

## Accession Field Descriptions

10/05/2017

<b>Accession #</b>	Use this field to record the accession number for the item. The accession number refers to the collection of items 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, 2009.1 indicates the first object or group of objects received in 2009. [ACCESSNO : Character (15)]
<b>Accession Date</b>	Enter the date on which the accession was created. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [ACCDATE : Date]
<b>Accession# (numeric)</b>	This field is used for sorting Accession#'s numerically. [ZSORTERX : Character (44)]
<b>Accession# (numeric)</b>	This field is used for sorting accession numbers numerically. [ZSORTERX : Character (44)]
<b>Addname</b>	From the Accession screen click the Thank You Letter button. The Address Name has been filled in automatically from the Accession screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME : Character (120)]
<b>Address1</b>	Individual's, membership's, or institution's mailing address. [ADDRESS1 : Character (50)]
<b>Address2</b>	An additional line for recording an individual's, membership's, or institution's mailing address. [ADDRESS2 : Character (50)]
<b>Brief Description of Accession</b>	Enter the description of the accession in this unlimited notes field. This description will appear on the Deed of Gift form and the Thank You Letter. For example, you may describe the accession as: 20 black and white photographs 2 books 1 rhinestone bracelet 6 letters from Helen Johnston to her husband, General Albert Johnston. Since each item will later be cataloged individually and linked to this accession number, a detailed description is not necessary. [DESCRIP : Memo]
<b>Cell Phone</b>	Use this field to record the accession contact's cellular phone number. [PHONECELL : Character (25)]

## Accession Field Descriptions

10/05/2017

<b>City</b>	City portion of the address. [CITY : Character (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 accession. [CONTACT : Character (50)]
<b>Contact ID#</b>	Each contact must be assigned an ID#. Use this ID# to link contacts to accessions by entering the ID# on the Accession screen. Click the open folder icon to view the associated contact record. [IDNO : Numeric (6)]
<b>Country</b>	Country portion of the address. [COUNTRY : Character (30)]
<b>County</b>	County portion of the address (UK). [COUNTY : Character (30)]
<b>Credit Line</b>	<p>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, e.g., "Given in memory of Esther Crutch." The credit line often appears on exhibit labels, for example, "Gift of Mr. and Mrs. Edwin Hopewell."</p> <p>[CREDIT : Memo]</p>
<b>Custom Legal</b>	Click on the Custom Legal radio button on the Deed of Gift form to clear the default Deed of Gift language, allowing the entry of your own custom legal language. [DOGLEAL : Memo]
<b>Dataset</b>	This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu   Setup   Authority Files. [DATASET : Character (15)]
<b>Date (today)</b>	[X : Date]
<b>Deaccessioned</b>	<p>Enter the date on which the item was deaccessioned. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:</p> <p>ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY</p> <p>To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [DEACDATE : Date]</p>
<b>Dear</b>	The Dear field is used to indicate the way you wish the name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME : Character (120)]
<b>Deed of Gift Name</b>	Enter the name as it will appear on the Deed of Gift. [DGNAME : Character (120)]

## Accession Field Descriptions

10/05/2017

**Deed of Gift Returned** Enter the date on which the signed Deed of Gift was returned to the museum. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[DGRECDATE : Date]

**Deed of Gift Sent** Enter the date on which the Deed of Gift was sent to the donor for his/her signature. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[DOGSENT : Logical]

**Deed of Gift Sent Date** Enter the date on which the Deed of Gift was mailed to the donor for his/her signature. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[DGSENTDAT : Date]

**Deed of Gift Signed** Enter the date on which the signed Deed of Gift was returned to the museum. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

## Accession Field Descriptions

10/05/2017

Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.  
[DOGSIGNED : Logical]

**Email** Use this field to record the accession contact's email address. [EMAIL : Character (50)]

**Fax#** Use this field to record the accession contact's fax number. [FAXNO : Character (25)]

**Fourth Donor - Address Name** From the Accession screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME4 : Character (120)]

**Fourth Donor - Address1** Enter an additional donor's mailing address. [ADDRESS14 : Character (50)]

**Fourth Donor - Address2** An additional line for recording an additional donor's mailing address. [ADDRESS24 : Character (50)]

**Fourth Donor - Cell Phone** Use this field to record the cellular phone number for an additional donor. [PHONECELL4 : Character (25)]

**Fourth Donor - City** City portion of the additional donor's address. [CITY4 : Character (30)]

**Fourth Donor - Contact** If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the accession. [CONTACT4 : Character (50)]

**Fourth Donor - Contact's ID#** Click on the Add/View Additional Donors button on the Accession screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO4 : Numeric (6)]

**Fourth Donor - Country** Country portion of the additional donor's address. [COUNTRY4 : Character (30)]

**Fourth Donor - County** County portion of the additional donor's address (UK). [COUNTY4 : Character (30)]

**Fourth Donor - Dearname** This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME4 : Character (120)]

**Fourth Donor - Email** Use this field to record the email address for an additional donor. [EMAIL4 : Character (50)]

**Fourth Donor - Fax#** Use this field to record the fax number for an additional donor. [FAXNO4 : Character (25)]

## Accession Field Descriptions

10/05/2017

<b>Fourth Donor - Home Phone</b>	Use this field to record the home phone number for an additional donor. [PHONEH4 : Character (25)]
<b>Fourth Donor - Source</b>	The name of an additional donor or additional source of the item(s). 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 : Character (120)]
<b>Fourth Donor - State</b>	Enter the two character state code for the additional donor's address. [STATE4 : Character (2)]
<b>Fourth Donor - Thank You Letter Date</b>	[TYLDATE4 : Date]
<b>Fourth Donor - Website</b>	Use this field to record the website address of an additional donor. [WEBSITE4 : Character (60)]
<b>Fourth Donor - Work Phone</b>	Use this field to record the work phone number for an additional donor. [PHONEW4 : Character (25)]
<b>Fourth Donor - Zip</b>	Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP4 : Character (13)]
<b>Home Phone</b>	Use this field to record the accession contact's home phone number. [PHONEH : Character (25)]
<b>In Memory of</b>	The "In Memory of" field appears in the Deed of Gift form and is used to list any special memorial associated with the gift or donation. [INMEMORY : Character (100)]
<b>Instructions</b>	This is an unlimited notes field where you can enter instructions regarding the accession process. [INSTRUCT : Memo]
<b>Inventoried Date</b>	Enter the date that the item was first inventoried. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [INVNDATE : Date]
<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>Offer to Other Institution</b>	In the event that an accession is to be transferred to another institution after deaccession, enter the date that this is to take place in this field. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD

## Accession Field Descriptions

10/05/2017

American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[OFFERDATE : Date]

**Other#** Other Number may be used to record any number which may have been assigned to the accession record. [OTHERNO : Character (25)]

**Photographed Date** Enter the date upon which the items in the accession were photographed. [PHOTODATE : Date]

**Purchase Price** If the accession was acquired as a purchase, enter the cost of the item or items here. If it was otherwise acquired, enter the value. [PRICE : Numeric (12;2)]

**Received Date** The date on which the accession was received. Sometimes the exact date is unknown. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [RECDATE : Character (10)]

**Received as** "Received as" allows you to select the type of accession you have received. This field is controlled by a drop-down menu. Click on the downward pointing arrow to the right of the field to view entries in the authority file. Click on your choice to select an entry for the field. You can add, edit, or delete items on this list from Main Menu | Setup | Authority Files. [RECAS : Character (30)]

**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. This field is controlled by the Users Authority File. With the cursor in the field, press F7 or right click to view entries in the Authority File. Double click on your choice to enter the person's name in the field. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [RECBY : Character (50)]

**Restrictions** Record information about any restrictions imposed on access to the materials in this accession. Make a note specifying the details of the restriction, including the date when such restrictions will be lifted. Additional information should be recorded regarding

## Accession Field Descriptions

10/05/2017

jurisdiction, i.e., the person, institution, or entity through which the terms governing access are imposed, enforced, or appealed.

Restrictions entered in this field will apply to all items in the accession and cause a Restricted tag to appear on all catalog records linked to this accession. If only some of the items in the accession are restricted, do not enter anything in this field. You may deal with individual item restrictions in the Copyright field of the catalog record.  
[RESTRICT : Memo]

### Reviewed for Deaccession

The date upon which an item or accession was reviewed or considered for deaccession. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

ANSI - YYYY.MM.DD

American - MM/DD/YYYY

British - DD/MM/YYYY

German - DD.MM.YYYY

Italian - DD-MM-YYYY

Japan - YYYY/MM/DD

US - MM/DD/YYYY

To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu.

[REDEACDATE : Date]

### Second Donor - Address Name

From the Accession screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME2 : Character (120)]

### Second Donor - Address1

Enter an additional donor's mailing address. [ADDRESS12 : Character (50)]

### Second Donor - Address2

An additional line for recording an additional donor's mailing address. [ADDRESS22 : Character (50)]

### Second Donor - Cell Phone

Use this field to record the cellular phone number for an additional donor. [PHONECELL2 : Character (25)]

### Second Donor - City

City portion of the additional donor's address. [CITY2 : Character (30)]

### Second Donor - Contact

If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the accession. [CONTACT2 : Character (50)]

### Second Donor - Contact's ID#

Click on the Add/View Additional Donors button on the Accession screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO2 : Numeric (6)]

### Second Donor -

Country portion of the additional donor's address. [COUNTRY2 : Character (30)]

## Accession Field Descriptions

10/05/2017

### Country

**Second Donor - County** County portion of the additional donor's address (UK). [COUNTY2 : Character (30)]

**Second Donor - Dearname** This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME2 : Character (120)]

**Second Donor - Email** Use this field to record the email address for an additional donor. [EMAIL2 : Character (50)]

**Second Donor - Fax#** Use this field to record the fax number for an additional donor. [FAXNO2 : Character (25)]

**Second Donor - Home Phone** Use this field to record the home phone number for an additional donor. [PHONEH2 : Character (25)]

**Second Donor - Source** The name of an additional donor or additional source of the item(s). 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 : Character (120)]

**Second Donor - State** Enter the two character state code for the additional donor's address. [STATE2 : Character (2)]

**Second Donor - Thank You Letter Date** Enter the date upon which the Thank You Letter was sent to the additional donor. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:  
ANSI - YYYY.MM.DD  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [TYLDATE2 : Date]

**Second Donor - Website** Use this field to record the website address of an additional donor. [WEBSITE2 : Character (60)]

**Second Donor - Work Phone** Use this field to record the work phone number for an additional donor. [PHONEW2 : Character (25)]

**Second Donor - Zip** Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP2 : Character (13)]

**Source** The name of the original donor or source of the item(s). This can be the name of the individual donor, organization or other entity from which the accession was received.



## Accession Field Descriptions

10/05/2017

Protocol for entering names is last name, first name, and middle initial. [RECFROM : Character (120)]

**State** Enter the two character state code. [STATE : Character (2)]

**TC Receipt#** This is a unique number assigned to any object or group of objects when they are held in temporary custody before being assigned an accession number. [RECPTNO : Numeric (10;1)]

**Thank You Letter Date** [TYLDATE : Date]

**Thank You Letter Sent Date** Enter the date upon which the Thank You Letter was sent to the additional donor. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:  
ANSI - YYYY.MM.DD  
American - MM/DD/YYYY  
British - DD/MM/YYYY  
German - DD.MM.YYYY  
Italian - DD-MM-YYYY  
Japan - YYYY/MM/DD  
US - MM/DD/YYYY  
To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [TYLDATE : Date]

**Third Donor - Address Name** From the Accession screen click the Add/View Additional Donors button followed by the additional donor's Thank You Letter button. The Address Name has been filled in automatically from the Other Donors screen. However, you may change the Address Name as you would like it to appear on the Thank You Letter. [ADDNAME3 : Character (120)]

**Third Donor - Address1** Enter an additional donor's mailing address. [ADDRESS13 : Character (50)]

**Third Donor - Address2** An additional line for recording an additional donor's mailing address. [ADDRESS23 : Character (50)]

**Third Donor - Cell Phone** Use this field to record the cellular phone number for an additional donor. [PHONECELL3 : Character (25)]

**Third Donor - City** City portion of the additional donor's address. [CITY3 : Character (30)]

**Third Donor - Contact** If the source of a donation is a company, government agency or other entity, use this field to record the name of the additional individual to contact regarding the accession. [CONTACT3 : Character (50)]

**Third Donor - Contact's ID#** Click on the Add/View Additional Donors button on the Accession screen. Click the Add from Contact File button to choose a person from the Contacts File or place the cursor in the ID# field and enter the ID# to link the contact to the accession. Clicking on the View Contact File button to the left of the fields will allow you to display the associated Contact screen. [IDNO3 : Numeric (6)]

## Accession Field Descriptions

10/05/2017

<b>Third Donor - Country</b>	Country portion of the additional donor's address. [COUNTRY3 : Character (30)]
<b>Third Donor - County</b>	County portion of the additional donor's address (UK). [COUNTY3 : Character (30)]
<b>Third Donor - Dearname</b>	This field is used to indicate the way you wish the additional donor's name to appear in a letter after the word "Dear." For example, you may enter "Mr. Smith" in this field. Whenever a letter is generated for this individual the greeting will read "Dear Mr. Smith." [DEARNAME3 : Character (120)]
<b>Third Donor - Email</b>	Use this field to record the email address for an additional donor. [EMAIL3 : Character (50)]
<b>Third Donor - Fax#</b>	Use this field to record the fax number for an additional donor. [FAXNO3 : Character (25)]
<b>Third Donor - Home Phone</b>	Use this field to record the home phone number for an additional donor. [PHONEH3 : Character (25)]
<b>Third Donor - Source</b>	The name of an additional donor or additional source of the item(s). 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 : Character (120)]
<b>Third Donor - State</b>	Enter the two character state code for the additional donor's address. [STATE3 : Character (2)]
<b>Third Donor - Thank You Letter date</b>	Enter the date upon which the Thank You Letter was sent to the additional donor. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats: ANSI - YYYY.MM.DD American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY To set the type of date you wish to use, go to the Setup screen and choose System Parameters. Make your selection from the Date Style drop-down menu. [TYLDATE3 : Date]
<b>Third Donor - Website</b>	Use this field to record the website address of an additional donor. [WEBSITE3 : Character (60)]
<b>Third Donor - Work Phone</b>	Use this field to record the work phone number for an additional donor. [PHONEW3 : Character (25)]
<b>Third Donor - Zip</b>	Enter the ZIP Code or Postal Code portion of additional donor's address. [ZIP3 : Character (13)]
<b>Updated</b>	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]

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## Accession Field Descriptions

10/05/2017

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<b>Updated by</b>	If you are using Security, the name of the last person to edit the record is automatically entered. [UPDATEDBY : Character (25)]
<b>Website</b>	Use this field to record the accession contact's website address. [WEBSITE : Character (60)]
<b>Work Phone</b>	Use this field to record the accession contact's work phone number. [PHONEW : Character (25)]
<b>Zip</b>	Enter the ZIP Code or Postal Code. [ZIP : Character (13)]