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)]
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]
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]
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)]
Author	Author refers to the original writer of a literary work. Use this field to record the author or authors of the material. Creator is commonly entered Last Name, First Name, Middle Initial. For example; "Holmes, Oliver W.". [CREATOR : Character (80)]
Author Added Entry	If a book has a joint author or an important editor, illustrator, or translator, these names are entered in Author Added Entry field. [AUTHORX : Memo]
Call#	The call number is the number used in libraries to classify a book and indicate its location on the shelf. For new books, you will find the Library of Congress Cataloging-in-Publication or CIP information on the verso of the title page. The Library of Congress call number, subject information, author, title and physical description are provided in CIP. For older materials, you may need to generate original cataloging or obtain the information from existing catalog records from an on-line library service. [CALLNO : Character (40)]
Caption	Image Management: Enter a caption for the image. [CAPTION : Character (75)]
Catalog	This required field does not display. It denotes the catalog: A - Archives L - Library O- Objects P - Photos [CAT : Character (1)]
Catalog Date	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]

Cataloged by	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)]
Category	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 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 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)]
Control#	The Control Number is a number commonly assigned to MARC records by vendors who provide MARC records to libraries. [CONTROLNO : Character (20)]
Copy#	If you have more than one copy of a book, use the Copy Number field to indicate which copy is associated with the particular Object ID. [COPYNO : Numeric (4)]
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)]
Custom Field 05	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF5 : Character (75)]
Custom Field 06	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF6 : Character (75)]
Custom Field 07	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF7 : Character (75)]
Custom Field 08	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF8 : Character (75)]
Custom Field 09	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF9 : Character (75)]
Custom Field 10	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF10 : Character (75)]
Custom Field 11	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF11 : Character (20)]
Custom Field 12	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF12 : Character (20)]
Custom Field 13	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF13 : Numeric (12)]
Custom Field 14	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)]
Custom Field 15	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)]
Custom Field 16	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)]

Custom Field 17	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)]
Custom Field 18	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF18 : Date]
Custom Field 19	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF19 : Date]
Custom Field 20	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF20 : Date]
Custom Field 21	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF21 : Memo]
Custom Field 22	This is a user-defined field. You may create your own field name by going to Main Menu	Setup	Custom Fields. [UDF22 : 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)]
Display Value	This field allows you to assign a Display Value to each object. Some objects may be poor candidates for exhibit due to fragile condition or because they are culturally sensitive items or may be offensive to some museum patrons. Objects may be unsuitable for exhibit because they are inappropriate for the museum's mission or time period. Display Value is controlled by a pull-down authority file. To enter your own Display Values, go to Setup and choose Authority Files. Highlight "Display Value - Library" and click on the Next> button at the top of the screen. You will have the option to ADD, EDIT, of DELETE items in the list. [DISPVALUE : Character (10)]
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. This 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. This 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. This 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: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY [EXHSTART : Date]
Exhibit#	Each exhibit is assigned a number. If an item is on an exhibit the exhibit# is entered here. [EXHIBITNO : Numeric (7)]
Flag Date	Date and time that the catalog was flagged and placed on the To Do list. [FLAGDATE : Datetime]
Flag Notes	Detailed reason for flagging a catalog record. [FLAGNOTES : Memo]
Flag Reason	Reason a catalog record was flagged. [FLAGREASON : Character (20)]
Home Location	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 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 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)]

Library Field Descriptions

04/21/2014

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)]
ISBN	ISBN or International Standard Book Number is a unique 10-digit number assigned to each book to facilitate identification. Even though the content may be identical a different ISBN number is assigned to the Hard Cover and Paperback versions of a book. [ISBN : Character (20)]
ISSN	International Standard Serial Number. A unique number that identifies the publisher and serial number of a journal, periodical, magazine or newspaper. [ISSN : Character (20)]
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	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 Loans In screen. [LOANDUE : Date]
Incoming Loan#	Incoming loan # is the unique number assigned to an incoming loan. This number replaces the accession number on the library catalog screen. [LOANINNO : Character (15)]
Insurance Company	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)]
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 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. [INSVALUE : Numeric (10;2)]
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)]
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]
LCCN	Library of Congress Number. The Library of Congress began to print catalog cards in 1898 and began to distribute them in 1901. The Library of Congress Card Number was the number used to identify and control catalog cards. With the development of the MARC format and the first distribution of machine-readable records for book materials in the late 1960s, the name of the LCCN was changed to Library of Congress Control

	Number. [LCCN : Character (20)]
Language	Record the predominant language of the book or library item. [LANGUAGE : Character (30)]
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]
Loan Condition	Press the "Edit, Delete, Return, or View details for item" button to view the items on loan. Use the Loan condition notes 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 at the top of the screen to create a new report. [LOANCOND : Memo]
Loan ID	Unique GUID number used to link catalog records to an outgoing loans. [LOANID : Character (36)]
Maintenance Cycle	This field allows you to enter the maintenance interval for the artifact. It is controlled by an approved list. Maintenance Cycle may be, Weekly, Monthly, Quarterly, Yearly, Every Two Years, Every Five Years, or Never. [MAINTCYCLE : Character (10)]
Maintenance Notes	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]
Maintenance Start	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: American - MM/DD/YYYY British - DD/MM/YYYY German - DD.MM.YYYY Italian - DD-MM-YYYY Japan - YYYY/MM/DD US - MM/DD/YYYY [MAINTDATE : Date]
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]
Notes on Related Objects	Additional information about how objects are related to this library item. [RELNOTES : Memo]
Number of Images	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)]
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)]

Object ID# (numeric)	This field is used for sorting Object ID's numerically. [ZSORTER : Character (69)]
Object Name	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)]
Object Name 2	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. [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 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)]
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]
Phys Desc	The Physical Description field is used in library cataloging to help identify a book by how many pages it has and how it looks. For new books, you will find the Library of Congress Cataloging-in-Publication or CIP information on the verso of the title page. The physical description is provided in CIP. For older materials, you may need to generate original descriptions or obtain the information from existing cataloging from an on-line library service. [PHYSDESC : Memo]

Provenance	This field is used to give a detailed history of the past ownership of an item. Give information, including dates, on successive transfers of ownership and custody of the item. Ideally, the Provenance field will list the history of the item from its creation, through subsequent owners, to its final transfer to your institution. This is an unlimited memo field. You may enter as much information as you wish. [PROVENANCE : Memo]
Pub Date	The year in which the material was published. [DATE : Character (50)]
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)]
Related Publications	List any related publications by or about the creator of this work or publications in which criticisms of analyses of the work may be found. [PUBNOTES : Memo]
Relation	This field does not display. It is used to related catalog records. [RELATION : Character (36)]
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 subject, form, authorship, or publication. Record the series to which the book or item belongs. For example: the title, Registration Methods for the Small Museum, by Daniel R. Reibel is part of the American Association for State and Local History Book Series. [SERIES : Character (80)]
Series Added Entry	If a book has any additional series to which it belongs, this information may be recorded in the Series Added Entry field. [SERIESX : Memo]
Site Name	Enter the name of the site associated with this 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 number is linked to the Site Information Screen. [SITENO : Character (30)]
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)]
Spine Label	Enter the call number as you would like it to appear on the printed spine label. Spine labels may be printed from the Reports screen under the Library section or from the Library catalog screen. [SPINELBL : Memo]
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 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 locate library materials for which an exact author or title is unknown. For new books, you will find the Library of Congress's Cataloging in Publication or CIP information on the verso of the title page. The Library of Congress call number, subject information, author, title and physical description is provided in CIP. For older materials, you may need to generate original subject headings or obtain the information from existing cataloging from an online library service. You may also consult the Anglo-American Cataloguing Rules (AACR 2) for subject information. [SUBJECTS : Memo]
Summary	In the Library catalog, the Summary field is equivalent to the Description field in the other catalogs. The summary should include the title of the work and a condensed presentation of the substance of the book presenting its main points. For example, "Registration Methods for the Small Museum presents preferred registration techniques with systems and forms which can be easily understood and adapted to virtually any museum." [DESCRIP : 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 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 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 a book or archival item. [TITLE : Character (250)] |

Library Field Descriptions

04/21/2014

Title Added Entry	Use the Title Added Entry field in the event that the item has a former title, a title variation, or an alternative title that appears somewhere on the item, but differs significantly from the title that appears on the title page of the work. [TITLEX : Memo]
Updated	The last date and time the record was changed is automatically entered in this field. [UPDATED : Datetime]
Updated by	If you are using Security, the name of the last person to edit the record is automatically entered. [UPDATEDBY : Character (25)]
Value Date	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]
Web Include	Place a check mark in this box if you want to include this catalog on your website. Exporting catalog records to a webiste requires additional software. [WEBINCLUDE : Logical]
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)]