. Highlight your choice and double click. For a definition of the term, highlight the term and click on the "More about the selected Condition Term" button at the bottom of the screen.

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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 Term" on the left hand list and press Next> at the top of the screen. You may then use the ADD, EDIT, and DELETE buttons to populate the authority file.

[material:c(60)]

### Condition of Parts

If the item has more than one part, enter information about the condition of the parts.[parts:c(60)]

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**Condition of Surface** Surface can be defined as the finish, paint, patina, varnish or weathering on the surface of an object. Use this field to enter information about the condition of surface.

This field is controlled by an Authority File. Press the F7 key or Right Mouse to access the Authority File. Highlight your choice and double click. For a definition of the term, highlight the term and click on the "More about the selected Condition Term" button 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.

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 Term" 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.

[surface:c(60)]

**Conservator** Detailed Condition Report: Record the name of the Conservator responsible for the restoration, cleaning, or repair of an item. This field is controlled by an authority file called Experts. To add or delete entries on this list choose Setup on the main menu. 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 entries on the list.[conserveby:c(75)]

**Damage Information** Detailed Condition Report: Describe the injury, loss, defect, or occurrence of a change for the worse that affects the item. It may be possible to determine whether the damage is biological, physical, or chemical in nature. Describe the damage in terms of color, shape, odor, location and/or other physical properties. Further, describe the extent of the damage. Some damage can be easily measured, such as a tear or loss. Damage that cannot be conventionally measured such as foxing, yellowing, tarnishing, bloom, etc may be described in the following standardized degrees of severity: "negligible," "slight," "moderate," "marked," and "extreme".

For paintings, prints, and other works on paper as well as for 2 dimensional objects such as photographs and documents, it is helpful to divide the object into quadrants or zones and describe the damage by zones. For example: Top Left, Top Center, Top Right, Center Left, Center, Center Right, Bottom Left, Bottom Center, Bottom Right.[damage:memo]

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

**Date** Enter the date on which the report was created. Press F8 to fill in today's date

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automatically. Your system may be set to enter dates in the following formats:

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

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.[date:date]

### Description of Condition

Enter a description of the condition of the item. This is an unlimited field.

[notes:memo]

### Estimated Completion date

Detailed Condition Report: Enter the expected date for the completion of restoration, repair, or cleaning of the item.[complete:date]

### Estimated Cost

Detailed Condition Report: Enter the expected cost for the restoration, repair, or cleaning of the item.[cost:n(10,2)]

### Mechanism Operation

If the item has moving parts, enter information about the condition of the mechanism.[operation:c(60)]

### Objectid

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

### Overall condition

Select an entry from the authority file that best expressed the overall condition of the item. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

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

[overall:c(35)]

### Parts Missing

List any parts that are missing from the item.[missing:c(60)]

### Report created by

Enter the name of the person who created the condition report. Click on the right mouse button or press F7 to access the 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 authorized by name in the field. To add or delete names on this list go to the Setup Screen. 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.[by:c(25)]

### State of Cleanliness

Detailed Condition Report: This field is controlled by an authority file. When the cursor is in the State of Cleanliness field, press F7 or right mouse to display the authority file. A list of preferred terms appears. Select those terms which apply to the item. For a definition of each term press the "More about the selected Condition Term" button at the

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bottom of the screen.[clean:c(60)]

**Type** Enter the type of report from a pull down menu at the top of the condition report. This field is controlled by an authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.

[type:c(20)]

**Work Required** Use this field to detail the nature of the work required to repair or restore the object.[work:memo]