



# Cataloguing work sheet

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Registration number: \_\_\_\_\_

Object name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Marks and inscriptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dimensions (h x w x l): \_\_\_\_\_

Weight (if necessary): \_\_\_\_\_

Condition and completeness: \_\_\_\_\_

\_\_\_\_\_

Maker: \_\_\_\_\_

Secondary maker: \_\_\_\_\_

Place manufactured: \_\_\_\_\_

Date manufactured: \_\_\_\_\_

Provenance (history, previous owners, historical importance): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References (books and files): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Location: \_\_\_\_\_

\_\_\_\_\_

Location date: \_\_\_\_\_

Significance to the collection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Storage and display requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibition history: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of acquisition: \_\_\_\_\_

How was it acquired?

Gift

Purchase

Transfer

Unknown

Tax incentive gift number (if applicable): \_\_\_\_\_

Donor/source name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_