**Tool #4: How to Label**

|  |  |
| --- | --- |
| *Image of Dance Theatre of Harlem archive project: MiniDVs with given new labels and unique numbers for easier inventorying.* | * Write softly on the back of a photograph with a no. 2 pencil. * Refrain from using stick-on labels directly on an item (on container is fine), as they can damage media and photographic prints. * Labels on audiovisual material could cause the item to get stuck in a machine, including CD and DVD labels. * Write directly on an item or use labels in designated label areas on media (i.e. VHS tapes have indented areas on bottom and front where labels can be safely applied). |

On the next page are some suggestions as to what information should be on labels for different items.

|  |  |  |  |
| --- | --- | --- | --- |
| **Box Label**   |  | | --- | | **Dance Title Content**  **Type/Format**  **Dates**  **Box #** | | **Audio Tape Label**   |  | | --- | | **Title**  **Dates**  **Unique #** | |
| **Video Tape Label**   |  | | --- | | **Name of choreographic work, Date**  **Performance location**  **Names of performers**  **Photographer/videographer** | | **Folder Label**   |  | | --- | | **Description of folder contents**  **Dates**  **Folder # (out of total)** | |