Adding & Editing Exhibition Records in TMS

DRAFT

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INTRODUCTION

Exhibition history is recorded to document the life of both an object and the museum, and to better understand an object's position relative to other objects, institutions, and art historical ideas. The information helps us understand the history of Mia as the site and source of exhibitions, as well as the 'lives' of our collections, here and outside our walls.

We will be sharing exhibition histories of Mia's permanent collection on the Collections website in the near future. In order to ensure this information is clear, consistent, and easily discoverable, we have established the following standards to govern the entry of exhibition data.

When is an exhibition an Exhibition?

Exhibition records in the TMS Exhibitions Module are created for

1. **Current and upcoming exhibitions** organized as a '**package**', either by Mia or some other organization, and traveling to multiple venues (also called a 'loan show');
2. **Historic exhibitions** either at
    a. Mia, involving Mia collections and, in many cases, loan objects, whether organized by Mia or someone else; or,
    b. other venues in which our collections were displayed (i.e. *loans out)*;
3. **Mia 'displays' or 'themed rotations' —** named mini-shows of permanent collection objects organized around a theme, with or without external loans.

Note: Mia does NOT create records for either Exhibitions or Loans that were requested but not approved, i.e. to which we did not lend objects.

Who does what?

- **Registration staff** generate the Exhibition records for **current and upcoming exhibitions** organized as a '**package**'.
- **Curatorial staff** and **others working on specific documentation projects** are primarily responsible for creating and/or filling out (e.g. linking Object records to) Exhibition records for the **historic exhibitions** and '**themed rotations**' involving the permanent collection.

Why Exhibition records?

In previous versions of TMS (prior to TMS 2012), exhibition history details were captured in the individual Object records using the **'Exhibition History' field**. This meant lots of duplicate information added to individual Object records with lots of room for error.

Now, the **Exhibitions Module** allows us quickly and easily to create a single, authoritative Exhibition record for each exhibit. In total, Exhibitions records

- give us a list of all exhibitions associated with the collections,
- ensure accurate data capture,
- improve access to exhibition data, and
- eliminate the need to enter the same details in multiple records: enter it once and link all the associated records (i.e. Loans, Objects, and Constituents) to it.

Future Plans

From 2015, Mia will record **ALL** its exhibitions and displays/themed rotations in TMS Exhibition records. Over time we will systematically create records for historic exhibitions that included Mia collections. This will ultimately result in a detailed history available for research and ongoing access to exhibition intellectual content.

In 2016 we will start publishing select exhibition history data on the Collections website, starting with the smaller, themed rotations Mia organizes. (*Until we begin acquiring the rights to display loan objects online, we will not put predominantly loan-based exhibitions onto the artsmia website.*)

D R A F T Minimum Data Requirements for TMS Exhibition Records

TMS Fields	Tab/Record area	Current Mia Exhibition	Historic Exhibition (@Mia + loans in)	Historic Exhibition (non-Mia/ loans out)	Mia Display / Themed Rotation
Exhibition Title	*General*	✓	✓	✓	✓
Subtitle	*General*				
Exh. Begin Date	*General*	✓	✓	✓	✓
Exh. End Date	*General*	✓	✓	✓	✓
Display Date	*General*	✓	✓	✓	✓
Department	*General*	✓	✓	✓	✓
Exhibition Mnemonic	*General*	✓	✓	✓	✓
Exhibition Type tickbox	*General*	✓	✓	✓	✓
Exhibition-related Constituents link (*not venues*)	*General*	✓ Minimum: Organizer; Curator	✓ Minimum: Organizer; Curator	✓ Minimum: Organizer; Registrar	✓ Minimum: Organizer; Curator
Public Information tickbox	*General*				✓
Status	*Indemnity*	✓			
Organization Credit Line	*Documentation*	✓	✓ If available		As appropriate
Attributes = Exhibition/Display Type	*Indemnity*	tbd	tbd	tbd	"Themed Rotation"
Text Entry: Type = Exhibition Description	*Notes*	✓	✓	If available	✓
Bibliography = exhibition catalog	*Bibliography tab*	As appropriate	As appropriate	As appropriate	As appropriate
Bibliography = Wall text/ panels, exhibition catalogs, etc.	*Bibliography tab*	✓	✓ If available		✓
Venues = Venue Constituent	*Venue*	✓	✓	✓	✓
Venues = Venue Address	*Venue*	✓	✓	✓	✓
Venue Begin Date	*Venue*	✓	✓	✓	✓
Venue End Date	*Venue*	✓	✓	✓	✓
(Venue) Mnemonic	*Venue*	✓	✓	✓	✓
Venue / Remarks (*Where an old gallery name for a space is known, add it here)*	*Venue*	✓	As appropriate		✓
Venue / Locations (*Enter the current gallery number where known)*	*Venue*	✓	✓		✓
Exhibition Objects (*Link **ALL** objects shown in an exhibition*)	*Exh Objects*	✓	✓	✓	✓
Loans – Links : Incoming & Outgoing **[by Registration staff]**	*Loans*	✓	✓	✓	✓

Loan Number	*Loans*	✓			
Loan Mnemonic	*Loans*	✓			
Loan Purpose	*Loans*	✓			
Overall Loan Status	*Loans*	✓			
Loan Begin Date	*Loans*	✓			
Loan End Date	*Loans*	✓			
Loan = Primary Borrower / Lender	*Loans: Lender*	✓			
Borrower/ Lender Address	*Loans: Lender*	✓			
Loan-Related Constituents *(Constituent link)*	*Loans: Lender*	✓			
(Loan) Contact	*Loans: Lender*	✓			

Where to Start?

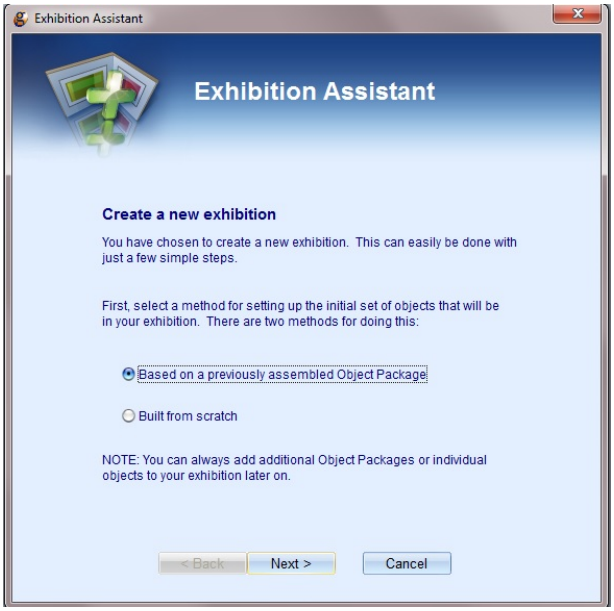
Enter the **TMS Exhibitions module** to search for, create and edit Exhibition records.

Search for Existing Records

Determine first whether a record already exists for your exhibition by searching via the **initial Exhibitions Query** screen.

- If you find a match, review the record and fill in any missing data, including Object links.
- If your search returns no matches, choose **NEW ENTRY** then the **NEXT** button (or **File / New / Exhibition** from the Menu bar) to continue. The Exhibition Assistant screen will open.

Exhibition Assistant



Create a New Exhibition

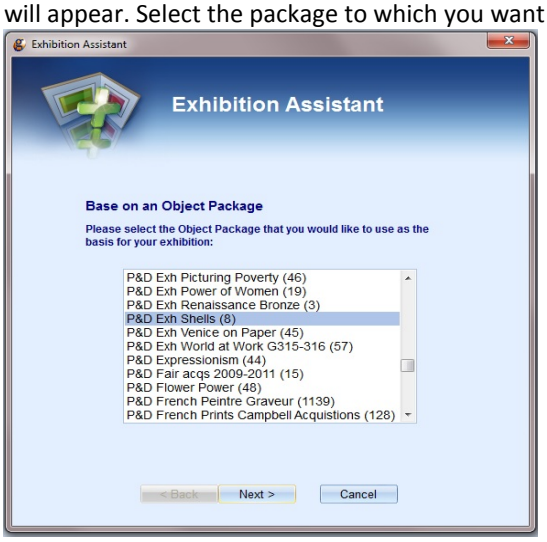
Choose one of the two options:

- **Based on a Previously Assembled Object Package:** Use this option if you have an Object Package prepared including the object list for your exhibition.
- **Built from Scratch:** Use this option if you do not have an Object Package and want to (1) select the objects one-by-one OR (2) add an Object Package later.

Choose **NEXT** to continue.

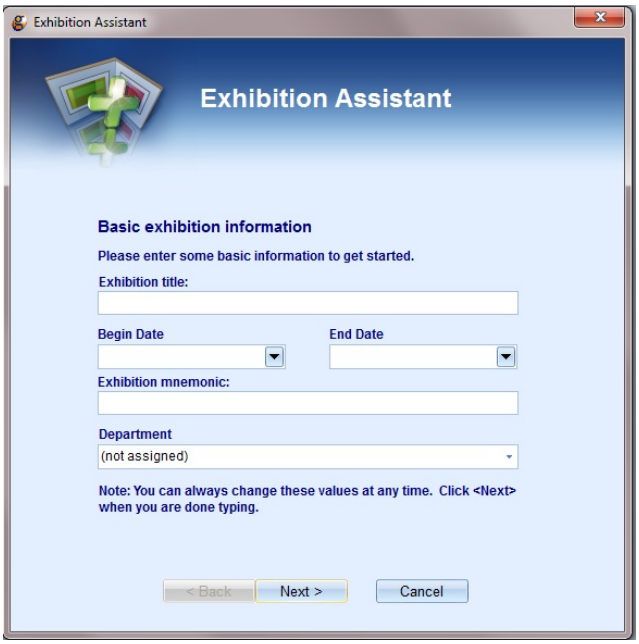
Based on an Object Package

- If you choose to base your Exhibition on an existing Object Package, a list of available packages will appear. Select the package to which you want to link by name and click **NEXT** to continue.



Basic Exhibition Information

This screen will appear next, regardless of the option you choose for linking objects. Fill in the basic information about the Exhibition.



Field Definitions & How To

EXHIBITION TITLE

- Enter the full, **final** title of the exhibition (*including any Subtitle*). If in doubt—exhibition names can change many times in the course of their planning and display—confirm using the exhibition files in Registration. Contact the Registrar (x.3146).

- *NOTE: Where a particular venue for a traveling exhibition uses an alternative exhibition title, record this in the Venue record's '**Exhibition Title at Venue'** field (individual Venue record/ General Tab), not here.*

Data Format

- Capitalization in Exhibition Title should follow title case, i.e. only using capital letters for the principal words. Articles, conjunctions, and prepositions are not capitalized unless they start the title.

  Examples: *Bodies and Shadows: Caravaggio and His Legacy*
  Nordic Modern

- Where a Title is in a foreign language, record both an English version and the original language version.
  - With a foreign language name, include an English translation in parentheses.
  - If the title was not in Roman characters (e.g. in Kanji), use an English translation and follow it with the foreign title in parentheses.

BEGIN DATE + END DATE

- Enter **the actual date the exhibition began / ended**.
- Enter the dates for **the WHOLE exhibition run**—including all venues, travel and storage time—unless the record documents an outgoing loan for less than the whole exhibition/tour. *(Use the Venue record area to record dates an exhibition was shown at a specific venue.)*
- Provide as complete a date as possible. The Begin and End Date fields can record year only; month and year; or month, day and year.

Data Format

- Enter the date in the format: **YYYY**; **MM/YYYY**; or **MM/DD/YYYY**. If recording one of the first nine months or days, use a leading zero, e.g. 09/2014.
- If you use the dropdown arrow, you will get a calendar from which you can choose the date.

NOTE: Enter the dates for the whole exhibition, including time spent at all venues, travel and storage time, as appropriate.

EXHIBITION MNEMONIC

- A short name used to refer to the exhibition, this field is **automatically filled-in** by the database and is based on the condensed exhibition title. Remove any unnecessary articles such as 'the' or you can overwrite the automatic fill-in and enter a shorter term with spaces between words.
- Make sure the Mnemonic is **unique**! (*Search TMS exhibition records to confirm.*)

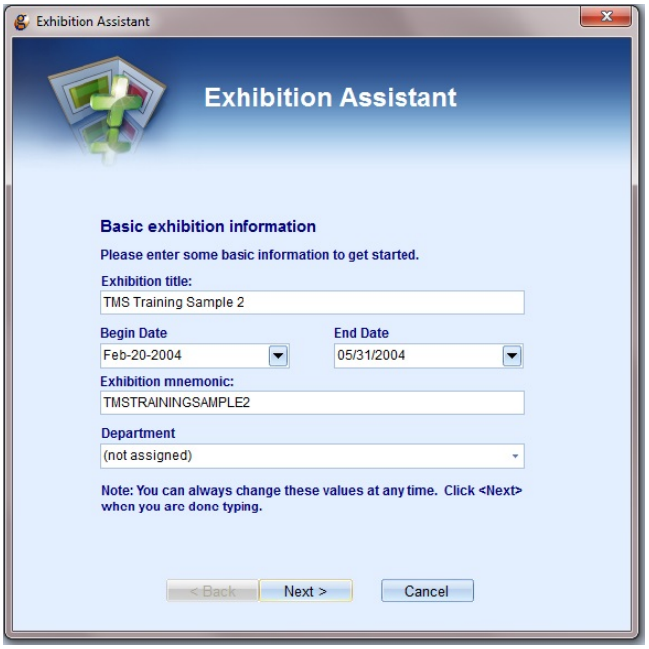
Examples:

From New York to Paris, Beauford Delaney = *DELANEY*
Degas and America: The Early Collectors = *DEGAS AMERICA*

DEPARTMENT *(Note: the use of the Dept. field is under review.)*

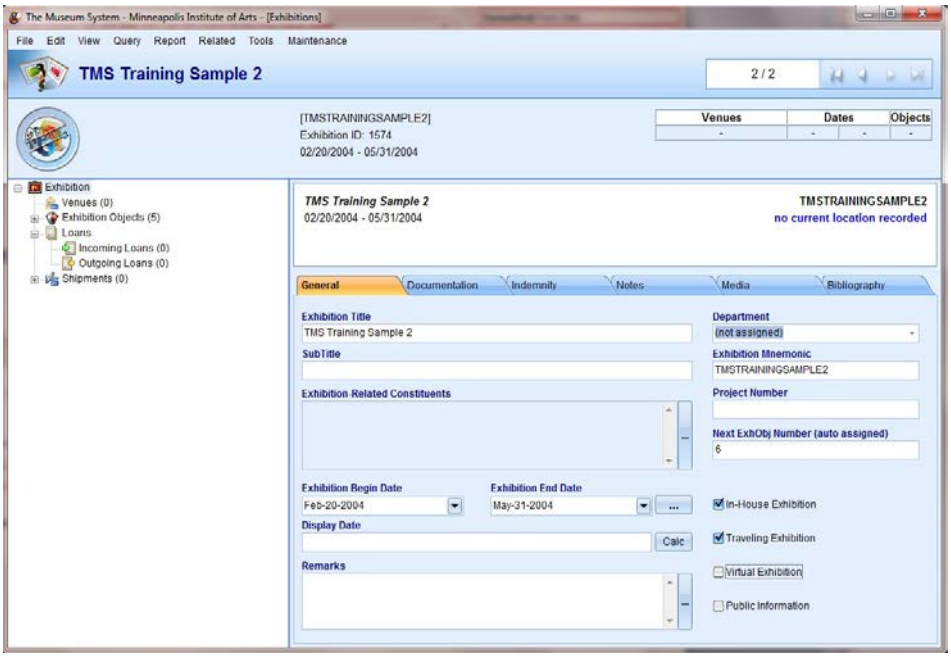
- Record the Department name when **a single, modern curatorial department** is associated with the exhibition.
- Use **Department = '(not assigned)'** in the following situations:
  - **Historic In-house exhibition:** For historic (in-house, i.e. at Mia) exhibitions where the named department no longer exists (e.g. 'Asian Art'). *Do NOT attempt to determine and assign the current department responsible for the object.*

- **External exhibition**: Where the exhibition is NOT organized by Mia, but has Mia objects loaned to it.
- **Multi-department Exhibition**: Where multiple departments have contributed objects to the exhibition.



Select **NEXT** when done.

Exhibition Record Layout



Hierarchy Display *(at left)*

In creating an Exhibition record, you will link to records in other TMS modules including

- Constituents (Venues; Curators; Organizers)
- Objects
- Loans (In and Out of the museum)
- Media (images of the objects and/or installation), and
- Bibliography (exhibition catalogs; wall panel text).

NOTE: It is also possible to link to the Shipping module to track crates and document shipping arrangements, but Mia is not currently using that module. Contact Registration staff with questions regarding shipping.

The **hierarchy display** at the left of the Exhibition record displays and provides access to the Venues (constituents), Exhibition Objects, and Loan records associated with the exhibition. (*The Media and Bibliography records are linked via the Exhibition record Tabs.)*

- The **numbers in parentheses** indicate the number of record links in place at any given time, e.g. *Exhibition Objects (3)* has links to three associated Object records.
- Use the **[+] / [-]** buttons to expand/contract the hierarchy display.
- **Double click** on a hierarchy item to see data about it on the right of the record. Data will display in either a List (spreadsheet) View or in a tabbed format.
- **R-click** on the hierarchy display elements to access related functions, e.g. *Add Venue*; *Add [exhibition] Object*.

General Tab

Exhibition Title, **Exhibition Mnemonic**, **Exhibition Begin/End Dates** and **Next ExhObj Number (auto assigned)** will be filled in already (*from when you created the new Exhibition record*). Fill in the remaining data as appropriate for your Exhibition/Display type. (*See Minimum Data Requirements on page 3.*)

SUB TITLE *Ignore this field. Include subtitle data in the Exhibition Title field.*

EXHIBITION-RELATED CONSTITUENTS *(See 'Adding Constituents' below.)*

DISPLAY DATE

- Records information in a natural language format about the time an exhibition was open, including the day of the week, month, date and year, e.g. *Friday, August 28, 2015*.
- Use the [**CALC**] button to generate the Display Dates. The system will automatically base the Display Date on the **Begin Date** and **End Date** you have provided.

- If **the closing date changes** during the run of an exhibition, be sure to amend the date fields (*End Date and Display Date)* to reflect the new date range

Data Format

- Names of days and months are spelled out.
- A **hyphen** separates the start and end dates (**NOT** the word *'to'*).
- Normal capitalization rules apply. Do NOT amend to use all caps.

Examples:

Friday, October 16, 2015 – Thursday, February 18, 2016
December 17, 1870 - March 1871
1886 - 1887
1943

REMARKS

- A free-text field for recording notes regarding an exhibition.

PROJECT NUMBER

- ***Leave blank!*** *Mia is NOT currently using this field.*

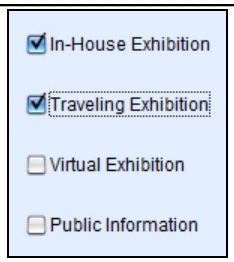
NEXT EXHOBJ NUMBER (auto assigned)

- The system will automatically number the objects associated with an exhibition. NOT amendable.

Tickboxes

EXHIBITION TYPE

- Use the **tick boxes** at the bottom right of the Exhibition 'General Tab' to identify the type of exhibition described in the record (*where appropriate*).



- Tick **ALL** the boxes that apply. Pay particular attention to when to apply these ticks.
  - **In House Exhibition =** an exhibition organized by Mia where all or part takes place in Mia's galleries (*e.g. themed rotations/display; Mia-organized travelling exhibitions that also show here*).
  - **Traveling Exhibition =** an exhibition organized by Mia and traveling to other venues. ***Do NOT use for non-Mia exhibitions to which we have only loaned objects!***

  *NOTE: an exhibition can be **both** In-House and Traveling.*

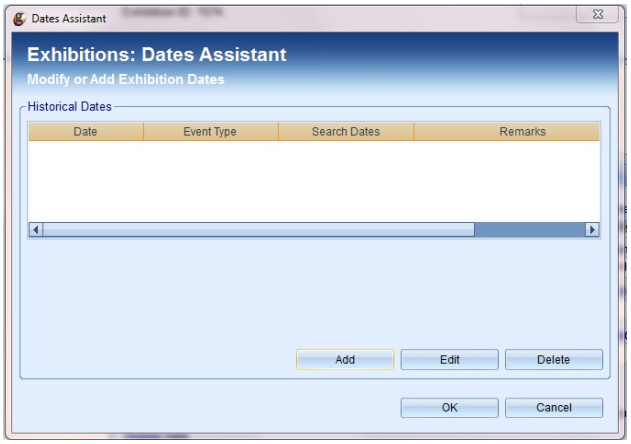
  - **Virtual Exhibition =** an exhibition that does not exist physically, but is solely presented digitally, *e.g. on the Mia website*.

PUBLIC INFORMATION

- This tick box is being used to indicate when an Exhibition record can be **published to the artsmia website**. (✓ = publish online). Initially (as of 2017), only Mia permanent collection, themed rotations/displays are going to be published. *Note: Only TMS System Administrators have access to tick this box.*

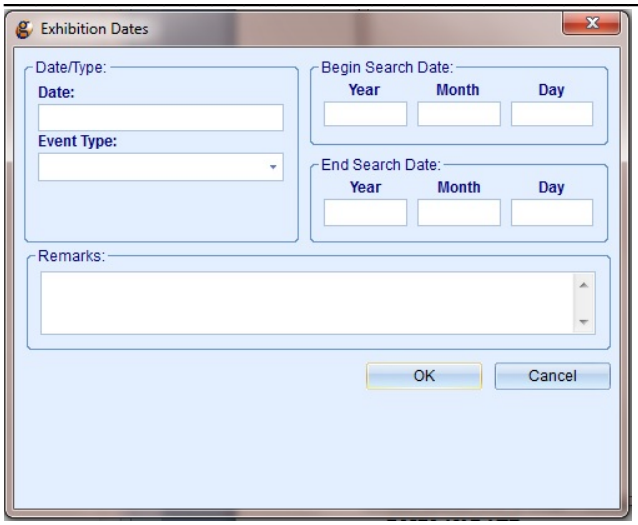
Adding "Historical" Dates via Dates Assistant

To add other dates associated with an exhibition open the **Date Assistant**: click on the ellipse button […] to the R of the End Date.



Click on **ADD** to enter new date information or select an item and click **EDIT** to amend existing data.

The **Exhibition Dates** box will open.

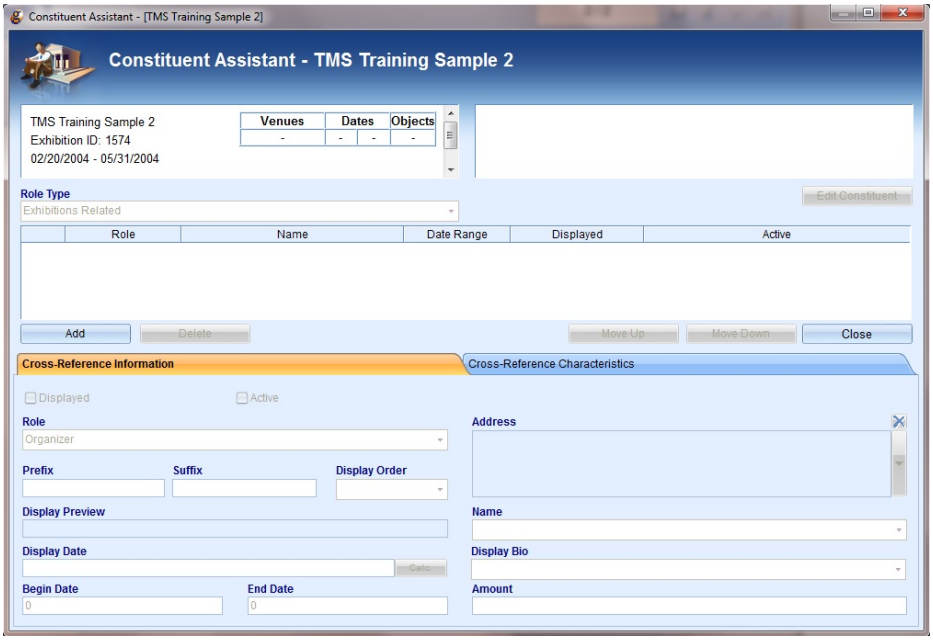


Add your data and click **OK** when finished.

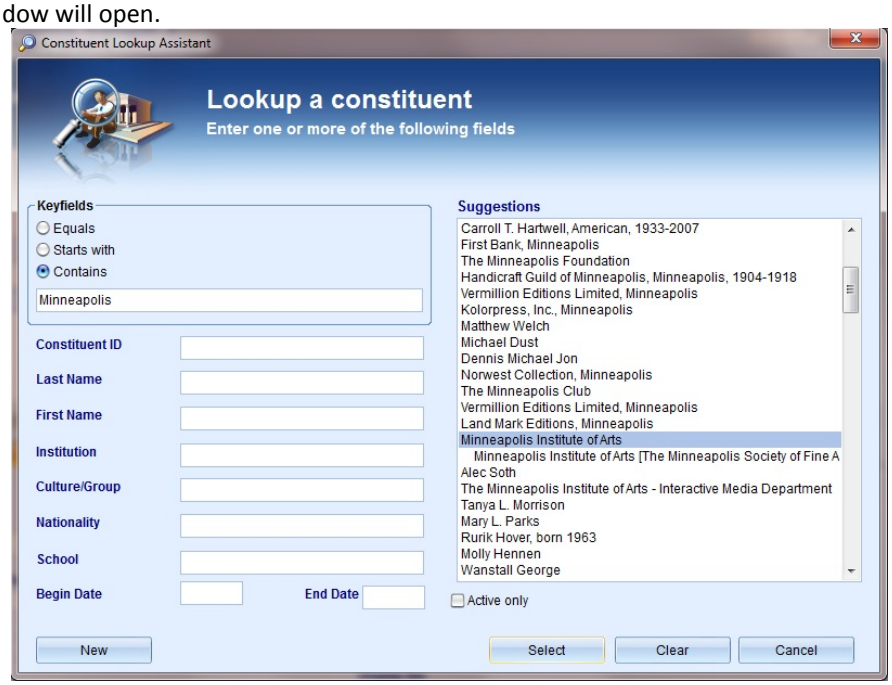
Adding Exhibition-Related Constituents

- Where known, record the **Organizer(s)** (*most often an Institution*), **Registrar(s)** and **Curator(s)** of the exhibition.
- Click on the ellipse button […] to the right of the Exhibition-related Constituents field to open the Constituent Assistant.

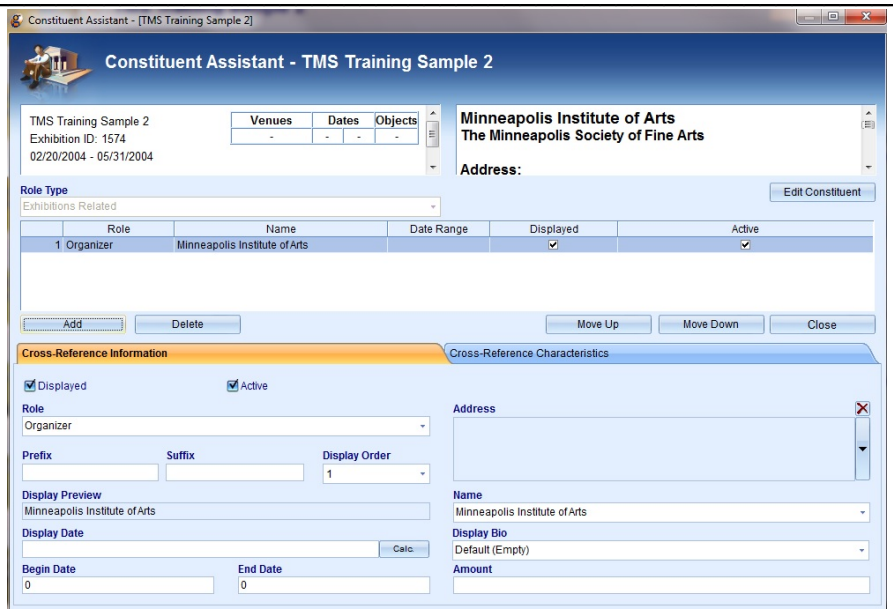
CONSTITUENT ASSISTANT



Choose the **ADD** button (at center left) to add a Constituent and the **Constituent Lookup Assistant** window will open.



- Enter a part of the name into the **Keyfields** section, choosing the '**Contains'** option for the widest possible match. *('Keyfields' searches across all the individual fields listed below it on the screen.)*
- If you do not find your Constituent, try possible variations on the name and ensure you have spelled it correctly.
- If there is still no match, you may need to create a new Constituent record in TMS. Please refer to the **Creating a Constituent** documentation for further explanation. *[In development]*
- Once you have found your Constituent, **double click** on their **name** *(or **highlight the name** at right and click on **Select**)* to return to the Constituent Assistant screen. The Constituent data will be filled in.



- Ensure that the data in the tabs below is correct for the constituent. (*See below*)
- **Repeat as appropriate** for each Constituent.

CONSTITUENT ROLE

- Assign a **Role** to each Constituent you add to the record. (*The default role here is 'Organizer' so be sure to edit this if needed.)*
- Use the drop down menu to choose the proper role term.

Required for all exhibitions, displays and rotations organized AND/OR shown at Mia (*as applicable*):

1. ORGANIZER = e.g. Minneapolis Institute of Art
2. CURATOR = *Curator*
3. REGISTRAR = *Registrar*

	Role	Name
1	Organizer	Baltimore Museum of Art
2	Curator	Erika Holmquist-Wall
3	Registrar	Jennifer Starbright

Additional roles available:

COURIER = Name of individual(s) acting as courier for objects in traveling exhibitions

NOTE*: Record Constituents* ***specifically associated with a particular exhibition Venue*** *(e.g., the Venue's contact, registrar, curator, etc.) on the* ***Venue record's*** *'General' tab. Access Venue via the Exhibition record's tree hierarchy at the left.*

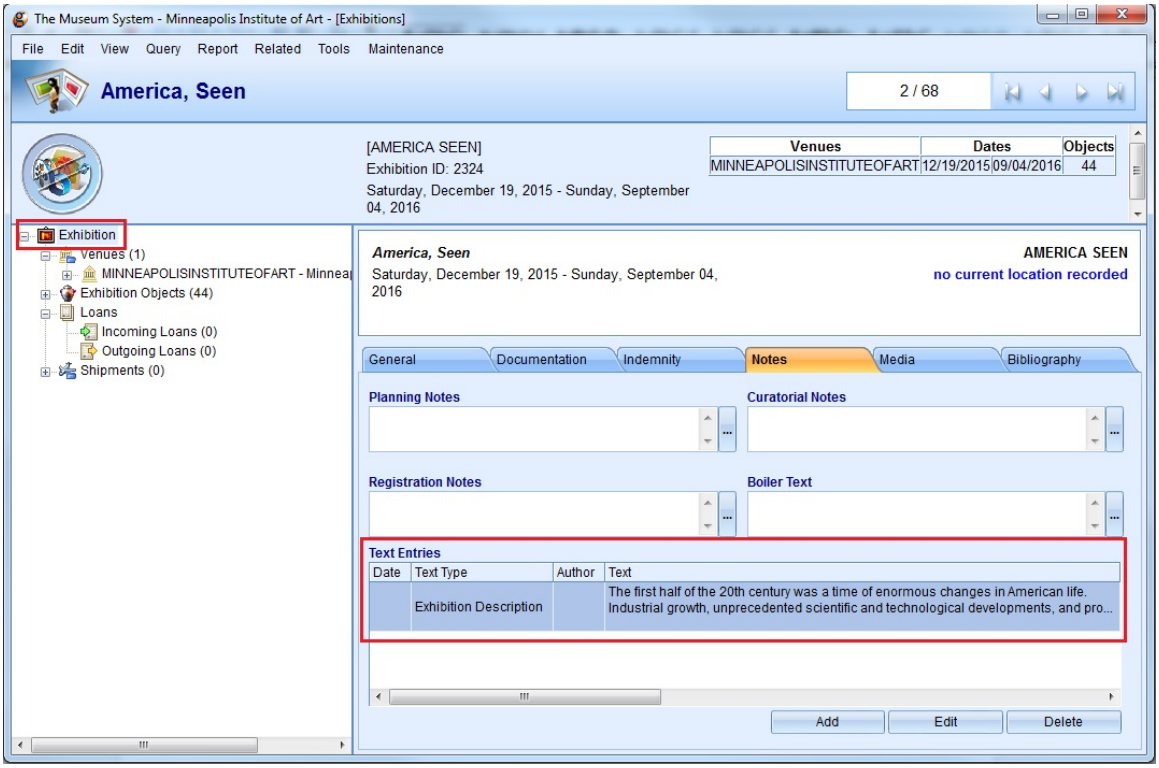
Display Order

- The ***Organizer*** should appear **first** in the Constituent list. After this, follow the order of roles listed above.
- Adjust the order of Constituents in the list using either the
    - **MOVE UP** and **MOVE DOWN** buttons at Right center of **Constituent Assistant** screen. Select the Constituent you want to move and click the button until they are in the correct order. – or –
    - **Display Order** dropdown for each Constituent in the Constituent Assistant. Select the appropriate order number, *e.g. 1, 2, 3.*

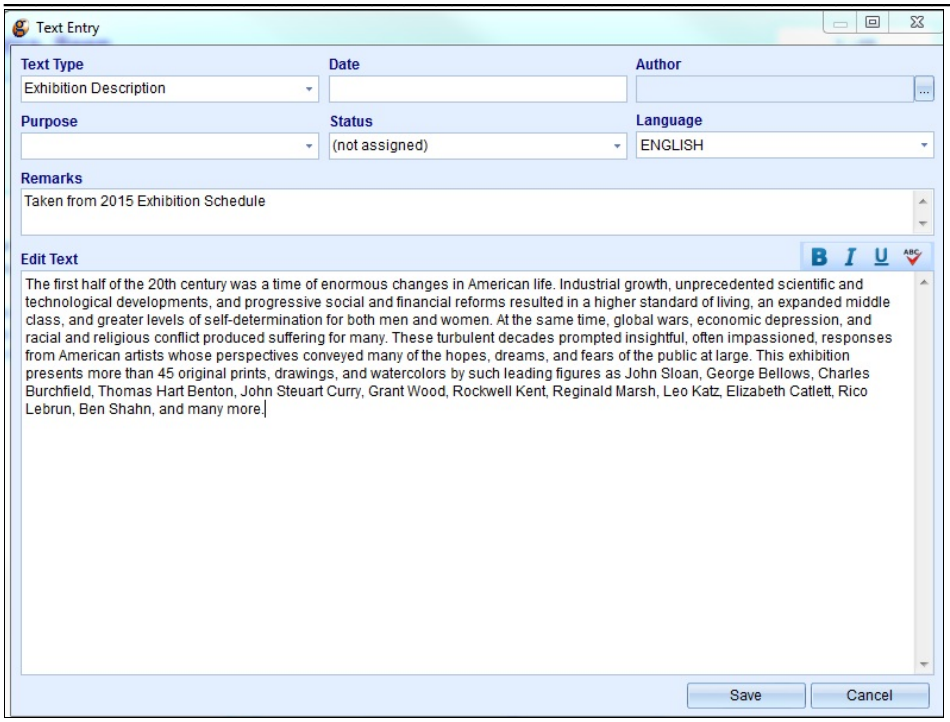
Click **CLOSE** to return to the **GENERAL TAB.**

EXHIBITION DESCRIPTION

Record the official description of an Exhibition in the **Exhibition** / **Notes** tab '**Text Entry'** field.
This information will be displayed on the Mia website.



Click on **ADD** under Text Entry. The Text Entry box will open.



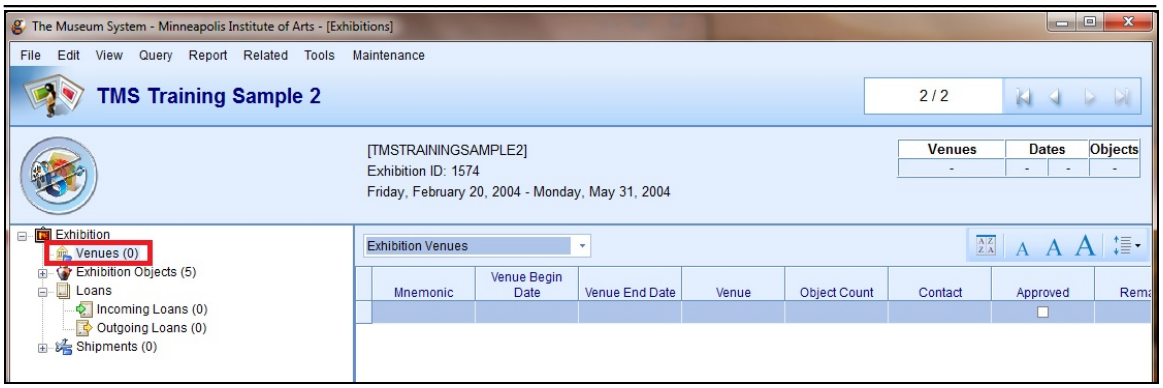
- Select **Text Type = Exhibition Description**
- Add your text to the **Edit Text** Field.
    - If pasting text in from another source, **do <u>NOT</u> paste it directly** into TMS (e.g. from MS Word). Word and other programs insert invisible formatting that can compromise the data display when added to TMS.
    - **Copy** your text from its source and **Paste** it into **Notepad** or **Wordpad** (*available on your Mia computer via the Start Button / All Programs / Accessories*).
    - **Copy** the Notepad/Wordpad version and **Paste** it into TMS.
- Select L**anguage = English** (or other language as appropriate)
- Note where this description came from in the **Remarks** field.
- Click **Save.**

OTHER EXHIBITION DATA

If you have other information about the Exhibition, e.g. the Organization or Sponsor credit line, add that to the record (Exhibition / Documentation Tab).

VENUE

The Venues associated with an Exhibition will be listed and accessed via the tree hierarchy view at the left of the Exhibition record screen.



Adding a Venue

ALWAYS add the **Minneapolis Institute of Art** as a Venue for exhibitions shown at Mia (displays, gallery rotations and exhibitions).

You can add a Venue via three different methods:

Method 1: R-click on 'Venues' in the hierarchy and select **Add Venue**.

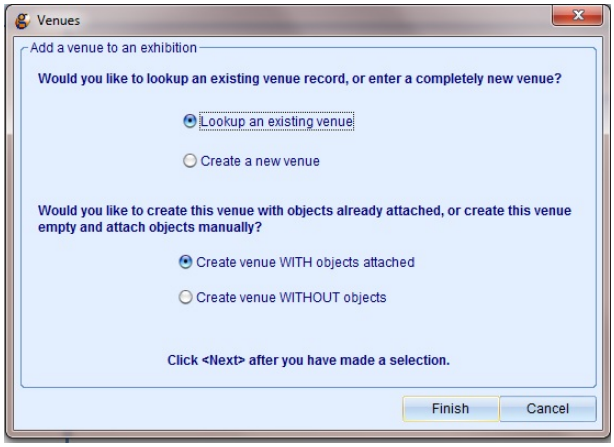
Method 2: R-click on 'Exhibition' and select **Add Venue**.

Method 3: In the Menu Bar select **File / New / Venue**.

Next you can choose to

- search for a Venue (*in the Constituents module*) or
- create a new Venue*, and
- associate any of the objects already linked to the Exhibition record to the venue.

*Note: Always begin by choosing **Lookup an Existing Venue** to ensure your Venue does not already exist in the Constituent module!



LOOKUP AN EXISTING VENUE: Looks up an existing Constituent (*via the Constituent Lookup Assistant*)

CREATE A NEW VENUE: Creates a new Constituent. (M*ake sure there isn't already a Constituent record for your venue first!)*

CREATE VENUE <u>WITH</u> OBJECTS ATTACHED or CREATE VENUE <u>WITHOUT</u> OBJECTS

If Objects have already been linked to the Exhibition record, you will be prompted to add objects to the Venue you are creating.

- In most cases, you will want to use the default '*Create the Venue WITH objects attached",* though you can always go back and attach objects to a Venue later.

Choose **NEXT** and the Constituent Assistant window will open. After you have made your selection, click **FINISH.**

Creating a Venue <u>WITH</u> Objects Attached *or* <u>WITHOUT</u> Objects

- **WITH**: If you choose WITH objects, the objects will appear as '**Included'** in the Venue display under **Venue / [Venue name] / Venue Objects / Included** in the tree hierarchy at left.

- **WITHOUT**: If you choose WITHOUT objets, the objects will appear as '**Excluded'** in the Venue display under **Venue / [Venue name] / Venue Objects / Excluded** in the tree hierarchy at left.
- You can **change an object's designation** as 'Included' or 'Excluded' **at any time** as follows.
  - **Click** on 'Included' or 'Excluded' in the Tree Hierarchy on the left.
  - In the list of objects that appears in the spreadsheet view at Right, **Select** any / All of the objects and use your mouse to **Drag** the objects to the other designation (*e.g. objects in the 'Included' list get dragged to 'Excluded' on the left*).
  - The number next to Included / Excluded will immediately change to the new total based on the objects moved.
- If you created a Venue WITHOUT linking any of the Exhibition's objects to it, they will automatically be placed under 'Excluded'. Follow the directions above to move them to 'Included' as appropriate.

Recording Venue Dates

Use the **Venue record date fields** to record the start and end dates of an exhibition at a given venue.

- *Note: The dates recorded on the Exhibition 'General' tab are **the entire run** of a show for **all venues** and may include travel and storage time.*

VENUE BEGIN DATE + **VENUE END DATE**

- Enter **the actual date the exhibition began or ended** at the Venue.
- The Begin and End Date fields can record year only; month and year; or month, day and year. Provide as complete a date as possible.

Data Format

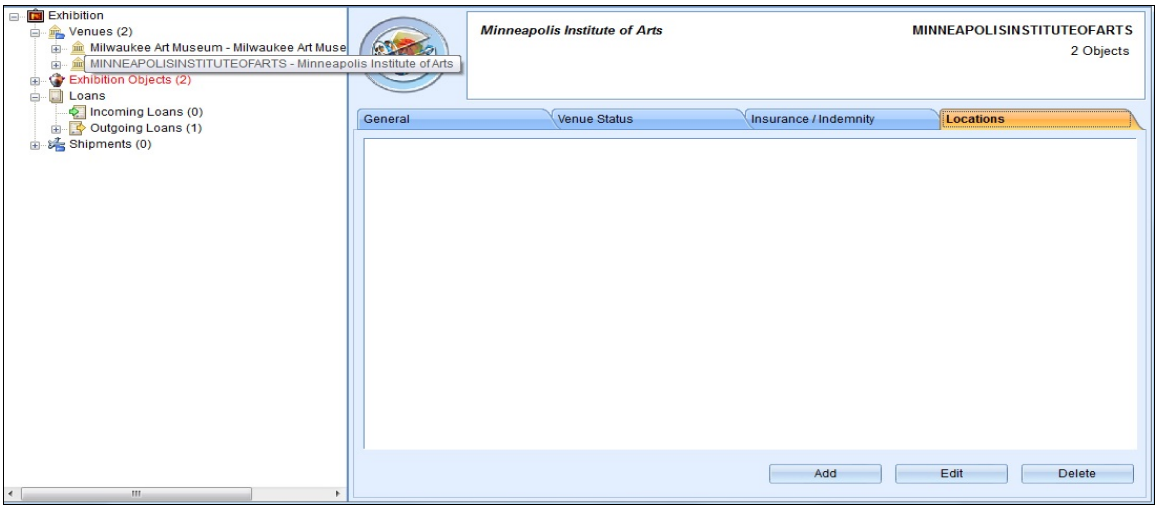
- Enter the date in the format: **YYYY**; **MM/YYYY**; or **MM/DD/YYYY**. If recording one of the first nine months or days, use a leading zero, e.g. 04/2013.
    - As you Tab off the field, the system will convert the format to the preferred form, e.g. Apr-20-2013
- If you use the dropdown arrow, you will get a calendar from which you can choose the date.

Recording Exhibition Venue Gallery Locations

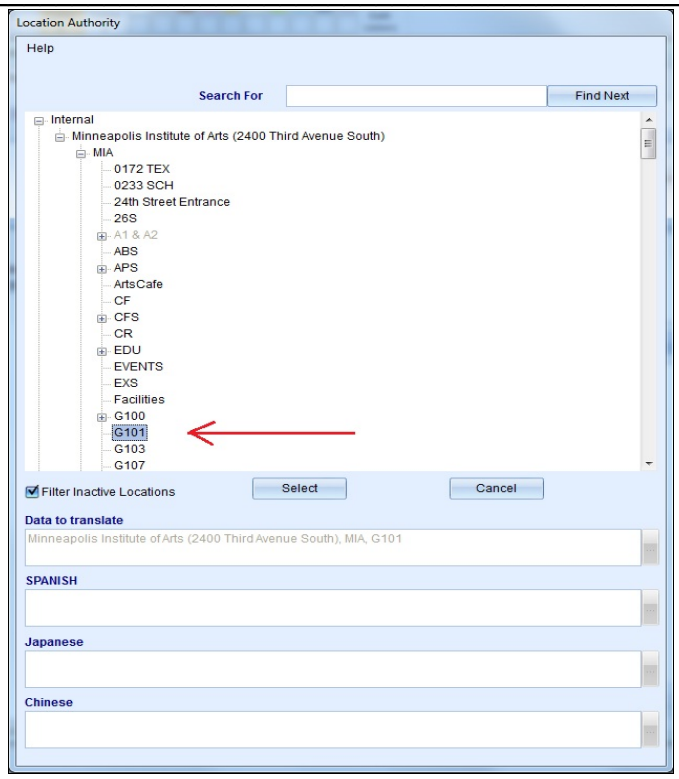
Record Gallery locations **ONLY for Mia** exhibitions / displays, i.e. at Mia!

- Open the **Venue** screen for the '**Minneapolis Institute of Art'** venue.
- Select the **Locations Tab.** *(Do NOT use the Exhibition section's 'Location' field as it only allows one gallery to be linked at a time.)*

Locations Tab



- Select **ADD** on the Venue / Locations Tab. The TMS 'Locations Authority' will open.



- To search for the location code, enter it in the **Search For** box and click **Find Next**. Alternatively, use the **[+]** buttons to open the hierarchy levels.
- Under **Internal / Minneapolis Institute of Art / Mia**, select a specific **Gallery location** by its number, e.g. G103. Choose **SELECT**.
- **Repeat** these steps to include *all the galleries* in which the exhibition/display is/was shown.

*NOTE: Do **NOT** use the **Exhibition / Documentation Tab / In-house Location** field for recording Mia exhibition locations! This field can only record a single location (i.e. one gallery) and cannot accommodate displays spanning multiple galleries. To avoid splitting data across the record, we will rely **solely** on the **Venue / Location Tab** to record Mia gallery locations.*

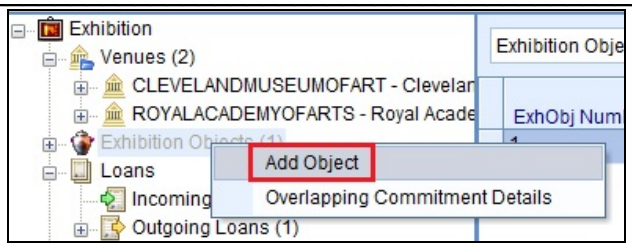
Historic Galleries:

- When adding historic Exhibition data for which the **official name of a numbered gallery has changed**, also record the gallery's name at the time of the exhibition (+ its number) on the **Venue / General** tab in the **Remarks** field. E.g. *'US Bank (G261)'.*

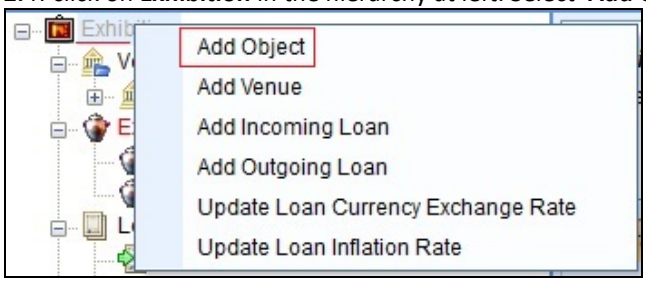
Adding Objects to an Existing Exhibition Record

You can add Objects to an Exhibition at any time, either individually, as a selected group or via an Object Package. There are **four different methods** to get you started.

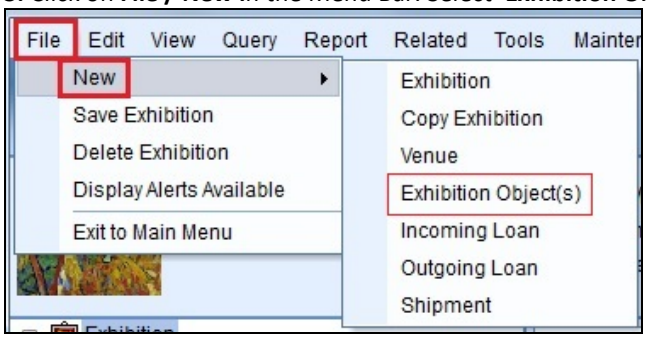
Method 1: R-click on **Exhibition Objects i**n the hierarchy at left. Select **'Add Object**'.



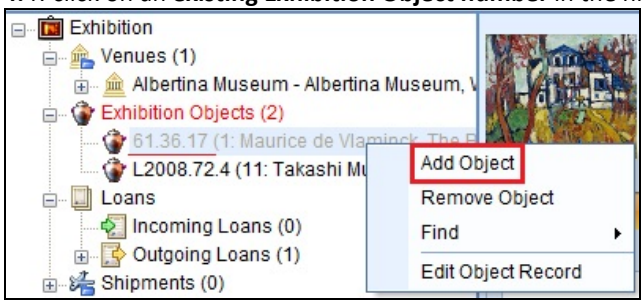
Method 2: R-click on **Exhibition** in the hierarchy at left. Select '**Add Object**'.



Method 3: Click on **File / New i**n the Menu Bar. Select '**Exhibition Object(s)**'.

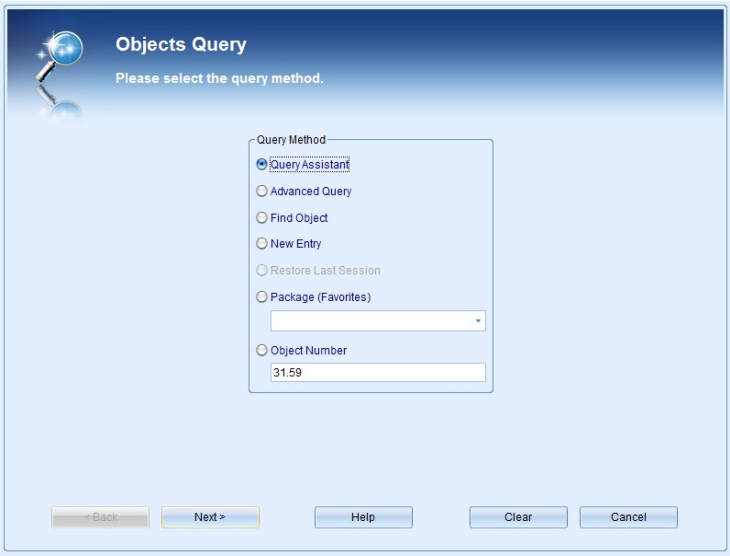


Method 4: R-click on an **existing Exhibition Object number** in the hierarchy at left. Select '**Add Object**'.

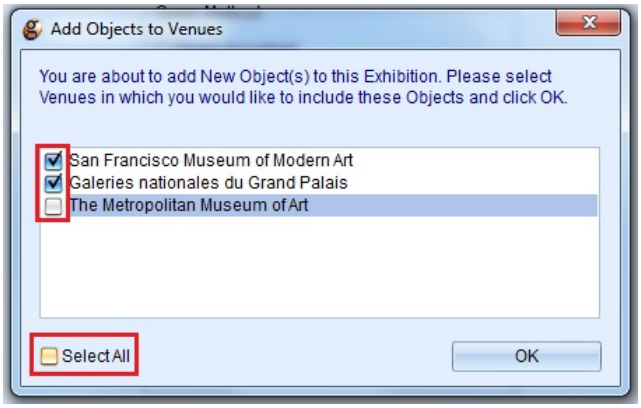


Regardless of the method you choose to start, once you've made your selection the Object module **Initial Query screen** will appear.

Now choose a method, e.g. via the 'Query Assistant' or 'Find Object', and search for your objects.
*Note: You can search for and select **Object Packages** to link.*

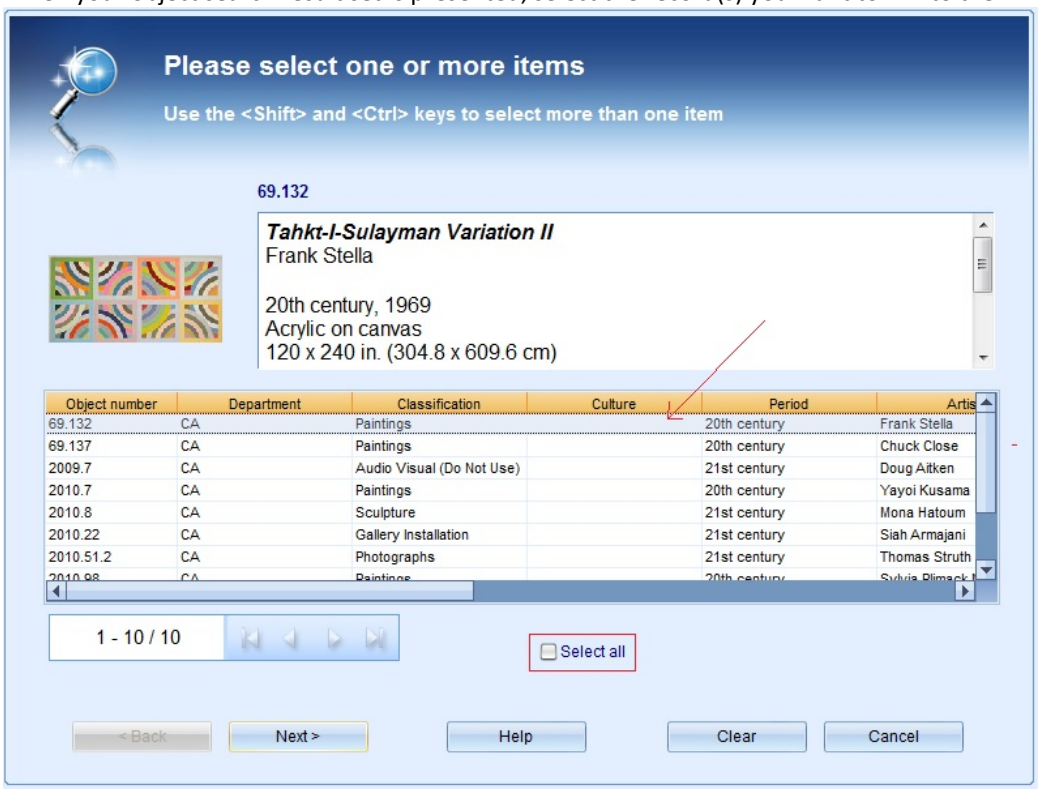


If you search for only **one Object record**, TMS will ask you which Venue(s) the objects should be attached to as 'Included' before linking the record. Select **individual venues** or click the **'Select All'** tick box. Click **OK**.



If you are searching for **a range of object records,** this 'Add Objects to Venues' box will come up after you have selected your objects. (*See next step, below.*) Remember***, you can switch objects easily between the Included and Excluded lists for any Venue at any time.***

When your object search result set is presented, select the record(s) you want to link to the Exhibition.



Either choose records **individually** from the list *(click),* select **a few or a range** of records *(Click + Ctrl/+Shft)* <u>or</u> tick the **'Select All'** tick box. Click **Next.**

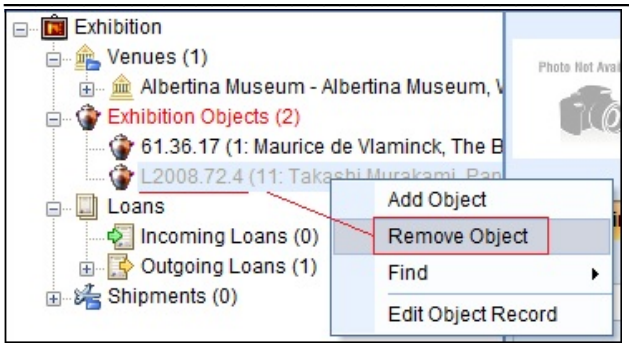
Note: Don't worry: TMS will NOT link the same record to an Exhibition more than once!

This screen will close and your records will automatically be entered into the 'Exhibition Objects' list of the Exhibition record.

Removing Objects from an Exhibition Record

If you have the appropriate TMS permissions, you can remove Objects that have been incorrectly linked to an Exhibition at any time. Unlike adding records, you can remove **only <u>one</u> record at a time** by only one method.

- **R-click** on the Object you wish to unlink from the Exhibition record in the hierarchy at the left (**Exhibition Objects / [Obj number]**). Select **Remove Object**.



The Object record will be unlinked from the Exhibition record and any data **unique** to its Exhibition record entry will be **permanently lost** *(e.g. an exhibition-specific title or label text).*

Note: There appears to be a bug in TMS 2012 that can cause the database to close completely when you are removing Object record links from Exhibition records. When this happens, the link will not (generally) be removed. You will need to log into TMS again to continue working.