



Record Sheet

1. Type of object:

2. Materials and techniques:

3. Measurements:

_____ (unit of measure) by _____ (unit of measure) by _____ (unit of measure)
height or length width depth
diameter _____ (unit of measure) weight _____ (unit of measure)

additional notes or measures _____

4. Inscriptions & markings:

5. Distinguishing features:

6. Title:

7. Subject:

8. Date or period:

9. Maker:

Short description (attach additional sheets if necessary):

Items attached (indicate number of each item):

_____ photographs; _____ sketches; _____ other attachments (specify):

Supplementary Useful Information (optional)

(recommended by the J. Paul Getty Foundation, UNESCO and ICOM)

1. Inventory information:

a. Inventory number:

b. Date of inventory:

c. Most recent update of inventory:

2. Related written materials:

3. Place of origin/discovery:

4. Cross reference to related objects:

5. Present condition of the object:

6. Permanent location of the object:

7. Institution:

8. Location within the institution:

9. Date of acquisition or accession:

10. Acquisition or accession method:

11. Loan history:

a. Places/institutions/individuals to which the item has been loaned (if any):

b. Date of loan approval:

c. Starting date of the loan:

d. Duration of the loan:

e. Date of return:

12. Author and date record prepared:

Prepared by: _____

Affiliation or title: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Date: _____

