

LOCATION DRAWER 1 01      ACCESSION# xxxx . xxx .  
 CATALOGUER FirstName LastName, FirstName      TITLE color + function + detail, ex: white graduation dress with ruffled  
 NAME AND DATE LastName Date      skirt, or pink beaded evening dress

BEST VIEW

## CATALOGUING WORKSHEET

MATERIALS raw materials only, ex: silk, cotton, glass

DIMENSIONS dimensions specific to garment, as needed

CHEST

WAIST

HIPS

for measurements to the right:  
 chest, waist, hips = all around the fullest part  
 CF/CB length = from neckline to hem

CFLENGTH

CBLENGTH

- A each separate piece
- B (usually from top down
- C or from outside in)
- D
- E

DESCRIPTION.MAIN

follow guidelines from Jessa Krick:

1. Description of materials
2. Overall silhouette or style (this may be set apart if there is an overall silhouette for an ensemble or it may be the first term of the description of a one-piece garment)
3. Description of structural details of garment (length, bodice, sleeves, neckline/collar, skirt, outstanding details)

semi-colons separate different elements of description  
 commas separate details of each element

BRIEF. DESCRIPTION one brief sentence to summarize from Description.Main

TAGS

free text tags to search by, separated by spaces

students can put their name, to be able to find a "favorite" again or to show the curator which objects interest them

CONDITION description of condition issues, summarizing from condition report sheet where applicable  
 one word rating

show related  
condition report  
in a new window

could it be hanging? y or n      should it be in its own box? y or n

does it need further fiber analysis? y or n

collection Vassar History or Design History

highlight / sutdy / deaccession? choose one

CREATOR designer, manufacturer, maker

LABEL description of label (location) with exact text in quotes

create a new  
condition report  
in a new window

REFERENCES resources that support dating, etc. for the garment  
 books - author's name and page number  
 web links - full url

registration complete? y or n

catalog entry begun? y or n

catalog entry complete? y or n

DONOR name

WORN BY name

**DRAWER 1** 01

XXXX XXX

**BEST VIEW**  
condition report begun? y or n

PERIOD from menu

DATE.ORIGINAL year or span of years

DATE.CERTAINTY from menu

condition report complete? y or n

REGION standard name

CULTURE standard name

reviewed? y or n

GENDER male or female

CLASSIFICATION from Met CI list of standard terms

needs edits? y or n

NOTES miscellaneous other information

formatted for export? y or n

(PRIVATE INFORMATION) move text here from other fields rather than deleting it

# of photos 0 0

put questions about the objects here

status.score 0 out of

PUBLIC INFORMATION any information that might be interesting and appropriate for a public audience

MANNEQUIN the size mannequin that it fits on