

Cataloguing Worksheet

Registration no: _____

Object name: _____

Title: _____

Description: _____

Marks: _____

Dimensions (h x w x l): _____ x _____ x _____

Weight: _____

Condition: _____

Completeness: _____

Maker: _____



Second maker: _____

Manufactured: _____

Date: _____

Provenance (history, previous owners, historical importance):

References (books or research files):

Location: _____

Location date: _____

Significance to collection:

Storage and display requirements:

Exhibition history: _____



Date of acquisition: _____ / _____ / _____

How was it acquired?

- Gift
- Purchase
- Transfer
- Unknown
- Tax incentives gift (number: _____)

Donor name: _____

Address: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

