

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.

Contact information for the person completing this form:

Name _____ Date _____
Address _____
E-mail _____ 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.

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

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

2.1 History of ownership including dates:

2.2 Exhibition history for this print: indicate length of time and light levels if possible:

2.3 Publication or reproduction history for this image including other prints:

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

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.

3.2 Describe any image manipulation prior to printing.

continued on other side

3.3 This print is a gelatin silver print chromogenic print C-print color etc. inkjet print dye sub etc.
 silver dye bleach print Cibachrome Ilfochrome other

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.

3.5 If this is an inkjet print please provide in set information for example: Epson UltraChrome 3 ink. If the inks are altered or mixed by the artist or printer please describe.

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.

3.7 Please provide any available information regarding printing equipment such as model chemistry type etc. e.g. lightjet Lambda RA4 Epson i etc.

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

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

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

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

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.

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.

Additional space for answers to questions above

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 Paul Getty Museum Los Angeles Los Angeles County Museum of Art Metropolitan Museum of Art New York Wilma F. 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.

This form is not copyrighted. It may be reproduced translated and used freely by artists galleries and collecting institutions without requesting further permission.
A writable pdf version of this document may be found at: www.conservation-us.org/PIR. This version produced June 2002.