

## Exhibit Field Descriptions

05/18/2007

<b>Additional carriers</b>	Enter the name of other companies or entities that will be involved in the transportation of the shipment.[carrier2:memo]
<b>Advisory Board</b>	Many museums consult with community advisory boards to assist in the planning of exhibits. These boards are made up of community members, tribal leaders, and scientific experts. An advisory board can help curators and exhibit staff create exhibits that reflect the needs of the community. Use this field to record the name of the advisory board that consulted on the creation of an exhibit.[advboard:c(80)]
<b>Arrival date</b>	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. The Arrival Date is used to record the date upon which the Exhibit materials reached their destination.[arrivedate:date]
<b>Cell Phone</b>	Use this field to record the cellular phone number for the organization or contact for the exhibit.[phonecell:c(25)]
<b>Climate control other</b>	Use this field for any additional specifications for climate control for the exhibit.[other:c(25)]
<b>Crate List</b>	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. The Crate List is used to list the number and description of crates in the shipment.[cratelist:memo]
<b>Crate types</b>	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. The Crate Types field is used to enter the type of crate used. For example: Wood, Plastic, Metal, or Cardboard.[cratetypes:c(30)]
<b>Curator</b>	The Curator field is used to record the name of the person who is managing, overseeing or administering the exhibit.[curator:c(40)]
<b>Dataset</b>	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)]
<b>Email</b>	Record the Exhibit contact's E-mail address.[email:c(50)]
<b>End date</b>	End Date records the closing date of the exhibit.[enddate:date]
<b>Exhibit name</b>	Exhibit Name is used to record the official name of an exhibit. For example, "The Baby Boom: A Retrospective".[exhibitnam:c(75)]
<b>Exhibit#</b>	Exhibit # is the unique number given to an exhibit.[exhibitno:n(7)]
<b>Exhibitid#</b>	A unique id number that is assigned to each exhibit and used to link catalog records to exhibits.[ppid:c(36)]
<b>Fax#</b>	Telephone number of the Exhibit curator's fax machine.[faxno:c(25)]

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<b>Fire Prevention</b>	Use the Fire Prevention field to describe the details of the fire suppression system or any special precautions being used to protect the exhibit space from fire.[fire:c(80)]
<b>Form of Transportation</b>	Use this field to describe the form of transportation for the items to and from the exhibit location. For example; "truck".[formtrans:c(50)]
<b>Handlers</b>	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. List the person or people responsible for handling the exhibit materials during shipping.[handlers:memo]
<b>Home Phone</b>	Exhibit contact's home telephone number.[phoneh:c(25)]
<b>Humidity</b>	The Humidity Field is used to record the humidity parameters for the items on exhibit.[humidity:c(25)]
<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>Installer</b>	Installer lists the name or names of persons responsible for installing the exhibit.[installer:c(40)]
<b>Installer's Title</b>	Use this field to record the title of the installer working on the exhibit.[insttitle: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>	Click on the View Shipping & Insurance Information button. Use the Insurance company field to record the name of the insurance company responsible for insuring the items in the exhibit.[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 by</b>	Click on the View Shipping & Insurance Information button. Indicate whether the exhibit is insured by the borrower or the lender by clicking on the appropriate radio button.[insuredby:n(1)]
<b>Insured value</b>	Insurance Value is used to record the amount of insurance coverage on the objects in a Loan.[insvalue:c(30)]
<b>Light Level</b>	Light level allows you to specify the lighting requirements for the objects in the exhibit. These may be expressed in lumens or foot candles.[light:c(25)]
<b>Location</b>	Enter the location where the borrowed materials will be housed. Example: "Chrysler Building Lobby".[location:c(80)]
<b>No of crates</b>	Enter the number of crates in the shipment comprising the exhibit.[nocrates:c(6)]

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<b>Notes</b>	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]
<b>Primary Carrier</b>	Enter the name of the company or entity that is primarily responsible for the transportation of the shipment.[carrier:memo]
<b>Purpose</b>	Give a short description of the purpose of the loan. Example: "Museum Exhibit, Treasures of the West."[purpose:c(80)]
<b>Restrictions</b>	<p>Record information about any restrictions imposed on access to the materials in this exhibit. Make a note specifying the details of the restriction, including the date when such restrictions will be lifted. Additional information should be recorded regarding jurisdiction, i.e. the person, institution, or entity through which the terms governing access are imposed, enforced, or appealed.</p> <p>Restrictions entered in this field will apply to all items in the accession and cause a Restricted tag to appear on all catalog records linked to this accession. If only some of the items in the accession are restricted, do not enter anything in this field. You may deal with individual item restrictions in the copyright field of the catalog record.[restrict:c(80)]</p>
<b>Security</b>	Use this field to record any special security measures required to protect the items on exhibit.[security:c(80)]
<b>Ship date</b>	<p>Enter the date that the exhibit materials were shipped. . 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 US - MM/DD/YYYY</p> <p>[shipdate:date]</p>
<b>Shipped from</b>	Press the "View Shipping & Insurance Information" button. Enter the name of the institution from which the exhibit items were shipped.[shipfrom:c(40)]
<b>Shipped to</b>	Press the "View Shipping & Insurance Information" button. Enter the name of the institution to which the exhibit items were shipped.[shipto:c(40)]
<b>Shipping &amp; Insurance Notes</b>	Use the Shipping & Insurance Notes field to record additional information about the shipping and insurance that may be relevant to this exhibit that has not been covered in the other fields.[insnotes:memo]
<b>Staff</b>	Use the Staff field to record any special staff requirements for an exhibit.[staff:c(80)]
<b>Start date</b>	Use the Start Date field to record the date on which the exhibit is scheduled to open. Press F8 to fill in today's date automatically.

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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

[startdate:date]

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**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 - Catalog 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.

[status:c(1)]

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**Temperature** Use the Temperature field to record any special temperature requirement for the items on exhibit.[temp:c(25)]

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**Title** Enter the title of the representative of the exhibiting institution. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment or used as a mark of respect. Common titles include, Mr., Mrs., Ms., Dr., Curator, President, Director, Reverend, etc.[title:c(40)]

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**Total Cost** Use the Total Cost field to record the cost of mounting the exhibit.[cost:n(10,2)]

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**Total Revenue** Total Revenue is the total gate receipts for the exhibit. This can be compared to the Expected Revenue number for analysis.[revenue:n(10,2)]

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**Transport** Describe the method of transportation for the items on exhibit. Example: "Acme Air Freight" or "UPS." The Transport field may be used to record any special transportation requirements for the items in this exhibit.[transport:c(80)]

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**Transportation paid by** Enter the name of the organization or entity paying for the transportation of the exhibit.[tranpaidby:n(1)]

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**Visitor Traffic Actual** Use the Visitor Traffic Actual field to record the number of visitors who actually attended an exhibit.[actual:n(10)]

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**Visitor traffic Expected** This field is used to estimate the number of visitors projected to attend an exhibit.[expected:n(10)]

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**Work Phone** Exhibit contact's work telephone number.[phonew:c(25)]

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