

OFFICE OF THE VICE-CHANCELLOR
AND PRESIDENT

Appendix (a)

Art Collection Cataloguing Worksheet

Accession no.

ACU Finance System Asset Number (Where applicable)

Object name

Title

Description

.....
.....
.....



Keywords

.....
.....

Inscriptions and markings

.....
.....
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Measurements

Medium

Artist/Creator details

Name.....

Birth date.....Death date.....

Nationality.....

Role.....

Address.....

.....

Date of work

exactestimated.....

Place created

Town/street.....

Region.....Country.....

When used

exact

estimated

Acquisition details

How acquired.....

When acquired.....

Name and location of source.....

.....

Tel.....email.....

Record of gift/donor.....

Comments.....

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Condition good

fair

poor

Conservation report.....

Storage location

Current location

Supplementary file

Hard files

Digital files

Copyright

Restrictions

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Contact

Tel.....email.....

Form of acknowledgement/credit line

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Notes

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Cataloguer: Caroline Field
Art Curator
Office of the Vice-Chancellor and President
Email: caroline.field@acu.edu.au

Date.....