

## Temporary Custody 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>Address name</b>	[addname:c(120)]
<b>Address1</b>	Individual's, membership's, or institution's mailing address.[address1:c(50)]
<b>Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address2:c(50)]
<b>Cell Phone</b>	Use this field to record the cellular phone number for the person receiving the temporary custody receipt.[phonecell:c(25)]
<b>City</b>	City portion of the address.[city:c(30)]
<b>Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the temporary custody of the items.[contact:c(50)]
<b>Country</b>	Country portion of the contact's address.[country:c(30)]
<b>County</b>	U.K. Setup Option. Enter the county.[county:c(30)]
<b>Credit line</b>	A Credit Line may be entered in the Temporary Custody Screen. The credit line may express a memorial to a donor or relative of a donor as in: "Given in memory of Esther Blagg Crutch". The credit line often appears on exhibit labels, for example, "Gift of Mr. and Mrs. Edwin Hopewell".[credit:memo]
<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 received</b>	The date on which the item was received. 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  [reccdate:c(10)]

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<b>Dearname</b>	[dearname:c(120)]
<b>Description</b>	Enter a general description of the items in this unlimited notes field. Since each item will later be cataloged individually, a detailed description is not necessary. For example you may describe the temporary custody as: 20 black and white photographs 2 books 1 rhinestone bracelet  [descrip:memo]
<b>Email</b>	Record the E-mail address of the person whose name appears on the Temporary Custody receipt.[email:c(50)]
<b>Fax#</b>	Telephone number of the Donor's fax machine.[faxno:c(25)]
<b>Fourth donor - Address name</b>	[addname4:c(120)]
<b>Fourth donor - Address1</b>	Enter the mailing address for the fourth donor.[address14:c(50)]
<b>Fourth donor - Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address.[address24:c(50)]
<b>Fourth donor - Cell Phone</b>	Use this field to record the cellular phone number for the fourth donor.[phonecell4:c(25)]
<b>Fourth donor - City</b>	City portion of the address.[city4:c(30)]
<b>Fourth donor - Contact</b>	If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact4:c(50)]
<b>Fourth donor - Contact's Id#</b>	Enter the contact Id# for the fourth donor on the temporary Custody screen. To view the contact information, Click on the Add/View additional donors button.[idno4:n(6)]
<b>Fourth donor - Contact's Id#</b>	Click on the Add/View additional donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno4:n(6)]
<b>Fourth donor - Country</b>	Country portion of the contact's address.[country4:c(30)]
<b>Fourth donor - County</b>	U.K. Setup Option. Enter the county.[county4:c(30)]
<b>Fourth donor - Dearname</b>	[dearname4:c(120)]

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<b>Fourth donor - Email</b>	Record the E-mail address of the Fourth donor on the Temporary Custody Receipt.[email4:c(50)]
<b>Fourth donor - Fax#</b>	Telephone number of the Donor's fax machine.[faxno4:c(25)]
<b>Fourth donor - Home Phone</b>	Fourth donor's home telephone number.[phoneh4:c(25)]
<b>Fourth donor - Source</b>	The name of the fourth donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom4:c(120)]
<b>Fourth donor - State</b>	Enter the two character state code.[state4:c(2)]
<b>Fourth donor - Thank you letter date</b>	[tyldate3:date]
<b>Fourth donor - Website</b>	Type in the website name for this organization, institution, or individual.[website4:c(60)]
<b>Fourth donor - Work Phone</b>	Fourth donor's work telephone number.[phonew4:c(25)]
<b>Fourth donor - Zip</b>	Enter the zip or postal code for the fourth donor's address.[zip4:c(13)]
<b>Home Phone</b>	Temporary Custody contact's home telephone number.[phoneh:c(25)]
<b>Id#</b>	Use the Contact id# to link a contact to the temporary Custody receipt by entering the id# on the temporary Custody screen. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno:n(6)]
<b>Incoming loan#</b>	Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the catalog screens.[loaninno:c(15)]
<b>Interim Location</b>	Enter the location where items in the temporary custody of your organization will be held until final disposition is decided.[temploc: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>Receipt#</b>	This is a unique number assigned to any object or group of objects held in temporary custody.[recptno:n(10,1)]
<b>Received as</b>	"Received as" allows you to select the type of accession you have received. This field is controlled by a pull down authority file. To access the authority file, click on the down arrow to the right of the field. Click on your highlighted choice.  To add, edit, or delete entries in this authority file, choose Setup on the main menu. Choose Authority Files. Highlight "Received as" from the right hand list and press the Next> Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE entries on the list.[recas:c(20)]

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**Received by** Enter the name of the officer of the museum who approved the receipt of the accession. This is usually the director, a curator, or head of the collections committee. Protocol for entering the name is Last Name, First Name, and Middle Initial.[recby:c(50)]

**Return by** Use this field to indicate the date upon which the materials covered by the temporary custody receipt must be returned to their owner. 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

[returnby:date]

**Returned** Use this field to indicate the date upon which the materials covered by the temporary custody receipt were actually returned to their owner. 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[returned:c(40)]

**Second donor - Address name** [addname2:c(120)]

**Second donor - Address1** Enter the mailing address for the second donor.[address12:c(50)]

**Second donor - Address2** An additional line for recording an individual's, membership's, or institution's mailing address.[address22:c(50)]

**Second donor - Cell Phone** Use this field to record the cellular phone number for the second donor.[phonecell2:c(25)]

**Second donor - City** City portion of the address.[city2:c(30)]

**Second donor - Contact** If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact2:c(50)]

**Second donor - Contact's Id#** Enter the contact Id# for the second donor on the temporary Custody screen. To view the contact information, Click on the Add/View additional donors button.[idno2:n(6)]

**Second donor -** Click on the Add/View additional donors button on the Temporary Custody screen.

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<b>Contact's Id#</b>	Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno2:n(6)]
<b>Second donor - Country</b>	Country portion of the contact's address.[country2:c(30)]
<b>Second donor - County</b>	U.K. Setup Option. Enter the county.[county2:c(30)]
<b>Second donor - Dearname</b>	[dearname2:c(120)]
<b>Second donor - Email</b>	Record the E-mail address of the Second donor on the Temporary Custody Receipt.[email2:c(50)]
<b>Second donor - Fax#</b>	Telephone number of the Donor's fax machine.[faxno2:c(25)]
<b>Second donor - Home Phone</b>	Second donor's home telephone number.[phoneh2:c(25)]
<b>Second donor - Source</b>	The name of the second donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom2:c(120)]
<b>Second donor - State</b>	Enter the two character state code.[state2:c(2)]
<b>Second donor - Thank you letter date</b>	[tyldate2:date]
<b>Second donor - Website</b>	Type in the website name for this organization, institution, or individual.[website2:c(60)]
<b>Second donor - Work Phone</b>	Second donor's work telephone number.[phonew2:c(25)]
<b>Second donor - Zip</b>	Enter the zip or postal code for the second donor's address.[zip2:c(13)]
<b>Source</b>	The name of the source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom:c(120)]
<b>State</b>	Enter the two character state code.[state:c(2)]
<b>Status</b>	<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 - Catalog Name" and press the Next&gt; Button at the top of the screen. You will then have the option to ADD, EDIT, or DELETE</p>

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entries on the list.  
[status:c(1)]

**Thank you letter** In the Temporary Custody screen, press the Print button to view a menu of printing choices. One of these is the option to Print/Preview or Edit Thank you Letter. From this screen you may edit the current letter or create a letter specifically for this potential donor.

However, to create a default letter for Temporary Custody, go to the Temporary Custody screen. Choose "Add" from the menu at the top of the screen. At the bottom of the Add screen you will see a button entitled Modify Default Thank You Letter. Click on this button to create a default letter that will appear in all future Temporary Custody Print screens.[tyletter:memo]

**Thank you letter date** [tyldate:date]

**Third donor - Address name** [addname3:c(120)]

**Third donor - Address1** Enter the mailing address for the third donor.[address13:c(50)]

**Third donor - Address2** An additional line for recording an individual's, membership's, or institution's mailing address.[address23:c(50)]

**Third donor - Cell Phone** Use this field to record the cellular phone number for the third donor.[phonecell3:c(25)]

**Third donor - City** City portion of the address.[city3:c(30)]

**Third donor - Contact** If the source of a donation is a company, government agency or other entity, use the Contact field to record the name of the individual to contact regarding the accession.[contact3:c(50)]

**Third donor - Contact's Id#** Enter the contact Id# for the third donor on the temporary Custody screen. To view the contact information, Click on the Add/View additional donors button.[idno3:n(6)]

**Third donor - Contact's Id#** Click on the Add/View additional donors button on the Temporary Custody screen. Click the Add from Contact File button to choose a donor from the contacts list or place the cursor in the Id# field and enter the id# to link the contact to the accession. Clicking on the View Contact button next to the field will allow you to display the associated contact screen.[idno3:n(6)]

**Third donor - Country** Country portion of the contact's address.[country3:c(30)]

**Third donor - County** U.K. Setup Option. Enter the county.[county3:c(30)]

**Third donor - Dearname** [dearname3:c(120)]

**Third donor - Email** Record the E-mail address of the Third donor on the Temporary Custody Receipt.[email3:c(50)]

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**Third donor - Fax#** Telephone number of the Donor's fax machine.[faxno3:c(25)]

**Third donor - Home Phone** Third donor's home telephone number.[phoneh3:c(25)]

**Third donor - Source** The name of the third donor or source of the items. This can be the name of the individual donor, organization or other entity from which the accession was received. Protocol for entering names is Last Name, First Name, and Middle Initial.[recfrom3:c(120)]

**Third donor - State** Enter the two character state code.[state3:c(2)]

**Third donor - Thank you letter date** [tyldate3:date]

**Third donor - Website** Type in the website name for this organization, institution, or individual.[website3:c(60)]

**Third donor - Work Phone** Third donor's work telephone number.[phonew3:c(25)]

**Third donor - Zip** Enter the zip or postal code for the third donor's address.[zip3:c(13)]

**Website** Type in the website name for this organization, institution, or individual.[website:c(60)]

**When Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the date on which the artifact was acquired by its original or current owner and any information the owner may have about the date of manufacture or creation of the artifact.[acqwhen:c(30)]

**Where Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the place of origin or manufacture of the artifact and any information the owner may have about where the item was acquired by the current or original owner.[acqwhere:c(60)]

**Who Acquired** When taking temporary custody of an item you will have an opportunity to talk with the donor of the item or group of items. Use this opportunity to record information about the original owner of the artifact and any subsequent owners known by the donor. This provenance information is important in the documentation of the item.[acqwho:c(30)]

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

**Zip** Enter the zip or postal code for the temporary custody contact's address.[zip:c(13)]