TMS Cataloguing Procedure - Checklist

This checklist lists the various fields that should be completed when creating/updating an object record, separated into **MANDATORY** (to be done immediately), **RECOMMENDED** (to be done as soon as possible), **ADDITIONAL** (to be completed if/when relevant), and **FINAL STEPS**. For more detailed information about the fields listed below, consult *TMS Guidelines – Cataloguing (Detailed)* or press **Shift+F1** once you have clicked within the chosen field. Remember, the more information that is provided, the more connections are made between objects in the collections and the more visible they become the greater their potential for future use. **DO NOT** copy old records in an attempt to save time. These often contain hidden information that will make the new record inaccurate. Only exception is for new part-numbered records: create one new record and copy that if appropriate.

1. MANDATORY FIELDS		
TMS tab	**TMS field**	**Done**
FRONT CARD	Department	
	Object Number	
	Classification	
	Object Name	
	Title	
	Description	
	Current Location	
OTHER	Alternate Number	
	Cataloguer	
	Catalogue Date	
REGISTRATION - Valuation	Valuation record	
REGISTRATION - Accessioning	Accession Method	
	Object Status	
	Approval Dates	
	Transfer of Title	
	Acquisition Date	
	Value	
	% Ownership	
	Source	
	Media	
	Funding	
	Acquisition Conditions	
	Valuation Notes	
CONSERVATION	Condition record	

2. RECOMMENDED FIELDS		
TMS tab	**TMS field**	**Done**
FRONT CARD	Period/Movement	
	Date	
	Culture	
	Constituents	
	Medium	
	Dimensions	
	Credit Line	
	Colour	
	Attributes	
NOTES	Notes	
	Explorer Text	
DOCUMENTATION	Provenance	
MEDIA	Media	
RELATED	Related Objects	
REGISTRATION – Rights and Reproductions	Object Rights Type	
	Agreement Sent/Signed	
	Constituents	
	Copyright	
	Media	
REGISTRATION – Components	Component Number	
	Component Name	
	Component Type	
	Component Dimensions	

3. ADDITIONAL FIELDS		
TMS tab	**TMS field**	**Done**
NOTES	Association	
	Picture Loan Scheme	
	Text Entries	
DOCUMENTATION	Part Number Detail	
	Exhibition History	
	Published References	
OTHER	Position	
	Transcript/Maker's Mark	
	Inscription	
REGISTRATION – Status Flags	Status Flag	

4. FINAL STEPS		
TMS tab	**TMS field**	**Done**
FRONT CARD	Curator Approved	
	eMuseum	