

Condition Reports Field Descriptions

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Catalog

This required field does not display. It denotes the catalog:

A - Archives

L - Library

O- Objects

P - Photos [CAT : Character (1)]

Condition Term

Structure can be defined as the interrelation or arrangement of parts in a complex entity. Use this field to enter information about the condition of the underlying structure that forms the item. The structure may be chemical as in a ceramic object or mechanical in objects that are constructed such as furniture. This field is controlled by an Authority File. When the cursor is in the Condition of Structure field, press F7 or right click to display the Authority File. A list of preferred terms will appear. Select those terms which apply to the item. For a definition of each term click the open folder icon at the top of the screen for "More information about the selected entry."

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice." The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the Authority File.

You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [STRUCTURE : Character (60)]

Condition of Materials

Enter condition of the materials making up the item. This field is controlled by an Authority File. When the cursor is in the Condition of Materials field, press F7 or right click to display the Authority File. A list of preferred terms will appear. Select those terms which apply to the item. For a definition of each term click the open folder icon at the top of the screen for "More information about the selected entry."

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice." The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the Authority File.

You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [MATERIAL : Character (60)]

Condition of Parts

If the item has more than one part, enter information about the condition of the parts. This field is controlled by an Authority File. When the cursor is in the Condition of Parts field, press F7 or right click to display the Authority File. A list of preferred terms will appear. Select those terms which apply to the item. For a definition of each term click the open folder icon at the top of the screen for "More information about the selected entry."

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice." The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the Authority File.

You can add, edit or delete entries on this list from the Authority File screen or by going

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to Main Menu | Setup | Authority Files. [PARTS : Character (60)]

Condition of Surface Surface can be defined as the finish, paint, patina, varnish or weathering on the surface of an item. Use this field to enter information about the condition of the surface. This field is controlled by an Authority File. When the cursor is in the Condition of Surface field, press F7 or right click to display the Authority File. A list of preferred terms will appear. Select those terms which apply to the item. For a definition of each term click the open folder icon at the top of the screen for "More information about the selected entry."

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice." The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the Authority File.

You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [SURFACE : Character (60)]

Conservator Detailed Condition Report: Record the name of the conservator responsible for the restoration, cleaning, or repair of an 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 Experts 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. [CONSERVEBY : Character (75)]

Damage Information Detailed Condition Report: Describe the injury, loss, defect, or occurrence of a change for the worse that affects the item. It may be possible to determine whether the damage is biological, physical, or chemical in nature. Describe the damage in terms of color, shape, odor, location and/or other physical properties. Further, describe the extent of the damage. Some damage can be easily measured, such as a tear or loss. Damage that cannot be conventionally measured such as foxing, yellowing, tarnishing, bloom, etc. may be described in the following standardized degrees of severity: negligible, slight, moderate, marked, and extreme.

For paintings, prints, and other works on paper as well as for 2 dimensional items such as photographs and documents, it is helpful to divide the item into quadrants or zones and describe the damage by zones. For example, top left, top center, top right, center left, center, center right, bottom left, bottom center, bottom right. [DAMAGE : Memo]

Dataset 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)]

Date Enter the date on which the report 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

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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. [DATE : Date]

Description of Condition

Enter a description of the condition of the item. This is an unlimited field.

[NOTES : Memo]

Estimated Completion Date

Detailed Condition Report: Enter the expected date for the completion of restoration, repair, or cleaning of the item. [COMPLETE : Date]

Estimated Cost

Detailed Condition Report: Enter the expected cost for the restoration, repair, or cleaning of the item. [COST : Numeric (10;2)]

Mechanism Operation

If the item has moving parts, enter information about the condition of the mechanism. [OPERATION : Character (60)]

Object ID

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)]

Overall Condition

The Overall Condition field is used to best expresses the overall condition of 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 Condition Authority File. Double click on your choice to enter a 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. [OVERALL : Character (35)]

Parts Missing

List any parts that are missing from the item. [MISSING : Character (60)]

Report Created by

Enter the name of the person who created the condition report. 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. [BY : Character (25)]

State of Cleanliness

Detailed Condition Report: This field is controlled by an Authority File. When the cursor is in the State of Cleanliness field, press F7 or right click to display the Authority File. A list of preferred terms will appear. Select those terms which apply to the item. For a definition of each term click the open folder icon at the top of the screen for "More information about the selected entry."

You have two options for creating entries in the field. Use the radio button to select which option you prefer: "Append to current entry" or "Replace current entry with choice." The check box "Multiple entries" allows you to populate the field with more than one entry without leaving the Authority File.

You can add, edit or delete entries on this list from the Authority File screen or by going to Main Menu | Setup | Authority Files. [CLEAN : Character (60)]

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Type The Type of Report field is used to indicate a specific type of Condition Report. 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. [TYPE : Character (20)]

Work Required Use this field to detail the nature of the work required to repair or restore the item. [WORK : Memo]