

Library Field Descriptions

05/18/2007

| | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accession# | 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)] |
| Accession# (numeric) | This field is used for sorting accession#s numerically. [zsorterx:c(44)] |
| Acq Value | 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)] |
| Appraisal notes | 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] |
| Appraiser | 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)] |
| Author | Author refers to the original writer of a literary work. Use this field to record the author or authors of the material. Creator is commonly entered Last Name, First Name, Middle Initial. For example; "Holmes, Oliver W.".[creator:c(80)] |
| Author added entry | If a book has a joint author or an important editor, illustrator, or translator, these names are entered in Author Added Entry field.[authorx:memo] |
| Cabinet | Location: Enter the Cabinet name or number from the authority file by pressing F7 or the Right Mouse button.[cabinet:c(25)] |
| Call# | The call number is the number used in libraries to classify a book and indicate its location on the shelf. For new books, you will find the Library of Congress Cataloging-in-Publication or CIP information on the verso of the title page. The Library of Congress call number, subject information, author, title and physical description are provided in CIP. For older materials, you may need to generate original cataloging or obtain the information from existing catalog records from an on-line library service.[callno:c(40)] |
| Caption | Image Management: Enter a caption for the image.[caption:c(30)] |
| Catalog | This required field does not display. It denotes the catalog: A - Archives L - Library |

Library Field Descriptions

05/18/2007

O- Objects
P - Photos
[cat:c(1)]

Catalog date Enter the date on which the item was cataloged. 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 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 11 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(50)]

Condition This field is used to describe the condition of an item. It is controlled by an approved list that can be changed on the Setup screen. To add or delete entries on this list choose Setup on the main menu. Choose Authority Files. Highlight "Condition-Library" 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)]

Library Field Descriptions

05/18/2007

| | |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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] |
| Container | The Container field is automatically filled from entries made in the Location portion of the catalog record. This field is controlled by an authority file. To add, edit, 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)] |
| Control# | The Control Number is a number commonly assigned to MARC records by vendors who provide MARC records to libraries.[controlno:c(20)] |
| Copy# | If you have more than one copy of a book, use the Copy Number field to indicate which copy is associated with the particular Object ID.[copyno:n(4)] |
| 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 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)] |
| Display Value | This field allows you to assign a Display Value to each object. Some objects may be |

Library Field Descriptions

05/18/2007

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 - Library" 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)]

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 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)]

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

Library Field Descriptions

05/18/2007

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 here.[exhibitno:n(7)] |
| 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)] |
| Home Location/Building | <p>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.</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 > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[homeloc:c(60)]</p> |
| ISBN | ISBN or International Standard Book Number is a unique 10-digit number assigned to each book to facilitate identification. Even though the content may be identical a different ISBN number is assigned to the Hard Cover and Paperback versions of a book. [isbn:c(20)] |
| ISSN | International Standard Serial Number. A unique number that identifies the publisher and serial number of a journal, periodical, magazine or newspaper.[issn:c(20)] |
| Imagefile | Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(40)] |
| Incoming Loan# | Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the library 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] |
| Incoming loan received date | 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] |
| Ins company phone | Insurance company phone is used to record the phone number of the insurance company that insures the object.[insphone:c(25)] |

Library Field Descriptions

05/18/2007

| | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ins policy exp date | Use this field to record the date upon which the policy will expire.[insdate:date] |
| Insurance Representative | Insurance representative is used to record the name of the insurance agent responsible for the policy insuring the object.[insrep:c(30)] |
| Insurance company | Insurance company appears in the Appraisal section of the Library screen. Use this field to record the name of the insurance company which insures the object.[inscomp:c(30)] |
| Insurance policy# | Insurance Policy # is used to record the insurance policy number covering the object.[policyno:c(20)] |
| Insurance premium | Insurance premium is used to record the dollar amount of the insurance policy.[inspremium:c(20)] |
| Insured value | Insured value is used to record the amount of insurance coverage on the object.[insvalue:n(10,2)] |
| 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] |
| LCNO | Library of Congress Number. The Library of Congress began to print catalog cards in 1898 and began to distribute them in 1901. The Library of Congress Card Number was the number used to identify and control catalog cards. With the development of the MARC format and the first distribution of machine-readable records for book materials in the late 1960s, the name of the LCCN was changed to Library of Congress Control Number.[lcn:c(20)] |
| Language | Record the predominant language of the book or library item.[language:c(25)] |
| 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] |
| Library Field 01 | 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)] |
| Library Field 02 | 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 limited to 75 characters.[udf2:c(75)] |
| Library 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)] |
| Library 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)] |

Library Field Descriptions

05/18/2007

| | |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library 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)] |
| Library Field 15 | 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)] |
| Library Field 16 | 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)] |

Library Field Descriptions

05/18/2007

| | |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Library Field 17 | 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)] |
| Library Field 18 | 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] |
| Library Field 19 | 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] |
| Library Field 20 | 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] |
| Library Field 21 | 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] |
| Library Field 22 | 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] |
| 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)] |
| Maintenance Cycle | 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)] |
| Maintenance Notes | 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] |
| Maintenance Start | 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 |

Library Field Descriptions

05/18/2007

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

| | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 library item.[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 a library item 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)] |
| Old# | If the item has been assigned a new object id#, enter the old object id# in this field.[oldno:c(25)] |
| 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)] |
| People | <p>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.</p> <p>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.</p> <p>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]</p> |
| Phys Desc | The Physical Description field is used in library cataloging to help identify a book by how many pages it has and how it looks. For new books, you will find the Library of Congress Cataloging-in-Publication or CIP information on the verso of the title page. The physical description is provided in CIP. For older materials, you may need to generate original descriptions or obtain the information from existing cataloging from an on-line library service.[physdesc:memo] |

Library Field Descriptions

05/18/2007

| | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provenance | This field is used to give a detailed history of the past ownership of an object. Give information, including dates, on successive transfers of ownership and custody of the object. Ideally, the provenance field will list the history of the object from its creation, through subsequent owners, to its final transfer to your institution. This is an unlimited memo field. You may enter as much information as you wish.[provenance:memo] |
| Pub Date | The year in which the material was published.[date:c(50)] |
| 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 | <p>"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.</p> <p>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)]</p> |
| Received date | <p>The date on which the item was received. This field cannot be edited from the Library catalog. To edit this date, 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.</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. [recdate:c(10)]</p> |
| Related Publications | List any related publications by or about the creator of this work or publications in which criticisms of analyses of the work may be found.[pubnotes:memo] |
| Relation | This field does not display. It is used to related catalog records.[relation:c(36)] |
| Room | <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> <p>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)]</p> |
| 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] |

Library Field Descriptions

05/18/2007

| | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Series | <p>A series is a number of separate works issued successively and related to each other in subject, form, authorship, or publication. Record the series to which the book or item belongs.</p> <p>For example: the title, Registration Methods for the Small Museum, by Daniel R. Reibel is part of the American Association for State and Local History Book Series.[series:c(80)]</p> |
| Series added entry | <p>If a book has any additional series to which it belongs, this information may be recorded in the Series Added Entry field.[seriesx:memo]</p> |
| Shelf | <p>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.</p> <p>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)]</p> |
| Site Name | <p>Enter the name of the site associated with this item. In the case of archaeological collections, this may be a site name such as "English Camp Site". In the case of paleontological or geological sites, the site name may be in the form of a formation such as "Burgess Shale".[site:c(40)]</p> |
| Site# | <p>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)]</p> |
| Source | <p>The name of the original donor or source of the item is displayed from the accession screen. This field cannot be edited from the Library 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)]</p> |
| Spine Label | <p>Enter the call number as you would like it to appear on the printed spine label. Spine labels may be printed from the Reports screen under the Library section or from the Library catalog screen.[spinelbl:memo]</p> |
| Status | <p>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.</p> <p>To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Status - Library" 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.</p> <p>[status:c(20)]</p> |
| Status by | <p>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.</p> |

Library Field Descriptions

05/18/2007

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-category 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)]

Subjects In library the Subject field is used to locate library materials for which an exact author or title is not known. For new books, you will find the Library of Congress Cataloging-in-Publication or CIP information on the verso of the title page. The Library of Congress call number, subject information, author, title and physical description is provided in CIP. For older materials, you may need to generate original subject headings or obtain the information from existing cataloging from an on-line library service. You may also consult the Anglo-American Cataloguing Rules (AACR 2) for subject information.[subjects:memo]

Summary In the Library catalog, the Summary field is equivalent to the Description field in the other catalogs. The summary should include the title of the work and a condensed presentation of the substance of the book presenting its main points. For example: "Registration Methods for the Small Museum" presents preferred registration techniques with systems and forms which can be easily understood and adapted to virtually any museum."[descrip:memo]

Temp loc authorized by 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)]

Temp location by 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.[tempby:c(25)]

Temp location date Temp location date is used to record the date upon which an object was moved to a temporary location.[tempdate:date]

Temp location notes Temp location notes is used to record any additional information about the temporary location.[tempnotes:memo]

Library Field Descriptions

05/18/2007

| | |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Temp location reason | Temp location reason is used to record the reason for moving an object to a temporary location.[tempreason:c(50)] |
| Temp location until | 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)] |
| Temporary Location Cabinet | Enter the Temporary cabinet name or number. This field is controlled by an authority file. [tcabinet:c(25)] |
| Temporary Location Container | Enter the Temporary container name or number. This field is controlled by an authority file. [tcontainer:c(40)] |
| Temporary Location Drawer | Enter the Temporary drawer name or number. This field is controlled by an authority file. [tdrawer:c(20)] |
| Temporary Location Room | Enter the Temporary room name or number. This field is controlled by an authority file. [troom:c(25)] |
| Temporary Location Shelf | Enter the Temporary shelf name or number. This field is controlled by an authority file. [tshelf:c(20)] |
| Temporary Location Wall | Enter the Temporary wall name. This field is controlled by an authority file. [twall:c(20)] |
| Temporary Location/Building | <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 > button at the top of the screen. You may ADD, EDIT, or DELETE entries.[temploc:c(60)]</p> |
| Title | A word, phrase, character, or group of characters that names a book or archival item.[title:memo] |
| Title (sortable) | 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)] |
| Title added entry | Use the Title Added Entry field in the event that the item has a former title, a title variation, or an alternative title that appears somewhere on the item but differs significantly from the title that appears on the title page of the work.[titlex:memo] |
| Updated | The last date and time the record was changed is automatically entered in this field.[updated:datetime] |

Library Field Descriptions

05/18/2007

| | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 | <p>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.</p> <p>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)]</p> |
| Web Include | Place a check mark in this box if you want to include this catalog on your website. Exporting catalog records to a website requires additional software. [webinclude:logical] |
| 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)] |