

Costume Core Cataloging Worksheet - Guide

WorkID / Accession # (Identifier): format like VC1992124 (VC=repository, 1992 = year, 124 = serial number)	
Cataloguer Name(s): full names of all	Date: format YYYY-MM-DD
Notes: any notes or questions you have that don't fit elsewhere	

Color (main): the most dominant color, chosen from a list			
Colors (secondary):	location:	Materials (Medium):	location:
any additional colors, chosen from a list	where that color is on the garment	raw materials chosen from a list	where that material is on the garment
Techniques:	location:		
any processes involved in making the garment, chosen from a list	where that technique is used on the garment		

Overall Silhouette: chosen from a list, where possible			
Component A: the worktype of each part; usually parts are listed in order a-f from top down, outside in		Overall Measurements (Extent): all in inches, as decimals to the nearest quarter inch	
Grain: chosen from a list : straight (lengthwise or crosswise) or bias		Size: if shown on a label	
Neckline: chosen from a list, where possible; can choose more than one term if applicable		Chest: straight around fullest part	
Torso: chosen from a list, where possible		Waist: straight around narrowest part	
Sleeves: chosen from a list, where possible		Hips: straight around fullest part	
Waist: height and shape; chosen from a list		Center Front Length: from neckline or waist to hem	
Skirt: chosen from a list, where possible		Center Back Length: from neckline or waist to hem	
Pants: chosen from a list, where possible		Hem Circumference: all around	
Hem: length (where it hits on the leg) and shape; chosen from a list		Armpit to Waist: at the side seam	
Lining: chosen from a list, where possible		Other Measurements - Type:	Value:
Closure type:	placement:	description of other measurements that are significant to this garment	in inches
chosen from a list	where on the garment		

Component B:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

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Component C:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component D:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

Component E:		Overall Measurements (Extent):	
Grain:		Size:	
Neckline:		Chest:	
Torso:		Waist:	
Sleeves:		Hips:	
Waist:		Center Front Length:	
Skirt:		Center Back Length:	
Pants:		Hem Circumference:	
Hem:		Armpit to Waist:	
Lining:		Other Measurements - Type:	Value:
Closure type:	placement:		

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Title: descriptive phrase with about 3 important details, usually color, function, work type, and a notable detail	
Creator: full name of all known designers, makers, manufacturers, etc., chosen from a list where possible	Role: a phrase to distinguish the activity of different makers, chosen from a list where possible
Wearer: full name, include Vassar class year if applicable	Donor: full name, include Vassar class year if applicable
References: citations to similar objects in texts or online, either a full bibliographic citation (in MLA format) or a URL	
Period (Temporal Coverage): either a decade or a longer fashion style period, chosen from a list	
Earliest Date: the earliest it could have been made in the format YYYY or YYYY-MM or YYYY-MM-DD	Latest Date: the latest it could have been made in the format YYYY or YYYY-MM or YYYY-MM-DD
Region (Spatial Coverage) of creation: where it was originally made, if known; chosen from a list	
Region of use: where it was worn, if known; chosen from a list	
Culture of creation: the culture in which it was originally made, if known; chosen from a list	
Culture of use: the culture in which it was worn, if known; chosen from a list	
Gender: chosen from a list : female, male, or unisex	Age: chosen from a list
Function: chosen from a list	Socio-economic Class: chosen from a list
Classification: Costume	Work Type: chosen from a list
Provenance: information about the history of ownership of the object	
Family History: information about the history of the family of the wearer or donor, to provide context for the object's history	
Exhibition History: information about any exhibitions the object has been in , including title, location, and dates	
Private Information: any information that doesn't fit elsewhere, and isn't suited for public view (for example private stories or communication with the donor)	
Public Information: A brief narrative about the object, with any interesting / important information (numbers in parentheses can provide links to external references, which then are also listed in reference field)	
Best Mannequin: the size and year, or name, of the mannequin it fits on best for display	
Repository / Storage Location: where you put it away in storage, by shelf section, ex. C4 (or the name of the other collection it belongs to, institutional or private)	

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Condition Report

Examiner's Name(s): full names of all
Examination Date: format YYYY-MM-DD
Object Accession #: format like VC1992124 (VC=repository, 1992 = year, 124 = serial number) - same as page 1
Object Title: descriptive phrase with about 3 important details, usually color, function, work type, and a notable detail – same as page 4

Selected Condition Issues: **Check boxes for all that apply; see definitions of these on a separate list**

- | | | | |
|--------------------------------------|--|---|--|
| <input type="checkbox"/> tears | <input type="checkbox"/> detached parts | <input type="checkbox"/> wrinkle | <input type="checkbox"/> suspended marks |
| <input type="checkbox"/> holes | <input type="checkbox"/> missing parts | <input type="checkbox"/> fold | <input type="checkbox"/> surface dirt |
| <input type="checkbox"/> cuts | <input type="checkbox"/> substituted parts | <input type="checkbox"/> brittleness | <input type="checkbox"/> corrosion |
| <input type="checkbox"/> snags | <input type="checkbox"/> alteration | <input type="checkbox"/> fading | <input type="checkbox"/> mildew |
| <input type="checkbox"/> abrasion | <input type="checkbox"/> restyling | <input type="checkbox"/> yellowing | <input type="checkbox"/> pest damage |
| <input type="checkbox"/> fraying | <input type="checkbox"/> mended | <input type="checkbox"/> color bleeding | |
| <input type="checkbox"/> loose parts | | <input type="checkbox"/> stain | |

Condition Term: **Choose one rating and check the box; see definitions of these on a separate list**

- Excellent
 Very Good
 Good
 Fair
 Poor

Condition (description): Narrative description of the overall physical condition, characteristics, and completeness of a work, incorporating the details checked off above and describing where each issue is located on the garment.

Treatment Plan:	Treatment Completed:
A list of steps proposed to repair, conserve, stabilize, or display an object.	A list of procedures that have been completed to repair, conserve, stabilize, or display an object.

answer these questions based on the fragility and value of the garment	
could it be stored on a hanger?	Circle: yes or no
should it be in its own box?	Circle: yes or no
does it need further fiber analysis?	Circle: yes or no
Does it have a specific connection to Vassar?	Circle: yes or no
Recommended Subset:	Circle: Highlight / Study / Deaccession