

ORGANIZE! YOUR ART

The art collecting format in MHD is designed for use by people who collect all forms of art either for personal enjoyment or investment purposes. It is ideal for maintaining an easy-to-update insurance record. You can also set up a catalog of items you want to acquire and list those you are willing to sell.

The user definable capabilities of MHD allow you to catalog nearly any type of art, including: sculpture, paintings, prints, ceramics, weavings, etc.

The filename to use this catalog format is: ART

The following are descriptions of what each line was designed to catalog. You are not limited to this information. You can enter anything on any line and MHD will still be able to conduct correct searches and sorts. Keep in mind that you can change the titles and lengths of any of these lines. However, if you wish to change the length of a line you must change it before you save an entry. Once an entry has been saved the line lengths can not be changed. You would then need to create a new catalog, using a different name, that has the line lengths set as you want them. You would then copy the information from the original catalog to the new catalog using the copy feature on the Utilities Menu.

Catalog Number - This can be a number you've made up or assigned to this piece or a number assigned by another source. Catalog numbers can contain any combination of letters and numbers and may be used to provide information about the work such as its physical location, the media, year created, etc.

Title - The title or name of this piece.

Artist Name - The name of the artist.

Type - Use this line to identify the type of work this is (eg. painting, sculpture, etc.)

Media - The information on this line identifies the media used to create this work (eg. ceramic, bronze, watercolor, wood block, pen and ink, etc).

Description - (3 lines are provided). Enter a description. Please note that each line is searched and alphabetized independently. Information entered on the second description line will not be found if a search is based on the first description line. The

global search, however, can be used to find matching information without regard to the line on which it is located.

Condition - Describe the condition of this piece. Be consistent in the terms you use to describe condition.

Current Value - What is the current replacement value (if this item can be replaced)? For unique pieces enter the value of the insurance coverage or the resale value. Resale values should be based on an appraisal (or other documented authoritative source) if you are using this to establish the value for insurance purposes.

Approximate Age - Enter the year or era this piece was created.

Country - What is the country or origin?

Original/Reproduction - Identify whether this piece is an original or a reproduction. For prints this line can be used to record the print number and the total number of prints (eg. 100/1500).

Edition Number - Enter the edition number, if there is one.

Framed (Y/N) - Put a Y here if this piece is framed. If not, leave blank or put an N on this line.

Size - Enter the dimensions.

Current Location - Identify where this piece is located or stored.

Purchased From - The name of the dealer or person you purchased this work from.

Address - The address of the above dealer or person.

Date Acquired - The date this work was purchased.

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