

CATALOGUE WORKSHEET



For recording data on Mosaic

Item Number:

Complete by circling the choice or writing clearly in the space provided

The Header Screen

Item Type: Object Archive Artwork Book Photograph Document

Item Number: Prefix _____ Year _____ Number _____ _____(Series) Part _____

Item Name: _____
_____ (65 Characters)

ITEM SCREEN

Description of Object: _____

Inscriptions/Markings: _____

Marks/Photo By Artist/Creator etc: _____
_____ (200 Characters)

Item Date or range (of manufacture): _____

Significance: Local Regional National World

LOCATIONS: **Current Status:** Displayed Stored Loaned Removed Transit

Current Location: _____ Date: _____

Home Usual Location: As above **or** Other: _____

HISTORY SCREEN

Historical Data: (uses phrases such as – used by, used at, associated with + dates if known)

See 'Source – Acquired from' form for details – no need to re-write in this space

Subject Name (person etc, 50 characters)	Descriptor	Dates	Subject Type
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HISTORY SCREEN (Cont)

Comments/Provenance/Associations (memo):

RESEARCH SCREEN

Materials: _____

Size: _____

Dimensions: cm/mm _____

References: (Bibliography etc) _____

Classification:

Object PRIMARY:	Photograph/Document or SUBJECT	Artwork /TYPE
Secondary: _____	or Theme _____	/Medium _____
Tertiary: _____	Or Sub-Theme _____	_____

Manual Recording

Computer Entered: Yes No

Date: ____/____/____

Scanned Image: Yes No

Image on File # _____

Manual Activities – Print and File

Item Admin Report:	Yes	No	
Item History Research Report	Yes	No	
Item (Visitor) Report:	Yes	No	N/A
Letter Sent to 'Source':	Yes	No	N/A
Label Printed and attached to Item	Yes	No	N/A
Number on Item:	Yes	No	N/A

In the database, in the **Condition Form** choose the Word/Code for the overall Physical and Visual Condition for the item and type in the surveyed condition using the terminology above.

Overall: Physical Condition	Excellent (1)	Good (2)	Fair (3)	Damaged (4)	Poor (5)
Visual Condition	Excellent (1)	Good (2)	Fair (3)	Damaged (4)	Poor (5)

Survey Completed by _____ Date ____/____/____

Conservator Input to Survey Yes / No

Completed on Mosaic Yes / No