

# CATALOGUING WORKSHEET

REGISTRATION NO.\*

OBJECT NAME\*

TITLE

DESCRIPTION\*

.....

.....

.....

.....

.....

.....

KEYWORDS\*

.....

.....

INSCRIPTIONS AND MARKINGS

.....

.....

SIZE\*

MAKER'S DETAILS\*

name .....

role .....

street .....

town ..... country .....

comments .....

WHEN MADE\*

exact date

estimated date

WHERE MADE\*

town/street .....

region ..... country .....

WHEN USED

exact date

estimated date

WHERE USED

\* MANDATORY FIELD

**ACQUISITION DETAILS\***

how acquired .....  
when acquired .....  
name of source .....  
street/town .....  
country ..... telephone.....  
record of gift/donor .....  
comments .....  
.....  
.....

**CONDITION**     good     fair     poor

conservation report .....

**STORAGE LOCATION\***

**CURRENT LOCATION\***

**SUPPLEMENTARY FILE\***     hard files                       digital files

**RESTRICTIONS\***

.....  
.....  
contact ..... telephone.....  
form of acknowledgement.....  
.....  
.....

**NOTES**

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.....  
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**CATALOGUER\***

\* MANDATORY FIELD