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## EXHIBITS

In-house exhibits are an important function in many museums. Such exhibits allow the museum to display objects from its own permanent collections. In-house exhibits are often less complex than traveling exhibits, in that they require fewer packing, shipping, or insurance considerations. These exhibits can be mounted on a small budget and can give the public access to the museum's permanent collections.

In many small museums and historical societies, limited budgets make mounting major traveling exhibits or borrowing from other institutions all but impossible. Therefore, in-house exhibits represent an overwhelming percentage of all exhibits mounted in museums. PastPerfect has features for tracking both in-house and traveling exhibits.

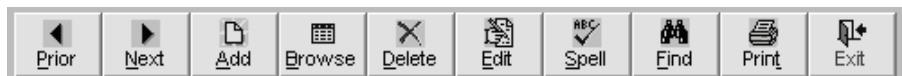
## TRACKING EXHIBITS

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To begin the process of creating an exhibit, open the Exhibits screen by clicking on the **Exhibits** command button on the main menu.

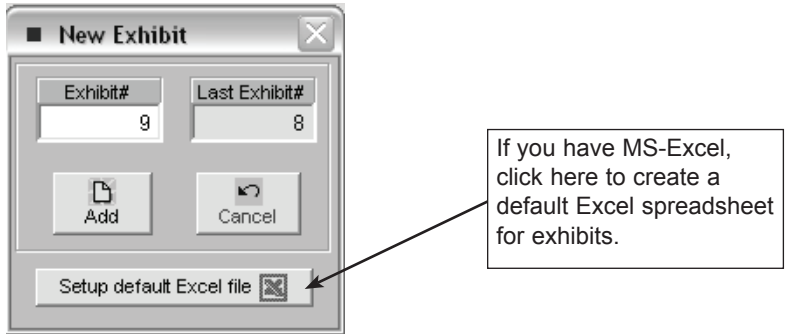
If you have no records in Exhibits, the screen will be blank. If you do have records, the last record viewed will appear on the screen. To create a new exhibit, click on the **Add** button at the top of the screen.

Figure 13-1  
Command buttons



The following screen will appear:

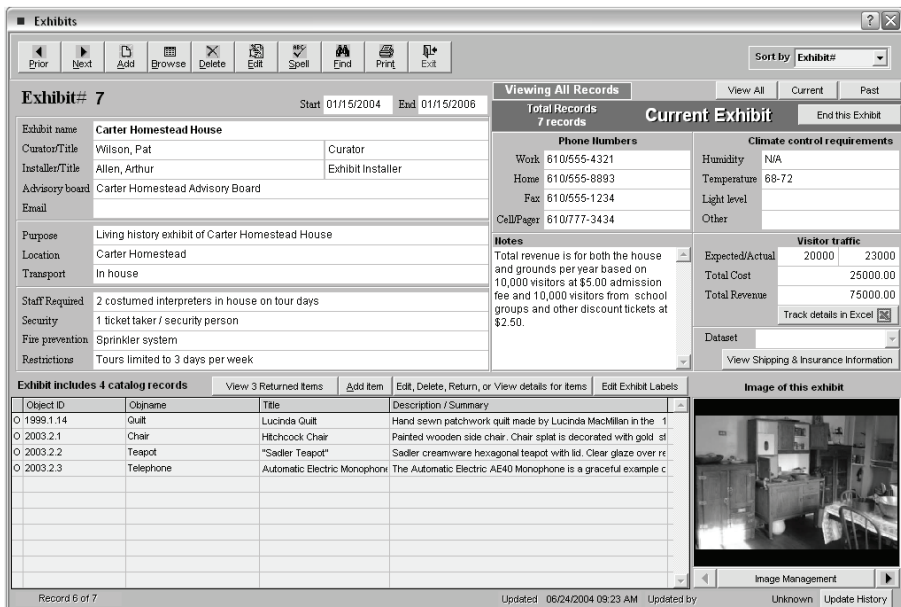
Figure 13-2  
Add New Exhibit



Enter an exhibit number. Duplicate exhibit numbers are not permitted. PastPerfect will display the last exhibit number used and suggest the next number. However, you can enter any number you wish.

If your computer has MS-Excel and you purchased the optional Multi-media Upgrade, you may want to create a spreadsheet for tracking additional information about the exhibit. By clicking on the command **Setup default Excel file**, you can create an Excel template file that will be used to create a new Excel spreadsheet for each exhibit that you add.

Figure 13-3  
Exhibits Screen



On the new exhibit screen, enter information in each field. Fill in the name of the exhibit, curator, installer, advisory board, purpose, location, transport, staff requirements, security, fire prevention, restrictions, and contact information.

On the right side of the screen, there are two additional sections: Climate control requirements and Visitor traffic.

Figure 13-4  
Exhibits  
Screen (right  
side)

The screenshot shows two main sections on the right side of the exhibit screen:

- Climate control requirements:** A form with fields for Humidity (N/A), Temperature (68-72), Light level, and Other.
- Visitor traffic:** A table with columns for Expected/Actual, Total Cost, and Total Revenue. The values are: Expected/Actual (20000 / 23000), Total Cost (25000.00), and Total Revenue (75000.00). Below the table is a button labeled "Track details in Excel" with an Excel icon.

Callouts with arrows point to these sections:

- One callout points to the Climate control requirements section, stating: "Enter information about the climate control requirements for the exhibit here."
- Another callout points to the Visitor traffic table, stating: "Estimate the visitor traffic expected and the total cost of the exhibit."
- A third callout points to the "Track details in Excel" button, stating: "Click here to open an Excel spreadsheet for tracking additional information about the exhibit."

At the bottom of the screen, there is a "Dataset" dropdown menu and a "View Shipping & Insurance Information" button.

On the right side of the screen you will see a command button labeled **Track details in Excel**. If you have MS-Excel software installed on your computer, you can press the button to open a spreadsheet where you can record additional information specific to this exhibit. For example, you may use this to record accounting data for the exhibit.

## SHIPPING & INSURANCE INFORMATION

For traveling exhibits you will be shipping valuable items. PastPerfect provides a sub-screen where you can record important information about the shipping process including: point of origin and destination, ship date, arrival date, form of transportation, carriers, handlers and crate details. Also on the sub-screen you can record information about insurance on the items.

Figure 13-5  
Shipping &  
Insurance sub-  
screen

## ADD ITEMS TO THE EXHIBIT LIST

At the bottom of the Exhibit screen is a grid that lists the catalog records included in the exhibit. At the top of the grid are command buttons labeled **Add Item**, **Edit**, **Delete**, **Return**, or **View details for items**, and **Edit Exhibit Labels**. If some of the items from the exhibit have been returned, there is another button **View returned items** which, if pressed, allows you to view a list of those items.

When you click on the **Add Items** command button the screen in Figure 13-6 appears.

This screen allows you to add items from the Objects, Photos, Archive, or Library catalogs to your exhibit. Choose the catalog to search by clicking on the appropriate radio button. Using the **Prior**, **Next**, and **Browse** buttons, locate the item you wish to add. When you have found it, click on **Add This Item**.

When you are finished adding items, click **Close** to return to the exhibit screen. The new item will now be on the list at the bottom of the screen.

Figure 13-6  
Add Items to  
Exhibit

**Add items to exhibit**

Select Catalog:  Objects  Photos  Archives  Library

Browse by:  Objectid  Objname

Object ID: 2003.2.2

Objname: Teapot

Artist: Sadler, James

Title: "Sadler Teapot"

Home Location: Museum Main Bldg

Description: Sadler creamware hexagonal teapot with lid. Clear glaze over red transferware design. The transfer design depicts a romantic landscape with a stone bridge in the foreground with two figures. In the background stands a ruined castle. This design is identical on both sides of the teapot. The lid, rim, handle, and spout are decorated with flowers. The knob on the lid is decorated with a 6 pointed star.

Browse or enter the Object ID of the item you want to relate to and press Enter.

Browse ◀ Prior Next ▶ Add this item Clear Close

To change items on the list, click **Edit**, **Delete**, **Return**, or **View details** for items to display the following screen.

Figure 13-7  
Edit Items on  
Exhibit

**Edit items on exhibit**

Remove this item from exhibit ◀ Prior Next ▶ Detailed Condition Report Delete Edit History Close

Collection	Decorative Arts Collection		Date	1972abcd	
Object ID	2003.2.2	Objname	Teapot	Year range	1972 thru 1972
Other#		Category	4: T&E For Materials	Catalog date	01/16/2003
Old#		Sub-category	Food Service T&E	Cataloged by	Allen, Arthur
Artist	Sadler, James		Status date	01/16/2004	
Title	"Sadler Teapot"		Status by	Withers,Blanche	
Home Loc	Museum Main Bldg		Status	OK	
Temp Loc	Carter Homestead House		Condition	Excellent	
<b>Description</b>			Condition date	02/11/2004	
Sadler creamware hexagonal teapot with lid. Clear glaze over red transferware design. The transfer design depicts a romantic landscape with a stone bridge in the foreground with two figures. In the background stands a ruined castle. This design is identical on both sides of the teapot. The lid, rim, handle, and spout are decorated with flowers. The knob on the lid is decorated with a 6 pointed star.			Condition by	Parr, Mary L.	
<b>Condition Notes</b>			Start date	01/15/2004	
The teapot is in excellent condition with no defects, cracks, crazing or chips. This evaluation covers both the teapot and lid.			Setup Multimedia links		

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Image Management (1 of 5)

The command buttons at the top of this screen present you with several options. Browse the items on loan by clicking the **Prior** and **Next** command buttons.

**Remove this item from exhibit**- Click here to take this item off the exhibit list. This is for items that have been in the exhibit but have been removed for some reason. A list of removed items will be stored and can be seen by pressing the **View Removed Items** command button on the main Exhibits screen.

**Detailed Condition Report** - You can create a detailed condition report for each item that is on exhibit. Click on the **Detailed Condition Report** command button at the top of the screen and a blank condition report appears. *See Chapter 6, The Objects Catalog*, for detailed instructions on creating a condition report.

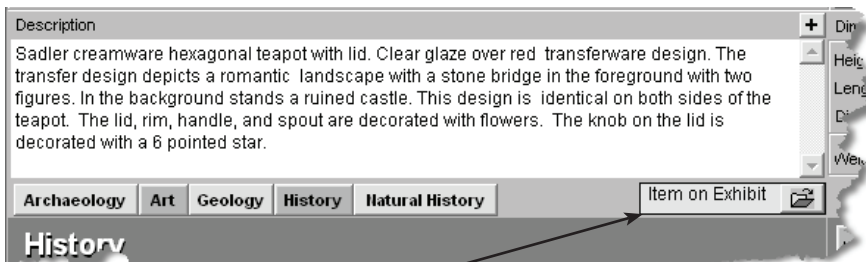
**Delete** - Clicking on the **Delete** command button removes the item on the screen from the exhibit list. This should be used while creating the exhibit list, in the event that you have mistakenly added an item to the list. Deleted items will not be stored on the View Removed Items screen.

**Edit** - This command button allows you to make changes in the record.

**History** - This command button reveals a list of past exhibits for that item.

Once an item is placed on the Items on Exhibit list, a flag is placed on the item in its respective catalog. The flag appears in the middle of the screen in a yellow box with the words "Item on Exhibit."

Figure 13-8  
Objects  
Catalog screen  
for items on  
exhibit



Click here to open to the Exhibit screen.

## ENDING AN EXHIBIT

When the exhibit is over, you will want to record that on the Exhibit screen. Click the **End this Exhibit** command button at the upper right of the Exhibit screen. You will need to enter an End date and press **Process** to complete the operation. The exhibit will now be moved to the Past Exhibits file.

## VIEWING PAST EXHIBITS

The Exhibits screen has separate modes for viewing Current and Past exhibits. There is also a View All mode. To change the screen view mode, press the

desired command button at the top right of the Exhibit screen.

Figure 13-9  
Exhibit screen  
views



## CREATING EXHIBIT LABELS

PastPerfect includes an editor for creating short identification labels for the objects in your exhibits. An identification label should contain details such as title, creator, date, material, scientific name, object ID number, and donor information. However, donor information is typically provided last and in the smallest typeface.

In creating labels, you should concentrate on what is most important to visitors. A good identification label does not have to include everything you know about the object. Rather it should include, in a simple, readable format, what a visitor might want to know. In most cases, a visitor wants to know what it is, where it came from, how old it is, and what it is made of. An exhibit label for a painting might look like the following example:

### **Morning in the Café**

*Rachel Eileen Parr*

Painted in Seattle, in 1977

Oil on canvas

Gift of Margaret K. Krantz

To create exhibit labels through PastPerfect, click on the **Edit Exhibit Label** command button at the top of the Items on Exhibit list. The screen shown in Figure 13-10 will be displayed. At the bottom of the screen, the editor includes some of the common fields used in creating identification labels. You can cut and paste information from these fields into the exhibit label.

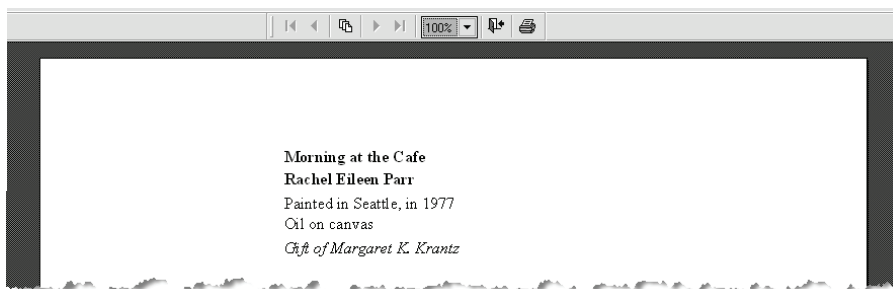
You may select a different font style and font size for each of the four sections of the label. To learn how to customize your exhibit labels, refer to *Chapter 15, Reports*, for detailed instructions.

Figure 13-10  
Edit Exhibit  
Labels

When you have created exhibit labels for each item in the exhibit, return to the Exhibits screen. To print your exhibit label, click on the **Print** command button at the top of the screen.

Click the **Preview** command button under Print Exhibit Labels to display the Preview screen:

Figure 13-11  
Preview  
Exhibit Labels



If it meets with your approval, click the **Print** command button.



The exhibit label text is stored with the catalog record after the exhibit is closed. The next time the item is used in an exhibit, you will not have to re-create the label.

The Exhibits screen allows you to track every aspect of the in-house exhibit process. As with all aspects of collection management, meticulous record keeping is critical. It is good policy to periodically review your active exhibits. Removal dates should be monitored so that exhibits are removed promptly. If an exhibit is to be extended, the exhibit screen must be updated.

