

Object description form [sample]

**Object title:**

**Object name:**

**Description**

Size (in mm)

Parts (include any casing or support)

Collection (is the item part of a collection)

Colour (of each piece, including any notes on fading or discolouration)

Materials (what is the item and any component parts made of e.g. plastic body, fabric dress, synthetic hair)

Maker (who or what company made the item, or made part of the item e.g. the body of a doll may be commercially made, while the dress is hand made by a local resident)

Inscriptions (any signature or stamp on the item)

Method of manufacture (or see Maker)

Contents (for records include titles)

Use (how is or was the item used e.g. as a home ornament, for display, in a workshop)

History (from the time the item was made, who owned it, where it was made and who the current owner is)

Date

- made
- donated
- recorded (for register)

Associated information (personal information provided by owner, maker, donor or organisation about the item, its use, history and significance)

Item number

Cataloguer (your name)

Current location

Photographs of item and/or item in use, or owner holding item (attach)