

ATTENTION ALL PAST PERFECT USERS! – CATALOGING PROCEDURES

Accession numbers vs. Object ID numbers: An accession "number" is the first part of an identification number; it represents either the donation to which the item belongs (in the case of date-based numbers) or the category and subcategory to which it belongs (in the case of numbers derived from Chenhall's Nomenclature).

- In the following dated-based ID numbers, the underlined portion is the accession number:

- o PC001.038.0024
- o OPC997.062.0013
- o 2013.090.0001
- o CCHS987.005.0001

When you begin a new catalog record in PastPerfect, it will ask for the Accession # and the Object ID. Make sure the "Pre-fill Object ID with Accession #" option is checked. Enter the Accession number and tab down to the Object ID field; the accession number will appear automatically, then you only need to add ID number.

Changing ID Number Formats: All accession and Object ID numbers are to be entered in PastPerfect in the appropriate standardized format, as described below. Often this format will differ from the exact way the number is written on the object or object tag. In these instances, enter the Object ID number precisely as it is written on the object or object tag in the "Other #" field on the PastPerfect record screen.

Numbering formats

All numbers entered in the catalog must be entered in one of the following formats; each part of the ID number should be taken out to the number of places indicated (three = ###, four = ####), even if it requires additional "placeholder" zeroes:

Date-based accession/IDs

- PCYYY.###.###
- OPCYYY.###.###
- YYY.###.###
- YY.###.###
- YYYY.MM.DD.## (format for early accessions entered directly from paper records)
- CCHSYY.###.### (this format was a segue between CCHS numbers and the current date-based system – probably only used in 1987)

CCHS numbers

- CCHS NO. ###.### (last four # represent item number, if present)
- CCHS NO. ###.L (L represents item letter, if present)

- In the following category-based ID numbers, the underlined portion is considered the accession number:

- o FU.LID.0002
- o PA.TA.0014
- o CCHS NO. 2478.0002
- o CCHS NO. 1756.A

Inventory numbers (based on Chenhall)

- Chenhall-based numbers will typically consist of one or more two- or three-letter abbreviations for Chenhall categories and subcategories. Enter these numbers as follows:
 - o Capitalize all letters
 - o DO NOT enter ampersands
 - o Separate each set of letters and numbers with points (.), even if they aren't written that way on the object. DO NOT use spaces or hyphens
 - DO NOT add a point (.) at the end
 - o Enter ID numbers as four digits, i.e. with zeros as placeholders (Ex.: the number PA.PG.4 would be entered as PA.PG.0004)
 - o Examples:
 - FU.TCD.0001 (originally Fu.Tcd.01)
 - FURN.0056 (originally Furn 56)
 - CA.DA.0061 (originally CA.DA.61)
 - CA.FL.0098 (originally CA.FL.98)
 - TE.M.FS.0001 (originally T&E.M.FS.1)
 - AR.PH.0138 (originally AR.ph.138)