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| **A picture containing text, clipart, tableware  Description automatically generated**SMALL MUSEUMS CATALOGUING MANUAL **CATALOGUE RECORD - BLANK TEMPLATE** (PAGE 1) | |
| **IDENTIFICATION NUMBER**  A unique and permanent number given to each collection item | |
|  | |
| **ITEM TYPE**  A one or two word classification of the item in its simplest terms | |
|  | |
| **ITEM NAME**  A word or two providing descriptive information | **TITLE**  The formal title given to the item by its creator |
|  |  |
| **MEDIA**  Uploaded digitised images and media files relating to the item and information pertaining to these files | |
|  | |
| **DESCRIPTION**  A description of the item that includes all details that cannot be captured by digitisation alone | |
|  | |
| **INSCRIPTIONS AND MARKINGS**  A verbatim recording of any serial numbers, signatures, text or other inscriptions and markings that are present on the item, including the details of the placement of the inscription | |
|  | |
| **DIMENSIONS**  Accurate measurements of the item | **PRODUCTION METHODS**  The methods and techniques of how the item you are cataloguing was made |
|  |  |
| **MATERIALS**  The materials that the item you are cataloguing is made or comprised of | |
|  | |
| **CONTEXT OR HISTORICAL INFORMATION**  The story of the item, link it to relevant historical events, themes, people if known, or provide contextual information about the item | |
|  | |
| **STATEMENT OF SIGNIFICANCE**  A statement outlining the significance of the item, including why the item is significant and what significance criteria apply | |
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| **KEYWORDS**  A set of terms or subjects related to the item you are cataloguing: broad thematic terms, alternate spellings, or related people, places and eras | |
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| **A picture containing text, clipart, tableware  Description automatically generated**SMALL MUSEUMS CATALOGUING MANUAL **CATALOGUE RECORD - BLANK TEMPLATE** (PAGE 2) | |
| **PROVENANCE**  Record the creation and events that have occurred during the life of the item you are cataloguing | |
| **CREATOR/MAKER’S DETAILS**  The creator’s name and any other relevant details | |
|  | |
| **WHERE CREATED/MADE**  The place of manufacture or creation if it is known | **WHEN MADE**  The date the item was created |
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| **PROVENANCE EVENTS**  As a general rule, for each event, record when and where it took place and any additional event details | |
|  | |
| **ACQUISITION**  How the item came to be in your organisation’s custody and the ownership status of the item | |
|  | |
| **LOANS**  The details of any loan agreements pertaining to this item | |
|  | |
| **CONDITION** A description of the condition of the item | **CONDITION REPORT DATE** The date of assessment |
|  |  |
| **RISK**  The details of any risk assessments and what actions you might take to mitigate those risks | |
|  | |
| **LOCATION**  The details of where the item is located regularly and/ or its current location | **SUPPLEMENTARY FILE**  The details and location of any relevant support documentation or supplementary files |
|  |  |
| **RESTRICTIONS**  The details of any access restrictions that apply to this item | |
|  | |
| **RIGHTS**  The details of any copyright or moral rights that apply to the item. For example, the name and contact details of the rights holder, the applicable copyright category and duration | |
|  | |
| **NOTES**  This field provides a means to document any relevant information which is about the record itself rather than the item being catalogued | |
|  | |
| **CATALOGUER**  The name of the cataloguer and the date the record was modified | |
| **CREATED BY:** **DATE CREATED:** **LAST MODIFIED:** | |