

Exhibit Field Descriptions

10/05/2017

Additional Carriers	Enter the names of other companies or entities that will be involved in the transportation of the shipment. [CARRIER2 : Memo]
Advisory Board	Many museums consult with community advisory boards to assist in the planning of exhibits. These boards are made up of community members, tribal leaders and scientific experts. An advisory board can help curators and exhibit staff create exhibits that reflect the needs of the community. Use this field to record the name of the advisory board that consulted on the creation of an exhibit. [ADVBOARD : Character (80)]
Arrival Date	<p>The Arrival Date field, located on the Shipping & Insurance Information subscreen, is used to record the date upon which the exhibit materials reached their destination. 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. [ARRIVEDATE : Date]</p>
Cell Phone	Use this field to record the exhibit contact's cellular phone number. [PHONECELL : Character (25)]
Climate Control Other	Use this field for any additional specifications for climate control for the exhibit. [OTHER : Character (25)]
Crate List	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. The Crate List is used to list the number and description of crates in the shipment. [CRATELIST : Memo]
Crate Types	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. The Crate Types field is used to enter the type of crate used. For example: Wood, Plastic, Metal, or Cardboard. [CRATETYPES : Character (30)]
Curator	The Curator field is used to record the name of the person who is managing, overseeing or administering the exhibit. [CURATOR : Character (40)]
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)]
Description	The description field may be used to describe any aspect of the exhibit, including purpose, methods, and resources. [DESCRIP : Memo]
Email	Use this field to record the exhibit contact's email address. [EMAIL : Character (50)]

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End date	End Date records the closing date of the exhibit. [ENDDATE : Date]
Exhibit ID#	A unique id number that is assigned to each exhibit and used to link catalog records to exhibits. [PPID : Character (36)]
Exhibit Name	Exhibit Name is used to record the official name of an exhibit. For example, "The Baby Boom: A Retrospective". [EXHIBITNAM : Character (150)]
Exhibit#	Exhibit # is the unique number given to an exhibit. [EXHIBITNO : Numeric (7)]
Fax#	Use this field to record the exhibit contact's fax number. [FAXNO : Character (25)]
Fire Prevention	Use the Fire Prevention field to describe the details of the fire suppression system or any special precautions being used to protect the exhibit space from fire. [FIRE : Character (80)]
Form of Transportation	Use this field to describe the form of transportation for the items to and from the exhibit location. For example; "truck". [FORMTRANS : Character (50)]
Handlers	Press the "View Shipping & Insurance Information" button to access the Shipping subscreen. List the person or people responsible for handling the exhibit materials during shipping. [HANDLERS : Memo]
Home Phone	Use this field to record the exhibit contact's home phone number. [PHONEH : Character (25)]
Humidity	The Humidity Field is used to record the humidity parameters for the items on exhibit. [HUMIDITY : Character (25)]
Image (picture)	Image used for Report Maker Reports. [image1 : Character (60)]
Imagefile1	Name of associated image file (must include image subdirectory, e.g., "001\mypic.jpg") [IMAGE1 : Character (60)]
Installer	Installer lists the name or names of persons responsible for installing the exhibit. [INSTALLER : Character (40)]
Installer's Title	Use this field to record the title of the installer working on the exhibit. [INSTTITLE : Character (40)]
Insurance Company	Click on the View Shipping & Insurance Information button. Use the Insurance company field to record the name of the insurance company responsible for insuring the items in the exhibit. [INSCOMP : Character (30)]
Insurance Company Phone#	Insurance Company Phone is used to record the phone number of the insurance company that insures the item. [INSPHONE : Character (25)]
Insurance Policy Expiration Date	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

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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]

Insurance Policy# Insurance Policy# is used to record the insurance policy number covering the item. [POLICYNO : Character (20)]

Insurance Premium Insurance Premium is used to record the dollar amount of the insurance policy. [INSPREMIUM : Character (20)]

Insurance Representative Insurance Representative is used to record the name of the insurance agent responsible for the policy insuring the item. [INSREP : Character (30)]

Insured Value Insured Value is used to record the amount of insurance coverage on the item(s) in an exhibit. [INSVALUE : Character (30)]

Insured by Click on the View Shipping & Insurance Information button. Indicate whether the exhibit is insured by the borrower or the lender by clicking on the appropriate radio button. [INSUREDDBY : Numeric (1)]

Light Level Light level allows you to specify the lighting requirements for the objects in the exhibit. These may be expressed in lumens or foot candles. [LIGHT : Character (25)]

Location Enter the location where the borrowed materials will be housed. Example: "Chrysler Building Lobby." [LOCATION : Character (80)]

Notes 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]

Number of Crates Enter the number of crates in the shipment comprising the exhibit. [NOCRATES : Character (6)]

Primary Carrier Enter the name of the company or entity that is primarily responsible for the transportation of the shipment. [CARRIER : Memo]

Purpose Give a short description of the purpose of the loan. Example: "Museum Exhibit, Treasures of the West." [PURPOSE : Character (80)]

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

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[RESTRICT : Character (80)]

Security Use this field to record any special security measures required to protect the items on exhibit. [SECURITY : Character (80)]

Ship Date The Ship Date field, located on the Shipping & Insurance Information subscreen, is used to record the date upon which the exhibit materials were shipped. 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. [SHIPDATE : Date]

Shipped from Press the "View Shipping & Insurance Information" button. Enter the name of the institution from which the exhibit items were shipped. [SHIPFROM : Character (40)]

Shipped to Press the "View Shipping & Insurance Information" button. Enter the name of the institution to which the exhibit items were shipped. [SHIPTO : Character (40)]

Shipping & Insurance Notes Use the Shipping & Insurance Notes field to record additional information about the shipping and insurance that may be relevant to this exhibit that has not been covered in the other fields. [INSNOTES : Memo]

Staff Use the Staff field to record any special staff requirements for an exhibit. [STAFF : Character (80)]

Start Date Use the Start Date field to record the date on which the exhibit is scheduled to open. Press F8 to fill in today's date automatically.

Your system may be set to enter dates in the following formats:

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

[STARTDATE : Date]

Status The Status field records the status of the exhibit:

R = Past

<empty> = Current [STATUS : Character (1)]

Temperature Use the Temperature field to record any special temperature requirement for the items on

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exhibit. [TEMP : Character (25)]

Title	Enter the title of the representative of the exhibiting institution. Title is a formal appellation attached to the name of a person by virtue of office, rank, hereditary privilege, noble birth, education, or attainment, or used as a mark of respect. Common titles include, Mr., Mrs., Ms., Dr., Curator, Director, President, Reverend, etc. [TITLE : Character (40)]
Total Cost	Use the Total Cost field to record the cost of mounting the exhibit. [COST : Numeric (10;2)]
Total Revenue	Total Revenue is the total gate receipts for the exhibit. This can be compared to the Expected Revenue number for analysis. [REVENUE : Numeric (10;2)]
Transport	Describe the method of transportation for the items on exhibit. Example: "Acme Air Freight" or "UPS." The Transport field may be used to record any special transportation requirements for the items in this exhibit. [TRANSPORT : Character (80)]
Transportation Paid by	Enter the name of the organization or entity paying for the transportation of the exhibit. [TRANPAIDBY : Numeric (1)]
Visitor Traffic Actual	Use the Visitor Traffic Actual field to record the number of visitors who actually attended an exhibit. [ACTUAL : Numeric (10)]
Visitor Traffic Expected	This field is used to estimate the number of visitors projected to attend an exhibit. [EXPECTED : Numeric (10)]
Work Phone	Use this field to record the exhibit contact's work phone number. [PHONEW : Character (25)]