

# Photograph Information Record

This questionnaire is used internationally to obtain essential information detailing the materials and techniques used in the creation of photographic works and their history. This allows institutions and individuals to better catalogue, interpret, and care for their photographs. Please provide as many details as you can. Extra space is provided at the end for responses that exceed the space allotted.

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## Contact information for the person completing this form:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

## Please complete or verify the following information.

Artist name \_\_\_\_\_

Nationality \_\_\_\_\_ Birth date or life dates \_\_\_\_\_

**1.1** Title of work \_\_\_\_\_

**1.2** Image date \_\_\_\_\_ **1.3** Print date \_\_\_\_\_

**1.4** Is the work editioned?  Yes  No If yes, this print is number \_\_\_\_\_ from an edition of \_\_\_\_\_ plus \_\_\_\_\_ artist's proofs.

**1.5** Is this work editioned in any other size or format? If so, provide details. \_\_\_\_\_

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**1.6** If not editioned, are there other known prints of this image? \_\_\_\_\_

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**1.7** Is the work part of a series or portfolio? If so, please describe. \_\_\_\_\_

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**2.1** History of ownership, including dates: \_\_\_\_\_

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**2.2** Exhibition history **for this print** (indicate length of time and light levels if possible): \_\_\_\_\_

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**2.3** Publication or reproduction history **for this image** (including other prints): \_\_\_\_\_

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**2.4** Conservation history **for this print**. Has the work been examined or received treatment?  Yes  No  
Is documentation or information available?  Yes  No  Attached

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**3.1** This image derives from  film  digital capture  scanned film  other (e.g., paper negative, glass negative)  
Provide film type and size, camera type, digital file specifications, or other information as applicable. \_\_\_\_\_

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**3.2** Describe any image manipulation prior to printing. \_\_\_\_\_

3.3 This print is a  gelatin silver print  chromogenic print (C-print, Ektacolor, etc.)  ink jet print (Iris, Gyclée, Epson, etc.)  
 silver dye bleach print (Cibachrome, Ilfochrome)  other

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3.4 If the support/paper is commercially produced, please identify the manufacturer and product name. If produced by hand, please describe the materials and techniques used.

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3.5 If this is an ink jet print, please provide ink set information (for example: Epson UltraChrome K3 ink). If the inks are altered or mixed by the artist or printer, please describe.

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3.6 This work was printed by  the artist  the artist's studio  a commercial printer  other  
Provide printer's name and contact information if applicable.

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3.7 Please provide any available information regarding printing equipment such as model, chemistry type, etc. (e.g. Light Jet, Lambda, RA4, Epson, Fujj, etc.).

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4.1 Once printed, this work has been  toned  spotted  retouched  coated  treated with other applied media  
 framed  laminated (with plastic film)  face-mounted (to glazing material)  
 back-mounted (adhered to solid support)  lined (adhered to flexible paper or textile support)  
 other

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For each procedure checked above, please specify materials, application techniques, mounter's name and contact information as appropriate.

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4.2 Are there aspects of presentation (framing, installation details) that are considered integral to the work?

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5.1 Are there aspects of the work that are particularly vulnerable and in need of special care?

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5.2 If appropriate, please provide contact information for a conservator, assistant, or other individual who is familiar with the work and can be consulted on preservation matters.

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5.3 Any other comments or information that you would like to offer regarding the creation and preservation of this work of art would be greatly appreciated.

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**Additional space for answers to questions above**

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This form is endorsed by The American Institute for Conservation and its Photographic Materials Group. It is used by The Art Institute of Chicago; Atelier de Restauration et de Conservation des Photographies de la Ville de Paris; George Eastman House, Rochester, New York; High Museum of Art, Atlanta; J. Paul Getty Museum, Los Angeles; Los Angeles County Museum of Art; The Metropolitan Museum of Art, New York; Milwaukee Art Museum; Museum of Fine Arts, Boston; The Museum of Fine Arts, Houston; The Museum of Modern Art, New York; National Gallery of Art, Washington, D.C.; National Gallery of Australia, Canberra; The National Gallery of Canada, Ottawa; The New York Public Library; Philadelphia Museum of Art; Rijksmuseum, Amsterdam; San Francisco Museum of Modern Art; (list in formation).

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