

TMS Cataloguing Procedure - Detailed

This guide is intended to provide clarification about the various fields to be completed when creating/updating an object record. 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. For a simple summary of the fields described below, consult [TMS Guidelines – Cataloguing \(Checklist\)](#). **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

The following data should be added to the TMS record as soon as it is created:

FRONT CARD

- **Department:** The department must be selected before a new record is created.
- **Object Number:** Request number(s) from the Documentation Officer.
- **Classification:** The most appropriate classification should be selected (refer to *Collections Development Policy*) as the Primary Classification. Other relevant classifications can be added as Secondary Classifications.
- **Object Name:** Enter the simple name of the object. Upper case should be used for the first letter of each word.
- **Title:** Enter the title exactly as it is given. If the object does not have a title, a more detailed description of the object name should be given. Upper case should be used for the first letter of each word (apart from conjunctions etc, as one would with the title of a book).
- **Description:** A brief physical description should be given in full sentences. Spell Check is available.
- **Current Location:** This should be completed accurately for all new records. Create OMF and pass on to Documentation Officer for processing.

OTHER

- **Alternate Number:** Enter Entry Form number here by inputting the number and selecting appropriate description from the drop-down list.
- **Cataloguer:** The name of the person who catalogued the object (i.e. you). Names are entered as free text: provide first and last names in full.
- **Catalogue Date:** The date of when the object was catalogued (hopefully won't be much later than the automatically generated Created by field...).

REGISTRATION – Valuation & Insurance

- **Valuation:** Add new entry, as per [TMS Guidelines - Valuation & Insurance](#):
 - Stated Value
 - Stated Date
 - Appraiser
 - Valuation Purpose
 - Notes
 - Media

REGISTRATION – Accessioning

- **Accession Method:** Select appropriate term from drop-down box.
- **Object Status:** Select from drop-down box (should almost always be Accessioned Object).
- **Approval Date(s):** Enter the date of the Acquisitions & Disposals Panel at which the accession was approved. If relevant, also enter date grant application was approved.
- **Transfer of Title:** Enter date(s) transfer of title was sent and signed. As this process is now part of the Entry Form the dates should be the same in most cases.
- **Acquisition Date:** Date the object arrived on site to be accessioned.
- **Value:** The value of the overall accession, either single or multiple objects (e.g. entire bequest, purchase). Sometimes objects are purchased at a discounted price, possibly making this value lower than you entered on the Valuation & Insurance page.
- **% Ownership:** Should be 100% in all contemporary acquisitions.
- **Source:** Details of donor. All personal/private information should be entered in this field, as it has access restrictions applied to it.
- **Funding/Acquisition Conditions/Valuation Notes (Processing Tab):** If the object was purchased using money received from external sources (e.g. Art Fund, NFA, Friends of AAGM), record the % contributed by each funder (e.g. 50% Art Fund, 25% NFA) and any other special conditions related to the funding/purchase in these fields

CONSERVATION

- **Condition:** Add new entry, as per [TMS Guidelines - Condition Reports](#):
 - Activity Type
 - Activity Date
 - Overall Condition
 - Examiner

2. Recommended Fields

The following data should be added to the TMS record as soon as (or soon after) it is created. Also check and update these fields for old records (retrospective cataloguing):

FRONT CARD

- **Period/Movement:** Period/Movement in which an object was produced (e.g. Victorian, Renaissance, Surrealism, Post-Modernism etc.).
- **Date:** Enter a specific year if known or provide a broad range if not. If no date information is known at all, select n.d. (no date) from the Date Label calculator rather than leaving it blank. Use c. for 'circa'. The **ISO** fields are important for searching by Date, so ensure they are completed with appropriate year numbers. Press **Calc** to have TMS suggest the text to be displayed. Free text entry should be avoided except for exact dates e.g. letters.
- **Culture:** Culture associated with an Object (e.g., Italian, Japanese etc.).
- **Constituent(s):** Add relevant constituents using the Constituent Assistant. Specify the relationship of the constituent to the object under Role and Display Prefix. Select the type of constituent from the drop-down list (e.g. Object Related, Acquisition Related). See [TMS Cataloguing – Constituents](#).
- **Medium:** Enter all notable materials in lower case, separated by commas with 'and' before the final material in a list. Specific materials are preferred (e.g. 'oak') but a generic is preferred if the exact medium is unknown (e.g. 'wood').

- **Dimensions:** Add dimensions using the Dimensions Assistant to create a Dimensions Label in millimetres. The 'Overall' template befits most objects, but others are available for object types that require more complex measurement (e.g. costume). Additional dimensions and descriptions can be added to the template. For more guidance look at [TMS Cataloguing – Dimensions](#).
- **Credit Line:** Provide statement detailing acquisition method. See *TMS Cataloguing - Credit Lines*.
- **Colour:** Follow same conventions as 'Medium'.
- **Attributes:** Appropriate terms should be selected from the new and improved GalsIndex. The index can be 'browsed' or specific terms can be 'looked up' by entering them under Find Term. For more guidance look at [TMS Cataloguing – Attributes](#).

NOTES

- **Notes:** This field is particularly for information that should not enter the public domain.
- **explorer Text:** Data in this field will appear on the website. This is a free text field, so care must be taken to use full sentences and correct grammar/ spelling. Spell Check is available and pre-composed text in Word (containing special characters) may be copied and pasted here.

DOCUMENTATION

- **Provenance:** Enter any useful information relating to the history and acquisition of the object.

MEDIA

- **Media:** Upload photographs of the objects as per [TMS Guidelines – Media](#):
 - Primary Image
 - eMuseum
 - Image Copyright

RELATED

- **Related Objects:** Add related objects. If done correctly the relationship will appear under Group Information on the Front Card. For more guidance look at [TMS Cataloguing - Relationships](#).

REGISTRATION – Rights & Reproductions

- **Objects Rights Type:** Current status of copyright permissions. For detailed information on all these fields consult [TMS Guidelines – Copyright](#):
- **Agreement Sent/Signed:** Date(s) copyright agreement was sent to/signed by the rights holder.
- **Constituents:** Details of copyright holder e.g. artist/rights management company.
- **Copyright:** Copyright credit line to accompany reproductions as detailed on signed agreement.
- **Media:** Attach PDF copy of signed agreement here.

REGISTRATION - Components

- **Component Number:** Components should be numbered from .1 upwards (there is no overall component for the entire object).

- **Component Name:** Simple object name to distinguish from other components.
- **Component Type:** Choose from 'Part of an object' and 'Accessory' accordingly.
- **Dimensions:** Follow guidelines as detailed in [TMS Cataloguing – Dimensions](#).

3. Additional Fields

The following data should be added to the TMS record if relevant, for new records and for retrospective cataloguing:

NOTES

- **Association:** Enter any useful information not included in Notes.
- **Picture Loan Scheme:** Enter Picture Loan Scheme details.
- **Text Entries:** Enter other text here (e.g. labels from previous exhibitions, handling notes, grant applications). These can be copied and pasted.
 - Text Type
 - Date
 - Author

DOCUMENTATION

- **Part Number Detail:** Enter any useful information describing the relationship of the parts.
- **Exhibition History:** Enter the title, venue and dates of historical exhibitions, as well as the catalogue number if applicable; e.g. Aberdeen Art Gallery, Land of the Samurai, 16 June - 18 August 2007 (17). A new line should be taken for each entry. For new exhibitions attach the object to the relevant exhibition record in the **Exhibitions** module (see [TMS Guidelines – Exhibitions](#)).
- **Published References:** Enter published references in bibliographic form e.g. Melville, J., *James McBey's Morocco*, Glasgow, 1991, 85. A new line should be taken for each entry.

OTHER

- **Position:** Enter in lower case the position of any Transcript or Maker's Mark on the object (e.g. base).
- **Transcript/Maker's Mark:** The Transcript and Maker's Mark should be entered using upper and lower case as it appears on the object, with / to indicate line breaks.
- **Inscription:** Enter in lower case the inscription method either as its form (e.g. 'woven label') or method in past tense (e.g. 'stamped').

REGISTRATION – Status Flags

- **Status Flags:** Used to indicate a number of different statuses e.g. gallery number/requested for loan/hazardous object.

4. Final Steps

Once all fields are complete/updated:

- Tick the **Curator Approved** checkbox to signify that the record is complete.
- Also tick the **eMuseum** box to publish the object record on the website. Do this for all completed records.