

LABEL INFORMATION

Artist
Title
Date
Acc.-No.
Tech. Description
Display Dimensions
Comment
Conservator
Assessment Date

SET / SETS

PARTICULARITIES

Identification:

- Camera Original
- Archival Master
- Duplication Master
- Exhibition Copy
- Mix
- Other:

(Here you may specify the slide number of the sets to which the information on the left is applicable, or – if necessary – which refer to separate lists.)

Number of channels:

(e.g. separate projections)

Type of channels:

(e.g. no. 1 carousel,
no. 2 slide viewer,
no. 3 carousel...)

Slides per channel:

(e.g. no. 1, from-to;
no. 2, from-to; ...)

Total number of slides:

Number of programme slides:

Number of credit slides

Beginning credits:

End credits:

Number of black slides /

blank slides:

Type of black slides /

blank slides: (e.g. plastic, other...)

Positions of black slides /

blank slides:

FILM (and everything inside the mounts)

PARTICULARITIES

<p>Film material: (e.g. acetate, nitrate, polyester...)</p> <p>Film producer / Film type: (e.g. Kodak, Fuji, daylight or tungsten film, ISO, Lithfilm...)</p> <p>Colour, b/w or other:</p> <p>Film information: (e.g. code number, symbol, lines, notch code...)</p> <p>Film perforation type: (e.g. BH / KS / DH / CS)</p> <p>Format / Dimensions: (e.g. 110 [13 × 17 mm]; 126 [28 × 28 mm]; 35 mm half frame [18 × 24 mm]; 35 mm [24 × 36 mm]; SuperSlide [46 × 46 mm]; 6 × 6 cm [56 × 56 mm]; 6 × 7 cm [56 × 69 mm]; 6 × 8 cm [56 × 76 mm]; 6 × 9 [56 × 89 mm] or other)</p> <p>Pin registered: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Additional material: (e.g. paint, coating, foil...)</p>	<p>(Here you may specify the slide number of the sets to which the information on the left is applicable, or – if necessary – which refer to separate lists.)</p>
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PRODUCTION (of set)

PARTICULARITIES

<p>Provided by: (e.g. artist, estate, art dealer, photo lab...)</p> <p>From which source:</p> <p><input type="checkbox"/> Camera Original <input type="checkbox"/> Archival Master <input type="checkbox"/> Duplication Master</p> <p>Source type: <input type="checkbox"/> Analogue <input type="checkbox"/> Digital</p> <p>Produced where / by / when:</p> <p style="text-align: center;">-</p>	
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MOUNTS / MOUNTING (original)

PARTICULARITIES

<p>Mounted: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Mounted by:</p> <p>Mounted when:</p> <p>Type of mounting / Company:</p> <p>With glass: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> One side only</p> <p>Mount dimensions:</p> <p>Mount thickness:</p> <p>Recess dimensions:</p> <p>Material: <input type="checkbox"/> Plastic <input type="checkbox"/> With aluminium <input type="checkbox"/> Other:</p> <p>Film fixed in mount: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fixed with: <input type="checkbox"/> 3 pins <input type="checkbox"/> 16 pins <input type="checkbox"/> Slit <input type="checkbox"/> Tape <input type="checkbox"/> Other:</p> <p>Fixed where:</p> <p>Emulsion layer: <input type="checkbox"/> Facing up / recto (when mounted) <input type="checkbox"/> Facing down / verso</p> <p>Numbering on mount: <input type="checkbox"/> Yes <input type="checkbox"/> No Type of numbering / how: (e.g. 1 2 3, 1 1A 2 2A, handwritten, normal or inverted orientation, pen, marker, scratched, colour...) Where:</p> <p>Inscription on mount: <input type="checkbox"/> Yes <input type="checkbox"/> No Type of inscription / by what means: (see numbering for examples) Where:</p>	<p>(A drawing can help to document particularities.)</p>
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CONDITION (Additionally you might want to create separate lists or diagrams.)

Damages, overall observations:

(e.g. discolouration [towards_____]; overall or localised; due to projection, dark storage or other]; dust or water damage; scratches on emulsion and / or support; surface abrasion; delamination of emulsion; deformation; creases; tears; mould on emulsion and / or support; exuding plasticisers; adhesive residues; mistakes during mounting; mistakes regarding inscription; trimmed edge [top, bottom or both; other...])

Can be used for:

Reference

Duplication

Exhibition

Research

STORAGE / ARCHIVING HISTORY

PARTICULARITIES

ANALOGUE storage format:

(e.g. single, in mounts, as film strips, in rolls...)

Storage material:

- Polyester sleeve pockets
- Wrapped in paper
- Boxed
- Other:

Cold storage:

- Yes No
- ___ °C ___ % RH

Climate specifications:

From-to / since:

How:

DIGITAL storage format:

- Hard drive
- Server
- Cloud service
- Other:

Total number of digital and analogue copies and digital prints:
(see also Mind Genius files)

HISTORY OF APPROPRIATION

PARTICULARITIES

<p>Duplication: How: When: Where:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> Analogue	<input type="checkbox"/> No <input type="checkbox"/> Digital	
<p>Digitisation: How: When: Where:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<p>Exhibited: From-to: (see also Mind Genius files)</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

PREVENTIVE CONSERVATION / TREATMENTS

PARTICULARITIES

<p>Used for digitisation: Where:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>Date: Conservator:</p>
<p>Size of image: (MB) Resolution: (dpi) Colour Management: Format: (TIFF, JPG)</p>			
<p>Remounted for:</p>	<input type="checkbox"/> Storage / Archiving <input type="checkbox"/> Duplication <input type="checkbox"/> Exhibition <input type="checkbox"/> Digitisation		<p>Date: Conservator:</p>
<p>Remounted in:</p>	<input type="checkbox"/> Primary packaging <input type="checkbox"/> Secondary packaging <input type="checkbox"/> Box <input type="checkbox"/> Other:		
<p>Remounted from:</p>			
<p>Remounted to: Remounted by: (Person)</p>			
<p>Dusted with: Surface cleaning / dry cleaning with: Wet cleaning with: Other:</p>			<p>Date: Conservator:</p>