

### 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:

**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:**

(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.)

## FILM (and everything inside the mounts)

## PARTICULARITIES

<p><b>Film material:</b> (e.g. acetate, nitrate, polyester...)</p> <p><b>Film producer / Film type:</b> (e.g. Kodak, Fuji, daylight or tungsten film, ISO, Lithfilm...)</p> <p><b>Colour, b/w or other:</b></p> <p><b>Film information:</b> (e.g. code number, symbol, lines, notch code...)</p> <p><b>Film perforation type:</b> (e.g. BH / KS / DH / CS)</p> <p><b>Format / Dimensions:</b> (e.g. 110 [13 × 17 mm]; 126 [28 × 28 mm]; 35 mm half frame; 35 mm; SuperSlide [46 × 46 mm]; 6 × 6 cm; 6 × 9 cm or other)</p> <p><b>Pin registered:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Additional material:</b> (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><b>Provided by:</b> (e.g. artist, estate, art dealer, photo lab...)</p> <p><b>From which source:</b></p> <p><input type="checkbox"/> Camera Original <input type="checkbox"/> Archival Master <input type="checkbox"/> Duplication Master</p> <p><b>Source type:</b> <input type="checkbox"/> Analogue <input type="checkbox"/> Digital</p> <p><b>Produced where / by / when:</b></p> <p style="text-align: center;">-</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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## MOUNTS / MOUNTING (original)

## PARTICULARITIES

<p><b>Mounted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Mounted by:</b></p> <p><b>Mounted when:</b></p> <p><b>Type of mounting / Company:</b></p> <p><b>With glass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> One side only</p> <p><b>Mount dimensions:</b></p> <p><b>Mount thickness:</b></p> <p><b>Recess dimensions:</b></p> <p><b>Material:</b> <input type="checkbox"/> Plastic <input type="checkbox"/> With aluminium <input type="checkbox"/> Other:</p> <p><b>Film fixed in mount:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Fixed with:</b> <input type="checkbox"/> 3 pins <input type="checkbox"/> 16 pins <input type="checkbox"/> Slit <input type="checkbox"/> Tape <input type="checkbox"/> Other:</p> <p><b>Fixed where:</b></p> <p><b>Emulsion layer:</b> (when mounted) <input type="checkbox"/> Facing up / recto <input type="checkbox"/> Facing down / verso</p> <p><b>Numbering on mount:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Type of numbering / how:</b> (e.g. 1 2 3, 1 1A 2 2A, handwritten, normal or inverted orientation, pen, marker, scratched, colour...) <b>Where:</b></p> <p><b>Inscription on mount:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Type of inscription / by what means:</b> (see numbering for examples) <b>Where:</b></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. 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><b>Duplication:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>How:</b> <input type="checkbox"/> Analogue <input type="checkbox"/> Digital</p> <p><b>When:</b></p> <p><b>Where:</b></p> <p><b>Digitisation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>How:</b></p> <p><b>When:</b></p> <p><b>Where:</b></p> <p><b>Exhibited:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>From-to:</b> (see also Mind Genius files)</p>	
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## PREVENTIVE CONSERVATION / TREATMENTS

## PARTICULARITIES

<p><b>Used for digitisation:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Where:</b></p> <p><b>Size of image:</b> (MB)</p> <p><b>Resolution:</b> (dpi)</p> <p><b>Colour Management:</b></p> <p><b>Format:</b> (TIFF, JPG)</p>	<p><b>Date:</b></p> <p><b>Conservator:</b></p>
<p><b>Remounted for:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Storage / Archiving</li> <li><input type="checkbox"/> Duplication</li> <li><input type="checkbox"/> Exhibition</li> <li><input type="checkbox"/> Digitisation</li> </ul> <p><b>Remounted in:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Primary packaging</li> <li><input type="checkbox"/> Secondary packaging</li> <li><input type="checkbox"/> Box</li> <li><input type="checkbox"/> Other:</li> </ul> <p><b>Remounted from:</b></p> <p><b>Remounted to:</b></p> <p><b>Remounted by:</b> (Person)</p>	<p><b>Date:</b></p> <p><b>Conservator:</b></p>
<p><b>Dusted with:</b></p> <p><b>Surface cleaning / dry cleaning with:</b></p> <p><b>Wet cleaning with:</b></p> <p><b>Other:</b></p>	<p><b>Date:</b></p> <p><b>Conservator:</b></p>