

# FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS

## APPENDIX A

### DATA DICTIONARY

#### SUMMARY OF FIELDS USED IN FORMS

The Field Mnemonic, Total Number of Characters by field, and Field Label are simply suggestions based on the Fine Arts Museums case study. Field names are presented in natural language for clarity, grouped by the type of activity (loan, receipt, budget, insurance, etc.).

#### Loan Agreement:

1.	BR	30	Borrower Name
2.	BL	30	Borrower Location
3.	BC	15	Borrower City
4.	BS	2	Borrower State
5.	BZ	5	Borrower Zip Code
6.	BCY	10	Borrower Country
7.	BT	13	Borrower Tel
8.	EXTI	55	Exhibit Title
9.	VD	17	Venue Date
10.	VL	40	Venue Location
11.	LR	40	Lender Name
12.	LL	30	Lender Location
13.	LC	15	Lender City
14.	LS	2	Lender State
15.	LZ	5	Lender Zip Code
16.	LCY	10	Lender Country
17.	LT	13	Lender Tel
18.	MAD	30	Mailing Address Name
19.	ML	30	Mailing Address Location
20.	MC	15	Mailing Address City
21.	MS	2	Mailing Address State
22.	MZ	5	Mailing Address Zip Code
23.	MCY	10	Mailing Address Country
24.	CR	40	Credit Line
25.	AR	30	Artist or Maker
26.	ARD	9	Artist Life Date
27.	OB	40	Object Name or Title
28.	SC/CY	15	School or Country
29.	LN	20	Loan Number (FAM/SF)
30.	OBD	11	Date of Work
31.	M/SG	40	Maker Sign
32.	ON	9	Owner Number
33.	MD/SP	40	Medium/Support
34.	HT	5	Height
35.	WI	5	Width or Length

Loan Agreement continued:

36.	D/D	5	Depth or Diameter
37.	WT	5	Weight
38.	UNL	2	Unit Linear
39.	UNW	2	Unit Weight
40.	FR	4	Frame? How?
41.	FR/HT	5	Frame Height
42.	FR/WI	5	Frame Width or Length
43.	FR/D	5	Frame Depth or Diameter
44.	FR/WT	5	Frame Weight
45.	FRM	10	Frame, Mat, or Base Material
46.	CON	250	Condition Report
47.	REPO	5	Photo Repro
48.	REPON	30	Photo Repro Name
49.	REPOL	30	Photo Repro Location
50.	REPOC	15	Photo Repro City
51.	REPOS	2	Photo Repro State
52.	REPOZ	5	Photo Repro Zip Code
53.	REPOCY	10	Photo Repro Country
54.	REPOAG	7	Photo Repro Agreement
55.	IVAL	15	Insurance Value (FAM/SF)
56.	P/SD	20	Packing and Shipping Destin
57.	P/SDA	8	Packing and Shipping Date of Arrival
58.	P/SCN	30	Packing and Shipping Carrier's Name
59.	P/SC	30	Packing and Shipping Cost Respon
60.	B/SIG	30	Borrower Sign
61.	B/T	10	Borrower Title
62.	B/D	8	Borrower Sign Date
63.	L/SIG	30	Lender Sign
64.	L/T	10	Lender Title
65.	L/D	8	Lender Sign Date

Incoming Receipt Agreement:

66.	DN	30	Deposit Name
67.	DL	30	Deposit Location
68.	DC	15	Deposit City
69.	DS	2	Deposit State
70.	DZ	5	Deposit Zip Code
71.	DCY	10	Deposit Country
72.	DT	13	Deposit Tel
73.	PUR	30	Purpose or Use
74.	EXD	17	Exhibit Date
75.	REC	40	Received By
76.	RECD	8	Received Date
77.	CAR	40	Carrier and Courier
78.	INS	20	Insur Company Name

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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Outgoing Release Agreement:

79.	REL	40	Released By
80.	RELD	8	Released Date

Notice of Art Object Movement:

81.	RES	40	Restrict and Special Cond
82.	OBM	30	Object Movement

Initial Budget Preparation:

83.	FCT	15	Freight Cost
84.	CCT	15	Courier Cost
85.	CSCT	15	Customs Cost
86.	SPCT	15	Super Cost
87.	P/CCT	15	Packing and Collect Cost
88.	C/SCT	15	Cartage and Storage Cost
89.	C/TXCT	7	Corresp and Telex Cost
90.	CRH	10	Crate Height
91.	CRWI	10	Crate Width or Length
92.	CRD	10	Crate Depth or Diameter
93.	CRWT	10	Crate Weight

Insurance:

94.	ITP	17	Indem Time Period
95.	IVT	14	Indem Value Total
96.	IOBT	4	Indem Object Total
97.	TIV	14	Total Insur Value
98.	OBT	4	Objects Total
99.	FTXN	11	Federal Tax Exempt Status Number
100.	CERN	30	Cert Name
101.	CERL	30	Cert Location
102.	CERC	15	Cert City
103.	CERS	2	Cert State
104.	CERZ	5	Cert Zip Code
105.	CERCY	10	Cert Country
106.	CERT	13	Cert Telephone
107.	EXS	250	Exhibit Sig
108.	SEC	250	Security Cond set by Lender
109.	AFS	228	Assured Funding Sponsors
110.	PL	250	Previous Losses
111.	FL	150	Foreign Loans Outside U.S.
112.	AC	100	Accred
113.	SVAL	80	Source of Val

Insurance continued:

114. IS           1       Indem Status

Packing, Publication, Photos, Membership and Travel:

115.	CRN	5	Crate Number
116.	CN	5	Catalog Number
117.	PN	30	Project Name
118.	PN0	12	Project Number
119.	ORB	30	Organ Bill
120.	ORL	30	Organ Location
121.	ORC	15	Organ City
122.	ORS	2	Organ State
123.	ORZ	5	Organ Zip Code
124.	ORCY	10	Organ Country
125.	AB	7	Amount Bill
126.	PUBN	30	Publish Name
127.	PUBL	30	Publish Location
128.	PUBC	15	Publish City
129.	PUBS	2	Publish State
130.	PUBZ	5	Publish Zip Code
131.	PUBCY	10	Publish Country
132.	PUBT	13	Publish Tel
133.	PT	30	Public Title
134.	PA	30	Public Author
135.	PI/N	5	Public Issue or Number
136.	PD	8	Public Date
137.	PER	30	Perm or Authoriz
138.	PERD	8	Perm Date
139.	LOC	30	Location Object
140.	MMN	30	Museum Member Name
141.	MML	30	Museum Member Location
142.	MMC	15	Museum Member City
143.	MMS	2	Museum Member State
144.	MMZ	5	Museum Member Zip Code
145.	MMCY	10	Museum Member Country
146.	MMSAL	30	Museum Member Salut
147.	MMNX	20	Museum Member Number and Expir Date
148.	DES	40	Destin Employee
149.	TD	25	Travel Dates Employee
150.	CUR	40	Curator and Dept

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

Proposals, Contracts, Final Reports:

151.	EXT	5	Exhibit Type
152.	GAL	45	Gallery and Space
153.	OR	40	Organiz By
154.	ED	40	Educ Mater and Programs
155.	BUD	6	Budget Range
156.	RC	1	Review Comm
157.	DA	1	Director Action
158.	PF	40	Particip Fee
159.	OE	75	Opening Events
160.	DR	30	Designer
161.	SE	5	Shared Expenses
162.	CAN	1	Cancell
163.	AT	7	Attend Total

TOTAL ALL CHARACTERS IN ALL 163 FIELDS: 4222

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE	1001
FIELD MNEMONIC	BR
FIELD LABEL	BORROWER NAME
FIELD NAME	Borrower Name
FIELD DEFINITION	This field contains the name of the borrowing museum or institution; maximum field length 30 characters.
ENTRY RULES	Enter the name of the museum borrowing the exhibit. Enter museum name in full.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	M. H. de Young Memorial Museum L.A. County Museum of Art
SEQUENCE	1002
FIELD MNEMONIC	BL
FIELD LABEL	BORROWER LOCATION
FIELD NAME	Borrower Location
FIELD DEFINITION	This field contains the street address of the borrowing museum or institution; maximum field length 30 characters.
ENTRY RULES	Enter the address of the museum borrowing the exhibit.
DATA TYPE	Alpha-numeric string/Integer
INDEX CLASS	Full field
EXAMPLES	Golden Gate Park 5905 Wilshire Blvd.
SEQUENCE	1003
FIELD MNEMONIC	BC
FIELD LABEL	BORROWER CITY
FIELD NAME	Borrower City
FIELD DEFINITION	This field contains the city of the borrowing museum or institution; maximum field length 15 characters.
ENTRY RULES	Enter the city of the museum borrowing the exhibit.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	San Francisco Los Angeles
SEQUENCE	1004
FIELD MNEMONIC	BS
FIELD LABEL	BORROWER STATE
FIELD NAME	Borrower State
FIELD DEFINITION	This field contains the state of the borrowing museum or institution; maximum field length 2 characters.
ENTRY RULES	Enter the state of the museum borrowing the exhibit. Use capital letters only.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	CA AK

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1005
FIELD MNEMONIC	BZ
FIELD LABEL	BORROWER ZIP CODE
FIELD NAME	Borrower Zip Code
FIELD DEFINITION	This field contains the zip code of the borrowing museum or institution; maximum field length 5 digits.
ENTRY RULES	Enter the zip code of the museum borrowing the exhibit.
DATA TYPE	Integer
INDEX CLASS	Full field
EXAMPLES	94118 90036
SEQUENCE	1006
FIELD MNEMONIC	BCY
FIELD LABEL	BORROWER COUNTRY
FIELD NAME	Borrower Country
FIELD DEFINITION	This field contains the country of the borrowing museum or institution; maximum field length 10 characters
ENTRY RULES	Enter the country name of the museum borrowing the exhibit.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	U.S.A. France
SEQUENCE	1007
FIELD MNEMONIC	BT
FIELD LABEL	BORROWER TEL
FIELD NAME	Borrower Telephone
FIELD DEFINITION	This field contains the telephone number of the borrowing museum or institution; maximum field length 13 characters.
ENTRY RULES	Enter the telephone number of the museum borrowing the exhibit. If no Area Code, enter 5 blank spaces, then phone number.
DATA TYPE	Alpha-numeric string/Integer
INDEX CLASS	Full field
EXAMPLES	750-3600 (213)857-6063
SEQUENCE	1008
FIELD MNEMONIC	EXTI
FIELD LABEL	EXHIBIT TITLE
FIELD NAME	Exhibit Title
FIELD DEFINITION	This field contains the name of the travelling exhibit; maximum 55 characters.
ENTRY RULES	Enter the name of the travelling exhibit in full.

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Four Dan Sculptors: Continuity and Change Art Nouveau Jewelry By Rene Lalique
SEQUENCE	1009
FIELD MNEMONIC	VD
FIELD LABEL	VENUE DATE
FIELD NAME	Venue Dates
FIELD DEFINITION	This field contains the dates of other venues of the exhibit title field (EXTI); 17 characters for date.
ENTRY RULES	Enter the dates in the format MM/DD/YY-MM/DD/YY express as numerics only. Undetermined dates should be followed by space ?. Where the date is not known, enter "unknown"
DATA TYPE	Integer/Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	11/19/85-01/05/86 01/18/86-03/16/86
SEQUENCE	1010
FIELD MNEMONIC	VL
FIELD LABEL	VENUE LOCATION
FIELD NAME	Venue Locations
FIELD DEFINITION	This field contains the locations of other venues of the exhibit title field (EXTI); 40 characters for location.
ENTRY RULES	Enter the locations using the museum name, not the city
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Walters Art Gallery Virginia Museum of Fine Arts
SEQUENCE	1011
FIELD MNEMONIC	LR
FIELD LABEL	LENDER NAME
FIELD NAME	Lender Name
FIELD DEFINITION	This field contains the name of the lending individual, organization, museum, or gallery; 40 characters.
ENTRY RULES	Enter the name of the lender. Use formal title.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Mr. John Davis Arthur M. Sackler Foundation
SEQUENCE	1012
FIELD MNEMONIC	LL
FIELD LABEL	LENDER LOCATION
FIELD NAME	Lender Location

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

FIELD DEFINITION This field contains the street address of the lender (LR) and has 30 characters.  
 ENTRY RULES Enter street number and name  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS No index  
 EXAMPLES 888 Union St.  
 Elektrastr. 48

SEQUENCE 1013  
 FIELD MNEMONIC LC  
 FIELD LABEL LENDER CITY  
 FIELD NAME Lender City  
 FIELD DEFINITION This field contains the city of the lender (LR) and has 15 characters.  
 ENTRY RULES Enter city.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS No index  
 EXAMPLES Tyler  
 Munchen

SEQUENCE 1014  
 FIELD MNEMONIC LS  
 FIELD LABEL LENDER STATE  
 FIELD NAME Lender State  
 FIELD DEFINITION This field contains the state of the lender (LR) and has 2 characters.  
 ENTRY RULES Enter state. Use capital letters only.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS No index  
 EXAMPLES TX  
 CT

SEQUENCE 1015  
 FIELD MNEMONIC LZ  
 FIELD LABEL LENDER ZIP CODE  
 FIELD NAME Lender Zip Code  
 FIELD DEFINITION This field contains the zip code of the lender (LR) and has 5 digits.  
 ENTRY RULES Enter zip code.  
 DATA TYPE Integer  
 INDEX CLASS No index  
 EXAMPLES 75701  
 94133

SEQUENCE 1016  
 FIELD MNEMONIC LCY  
 FIELD LABEL LENDER COUNTRY  
 FIELD NAME Lender Country

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD DEFINITION	This field contains the country of the lender (LR) and has 10 characters.
ENTRY RULES	Enter country.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	U.S.A. Germany
SEQUENCE	1017
FIELD MNEMONIC	LT
FIELD LABEL	LENDER TEL
FIELD NAME	Lender Telephone
FIELD DEFINITION	This field contains the telephone number of the lender (LR); maximum 13 characters.
ENTRY RULES	Enter Area Code first, then phone number. If no Area Code, enter 5 blank spaces, then phone number.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	(202)667-5432 886-6621
SEQUENCE	1018
FIELD MNEMONIC	MAD
FIELD LABEL	MAILING ADDRESS NAME
FIELD NAME	Mailing Address Name
FIELD DEFINITION	This field contains the address name to which the loan should be returned, if other than that of the Lender Name field (LR) and has 30 characters.
ENTRY RULES	Enter person's name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	Jens Swensen Ken Richardson
SEQUENCE	1019
FIELD MNEMONIC	ML
FIELD LABEL	MAILING ADDRESS LOCATION
FIELD NAME	Mailing Address Location
FIELD DEFINITION	This field contains the street address to which the loan should be returned, if other than that of the Lender Location field (LL) and has 30 characters.
ENTRY RULES	Enter street number and street name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	1893 Vineland Place Lomita Dr. and Museum Way

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1020
FIELD MNEMONIC	MC
FIELD LABEL	MAILING ADDRESS CITY
FIELD NAME	Mailing Address city
FIELD DEFINITION	This field contains the city to which the loan should be returned, if other than that of the Lender City field (LC) and has 15 characters.
ENTRY RULES	Enter the city.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	Minneapolis Stanford 943005
SEQUENCE	1021
FIELD MNEMONIC	MS
FIELD LABEL	MAILING ADDRESS STATE
FIELD NAME	Mailing Address State
FIELD DEFINITION	This field contains the State to which the loan should be returned, if other than that of the Lender State field (LS) and has 2 characters.
ENTRY RULES	Enter state. Use capital letters only.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	MN HI
SEQUENCE	1022
FIELD MNEMONIC	MZ
FIELD LABEL	MAILING ADDRESS ZIP CODE
FIELD NAME	Mailing Address Zip Code
FIELD DEFINITION	This field contains the zip code to which the loan should be returned, if other than that of the Lender Zip Code field (LZ) and has 5 digits.
ENTRY RULES	Enter zip code
DATA TYPE	Integer
INDEX CLASS	No index
EXAMPLES	55403 94305
SEQUENCE	1023
FIELD MNEMONIC	MCY
FIELD LABEL	MAILING ADDRESS COUNTRY
FIELD NAME	Mailing Address Country
FIELD DEFINITION	This field contains the country to which the loan should be returned, if other than that of the Lender Country field (LCY) and has 10 characters.
ENTRY RULES	Enter country.

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	U.K. Sweden
SEQUENCE	1024
FIELD MNEMONIC	CR
FIELD LABEL	CREDIT LINE
FIELD NAME	Credit Line
FIELD DEFINITION	This field contains the exact form in which the Lender' name should appear for labels, publicity and the catalo If lender wishes to remain unidentified, enter "Anonymo or "Private Collection". If the lender is not known, enter "Unknown". 40 characters.
ENTRY RULES	Enter the exact words as indicated by the Lender.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Lent by Mr. Alfred Jones Courtesy of a Seattle Collector
SEQUENCE	1025
FIELD MNEMONIC	AR
FIELD LABEL	ARTIST/MAKER
FIELD NAME	Artist or Maker
FIELD DEFINITION	This field contains the name of the artist or maker of object being borrowed; 30 characters. If several objec are being borrowed, attach a list of them with artist/maker for each one.
ENTRY RULES	Enter the name of the artist or maker, first name first and proper name last. For several objects, enter "See Attached List".
DATA TYPE	Alpha-numeric string
INDEX CLASS	Phrase
EXAMPLES	Winslow Homer John A. Smith
SEQUENCE	1026
FIELD MNEMONIC	ARD
FIELD LABEL	ARTIST LIFE DATE
FIELD NAME	Artist Life Dates
FIELD DEFINITION	This field contains the life dates of the artist or mak of the object being borrowed; 9 characters.
ENTRY RULES	Enter the dates in the format YYYY-YYYY. Undetermined dates should be entered with "three spaces ?-" and the date or the "known date -?".
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	1900-1975      ?-1865      1643-?

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1027  
 FIELD MNEMONIC OB  
 FIELD LABEL OBJECT NAME/TITLE  
 FIELD NAME Object Name/Title  
 FIELD DEFINITION This field contains the name of the object or the title of the work; 40 characters.  
 ENTRY RULES Enter the object name in singular form. Separate multiple terms with semicolons. Do not enter descriptive modifiers.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Phrase  
 EXAMPLES statue;The Madonna painting;Portrait of a Gentleman

SEQUENCE 1028  
 FIELD MNEMONIC SC/CY  
 FIELD LABEL SCHOOL OR COUNTRY  
 FIELD NAME School or Country  
 FIELD DEFINITION This field contains the school of art or stylistic association and/or the country of origin of the Object Name or Title field (OB); 15 characters.  
 ENTRY RULES Enter the school, style or country name. Separate multiple terms with semicolons.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Phrase  
 EXAMPLES Majolica; Italy  
 France

SEQUENCE 1029  
 FIELD MNEMONIC LN  
 FIELD LABEL LOAN NUMBER  
 FIELD NAME Registration Loan Number FAM/SF  
 FIELD DEFINITION This field contains the Fine Arts Museums of San Francisco registration loan number; 20 characters.  
 ENTRY RULES Enter the loan year first, then the exhibition number, then the lender number, and finally the object numbers, all separated by periods. If the object number has several parts, use the lower case alphabetic character for each part.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES L85.93.3.1-40  
 L87.66.1.1 a/b/c

SEQUENCE 1030  
 FIELD MNEMONIC OBD  
 FIELD LABEL DATE OF WORK  
 FIELD NAME Date of Work

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD DEFINITION	This field contains the date of the item in the Object Name or Title field (OB); 11 characters.
ENTRY RULES	Enter date in the format YYYYMMDD in number form only. Attributed dates should be followed by a space ?. Date expressed as 'later than' should be followed by space L. Dates expressed as 'prior to' should be followed by space P. Dates expressed as 'circa' should be followed by space C. Where the date is not known, enter "unknown". Incomplete dates must be zero-filled for valid searches. Dates before 1 AD should be followed by space BC.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field multi-indexed 8 digit
EXAMPLES	19150000 C 06000000 BC
SEQUENCE	1031
FIELD MNEMONIC	M/SG
FIELD LABEL	MAKER SIGN
FIELD NAME	Maker's Signature
FIELD DEFINITION	This field contains details about the form and location of the maker's signature or inscription or initial on the item in the Object Name or Title field (OB). 40 characters.
ENTRY RULES	Enter details about the form and location of the signature. Separate inscriptions by space hyphen space
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	signed in the upper right corner, Ansel Adams tesei no - hand made Japanese
SEQUENCE	1032
FIELD MNEMONIC	ON
FIELD LABEL	OWNER NUMBER
FIELD NAME	Owner's Number
FIELD DEFINITION	This field contains the number of the Object Name or Title field (OB) given by the owner to the object; maximum 9 characters.
ENTRY RULES	Enter the object number exactly as it has been inscribed or described.
DATA TYPE	Real number
INDEX CLASS	No Index
EXAMPLES	35750 1943.65
SEQUENCE	1033
FIELD MNEMONIC	MD/SP
FIELD LABEL	MEDIUM/SUPPORT
FIELD NAME	Medium or Materials and Support

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

**FIELD DEFINITION** This field lists the processes, or materials and the primary support materials used for a two dimensional object, e.g. painting, print, etching, photograph, or for a three dimensional object, e.g. sculpture, textile, furniture; 40 characters.

**ENTRY RULES** Enter terms listing the medium in the order of usage from the front face to the backing and with primary support first. Terms should be singular nominal form. Separate medium from support with a semicolon.

**DATA TYPE** Alpha-numeric string

**INDEX CLASS** Full field

**EXAMPLES** bronze; steel support  
extra weft cut pile wrapping; pine panel

**SEQUENCE** 1034

**FIELD MNEMONIC** HT

**FIELD LABEL** HEIGHT

**FIELD NAME** HEIGHT

**FIELD DEFINITION** Object height measurement, overall. The field may contain up to 5 characters.

**ENTRY RULES** Enter single overall measurements of the object expressed as numerics.

**DATA TYPE** Real Number

**INDEX CLASS** Full Field

**EXAMPLES** 30.1  
4.52

**SEQUENCE** 1035

**FIELD MNEMONIC** WI

**FIELD LABEL** WIDTH OR LENGTH

**FIELD NAME** Width or Length

**FIELD DEFINITION** Object width or length measurement, overall. The field may contain up to 5 characters.

**ENTRY RULES** Enter single overall measurements of the object expressed as numerics.

**DATA TYPE** Real Number

**INDEX CLASS** Full Field

**EXAMPLES** 40  
3.125

**SEQUENCE** 1036

**FIELD MNEMONIC** D/D

**FIELD LABEL** DEPTH OR DIAMETER

**FIELD NAME** Depth or Diameter

**FIELD DEFINITION** Object depth or diameter, overall. The field may contain up to 5 characters.

**ENTRY RULES** Enter single overall measurements of the object expressed as numerics.

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

DATA TYPE	Real Number
INDEX CLASS	Full Field
EXAMPLES	12.93 23
SEQUENCE	1037
FIELD MNEMONIC	WT
FIELD LABEL	WEIGHT
FIELD NAME	Weight
FIELD DEFINITION	Object weight, overall. The field may contain up to 5 characters.
ENTRY RULES	Enter single overall measurements of the object expressed as numerics.
DATA TYPE	Real Number
INDEX CLASS	Full Field
EXAMPLES	30 531.5
SEQUENCE	1038
FIELD MNEMONIC	UNL
FIELD LABEL	UNIT LINEAR
FIELD NAME	Unit Linear
FIELD DEFINITION	This field contains the linear unit of measurement to be added to the dimension fields: object height, width or length, depth or diameter. Either English or metric units are used. It has up to 2 characters.
ENTRY RULES	Use standard measurement abbreviations.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	cm ft
SEQUENCE	1039
FIELD MNEMONIC	UNW
FIELD LABEL	UNIT WEIGHT
FIELD NAME	Unit Weight
FIELD DEFINITION	This field contains the weight unit of measurement to be added to the dimension field: object weight. Either English or metric units are used. It has up to 2 characters.
ENTRY RULES	Use standard measurement abbreviations.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	gm lb

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1040  
 FIELD MNEMONIC FR  
 FIELD LABEL FRAME  
 FIELD NAME Framed? How?  
 FIELD DEFINITION This field asks two questions. Is the work framed? Yes or No. What is the work covered with? Glass or Plexiglas. This field may be omitted for three dimensional objects. 4 characters.  
 ENTRY RULES Enter Y or N to the first question and G or P to the second question. Separate by a comma.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Free text  
 EXAMPLES Y, P  
 N

SEQUENCE 1041  
 FIELD MNEMONIC FR/HT  
 FIELD LABEL FRAME HEIGHT  
 FIELD NAME Frame Height  
 FIELD DEFINITION This field contains the height dimension of a mounted or framed work of art. 5 characters.  
 ENTRY RULES Enter single overall measurement, expressed as numerics.  
 DATA TYPE Real Number  
 INDEX CLASS Full field  
 EXAMPLES 38  
 50.5

SEQUENCE 1042  
 FIELD MNEMONIC FR/WI  
 FIELD LABEL FRAME WIDTH  
 FIELD NAME Frame Width  
 FIELD DEFINITION This field contains the width or length dimension of a mounted or framed work of art; 5 characters.  
 ENTRY RULES Enter single overall measurement, expressed as numerics.  
 DATA TYPE Real Number  
 INDEX CLASS Full field  
 EXAMPLES 48  
 29.8

SEQUENCE 1043  
 FIELD MNEMONIC FR/WT  
 FIELD LABEL FRAME DEPTH  
 FIELD NAME Frame Depth or Diameter  
 FIELD DEFINITION This field contains the depth or diameter dimension of a mounted work of art; 5 characters.  
 ENTRY RULES Enter single overall measurement, expressed as

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

DATA TYPE	numerics. Real Number.
INDEX CLASS	Full field
EXAMPLES	8.75 52
SEQUENCE	1044
FIELD MNEMONIC	FR/WT
FIELD LABEL	FRAME WEIGHT
FIELD NAME	Frame Weight
FIELD DEFINITION	This field contains the weight dimension of a mounted work of art; 5 characters.
ENTRY RULES	Enter single overall measurement, expressed as numerics.
DATA TYPE	Real Number.
INDEX CLASS	Full field
EXAMPLES	18 2.5
SEQUENCE	1045
FIELD MNEMONIC	FRM
FIELD LABEL	FRAME, MAT, OR BASE MATERIAL
FIELD NAME	Frame, Mat, or Base Material
FIELD DEFINITION	This field contains the material of the mat, frame or base of a work of art; 10 characters.
ENTRY RULES	Enter singular nominal terms separated by a comma.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	wood,ivory fiberglas
SEQUENCE	1046
FIELD MNEMONIC	CON
FIELD LABEL	CONDITION REPORT
FIELD NAME	Condition Report
FIELD DEFINITION	This field contains the current overall condition on the item cited in the object field (OB) at the dates recorded in the Borrower's/Lender's Signature Date fields (B/D, L/D); 250 characters.
ENTRY RULES	Enter keyword assessment of overall condition of item. Separate each different comment with a semicolon.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Phrase-linked
EXAMPLES	glass, handblown, cracked, chipped, poor; mat stained, image excellent, mount brittle non-archival board, frame nicks ceramic, molded, chipped, good; metal, poor

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1047  
 FIELD MNEMONIC REPO  
 FIELD LABEL PHOTO REPRO  
 FIELD NAME Photographic Reproductions  
 FIELD DEFINITION This field asks two questions of the Lender. Will you send us x amount of glossy Black and White photographs? Are color transparencies of this object available for our use? Yes or No. 5 characters.  
 ENTRY RULES Enter the number of Black and White photographs to answer the first question and Y or N to the second question.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Free text  
 EXAMPLES 13, N  
 O, Y

SEQUENCE 1048  
 FIELD MNEMONIC REPON  
 FIELD LABEL PHOTO REPRO NAME  
 FIELD NAME Photographic Reproduction Name  
 FIELD DEFINITION This field shows the name of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no name is available, an alternative source is cited. 30 characters.  
 ENTRY RULES Enter name.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS No index  
 EXAMPLES Michael Levine  
 Repo pg. 96 Sotheby catalog

SEQUENCE 1049  
 FIELD MNEMONIC REPOL  
 FIELD LABEL PHOTO REPRO LOCATION  
 FIELD NAME Photographic Reproduction Location  
 FIELD DEFINITION This field shows the location of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no location address is available, an alternative source is cited. 30 characters.  
 ENTRY RULES Enter location: number and street, avenue, court etc.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS No index  
 EXAMPLES 1426 Park Place  
 "Impress. & Modern Painting"

SEQUENCE 1050  
 FIELD MNEMONIC REPOC  
 FIELD LABEL PHOTO REPRO CITY  
 FIELD NAME Photographic Reproduction City

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD DEFINITION This field shows the city of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no city address is available, an alternative source is cited. 15 characters.

ENTRY RULES Enter city.  
DATA TYPE Alpha-numeric string  
INDEX CLASS No index  
EXAMPLES New York  
Dec. 1, 1971

SEQUENCE 1051

FIELD MNEMONIC REPOS

FIELD LABEL PHOTO REPRO STATE

FIELD NAME Photographic Reproduction State

FIELD DEFINITION This field shows the state of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no state address is available, an alternative source is cited. 2 characters.

ENTRY RULES Enter state.  
DATA TYPE Alpha-numeric string  
INDEX CLASS No index  
EXAMPLES N.Y.

SEQUENCE 1052

FIELD MNEMONIC REPOZ

FIELD LABEL PHOTO REPRO ZIP CODE

FIELD NAME Photographic Reproduction Zip Code

FIELD DEFINITION This field shows the zip code of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no zip code is available, an alternative source is cited. 5 characters.

ENTRY RULES Enter zip code.  
DATA TYPE Alpha-numeric string  
INDEX CLASS No index  
EXAMPLES 20560

SEQUENCE 1053

FIELD MNEMONIC REPOCY

FIELD LABEL PHOTO REPRO COUNTRY

FIELD NAME Photographic Reproduction Country

FIELD DEFINITION This field shows the country of an alternative source for reproduction quality photographs or transparencies if the Lender has none. If no country address is available, an alternative source is cited. 10 characters.

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

ENTRY RULES	Enter country.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	U.S.S.R.
SEQUENCE	1054
FIELD MNEMONIC	REPOAG
FIELD LABEL	PHOTO REPRO AGREEMENT
FIELD NAME	Photographic Reproduction Agreement
FIELD DEFINITION	This field asks the Lender to agree to four conditions concerning the photographic reproduction of the object(s) in the object field (OB). The lender may cross out any o all of the four conditions. Those remaining conditions allow the participating museum to: a. Reproduce the object, b. Make slides & videotape, c. Permit the general public to photograph, d. Make and sell prints and slides. Maximum 7 characters.
ENTRY RULES	Enter an X in those conditions the Lender wishes to remove from the loan agreement. Follow the a. to d. order shown in the definition. Separate each condition with a semi-colon.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Phrase
EXAMPLES	X;;;X ;X;X;X
SEQUENCE	1055
FIELD MNEMONIC	IVAL
FIELD LABEL	INSURANCE VALUE FAM/SF
FIELD NAME	Insurance Value Fine Arts Museums
FIELD DEFINITION	This field first asks the question: "Do you wish the Fine Arts Museums of San Francisco to insure your art object? Yes or No. This condition holds only when the objects are within the care, custody or control of the FAM. If the answer is Yes, then the value to be covered is stated in U.S. dollars. If the answer is No, then the estimated amount of insurance premium per month is stated in U.S. dollars. 15 characters.
ENTRY RULES	Enter Y or N to the question, then fill in either the value to be covered or the estimated monthly premium. Separate the question answer from the amount with a semicolon.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Phrase
EXAMPLES	Y;20,250,500.00 N;250.00

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE	1056
FIELD MNEMONIC	P/SD
FIELD LABEL	PACKING/SHIPPING DESTIN
FIELD NAME	Packing and Shipping Destination
FIELD DEFINITION	This field indicates the destination museum for the object(s) listed in the Object field (OB). 20 characters.
ENTRY RULES	Enter the destination museum
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Legion of Honor de Young Museum
SEQUENCE	1057
FIELD MNEMONIC	P/SDA
FIELD LABEL	PACKING/SHIPPING DATE OF ARRIVAL
FIELD NAME	Packing and Shipping Date of Arrival
FIELD DEFINITION	This field indicates the date of arrival of the item(s) cited in the Object field (OB). 8 characters.
ENTRY RULES	Enter the date of arrival, expressed as MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	05/01/87 12/23/86
SEQUENCE	1058
FIELD MNEMONIC	P/SCN
FIELD LABEL	PACKING/SHIPPING CARRIER'S NAME
FIELD NAME	Packing and Shipping Carrier's Name
FIELD DEFINITION	This field indicates the carrier's name of the item(S) cited in the Object field (OB). 30 characters.
ENTRY RULES	Enter the carrier's name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Emery Air Freight Owner delivery
SEQUENCE	1059
FIELD MNEMONIC	P/SC
FIELD LABEL	PACKING/SHIPPING COST RESPON
FIELD NAME	Packing and Shipping Cost Responsibility
FIELD DEFINITION	This field indicates the person or museum responsible for assuming the packing and transportation costs of the item(s) cited in the Object field (OB). 30 characters.
ENTRY RULES	Enter the payee.

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	FAMSF Owner
SEQUENCE	1060
FIELD MNEMONIC	B/SIG
FIELD LABEL	BORROWER SIGN
FIELD NAME	Borrower's Signature
FIELD DEFINITION	This field contains the name the Borrower on the loan agreement. 30 characters.
ENTRY RULES	Enter the name of the Borrower.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Paula March Tim Williams
SEQUENCE	1061
FIELD MNEMONIC	B/T
FIELD LABEL	BORROWER TITLE
FIELD NAME	Borrower's Title
FIELD DEFINITION	This field contains the title of the Borrower. 10 characters.
ENTRY RULES	Enter the title of the Borrower
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Registrar Ex.Curator
SEQUENCE	1062
FIELD MNEMONIC	B/D
FIELD LABEL	BORROWER SIGN DATE
FIELD NAME	Borrower's Signature Date
FIELD DEFINITION	This field contains the date that the Borrower signs the loan agreement. 8 characters.
ENTRY RULES	Enter the date of the Borrower's signature in the form MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	09/01/85 09/15/85
SEQUENCE	1063
FIELD MNEMONIC	L/SIG
FIELD LABEL	LENDER SIGN
FIELD NAME	Lender's Signature
FIELD DEFINITION	This field contains the name of the Lender on the loan agreement. 30 characters.

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

ENTRY RULES	Enter the name of the Lender.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Karol Schmiegel George Woodcock
SEQUENCE	1064
FIELD MNEMONIC	L/T
FIELD LABEL	LENDER TITLE
FIELD NAME	Lender's Title
FIELD DEFINITION	This field contains the title of the Lender on the loan agreement. 10 characters.
ENTRY RULES	Enter the title of Lender.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Registrar Owner
SEQUENCE	1065
FIELD MNEMONIC	L/D
FIELD LABEL	LENDER SIGN DATE
FIELD NAME	Lender's Signature Date
FIELD DEFINITION	This field contains the Lender's signature date on the loan agreement. 8 characters.
ENTRY RULES	Enter the date of the Lender's signature in the form MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	01/01/87 09/14/88
SEQUENCE	1066
FIELD MNEMONIC	DN
FIELD LABEL	DEPOSIT NAME
FIELD NAME	Depositor Name
FIELD DEFINITION	This field contains the depositor's name, used on a receipt form when objects are received at the FAM. 30 characters
ENTRY RULES	Enter the name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	Joe Small Honolulu Academy of Arts
SEQUENCE	1067
FIELD MNEMONIC	DL
FIELD LABEL	DEPOSIT LOCATION
FIELD NAME	Depositor Location

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

FIELD DEFINITION This field contains the depositor's location, used on a receipt form when objects are received at the FAM. 30 characters.

ENTRY RULES Enter the location of the depositor.

DATA TYPE Alpha-numeric string

INDEX CLASS Full field.

EXAMPLES 1523 Brown Street  
900 South Beretania Street

  

SEQUENCE 1068

FIELD MNEMONIC DC

FIELD LABEL DEPOSIT CITY

FIELD NAME Depositor City

FIELD DEFINITION This field contains the depositor's city, used on a receipt form when objects are received at the FAM. 15 characters.

ENTRY RULES Enter the city of the depositor.

DATA TYPE Alpha-numeric string

INDEX CLASS Full field.

EXAMPLES Boston  
Honolulu

  

SEQUENCE 1069

FIELD MNEMONIC DS

FIELD LABEL DEPOSIT STATE

FIELD NAME Depositor State

FIELD DEFINITION This field contains the depositor's state, used on a receipt form when objects are received at the FAM. 2 characters.

ENTRY RULES Enter the state of the depositor.

DATA TYPE Alpha-numeric string

INDEX CLASS Full field

EXAMPLES MA  
HI

  

SEQUENCE 1070

FIELD MNEMONIC DZ

FIELD LABEL DEPOSIT ZIP CODE

FIELD NAME Depositor Zip Code

FIELD DEFINITION This field contains the depositor's zip code, used on a receipt form when objects are received at the FAM. 5 digits.

ENTRY RULES Enter the zip code of the depositor.

DATA TYPE Integer.

INDEX CLASS Full field.

EXAMPLES 02114  
96814

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE	1071
FIELD MNEMONIC	DCY
FIELD LABEL	DEPOSIT COUNTRY
FIELD NAME	Depositor Country
FIELD DEFINITION	This field contains the depositor's country, used on a receipt form when objects are received at the FAM. 10 characters.
ENTRY RULES	Enter the country name of the depositor.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	China Turkey
SEQUENCE	1072
FIELD MNEMONIC	DT
FIELD LABEL	DEPOSIT TEL
FIELD NAME	Depositor Telephone
FIELD DEFINITION	This field contains the depositor's telephone, used on a receipt form when objects are received at the FAM. 13 characters for telephone number.
ENTRY RULES	Enter the telephone number of the depositor in the form (111)111-1111.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	(617)372-6890
SEQUENCE	1073
FIELD MNEMONIC	PUR
FIELD LABEL	PURPOSE OR USE
FIELD NAME	Purpose or Use
FIELD DEFINITION	This field describes the purpose or use of the incoming loan; 30 characters.
ENTRY RULES	Enter the purpose or use of the loan.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	Loan to exhibit Loan of vases for exhibit
SEQUENCE	1074
FIELD MNEMONIC	EXD
FIELD LABEL	EXHIBIT DATE
FIELD NAME	Exhibit Date
FIELD DEFINITION	This field describes the date of the incoming loan; 17 characters.
ENTRY RULES	Enter the date in the form of MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	11/27/85-03/09/86      04/14/84-08/19/84

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1075
FIELD MNEMONIC	REC
FIELD LABEL	RECEIVED BY
FIELD NAME	Received By
FIELD DEFINITION	This field identifies the employee who received the shipment. 40 characters for employee name.
ENTRY RULES	Enter the name and title or department of the person who receives the shipment. Separate the name and title with a comma.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	Paula March, Registrar Michael Sandgren, Packer
SEQUENCE	1076
FIELD MNEMONIC	RECD
FIELD LABEL	RECEIVED DATE
FIELD NAME	Received Date
FIELD DEFINITION	This field gives the date a shipment is received. 8 characters for date.
ENTRY RULES	Enter the date in the form MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field.
EXAMPLES	04/20/85 09/01/88
SEQUENCE	1077
FIELD MNEMONIC	CAR
FIELD LABEL	CARRIER/COURIER
FIELD NAME	Carrier and Courier
FIELD DEFINITION	This field contains the names of the transporter and/or courier; 40 characters.
ENTRY RULES	Enter the name of the transporter and/or courier. Abbreviate where meaning is clear.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Hand delivered T. Page, Page Imageworks Atlas Van Line, B/L J-85310
SEQUENCE	1078
FIELD MNEMONIC	INS
FIELD LABEL	INSUR COMPANY NAME
FIELD NAME	Insurance Company Name
FIELD DEFINITION	This field gives the name of the Insurance Company or the responsible party who holds the insurance; 20 characters.
ENTRY RULES	Enter name of insurance company or insurance holder.
DATA TYPE	Alpha-numeric string

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

INDEX CLASS	Full Field
EXAMPLES	Lender U.S. Indemnity To be determined
SEQUENCE	1079
FIELD MNEMONIC	REL
FIELD LABEL	RELEASED BY
FIELD NAME	Released by
FIELD DEFINITION	This field identifies the employee who released the shipment. 40 characters.
ENTRY RULES	Enter the name and title or department of the person who releases the shipment.
DATA TYPE	Alpha numeric string
INDEX CLASS	Full field.
EXAMPLES	Therese Chen, Registrar Mark Smith, Curator, Decorative Arts
SEQUENCE	1080
FIELD MNEMONIC	RELD
FIELD LABEL	RELEASED DATE
FIELD NAME	Released Date
FIELD DEFINITION	This field identifies the date of release for the shipment. 8 characters.
ENTRY RULES	Enter the release date. Date is in the form MM_DD_YY.
DATA TYPE	Alpha numeric string
INDEX CLASS	Full field.
EXAMPLES	10/10/79 01/02/87
SEQUENCE	1081
FIELD MNEMONIC	RES
FIELD LABEL	RESTRICT AND SPECIAL COND
FIELD NAME	Restrictions and Special Conditions
FIELD DEFINITION	This field identifies the in-house restrictions and special conditions of an object or objects (OB); 40 characters.
ENTRY RULES	Enter special instructions on the constraints in handling, displaying, storing or packing the object or restriction on its documentation.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	Not for commercial display Carry upright, handle with gloves
SEQUENCE	1082
FIELD MNEMONIC	OBM
FIELD LABEL	OBJECT MOVEMENT

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

FIELD NAME	Object Movement
FIELD DEFINITION	This field tells where the object (OB) is going from one place to another place; 30 characters.
ENTRY RULES	Enter where the object is from first, then where it is going to. Separate destinations with a comma.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Registration, Conservation Gallery, Packer
SEQUENCE	1083
FIELD MNEMONIC	FCT
FIELD LABEL	FREIGHT COST
FIELD NAME	Freight Cost
FIELD DEFINITION	This field contains the cost of shipping an object or objects (OB) by freight lines, either by airplane, ship or truck, to and from the museum borrowing the exhibit. It has 15 characters.
ENTRY RULES	Enter the freight cost to the museum first, then the freight cost from the museum. Separate the two costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	185.53, 486.50 4300.17, 3500.00
SEQUENCE	1084
FIELD MNEMONIC	CCT
FIELD LABEL	COURIER COST
FIELD NAME	Courier Cost
FIELD DEFINITION	This field indicates the cost of the transportation (airplane tickets), lodging and food of the courier who accompanies the shipment. It has 15 characters.
ENTRY RULES	Enter the courier cost to the museum first, then the cost from the museum. Separate the two costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	438.63, 295.50 1750.00, 438.25
SEQUENCE	1085
FIELD MNEMONIC	CSCT
FIELD LABEL	CUSTOMS COST
FIELD NAME	Customs Cost
FIELD DEFINITION	This field represents the U.S. Customs fee charged on the loan shipment and the cost of a customs broker if

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

ENTRY RULES	necessary. It has 15 characters. Enter the customs cost to the museum first and then the cost from the museum. Separate the two costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	230.00,690.50 68.75,153.20
SEQUENCE	1086
FIELD MNEMONIC	SPCT
FIELD LABEL	SUPER COST
FIELD NAME	Supervision Cost
FIELD DEFINITION	This field contains the cost of supervision for the loan shipment. It has 15 characters.
ENTRY RULES	Enter the supervision cost to the museum first, then the cost from the museum. Separate each of the costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	432.00,80.70 1350.23,732.16
SEQUENCE	1087
FIELD MNEMONIC	P/CCT
FIELD LABEL	PACKING AND COLLECT COST
FIELD NAME	Packing and Collection Cost
FIELD DEFINITION	This field indicates the cost of packing and collection fees on the loan shipment. It has 15 characters.
ENTRY RULES	Enter the packing and collections cost to the museum first and then the cost from the museum. Separate the costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	893.00,1225.25 678.75,923.45
SEQUENCE	1088
FIELD MNEMONIC	C/SCT
FIELD LABEL	CARTAGE AND STORAGE COST
FIELD NAME	Cartage and Storage Cost
FIELD DEFINITION	This field represents the cost of carting or moving the objects to and from the airport and their storage cost. It has 15 characters.

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

ENTRY RULES	Enter the cartage and storage cost to the museum first and then the cost from the museum. Separate the costs with a comma. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full Field
EXAMPLES	1320.00,873.60 555.55,666.66
SEQUENCE	1089
FIELD MNEMONIC	C/TXCT
FIELD LABEL	CORRESP AND TELEX COST
FIELD NAME	Correspondence and Telex Cost
FIELD DEFINITION	This field contains the cost of the correspondence (postage and paper) and the telex charges. It has 7 characters.
ENTRY RULES	Enter the costs to the museum for correspondence and telex. Enter each cost in the form 9999.99; in U.S. dollars.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	325.00 685.50
SEQUENCE	1090
FIELD MNEMONIC	CRH
FIELD LABEL	CRATE HEIGHT
FIELD NAME	Crate Height
FIELD DEFINITION	This field contains the crate height. 10 characters.
ENTRY RULES	Enter single overall measurements of the crate.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	35.5 102.75
SEQUENCE	1091
FIELD MNEMONIC	CRWI
FIELD LABEL	CRATE WIDTH OR LENGTH
FIELD NAME	Crate Width or Length
FIELD DEFINITION	This field contains crate width or length. 10 characters
ENTRY RULES	Enter single overall measurements of the crate.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	47.525 152.5333
SEQUENCE	1092
FIELD MNEMONIC	CRD

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD LABEL	CRATE DEPTH OR DIAMETER
FIELD NAME	Crate Depth or Diameter
FIELD DEFINITION	This field contains crate depth or diameter. 10 characters.
ENTRY RULES	Enter single overall measurements of the crate.
DATA TYPE	Real number
INDEX CLASS	Full field.
EXAMPLES	7 8.2555
SEQUENCE	1093
FIELD MNEMONIC	CRWT
FIELD LABEL	CRATE WEIGHT
FIELD NAME	Crate Weight
FIELD DEFINITION	This field contains crate weight. 10 characters.
ENTRY RULES	Enter single overall measurements of the crate.
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	70 170.5
SEQUENCE	1094
FIELD MNEMONIC	ITP
FIELD LABEL	INDEM TIME PERIOD
FIELD NAME	Indemnity Time Period
FIELD DEFINITION	This field contains the date the indemnified objects leave the place(s) designated by the lender(s) and the date the objects return to the place(s) designated by the lender(s). This time period covers the time the object are moved as well as the time on exhibit. 17 character
ENTRY RULES	Enter the date the objects leave the lender first, then the date the objects return to the lender. Enter dates the form: MM/DD/YY-MM/DD/YY.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	12/01/86-04/15/87
SEQUENCE	1095
FIELD MNEMONIC	IVT
FIELD LABEL	INDEM VALUE TOTAL
FIELD NAME	Indemnity Value Total
FIELD DEFINITION	This field gives the total U.S. dollar valuation for all objects for which indemnity is requested. 14 characters.
ENTRY RULES	Enter the total indemnity value in the form: 999,999,999.99
DATA TYPE	Real Numbers
INDEX CLASS	Full field
EXAMPLES	10,500,000.00 25,000.00

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1096
FIELD MNEMONIC	IOBT
FIELD LABEL	INDEM OBJECT TOTAL
FIELD NAME	Indemnity Object Total
FIELD DEFINITION	This field gives the total number of objects for which indemnity is requested. 4 characters.
ENTRY RULES	Enter the total number of exhibit objects to be indemnified.
DATA TYPE	Real Numbers
INDEX CLASS	Full field
EXAMPLES	75 14
SEQUENCE	1097
FIELD MNEMONIC	TIV
FIELD LABEL	TOTAL INSUR VALUE
FIELD NAME	Total Insurance Value
FIELD DEFINITION	This field gives the total U.S. dollar valuation for all objects in the entire exhibition, including indemnified and non-indemnified objects. 14 characters.
ENTRY RULES	Enter the total insurance value in the form: 999,999,999.99.
DATA TYPE	Real Numbers
INDEX CLASS	Full field
EXAMPLES	44,850.00 125,030.00
SEQUENCE	1098
FIELD MNEMONIC	OBT
FIELD LABEL	OBJECTS TOTAL
FIELD NAME	Objects Total
FIELD DEFINITION	This field gives the total number of objects in the entire exhibition. 4 digits.
ENTRY RULES	Enter the total number of exhibit objects.
DATA TYPE	Integer
INDEX CLASS	Full field
EXAMPLES	54 189
SEQUENCE	1099
FIELD MNEMONIC	FTXN
FIELD LABEL	FEDERAL TAX EXEMPT STATUS NUMBER
FIELD NAME	Federal Tax Exempt Status Number
FIELD DEFINITION	This field contains the Internal Revenue Service federal exempt status number. 11 characters.
ENTRY RULES	Enter the tax exempt status number in the form: 99-999-9999.
DATA TYPE	Alpha-numeric string

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

INDEX CLASS	Full field
EXAMPLES	94-104-0100
SEQUENCE	1100
FIELD MNEMONIC	CERN
FIELD LABEL	CERT NAME
FIELD NAME	Certification Name
FIELD DEFINITION	This field has the name of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 30 characters.
ENTRY RULES	Enter the name of the official.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Roger Volkman
SEQUENCE	1101
FIELD MNEMONIC	CERL
FIELD LABEL	CERT LOCATION
FIELD NAME	Certification Location
FIELD DEFINITION	This field has the street address of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 30 characters.
ENTRY RULES	Enter the address. Enter the address only if it is different than in the Borrower Location field (BL).
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	2835 Pennsylvania Ave.
SEQUENCE	1102
FIELD MNEMONIC	CERC
FIELD LABEL	CERT CITY
FIELD NAME	Certification City
FIELD DEFINITION	This field has the city address of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 15 characters.
ENTRY RULES	Enter the city name of the official. Enter the city only if it is different than in the Borrower City field (BC).
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Newark
SEQUENCE	1103
FIELD MNEMONIC	CERS
FIELD LABEL	CERT STATE

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

FIELD NAME	Certification State
FIELD DEFINITION	This field has the state address of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 2 characters.
ENTRY RULES	Enter the state name of the official. Enter the state only if it is different than in the Borrower State field (BS).
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	CA NJ
SEQUENCE	1104
FIELD MNEMONIC	CERZ
FIELD LABEL	CERT ZIP CODE
FIELD NAME	Certification Zip Code
FIELD DEFINITION	This field has the zip code of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 5 digits.
ENTRY RULES	Enter the zip code of the official. Enter the zip code only if it is different than in the Borrower Zip Code field (BZ).
DATA TYPE	Integer
INDEX CLASS	Full field
EXAMPLES	02121
SEQUENCE	1105
FIELD MNEMONIC	CERY
FIELD LABEL	CERT COUNTRY
FIELD NAME	Certification Country
FIELD DEFINITION	This field has the country of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 10 characters.
ENTRY RULES	Enter the country of the official. Enter the country only if it is different than in the Borrower Country field (BCY).
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Australia Kenya
SEQUENCE	1106
FIELD MNEMONIC	CERT
FIELD LABEL	CERT TEL
FIELD NAME	Certification Telephone

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD DEFINITION	This field has the telephone number of an official authorizing the application for U.S. indemnity. The official must be directly responsible for organizing the exhibition. 13 characters.
ENTRY RULES	Enter the telephone number of the official. Enter the telephone only if it is different than in the Borrower Telephone field (BT).
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	(201)343-6132
SEQUENCE	1107
FIELD MNEMONIC	EXS
FIELD LABEL	EXHIBIT SIG
FIELD NAME	Exhibition Significance
FIELD DEFINITION	This field explains how the risk of the indemnified object(s) is justified by the purposes of the exhibition. Educational, cultural, historical or scientific value may be stated. 250 characters.
ENTRY RULES	Enter a very brief statement of exhibition significance.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	"The New Painting: Impressionism 1874-1886" historical and educational recreation of original 8 exhibitions. Forum for progressive realist genre painters.
SEQUENCE	1108
FIELD MNEMONIC	SEC
FIELD LABEL	SECURITY COND
FIELD NAME	Security Conditions set by Lender
FIELD DEFINITION	This field is concerned with the security of the object in packing, shipping, condition reports, storage, climate control, exhibit guards, electronic surveillance, and fire protection. 250 characters.
ENTRY RULES	Enter facts pertaining to the security of the objects in text form.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	Packing: FAM/SF supervised by courier, shipping: air & truck, condition reports: 6, heat/cool & RH systems in all areas, guard staff adequate, fire protect. w/ Halon
SEQUENCE	1109
FIELD MNEMONIC	AFS
FIELD LABEL	ASSURED FUNDING SPONSORS
FIELD NAME	Assured Funding Sponsors

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

FIELD DEFINITION This field lists the sources of assured or anticipated support used to cover the general expenses of organizing the exhibition. 25 characters for each name and 13 characters for each telephone number. Up to six sponsors names and telephones can be put in this field. Total 228 characters.

ENTRY RULES Enter the name of the sponsor, a dash (-), and the telephone number of the contact person. Separate each name and telephone from the next one with a comma.

DATA TYPE Alpha-numeric string

INDEX CLASS No index

EXAMPLES IBM Corp.-(800)426-3333, North American Van Lines-(415)543-8024, United Airlines-(415)397-2100, John W. Graham III-(415)788-4632

SEQUENCE 1110

FIELD MNEMONIC PL

FIELD LABEL PREVIOUS LOSSES

FIELD NAME Previous Losses

FIELD DEFINITION This field describes all losses over \$5,000.00 to permanent and loaned collections incurred by the indemnity applicant institution and each participating institution during the previous 3 years. Description should include date of loss, cause, appraised value of object before and after, and any litigation. 250 characters.

ENTRY RULES Enter a brief description about losses in text form.

DATA TYPE Alpha-numeric string

INDEX CLASS No index

EXAMPLES Greek vase, Sept.1985, crack in lip, \$5,000. to \$3,000., no litigation, carrier assumed loss and responsibility of damage.

SEQUENCE 1111

FIELD MNEMONIC FL

FIELD LABEL FOREIGN LOANS OUTSIDE U.S.

FIELD NAME Foreign Loans Outside United States

FIELD DEFINITION This field explains the nature of the exchange of exhibitions between the host country and the U.S. 150 characters.

ENTRY RULES Enter a brief description of the two exchange exhibitions and a general time period of exchange.

DATA TYPE Alpha-numeric string

INDEX CLASS No index

EXAMPLES Hungarian Folk Art exhibit exchange for American Quilt exhibit. Two year time period 1984 and 1985 when objects on exhibit.

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE	1112
FIELD MNEMONIC	AC
FIELD LABEL	ACCRED
FIELD NAME	Accreditation
FIELD DEFINITION	This field states whether the museum and other participating institutions are accredited by the American Association of Museums. 100 characters.
ENTRY RULES	Enter an abbreviated statement on the accreditation status of the participating institutions. Use a dash(-) then, Y for yes and N for no.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	FAM/SF-Y, National Portrait Gallery-Y, Amon Carter Museum-Y
SEQUENCE	1113
FIELD MNEMONIC	SVAL
FIELD LABEL	SOURCE OF VAL
FIELD NAME	Source of Valuation
FIELD DEFINITION	This field includes the name and title of the individual originating the valuation (owner, lender, curator, museum director) and the name and title of the individual confirming the original valuation (appraisal expert, curator, museum director). 40 characters.
ENTRY RULES	Enter name and title of the originator, then name and title of the confirmer. Separate each person with a colon.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full text
EXAMPLES	Charles L. Lane, Director:Edmund Rourke, Appraiser
SEQUENCE	1114
FIELD MNEMONIC	IS
FIELD LABEL	INDEM STATUS
FIELD NAME	United States Indemnity Status
FIELD DEFINITION	This field divides the objects in the exhibit into two categories: those that have United States Federal Indemnity insurance and those that do not. This division allows objects to be sorted into two lists for insurance reporting. 1 character.
ENTRY RULES	Enter either Y for yes or N for no.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Y N

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1115
FIELD MNEMONIC	CRN
FIELD LABEL	CRATE NUMBER
FIELD NAME	Crate Number
FIELD DEFINITION	This field contains the identification number placed on the crate containing object(s) for the exhibit. 5 characters.
ENTRY RULES	Enter the crate number in the form: 999-A.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	12-A 91
SEQUENCE	1116
FIELD MNEMONIC	CN
FIELD LABEL	CATALOG NUMBER
FIELD NAME	Catalog Number
FIELD DEFINITION	This field indicates the catalog number for the item in the Object Name field (OB). The catalog is the published descriptive list of the exhibition. Exhibit labels also use catalog numbers. 5 characters.
ENTRY RULES	Enter the catalogue number in the form 999-A.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	143-C 48
SEQUENCE	1117
FIELD MNEMONIC	PN
FIELD LABEL	PROJECT NAME
FIELD NAME	Project Name
FIELD DEFINITION	This field gives an invoice name for a project connected with the exhibit. 30 characters.
ENTRY RULES	Enter the project name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Negative Reprint, M.L. Plane Ticket, travel expense
SEQUENCE	1118
FIELD MNEMONIC	PNO
FIELD LABEL	PROJECT NUMBER
FIELD NAME	Project Number
FIELD DEFINITION	This field gives an invoice number for a project connected with the exhibit. A Photo Services Invoice and an Accounts Receivable Invoice both use an invoice number. A Purchase Order Form requires a 3 part number divided by sequence number, department

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

ENTRY RULES	number and project number. 12 characters. Enter the project number with the number in the form: 9999-999-999.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	4050 1332-032-014
SEQUENCE	1119
FIELD MNEMONIC	ORB
FIELD LABEL	ORGAN BILL
FIELD NAME	Organization Billed
FIELD DEFINITION	This field contains the name of the organization or individual to be billed for services or expenses connected with the exhibit. 30 characters.
ENTRY RULES	Enter name of organization or individual to be billed.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Bill Laiden
SEQUENCE	1120
FIELD MNEMONIC	ORL
FIELD LABEL	ORGAN LOCATION
FIELD NAME	Organization Location
FIELD DEFINITION	This field contains the street address of the organization or individual to be billed for services or expenses connected with the exhibit. If the street address is the same as the Borrower Location field (BL), do not enter a second time in this field. 30 characters.
ENTRY RULES	Enter street address.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	2932 Bell Street
SEQUENCE	1121
FIELD MNEMONIC	ORC
FIELD LABEL	ORGAN CITY
FIELD NAME	Organization City
FIELD DEFINITION	This field contains the city of the organization or individual to be billed for services or expenses connected with the exhibit. If the city is the same as the Borrower City field (BC), do not enter a second time in this field. 15 characters.
ENTRY RULES	Enter city.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Berkeley

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1122  
 FIELD MNEMONIC ORS  
 FIELD LABEL ORGAN STATE  
 FIELD NAME Organization State  
 FIELD DEFINITION This field contains the state of the organization or individual to be billed for services or expenses connected with the exhibit. If the state name is the same as the Borrower State field (BS), do not enter a second time in this field. 2 characters.  
 ENTRY RULES Enter the state name abbreviation.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES NY  
 GA

SEQUENCE 1123  
 FIELD MNEMONIC ORZ  
 FIELD LABEL ORGAN ZIP CODE  
 FIELD NAME Organization Zip Code  
 FIELD DEFINITION This field contains the zip code of the organization or individual to be billed for services or expenses connected with the exhibit. If the zip code is the same as the Borrower Zip Code field (BZ), do not enter a second time in this field. 5 characters.  
 ENTRY RULES Enter zip code  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES 94720  
 77098

SEQUENCE 1124  
 FIELD MNEMONIC ORCY  
 FIELD LABEL ORGAN COUNTRY  
 FIELD NAME Organization Country  
 FIELD DEFINITION This field contains the country name of the organization or individual to be billed for services or expenses connected with the exhibit. If this country name is the same as the Borrower Country field (BCY), do not enter a second time in this field. 10 characters.  
 ENTRY RULES Enter country.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Germany  
 Japan

SEQUENCE 1125  
 FIELD MNEMONIC AB

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD LABEL	AMOUNT BILL
FIELD NAME	Amount Billed
FIELD DEFINITION	This field contains the amount to be billed for services or expenses connected with the exhibit. 7 characters.
ENTRY RULES	Enter the amount billed in the form: 9999.99
DATA TYPE	Real number
INDEX CLASS	Full field
EXAMPLES	1325.25 65.50
SEQUENCE	1126
FIELD MNEMONIC	PUBN
FIELD LABEL	PUB NAME
FIELD NAME	Publisher's Name
FIELD DEFINITION	This field indicates the name of the publisher. 30 characters.
ENTRY RULES	Enter the name of the publisher.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	The Artist's Limited Edition Little, Brown and Company
SEQUENCE	1127
FIELD MNEMONIC	PUBL
FIELD LABEL	PUB LOCATION
FIELD NAME	Publisher's Location
FIELD DEFINITION	This field indicates the location of the publisher. 30 characters.
ENTRY RULES	Enter the street location of the publisher.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	40 Hartford Ave. 16 West Boyton Ct.
SEQUENCE	1128
FIELD MNEMONIC	PUBC
FIELD LABEL	PUB CITY
FIELD NAME	Publisher's City
FIELD DEFINITION	This field indicates the city of the publisher. 15 characters.
ENTRY RULES	Enter the city of the publisher.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Mount Vernon West Boylston

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1129  
 FIELD MNEMONIC PUBS  
 FIELD LABEL PUB STATE  
 FIELD NAME Publisher's STATE  
 FIELD DEFINITION This field indicates the state name of the publisher.  
 2 characters.  
 ENTRY RULES Enter the state name of the publisher.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES NY  
 MA

SEQUENCE 1130  
 FIELD MNEMONIC PUBZ  
 FIELD LABEL PUB ZIP CODE  
 FIELD NAME Publisher's Zip Code  
 FIELD DEFINITION This field indicates the zip code of the publisher.  
 5 digits.  
 ENTRY RULES Enter the zip code of the publisher.  
 DATA TYPE Integer  
 INDEX CLASS Full field  
 EXAMPLES 42332  
 87612

SEQUENCE 1131  
 FIELD MNEMONIC PUBCY  
 FIELD LABEL PUB COUNTRY  
 FIELD NAME Publisher's Country  
 FIELD DEFINITION This field indicates the country name of the  
 publisher. 10 characters.  
 ENTRY RULES Enter the country name.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Guatemala  
 Indonesia

SEQUENCE 1132  
 FIELD MNEMONIC PUBT  
 FIELD LABEL PUB TELEPHONE  
 FIELD NAME Publisher's Telephone  
 FIELD DEFINITION This field indicates the telephone of the publisher.  
 13 characters.  
 ENTRY RULES Enter the telephone number of the publisher.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES (914)230-7893

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE 1133  
 FIELD MNEMONIC PT  
 FIELD LABEL PUBLIC TITLE  
 FIELD NAME Publication Title  
 FIELD DEFINITION This field includes the title of the publication.  
 30 characters.  
 ENTRY RULES Enter the title of the publication.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Degas in Motion  
 El Greco of Toledo

SEQUENCE 1134  
 FIELD MNEMONIC PA  
 FIELD LABEL PUBLIC AUTHOR  
 FIELD NAME Publication Author  
 FIELD DEFINITION This field includes the name of the author of the  
 publication. 30 characters.  
 ENTRY RULES Enter the name of the author.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Jonathan Brown  
 Alfonso E. Perez Sanchez

SEQUENCE 1135  
 FIELD MNEMONIC PI/N  
 FIELD LABEL PUBLIC ISSUE OR NUMBER  
 FIELD NAME Publication Issue or Number  
 FIELD DEFINITION This field includes the issue or number of the  
 publication. 5 digits.  
 ENTRY RULES Enter the issue or number of the publication.  
 Number is in the form: 99999.  
 DATA TYPE Integer  
 INDEX CLASS Full field  
 EXAMPLES 10000  
 35000

SEQUENCE 1136  
 FIELD MNEMONIC PD  
 FIELD LABEL PUBLIC DATE  
 FIELD NAME Publication Date  
 FIELD DEFINITION This field includes the publication date. 13  
 characters.  
 ENTRY RULES Enter the date. Date is in the form: MM/DD/YY.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES 01/01/82  
 12/10/87

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE 1137  
 FIELD MNEMONIC PER  
 FIELD LABEL PERM OR AUTHOR  
 FIELD NAME Permission or Authorization  
 FIELD DEFINITION This field contains the name of the person granting permission or authorization. After Hours Permits and Work Requests require authorization. 30 characters.  
 ENTRY RULES Enter name of the person granting permission or authorization.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES F. Whitney Hall  
 Charles Allen

SEQUENCE 1138  
 FIELD MNEMONIC PERD  
 FIELD LABEL PERM DATE  
 FIELD NAME Permission Date  
 FIELD DEFINITION This field contains the date granting permission or authorization. After Hours Permits and Work Requests require authorization. 8 characters.  
 ENTRY RULES Enter date of permission or authorization in the form: MM/DD/YY.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES 12/03/84  
 09/12/86

SEQUENCE 1139  
 FIELD MNEMONIC LOC  
 FIELD LABEL LOCATION OBJECT  
 FIELD NAME Location of Object  
 FIELD DEFINITION This field contains the gallery, in transit or storage location of an object or group of objects. 30 characters  
 ENTRY RULES Enter the object(s) location(s).  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Emery Air from lender  
 Gallery 3, Case 12

SEQUENCE 1140  
 FIELD MNEMONIC MM  
 FIELD LABEL MUSEUM MEMBER NAME  
 FIELD NAME Museum Member Name  
 FIELD DEFINITION This field includes the name(s) of a museum member. 30 characters.  
 ENTRY RULES Enter the name(s) of each membership.  
 DATA TYPE Alpha-numeric string

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

INDEX CLASS	Full field
EXAMPLES	Mr. & Mrs. L. North Mr. James Olderson
SEQUENCE	1141
FIELD MNEMONIC	MML
FIELD LABEL	MUSEUM MEMBER LOCATION
FIELD NAME	Museum Member Location
FIELD DEFINITION	This field includes the street address of a museum member. 30 characters.
ENTRY RULES	Enter the street address.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	300 Meadowview 12 Cattail Road
SEQUENCE	1142
FIELD MNEMONIC	MMC
FIELD LABEL	MUSEUM MEMBER CITY
FIELD NAME	Museum Member City
FIELD DEFINITION	This field includes the city name of a museum member. 15 characters.
ENTRY RULES	Enter the city name
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Reno Tahoe City
SEQUENCE	1143
FIELD MNEMONIC	MMS
FIELD LABEL	MUSEUM MEMBER STATE
FIELD NAME	Museum Member State
FIELD DEFINITION	This field includes the state name of a museum member. 2 characters.
ENTRY RULES	Enter the state name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	NV IA
SEQUENCE	1144
FIELD MNEMONIC	MMZ
FIELD LABEL	MUSEUM MEMBER ZIP CODE
FIELD NAME	Museum Member Zip Code
FIELD DEFINITION	This field includes the zip code of a museum member. 5 digits.
ENTRY RULES	Enter the zip code.
DATA TYPE	Integer

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

INDEX CLASS	Full field
EXAMPLES	89509 01346
SEQUENCE	1145
FIELD MNEMONIC	MMCY
FIELD LABEL	MUSEUM MEMBER COUNTRY
FIELD NAME	Museum Member Country
FIELD DEFINITION	This field includes the country of the museum member. 10 characters.
ENTRY RULES	Enter the country name.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Mexico Canada
SEQUENCE	1146
FIELD MNEMONIC	MMSAL
FIELD LABEL	MUSEUM MEMBER SALUT
FIELD NAME	Museum Member Salutation
FIELD DEFINITION	This field includes the salutation of the museum member. 30 characters.
ENTRY RULES	Enter the salutation after these characters:*----.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	*----Mr. and Mrs. North *----Mr. Olderson
SEQUENCE	1147
FIELD MNEMONIC	MMNX
FIELD LABEL	MUSEUM MEMBER NUMBER AND EXPIR DATE
FIELD NAME	Museum Member Number and Expiration Date
FIELD DEFINITION	This field includes the number and expiration date of the museum member. 20 characters.
ENTRY RULES	Enter the number and expiration date in the form XXXXXXXX XXXX XXXXXX.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	A699342 16IB 030187
SEQUENCE	1148
FIELD MNEMONIC	DES
FIELD LABEL	DESTIN OF EMPLOYEE
FIELD NAME	Destination of Employee
FIELD DEFINITION	This field gives the destination of the employee(s) and the employee(s) initials; 40 characters.
ENTRY RULES	Enter the destination and the initial of the employee(s). Separate the two with a colon.

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	New York, Washington DC, Paris:CM,RB
SEQUENCE	1149
FIELD MNEMONIC	TD
FIELD LABEL	TRAVEL DATES EMPLOYEE
FIELD NAME	Travel Dates of Employee
FIELD DEFINITION	This field gives the date of departure and the date of return of the employee(s) and the employee(s) initials. It has 25 characters.
ENTRY RULES	Enter the date of departure first, then the date of return and finally the employee(s) initials. Enter the date in the form: MM/DD/YY-MM/DD/YY. Separate the date from the initial with a colon.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	03/01/85-04/05/85:CM
SEQUENCE	1150
FIELD MNEMONIC	CUR
FIELD LABEL	CURATOR AND DEPT
FIELD NAME	Curator in Charge and Department
FIELD DEFINITION	This field identifies the Curator responsible for organizing the exhibit and the department. An example of its use is in the Full Proposal report and the Publication (Catalogue) Budget report. 40 characters.
ENTRY RULES	Enter the name of the curator in charge and the department.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Renee Dreyfus, Educ. & Interp. Robert Johnson, AFGA
SEQUENCE	1151
FIELD MNEMONIC	EXT
FIELD LABEL	EXHIBIT TYPE
FIELD NAME	Exhibition Type
FIELD DEFINITION	This field puts the exhibition in one of three categories used in Archival records and the Final Report. The exhibition may be: 1. a group of artists, 2. a single artist, 3. theme exhibition, 4. 3-Dimensional, 5. 2-Dimensional. 5 characters.
ENTRY RULES	Enter the number that applies to the type of exhibit. Separate the numbers with a comma.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	1,3,4      2,5

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

SEQUENCE	1152
FIELD MNEMONIC	GAL
FIELD LABEL	GALLERY
FIELD NAME	Galleries and Space
FIELD DEFINITION	This field indicates the gallery space required in the museum for the exhibit. 45 characters.
ENTRY RULES	Enter the description of the space required for the exhibit.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Approx. 400 running feet, Gallery 41 d.Y.
SEQUENCE	1153
FIELD MNEMONIC	OR
FIELD LABEL	ORGANIZ BY
FIELD NAME	Organized By
FIELD DEFINITION	This field identifies the institution or organization that organizes the exhibit. 40 characters.
ENTRY RULES	Enter the name of the institution or organization.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	American Federation of the Arts Art Services International
SEQUENCE	1154
FIELD MNEMONIC	ED
FIELD LABEL	EDUC MATER AND PROGRAMS
FIELD NAME	Educational Materials and Programs
FIELD DEFINITION	This field describes the educational materials and programs which will accompany the exhibit. 40 characters.
ENTRY RULES	Enter a short description of the educational materials.
DATA TYPE	Alpha-numeric string
INDEX CLASS	No index
EXAMPLES	Collector's program, Tactile Gallery
SEQUENCE	1155
FIELD MNEMONIC	BUD
FIELD LABEL	BUDGET RANGE
FIELD NAME	Budget Range
FIELD DEFINITION	The field contains the projected museum in-house budget for the exhibit. 6 digits.
ENTRY RULES	Enter the amount of the budget in U.S. dollars in the form: 999999. Estimate to the nearest dollar.
DATA TYPE	Integer
INDEX CLASS	Full field
EXAMPLES	27697 263400

<b>FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS</b>
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**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

SEQUENCE 1156  
 FIELD MNEMONIC RC  
 FIELD LABEL REVIEW COMM  
 FIELD NAME Review Committee Recommendation  
 FIELD DEFINITION This field describes the action of the Review Committee on the exhibit proposal. They can approve or disapprove. 1 character.  
 ENTRY RULES Enter Y for yes and N for no.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Y  
 N

SEQUENCE 1157  
 FIELD MNEMONIC DA  
 FIELD LABEL DIRECTOR ACTION  
 FIELD NAME Director's Action  
 FIELD DEFINITION This field describes the action of the Director on the Exhibit Proposal. The Director can approve or disapprove. 1 character.  
 ENTRY RULES Enter Y for yes and N for no.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES Y  
 N

SEQUENCE 1158  
 FIELD MNEMONIC PF  
 FIELD LABEL PARTICIP FEE  
 FIELD NAME Participation Fee  
 FIELD DEFINITION This field contains the fee asked by the organizing institution or organization of the borrowing museum. 40 characters.  
 ENTRY RULES Enter the amount of the fee in U.S. dollars in the form: 99999. Estimate to the nearest dollar.  
 DATA TYPE Alpha-numeric string  
 INDEX CLASS Full field  
 EXAMPLES \$75,000 plus pro-rated transportation cost

SEQUENCE 1159  
 FIELD MNEMONIC OE  
 FIELD LABEL OPENING EVENTS  
 FIELD NAME Opening Events  
 FIELD DEFINITION This field describes the opening events planned for the exhibit. 75 characters.  
 ENTRY RULES Enter a short description of the opening events.  
 DATA TYPE Alpha-numeric string

TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS

INDEX CLASS	No index
EXAMPLES	Small opening event for 100, Dinner for 20 people, outside the Museum.
SEQUENCE	1160
FIELD MNEMONIC	DR
FIELD LABEL	DESIGNER
FIELD NAME	Designer in Charge
FIELD DEFINITION	This field contains the name of the designer in charge of the exhibit. 30 characters.
ENTRY RULES	Enter the name of the designer in charge of the exhibit.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Max Chance Marc Harshberger
SEQUENCE	1161
FIELD MNEMONIC	SE
FIELD LABEL	SHARED EXPENSES
FIELD NAME	Shared Expenses
FIELD DEFINITION	This field contains the amount of dollars that the organizer and the borrower share in the exhibit cost. 5 digits.
ENTRY RULES	Enter the amount in the form: 99999. Estimate to the nearest U.S. dollar.
DATA TYPE	Integer
INDEX CLASS	Full field
EXAMPLES	9400 5230
SEQUENCE	1162
FIELD MNEMONIC	CAN
FIELD LABEL	CANCEL
FIELD NAME	Cancellation
FIELD DEFINITION	This field identifies, for archival records, if the contract or loan agreement has been canceled. 1 character.
ENTRY RULES	Enter Y for yes and N for no.
DATA TYPE	Alpha-numeric string
INDEX CLASS	Full field
EXAMPLES	Y N
SEQUENCE	1163
FIELD MNEMONIC	AT
FIELD LABEL	ATTEND TOTAL
FIELD NAME	Attendance Total

**FUNCTIONAL REQUIREMENTS FOR EXHIBIT MANAGEMENT SYSTEMS**

**TRAVELLING EXHIBIT DATA DICTIONARY - SYSTEM FIELDS**

FIELD DEFINITION This field contains the total attendance figure for the exhibit. 7 digits.  
ENTRY RULES Enter the number for the total attendance.  
DATA TYPE Integer  
INDEX CLASS Full field  
EXAMPLES 65000  
2800008

