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## Archives Field Descriptions

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**Access Conditions** Identify any conditions that restrict or effect access to the unit of description. Indicate the extent of the period of restriction and the date at which the material will open. Example: "Family correspondence closed until 2010." [ACCESS : Memo]

**Accession#** 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)]

**Accession# (numeric)** This field is used for sorting Accession#'s numerically. [ZSORTERX : Character (44)]

**Accruals** Detail any possible changes in the extent of the materials or item. Indicate if future accruals, additional transfers, or deposits are expected. Where appropriate, give an estimate of their quantity and frequency. This field applies to the cataloging of corporate records. [ACCRUALS : Memo]

**Acquisition Value** Use this field to enter the value of the item at acquisition. This may be the price you paid for the item or an appraised value. [ACQVALUE : Numeric (12;2)]

**Additonal Sites** This memo field lists additional site names associated with this record. [SITESADDED : Memo]

**Admin/Biographical History** Provide a history of the corporation, or a biography of the creator of the archival material. This will help place the material in context. Record any significant information on the origin, progress, development, and work of the corporation or on the life and work of the creator of the material. [ADMIN : Memo]

**Alternate QR code URL** Alternate URL used form printing QR code [QRURL : Memo]

**Appraisal Notes** Appraisal Notes appears on the Appraisal subscreen of the catalog screen. Use this field to record any additional information about the item that may have effected the appraisal. [APPNOTES : Memo]

**Appraisal, Destruction** Enter information on any appraisal, destruction, or scheduling action taken. Where appropriate, record the authority by which the action has been taken. Example: "This item is to be kept permanently in the PastPerfect Museum Archives. The item shall be appraised every fifty years for relevance to the collection." [APPRAISAL : Memo]

**Appraiser** Use this field to record the name of the person who last appraised the item. 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 click to view entries in the Authority File. Double click on your choice to enter the person who appraised the materials. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [APPRAISOR : Character (75)]

**Archival History** Record the successive transfers of ownership and/or custody of the unit of description, along with the dates thereof, insofar as they can be ascertained. If the custodial history is unknown, record that information. [CUSTODIAL : Memo]

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<b>Archivist</b>	An archivist arranges, describes, and preserves historical documents and makes them available for research. Record the name of the person responsible for performing archival tasks for the unit of description. 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 archivist'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. [ARCHIVIST : Character (75)]
<b>Archivist's Notes</b>	This field may be used by the archivist to explain how the archival description was prepared. [ARCHNOTES : Memo]
<b>Area / Region</b>	Area / Region is used to enter the name of the area or region covered by the map being cataloged. [AREA : Character (80)]
<b>Associated Material</b>	If there is any material in another repository that has a relationship by provenance to the material, provide information about the associated items and their repository. Example: "See Catalog #85.1.2 - Cheney Museum of History. Unpublished Manuscript by Ernestine McMillan Hilton entitled, Fundraising for Education. 1958." [ASSOCIATE : Memo]
<b>Caption</b>	Image Management: Enter a caption for the image. [CAPTION : Character (75)]
<b>Catalog</b>	This required field does not display. It denotes the catalog: A - Archives L - Library O- Objects P - Photos [CAT : Character (1)]
<b>Catalog Date</b>	This is the date that the item was cataloged into your collection. 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. [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". With the cursor in the field, press F7 or right click to view entries in the Users Authority File. Double click on your choice to enter the cataloger'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. [CATBY : Character (25)]
<b>Category</b>	In the Revised Nomenclature for Museum Cataloging, 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

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system and refers to one of the 11 main categories. [GPARENT : Character (45)]

### Classification

This field is controlled by an 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 a classification 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. You may wish to create your authority files before beginning data entry.

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. [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 : Character (75)]

### Condition

This field is used to describe the condition of an item. This field is controlled by an Authority File with an approved list of terms. 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 condition 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. [CONDITION : Character (35)]

### Condition Date

Condition Date records the date upon which an item was examined and assigned a Condition. 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. [CONDDATE : Date]

### Condition Notes

Use the unlimited Condition Notes field to describe details about the item's condition. You may keep a history of the condition of an item by dating your entries. Note any

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changes when you are performing 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 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.  
[CONDEXAM : Character (25)]

**Container List Text** This field contains all the text from associated container list fields. The field is not displayed on the Archives screen but can be used for queries or keyword searches.  
[CONTAINTXT : Memo]

**Copyrights** Identify any restrictions on the use or reproduction of the material. If the conditions governing the use, reproduction, or publication of the material are unknown, or if there are no conditions, no statement is necessary. [RIGHTS : Memo]

**Creator** Enter the name of the organization or the individual responsible for the creation of the material. [CREATOR : Character (80)]

**Credit Line** A credit line may be entered in the Accession or Incoming Loans screen and appears on every item in the accession/loan. 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."

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [CREDIT : Character (100)]

**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 : Numeric (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 : Numeric (12;2)]

**Custom Field 01** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF1 : Character (75)]

**Custom Field 02** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF2 : Character (75)]

**Custom Field 03** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF3 : Character (75)]

**Custom Field 04** This is a user-defined field. You may create your own field name by going to Main Menu | Setup | Custom Fields. [UDF4 : Character (75)]

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<b>Custom Field 05</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF5 : Character (75)]
<b>Custom Field 06</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF6 : Character (75)]
<b>Custom Field 07</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF7 : Character (75)]
<b>Custom Field 08</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF8 : Character (75)]
<b>Custom Field 09</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF9 : Character (75)]
<b>Custom Field 10</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF10 : Character (75)]
<b>Custom Field 11</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF11 : Character (20)]
<b>Custom Field 12</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF12 : Character (20)]
<b>Custom Field 13</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF13 : Numeric (12)]
<b>Custom Field 14</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. This field is best used for currency. [UDF14 : Numeric (12;2)]
<b>Custom Field 15</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. This field is best used for currency. [UDF15 : Numeric (12;2)]
<b>Custom Field 16</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF16 : Numeric (12;3)]
<b>Custom Field 17</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF17 : Numeric (12;3)]
<b>Custom Field 18</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF18 : Date]
<b>Custom Field 19</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF19 : Date]
<b>Custom Field 20</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF20 : Date]
<b>Custom Field 21</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF21 : Memo]

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<b>Custom Field 22</b>	This is a user-defined field. You may create your own field name by going to Main Menu   Setup   Custom Fields. [UDF22 : 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</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 : Character (50)]
<b>Dates of Accumulation</b>	The period over which the material has been accumulated by a collector or creator. In our example, the personal papers (including our autograph album) of Ernestine McMillan were accumulated into a collection from 1995 to 1998. [DATEACCUM : Memo]
<b>Dates of Creation</b>	The actual date or range of dates at which the archival material was created. [DATECREATE : Memo]
<b>Dates of Descriptions</b>	Use this field to indicate when this description was prepared and/or revised. [DESCDATE : Memo]
<b>Display Value</b>	<p>This field allows you to assign a Display Value to each item. Some items may be poor candidates for exhibit due to fragile condition or because they are culturally sensitive. They may also be unsuitable for exhibit because they are offensive to some museum patrons or inappropriate for the museum's mission or time period.</p> <p>Display Value 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. [DISPVALUE : Character (10)]</p>
<b>Disposition</b>	Enter the type of disposition planned for this item. [DISPOSITN : Memo]
<b>Disposition Date</b>	<p>Enter the date on which the disposition is to take place. 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. [DISPDATE : Date]</p>
<b>Donor Form Signed</b>	Archives - Oral History: Enter the date upon which the narrator or interview subject signed the donor release form for the oral history interview. Press F8 to fill in today's date automatically. Your system may be set to enter dates in the following formats:

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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.

[SIGNEDFORM : Date]

**East Longitude** Use this field to record the east longitude or angular distance on the earth's surface east from the prime meridian, expressed in degrees, minutes and seconds. East longitude describes the eastern boundary of the map. [ELONGITUDE : Character (8)]

**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 : Character (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 : Character (80)]

**Exhibit ID#** Unique GUID number used to link catalog records to an exhibit. [EXHIBITID : Character (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. 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. [EXHLABEL2 : Memo]

**Exhibit Label Line 3** 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. [EXHLABEL3 : Memo]

**Exhibit Label Line 4** 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. [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:

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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. [EXHSTART : Date]

<b>Exhibit#</b>	Each exhibit is assigned a number. If an item is on an exhibit, the Exhibit# is entered here. [EXHIBITNO : Numeric (7)]
<b>Existence of Copies</b>	If the item is in another format, record the formats together with any significant Object ID numbers and the location where they may be found. Example: "Photocopies available for researchers." [COPIES : Memo]
<b>Extent of Description</b>	Use this field to identify and record the physical extent (quantity, bulk, or size) and the type of material being described. For example, an autograph album could read, "1 book - Folded leather cover with 32 leaves." [EXTENT : Memo]
<b>Finding Aids</b>	Give information about any finding aids that the repository may have that provide information relating to the item. If appropriate, include information on where to obtain a copy. For example, "See - Guide to Historical Document Holdings in Spokane County. 1999." [FINDAID : Memo]
<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>	A detailed reason for flagging a catalog record. [FLAGNOTES : Memo]
<b>Flag Reason</b>	The reason a catalog record was flagged. [FLAGREASON : Character (20)]
<b>Genre</b>	Archives - Music Collection: Genre refers to a category of music composition marked by a distinctive style, form, or content. This field is controlled by an 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 genre 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. [GENRE : Character (40)]
<b>Group</b>	Archives - Music Collection: Enter the name of the group or ensemble responsible for creating the music. [GROUP : Character (40)]
<b>Home Location</b>	XLocation: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu   Setup   Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field displays the combined list of all location fields. However, when in Edit Mode only the primary Home Location field is displayed and editable. To edit the other fields



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access the Location subscreen. [XHOMELOC : Character (100)]

### Home Location/Building

Primary Location: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. This field is controlled by an Authority File that is shared by all catalogs. To enter Home Location information, press F7 or right click to access the Authority File. Double click on a highlighted entry to populate the Home Location 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. [HOMELOC : Character (60)]

### Home/Cabinet

Location Field 3: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD3 : Character (25)]

### Home/Container

Location Field 6: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD6 : Character (40)]

### Home/Drawer

Location Field 5: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD5 : Character (25)]

### Home/Room

Location Field 1: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may

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be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD1 : Character (25)]

### Home/Shelf

Location Field 4: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD4 : Character (25)]

### Home/Wall

Location Field 2: PastPerfect derives each item's Home Location by combining the fields under the Location subscreen's Home Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [LOCFIELD2 : Character (25)]

### Image (picture)

Image used for Report Maker Reports. [imagefile : Character (60)]

### Imagefile

Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGEFILE : Character (60)]

### Incoming Loan Due Date

The 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 Incoming Loans screen. 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. [LOANDUE : Date]

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<b>Incoming Loan#</b>	Incoming Loan# is the unique number assigned to an incoming loan. This number replaces the Accession# on the catalog screen. [LOANINNO : Character (15)]
<b>Insets</b>	Archives - Map Screen: An inset is a small map or illustration set within a larger map. It is used to detail maps that appear on the map. For example, a map of the state of Maryland may have an inset of the city of Baltimore. [INSETS : Memo]
<b>Instrument</b>	Archives - Music Collection: Enter the instrument or instruments played by the primary artist. [INSTRUMENT : Character (40)]
<b>Insurance Company</b>	The Insurance Company field appears in the Appraisal section of the catalog screen. Use this field to record the name of the insurance company which insures the item. [INSCOMP : Character (30)]
<b>Insurance Company Phone#</b>	Insurance Company Phone is used to record the phone number of the insurance company that insures the item. [INSPHONE : Character (25)]
<b>Insurance Policy Expiration Date</b>	Use this field to record the date upon which the policy will expire. 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. [INSDATE : Date]
<b>Insurance Policy#</b>	Insurance Policy# is used to record the insurance policy number covering the item. [POLICYNO : Character (20)]
<b>Insurance Premium</b>	Insurance Premium is used to record the dollar amount of the insurance policy. [INSPREMIUM : Character (20)]
<b>Insurance Representative</b>	Insurance Representative is used to record the name of the insurance agent responsible for the policy insuring the item. [INSREP : Character (30)]
<b>Insured Value</b>	Insured Value is used to record the amount of insurance coverage on the item. [INSVALUE : Numeric (10;2)]
<b>Interview Date</b>	Archives - Oral History: Enter the date on which the interview was conducted. 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

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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. [INTVDATE : Date]

**Interview Place** Archives - Oral History: Enter the place where the oral history interview was conducted. [INTVPLACE : Character (75)]

**Interview Restrictions** Archives - Oral History: Enter any restrictions that may apply to the use of the oral history interview tapes, transcripts, or other facsimiles of the oral history interview. [INTVREST : Memo]

**Interviewer** Archives - Oral History: Enter the name of the person who conducted the oral history interview. This field is controlled by the Experts 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 cataloger'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.

For more information about the expert, click on the file folder icon to the right of the field. [INTERVIEWR : Character (75)]

**Inventoried Date** Enter the last date that the item was located during an inventory. 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]

**Inventoried 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 click to view entries in the Users Authority File. Double click on your choice to enter the inventory 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. [INVNBY : Character (25)]

**Language of Material** Record the predominant language of the materials comprising the item. [LANGUAGE : Character (100)]

**Latitude degrees** Location latitude of this item [LATDEG : Numeric (9;6)]

**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]

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<b>Length of Interview</b>	Archives - Oral History: Enter the length of the interview in hours and minutes. [INTVLENGTH : Character (20)]
<b>Level of Description</b>	The position of the item in the hierarchy of the fonds or collection. This may be Fonds/Collection, Series, Folder, or Item. Our autograph album example is being cataloged as an individual Item. [LEVEL : Character (10)]
<b>Loan Condition</b>	Press the "Edit, return or view item details" button to view the items on loan. Use the Loan Condition Information 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 on the Sidebar to create a new report. [LOANCOND : Memo]
<b>Loan ID#</b>	Unique GUID number used to link catalog records to outgoing loans. [LOANID : Character (36)]
<b>Location of Originals</b>	If the item is a reproduction and another repository holds the originals, record the name of the other repository. Also give any identifying numbers and other information that may help in locating the original material. If the originals no longer exist, give that information. [ORIGINALS : Memo]
<b>Longitude degrees</b>	Location longitude of this item [LONGDEG : Numeric (10;6)]
<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 Daily, Weekly, Monthly, Quarterly, Yearly, Every Two Years, Every Five Years, or Never. [MAINTCYCLE : Character (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: 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. [MAINTDATE : Date]
<b>Map Language</b>	Record the predominant language of the map being cataloged. [MLANGUAGE : Character (30)]
<b>Media Quantity</b>	Archives - Oral History: Indicate how many videotapes, cassettes, reels, or other media are part of the oral history being described. [QUANTITY : Character (20)]

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<b>Medium</b>	This field is used to list all materials from which a map is made. You may choose to record a single entry such as "Paper" or "Vellum." However, you may wish to enter several materials separated by forward slashes as in, "Paper/Watercolor." Record multiple entries in descending order of percentage of composition. [MEDIUM : Character (25)]
<b>Narrator ID#</b>	Archives - Oral History: The Narrator ID# field is used to link narrators to their associated Contact records by entering the Narrator's Contact ID#. To jump to the contact record, click on the file folder icon to the right of this field. [NARRATORID : Numeric (6)]
<b>Narrator's Name</b>	Archives - Oral History: A narrator is a person being interviewed. This field may be linked to a contact record. Enter the narrator's Contact ID# in the ID# field to the right of the name.  To jump to the contact record, click on the file folder icon to the right of the field. [NARRATOR : Character (75)]
<b>North Latitude</b>	Use this field to record the north latitude or angular distance north of the earth's equator measured in degrees along a meridian. North latitude describes the northern boundary of the map. [NLATITUDE : Character (8)]
<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 items are related to this unit of description. [RELNOTES : Memo]
<b>Number of Images</b>	The number of images appear directly below the thumbnail image and lets you know how many images are attached to this record. This also appears below the image when you click on Image Management to see the full sized version of the photograph. [IMAGENO : Numeric (3)]
<b>Number of Sheets</b>	Archives - Maps: This field is used to record the number of sheets that comprise the map being cataloged. [SHEETS : Character (25)]
<b>Object ID</b>	This is the unique number assigned to an item by your museum. It may be any combination of characters and/or numbers up to 25 characters in length. [OBJECTID : Character (25)]
<b>Object ID# (numeric)</b>	This field is used for sorting Object ID's numerically. [ZSORTER : Character (69)]
<b>Object Name</b>	PastPerfect allows multiple objects names. The three object name fields are controlled by the lexicon which is your approved list of object names based on either the Revised Nomenclature for Museum Cataloging 2.0 or Nomenclature 3.0 for Museum Cataloging. [OBJNAME : Character (40)]
<b>Object Name 2</b>	PastPerfect allows multiple objects names. The three object name fields are controlled by the lexicon which is your approved list of object names based on either the Revised Nomenclature for Museum Cataloging 2.0 or Nomenclature 3.0 for Museum Cataloging.

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[OBJNAME2 : Character (40)]

**Object Name 3** PastPerfect allows multiple objects names. The three object name fields are controlled by the lexicon which is your approved list of object names based on either the Revised Nomenclature for Museum Cataloging 2.0 or Nomenclature 3.0 for Museum Cataloging. [OBJNAME3 : Character (40)]

**Old#** If the item has been assigned a new Object ID, enter the old Object ID in this field. [OLDNO : Character (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 : Character (25)]

**Other Creators** Record the name or names of other organizations, individuals, agencies, or entities responsible for the creation, accumulation and maintenance of the records in the unit of description. [AUTHORX : Memo]

**Other Object Names** PastPerfect allows multiple objects names. Three object name fields are controlled by the lexicon. If a particular object requires more than three names enter the extra names in this field. [OBJNAMES : Memo]

**Outgoing Loan#** If the item is on loan, this is the Outgoing Loan#. [LOANNO : Numeric (7)]

**Parent Object ID#** Enter the Object ID of the parent record of the item. [LINK : Character (25)]

**People** The People field appears in all four catalogs. This field is used to identify people who are associated with a catalog record. This field is controlled by an Authority File. When you type a name in the field, PastPerfect will automatically add it to the People Authority File. For ease of searching, enter names as last name, first name, middle initial.

You may also use the People Authority File to add a name to the field. Place your cursor in the People field and press F7 or right click. Click on the alphabetized tabs at the top of the screen to locate a person. Double click on your choice to enter the person's name in the field.

You can add, edit or delete entries on the People Authority File screen or by going to Main Menu | People Biographies. [PEOPLE : Memo]

**Physical Characteristics** Indicate any important physical details and any physical conditions of the material that limits its use. [PHYSCHAR : Memo]

**Prime Meridian** Prime meridian is the zero meridian used as a reference line from which longitude east and west is measured. It passes through Greenwich, England. The prime meridian at Greenwich is accepted as such by international convention (1884). Many maps produced in non-English speaking nations may have numbering systems based on other meridians such as the meridian of Ferro Island or the Paris meridian. Use the Prime Meridian field to record the prime meridian for the map being cataloged. [PMERIDIAN : Character (25)]

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**Projection** Archives - Maps: Use the Projection field to name the type of projection used in the map being cataloged. It is impossible to transfer information from a sphere to a flat surface without distortion. On maps which include enough of the earth's surface for the curvature to be significant, the properties of distance, angular measurement, area, and shape must in some way be distorted. Projections have been devised to preserve a specific property or combination of properties. An example of a projection is "Mercator Projection." [PROJECTION : Character (80)]

**Pub Date** The year in which the material was published. [PUBDATE : Character (25)]

**Pub Place** The location where the material was published. Include city, state, and country. [PUBPLACE : Character (100)]

**Publisher** The name of the publisher of the material. [PUBLISHER : Character (120)]

**Received Date** The date on which the item was received. Sometimes the exact date is not known. 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.

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECDATE : Character (10)]

**Received as** "Received as" allows you to select how you have received an item. 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.

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECAS : Character (30)]

**Recording Label** Archives - Music Collection: Use this field to enter the name of a recording company. [LABEL : Character (30)]

**Recording Media** Enter the type of media upon which the original recording was made. 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 |



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Authority Files. [MEDIA : Character (20)]

### Reference Code

Reference Code is used to identify the unit of description and to provide a link to the description that represents it.

Record the country code in accordance with the latest version of ISO 3166, followed by a local repository specific reference code, control number, or other unique identifier. All three elements must be present for the purposes of information exchange at the international level.

For example, "US MnHi P2141" is the reference code for item P2141 at the Minnesota Historical Society, in the United States. [REFCODE : Character (30)]

### Related Publications

Use this field to record a citation to, and/or information about, any publication that is based on the use, study, or analysis of the unit of description. [PUBNOTES : Memo]

### Related Units of Description

Use this field to identify related units of description in the same repository. If the item consists of material that has a direct and significant connection to another item in your repository, indicate the relationship. For example, "See 1999.1.1 - Photograph of Ernestine McMillan Hilton." [RELATED : Memo]

### Relation

This field does not display. It is used to relate catalog records. [RELATION : Character (36)]

### Rules or Conventions

Use this field to identify the protocols on which the description is based. Record the international and/or local rules or conventions followed in preparing the archival description.

For example, Description based on "Archives, Personal Papers, and Manuscripts," Society of American Archivists, 1989.  
[RULES : Memo]

### Scale

Archives - Maps: Scale refers to the proportion used in determining the dimensional relationship between map distance and ground distance. For example, if one inch on the map represents 50,000 inches on the ground, the scale can be expressed as 1 to 50,000, or 1:50,000. This is called the representative fraction. Use the Scale field to record the scale of the map. [SCALE : Character (25)]

### Scope & Content

Use this field to record subject matter and the form of the item to enable users to judge its potential relevance. Give a brief summary of the subject content. This is an unlimited field so the entry may be as long as you like. [DESCRIP : Memo]

### Screen View

Screen View provides the specialized set of fields needed for cataloging a particular type of archive. You may select a Default Screen View for each record, so that whenever the record is called up, the desired Screen View is displayed. To set the Screen View, select the appropriate radio button while in Edit Mode. [CATTYPE : Character (17)]

### 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]

### Series

A series is a number of separate works issued successively and related to each other in

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subject, form, authorship, or publication. Record the series to which the map belongs.  
[SERIES : Character (80)]

### Site Name

Enter the name of the site associated with this archival 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 : Character (40)]

### Site#

This field may be used to record the Smithsonian or other site number designation for an archaeological site. Site# is linked to the Sites / Localities screen. [SITENO : Character (30)]

### Size

Archives - Maps: Use this field to record the size of the map being cataloged, e.g., 24" x 36". [SIZE : Character (25)]

### Source

The name of the original donor or source of the item. 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.

Note - This field can only be edited from the catalog screen if the catalog record is not linked to an accession or incoming loan. If the catalog record is associated with an accession or incoming loan, changes must be made to the parent accession or incoming loan record. [RECFROM : Character (120)]

### South Latitude

Archives - Maps: Use this field to record the south latitude or angular distance south of the earth's equator measured in degrees along a meridian. South latitude describes the southern boundary of the map. [SLATITUDE : Character (8)]

### Status

The Status field is designed to provide flags to alert the user to special information about the item. This field is controlled by an 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 a status 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. [STATUS : Character (20)]

### Status Date

Status Date is used to record the date upon which a status value was assigned to an item. 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.

[STATUSDATE : Date]

### Status by

Type the name of the person assigning the status to the item. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in

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the Users 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. [STATUSBY : Character (25)]

### Subcategory

Subcategory 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 Subcategory from the Lexicon. [PARENT : Character (40)]

### Subjects

This field may be used to record the general subject matter of an archival record. The Subject field is controlled by an Authority File from which you may choose predefined subject terms. The Authority File is based on the Library of Congress's Thesaurus for Graphical Material - Subject Terms (LCT GM I). 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 subjects in the field. You may choose to list several entries. You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [SUBJECTS : Memo]

### System of Arrangement

Enter information in this field about the arrangement of the material. Specify the order of the material and, if appropriate, how these have been altered by the archivist. [SYSTEM : Memo]

### Temp Location Authorized by

Enter the name of the person responsible for authorizing the movement of an item from its home location to a temporary location. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Users 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. [TEMPAUTHOR : Character (25)]

### Temp Location Date

Temp Location Date is used to record the date upon which an item was moved to a temporary location. 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.

[TEMPDATE : Date]

### Temp Location Notes

The Temporary Location Notes field is used to record any additional information about the temporary location. [TEMPNOTES : Memo]

### Temp Location Reason

The Temporary Location Reason field is used to record the reason for moving an item to a temporary location. [TEMPREASON : Character (50)]

### Temp Location Until

The Temporary Location Until field is used to record the date upon which an item is expected to return from temporary location to its home location. Press F8 to fill in

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today's date automatically. However, this is a character field so you may enter any combination of up to 10 letters, characters, or numbers. [TEMPUNTIL : Character (10)]

### Temp Location by

Enter the name of the person who moved the item to the temporary location. This field is controlled by an Authority File. With the cursor in the field, press F7 or right click to view entries in the Users 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. [TEMPBY : Character (25)]

### Temp Location/Building

Temporary Location: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. This field is controlled by an Authority File that is shared by all catalogs. To enter Temporary Location information, press F7 or right click to access the Authority File. Double click on a highlighted entry to populate the Temporary Location 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. [TEMPLOC : Character (60)]

### Temp/Cabinet

Temporary Location Field 3: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD3 : Character (25)]

### Temp/Container

Temporary Location Field 6: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD6 : Character (40)]

### Temp/Drawer

Temporary Location Field 5: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data

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in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD5 : Character (25)]

### Temp/Room

Temporary Location Field 1: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD1 : Character (25)]

### Temp/Shelf

Temporary Location Field 4: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD4 : Character (25)]

### Temp/Wall

Temporary Location Field 2: PastPerfect derives each item's Temporary Location by combining the fields under the Location subscreen's Temporary Location section. These fields are provided to further detail where the item is stored. The names of these additional location fields may be defined under Main Menu | Setup | Custom Fields. Example field names could be Room, Wall, Shelf, Cabinet, Drawer, Container, etc.

This field is controlled by an Authority File that is shared by all catalogs. To access data in the Authority File, press F7 or right click. Double click on a highlighted entry to populate 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. [TLOCFIELD2 : Character (25)]

**Title** A word, phrase, character, or group of characters that names an archival item. When the material bears a formal title, transcribe it exactly as to wording, order, and spelling. When generating your own title, use a phrase that reflects function, activity, subject, location, or theme. [TITLE : Character (250)]

**Transcript Location** Enter the location where the transcript of the oral history is stored. [TRANSLOC : Character (75)]

**Transcript Reviewed** Archives - Oral History: Enter the date upon which the oral history transcript was reviewed and approved by the narrator/subject. Press F8 to fill in today's date

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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.

[REVIEWED : Date]

<b>Transcription Date</b>	Enter the date that the oral history tape was transcribed from the tape to written form. 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. [TRANSDATE : Date]
<b>Transcriptionist</b>	Archives - Oral History: Enter the name of person responsible for transcribing the oral history from the tape to written form. [TRANSCRIBR : Character (75)]
<b>Updated</b>	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]
<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>Value Date</b>	The date when 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]
<b>Web Include</b>	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]
<b>Web Rights</b>	This field is used to identify copyright for records exported through the Indiana Memory Template. This field should be filled with the appropriate statement based on <a href="http://rightsstatements.org">http://rightsstatements.org</a> definitions. Select the appropriate rights for inclusion in PastPerfect Online. Be sure to select the Web Rights field for inclusion in Step 1 of the PastPerfect Online Wizard. [WEBRIGHTS : Character (75)]
<b>West Longitude</b>	Archives - Maps: Use this field to record the west longitude or angular distance on the earth's surface west from the prime meridian, expressed in degrees, minutes and seconds.

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West longitude describes the western boundary of the map.  
[WLONGITUDE : Character (8)]

**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 : Numeric (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 : Numeric (4)]