

I have CDs and DVDs in our collection to catalog. How do they fit into the Lexicon in PastPerfect 4?

Version 4.0

DVDs and CDs were not included in Chenhall's *The Revised Nomenclature for Museum Cataloging*, but it is possible to add these object names to your Lexicon in PastPerfect. We suggest using the object names of **Videodisc, Digital** (for DVD) and **Disc, Compact** (for CD). These are the object names used in *Nomenclature 3.0*, which is incorporated in PastPerfect Version 5. PastPerfect 5.0 users have the option to use Nomenclature 3.0 or their current three tier system as the Lexicon. Using these recommended terms will help with the transition if you decide to use Nomenclature 3.0 in Version 5.

Since DVDs and CDs can be audio, video, or data storage, we suggest adding these names in the Lexicon under "Category 6: T&E for Communication," in the "Subcategory Other T&E for Communication."

Here are the steps:

1. On the Main Menu of PastPerfect, click "Setup," then click "Lexicon."
2. Under Main Category, click on "6: T&E for Communication." Then under Associated Sub-Categories, click on "Other T&E for Communication."
3. Click "Add Object" at the top right of the screen. In the box to add the new item, type in "Videodisc, Digital" or "Disc, Compact". Then click "OK."
4. Exit from the Lexicon screen. When you enter new catalog records, you can choose these terms from the Lexicon when entering your Object Name and PastPerfect will assign the appropriate Category and Sub-Category.

If you have questions or problems, please call our support office at 1-800-562-6080 and we will be happy to assist you.