

## Photos Field Descriptions

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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>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>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>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>Cabinet</b>	Location: Enter the Cabinet name or number from the authority file by pressing F7 or the Right Mouse button.[cabinet:c(25)]
<b>Caption</b>	Image Management: Enter a caption for the image.[caption:c(75)]
<b>Catalog</b>	This required field does not display. It denotes the catalog: A - Archives L - Library O- Objects P - Photos [cat:c(1)]
<b>Catalog date</b>	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]
<b>Cataloged by</b>	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

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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 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)]

### Condition

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

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<b>Container</b>	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)]
<b>Copyright</b>	Record information about any restrictions imposed on access to the particular image associated with this Object ID# or any terms governing the use of the image after access has been granted. For example, "This photograph may not be reproduced in any publication or copies sold until the year 2020 or until the death of the donor." Restrictions that apply to all items in a particular accession are entered in the Restrictions field through the Accession Record.[copyright:memo]
<b>Credit line</b>	A Credit Line may be entered in the Accession Screen to appear 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]
<b>Current value maximum</b>	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)]
<b>Current value minimum</b>	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)]
<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>Date</b>	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.", or "50,000,000 BP +- 1000".[date:c(50)]
<b>Description</b>	This field is unlimited in length and should contain a detailed description of the photograph, slide, or negative. Include information which may be valuable to researchers such as direction from which the photo was taken, the names of any streets, buildings, or other landmarks, if known. Include information regarding the event or occasion upon which the photo was taken. For example: "View of Linden Street taken from south to north during the May Day Parade, 1936. The 1st National Bank Building is in the background. A large crowd lines the street. Many spectators are using umbrellas."[descrip:memo]
<b>Dimension Details</b>	Dimension details is an unlimited notes field used to record any information about the size, shape, or any additional measurements that cannot readily be recorded in the

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numeric dimensions fields.[dimnotes: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 - Photos" 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)]

### 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

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German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY[exhstart:date]

<b>Exhibit#</b>	Each exhibit is assigned a number. If an item is on an exhibit the exhibit# is entered here.[exhibitno:n(7)]
<b>Film Size</b>	Use this field to record the film size. This field is controlled by an authority file. With the cursor in the Film Size field, press F7 to display the authority file. Use the authority file to enter the standard film sizes.[filmsize:c(35)]
<b>Flag Date</b>	Date and time that the catalog was flagged and placed on the To Do list.[flagdate:datetime]
<b>Flag Notes</b>	Detailed reason for flagging a catalog record.[flagnotes:memo]
<b>Flag Reason</b>	Reason a catalog record was flagged.[flagreason:c(20)]
<b>Frame</b>	This field may be used to describe the frame associated with a photograph.[frame:c(75)]
<b>Frame #</b>	If there is a specific frame number for the negative, enter it here.[frameno:c(25)]
<b>Home Location/Building</b>	<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 &gt; button at the top of the screen. You may ADD, EDIT, or DELETE entries.[homeloc:c(60)]</p>
<b>Imagefile</b>	Name of associated image file (must include image subdirectory, example: "001\mypic.jpg")[imagefile:c(40)]
<b>Incoming Loan#</b>	Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the photo catalog screen.[loaninno:c(15)]
<b>Incoming loan due date</b>	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]
<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>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)]

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<b>Insurance company</b>	Insurance company appears in the Appraisal section of the Photos 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>Inv By</b>	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)]
<b>Inventoried date</b>	The last date that the object was located during an inventory.[invndate:date]
<b>Legal Status</b>	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]
<b>Loan Condition</b>	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]
<b>Loan ID</b>	Unique GUID number used to link catalog records to a loan.[loanid:c(36)]
<b>Loan#</b>	If item is on loan this is the outgoing Loan number.[loanno:n(7)]
<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>Medium</b>	The medium field is used to list all media from which a photograph is made. You may

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choose to record a single entry such as "Photographic paper". However, you have the option to choose several entries separated by forward slashes as in, "Photographic Paper/Photographic Emulsion". Record multiple entries in descending order of percentage of composition. This field is controlled by an Authority File from which you may choose pre-defined media types. Click F7 or Right Mouse.

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 "Medium" 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.[medium:c(75)]

<b>Neg #</b>	If there is a negative associated with the photographic print, enter its negative number here.[negno:c(25)]
<b>Neg Loc</b>	Enter the location of the negative.[negloc:c(60)]
<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>Notes on Related Objects</b>	Additional information about how objects are related to this photograph or image.[relnotes:memo]
<b>Number of images</b>	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)]
<b>Object ID</b>	This is the unique number assigned to a photographic image by your museum. It may be any combination of characters and/or numbers up to 25 characters in length.[objectid:c(25)]
<b>Object ID# (numeric)</b>	This field is used for sorting objectids numerically. [zsorter:c(69)]
<b>Object Name</b>	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)]
<b>Old#</b>	If the item has been assigned a new object id#, enter the old object id# in this field.[oldno:c(25)]
<b>Orig/copy</b>	Designates the record as the Original or first form from which copies or reproductions are made. Or designate as a Copy, Photocopy, or Reproduction.[origcopy:c(15)]
<b>Other #</b>	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

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archaeological artifacts which may have been given numbers by the original researcher and may still be needed for research purposes.[otherno:c(25)]

**Outgoing loan date** Starting date of the loan.[outdate:date]

**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]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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



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limited to 75 characters.[udf10:c(75)]

**Photo 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)]

**Photo 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)]

**Photo 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 an integer only field of up to 12 digits.[udf13:n(12)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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)]

**Photo 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]

**Photo 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]

**Photo 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]

**Photo 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]

**Photo 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

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allows unlimited entries.[udf22:memo]

### Photographer

Give the name of the photographer, using last, first, middle initial order. For example, "Cameron, Julia M.". An authority file controls this field. The photographer authority file can be used to store biographical information on photographers.[creator:c(80)]

### Place

Enter the place where the photograph was taken. This field is controlled by an authority file. When the cursor is in the Place field, press F7 or Right Mouse to display the authority file.

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.

When making multiple entries, it is recommended that you arrange your place names from the general to the specific, ie.; "U.S.A./Washington State/Seattle/Sunset Beach". PastPerfect will automatically separate each entry with a forward slash. You may wish to create your authority files before beginning data entry.[place:c(100)]

### Print size

Use this field to record the print size. This field is controlled by an authority file. With the cursor in the Print Size field, press F7 or Right Mouse to display 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 "Print, image, & frame sizes" 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.[printsize:c(35)]

### Processing Method

The photographic process refers to the method used to capture and develop an image. It may include how the photographer prepared photographic materials, and how the chemicals reacted to each other. Some historic photographic processes are cyanotype, daguerreotype, ambrotype, albumen print, and gelatin silver print.[process:c(75)]

### 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]

### 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)]

### Received date

The date on which the item was received. This field cannot be edited from the Photo 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.

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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.

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)]

**Related Publications** Use this field to record any publication that is based on the use, study, or analysis of the photograph or any publications in which the image is published.[pubnotes:memo]

**Relation** This field does not display. It is used to related catalog records.[relation:c(36)]

**Room** 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.

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)]

**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]

**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)]

**Site Name** 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)]

**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)]

**Slide #** Use this field to enter a specific slide number.[slideno:c(25)]

**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 Photos 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)]

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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 - Photos" 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]

**Studio** Record the name of the studio where a photograph was created.[studio:c(60)]

**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)]

**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 photographs, use the Subject/Content field to record objects which appear in the photograph. This field is useful for researchers who may be interested in the incidental details captured on film. For example there may be a child carrying a cat standing next to an oak tree in a crowd of spectators at a parade. The abstract of the photo may not mention any of these details. Use the subjects field to record this information, ie; child/cat/oak tree/parade.

The authority file is based on the Library of Congress Thesaurus for Graphical Material - Subject Terms (LCT GM I). To access the authority 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 "Subjects" 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.[subjects: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.

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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 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)]

**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]

**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** 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.

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

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screen. You may ADD, EDIT, or DELETE entries.[temploc:c(60)]

**Title** A word, phrase, character, or group of characters that names a photograph. Use the title field to record this formal title. Since most photographic material lacks a formal title, the cataloger may supply a title statement. This statement can be established from the description or finding aid. This may be a title such as, "Picnic at Waikiki Beach" or "Portrait of William and Mary Douglas".[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)]

**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 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)]