**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)** |

 |