**Tool #7: Inventory Template Guidelines**

**AV Materials Inventory Template (Tab #1)**

**Basic information**

* **Unique number**: assign a number unless the item already has a unique number
* **Location** (room, shelf/cabinet, box): create a controlled vocabulary for describing locations; number shelves, cabinets, etc. This information may be divided into several columns
* **Title**: Use the title on the label or create a descriptive title if there is no adequate title on the item; add the new title to the item label.

**Technical information**

* **Format**: e.g. VHS, DVD, U-matic
* **Standard**: e.g. NTSC, PAL, SECAM
* **Brand**: tape stock brand if known (this information can help set priorities for digitization since some tape stocks are known to have shorter life spans)
* **Running time**: if known. If length of performance is not known, include tape length if known. Note if tape was recorded at slow speed
* **Date created** (if known, record the date this item was created, not the premiere of the work). Use DD-MM-YY format, or use three columns for year, month and day. If only year is known, enter year. If year is not known, enter decade.
* **Condition notes**, from observation of item
* **Preservation actions**: use to record whether a tape has been rehoused or digitized
* **Notes**: additional notes about technical aspects of the item

**Descriptive information**

* **Content type**: e.g. Performance, Rehearsal, Interview. Use controlled vocabulary
* **Piece(s)**: choreographic works on tape
* **Date of performance**: see notes for date in Technical information
* **Place of performance**: enter as much information as you have. You may want to divide this into several columns for venue, city, state, country.
* **Contributors**: depending on the level of detail you want and the information available, you may wish to create columns for choreographers, performers, composers, videographers, etc.
* **Notes**: additional notes about the content

**Rights management information**

* **Copyright holder**, if known (\*\*Be careful. Performance recordings often have multiple underlying rights-holders. If you are not certain information is complete and accurate, make note of this.)
* **Rights issues**: add notes about issues you are aware of

**Relational information**

* **Number of duplicates**, e.g. 12 DVDs
* **Relationships**: notes on relationships with other items, e.g. copy of DTH0135, part two of three-part item
* **Generation**, if known (original copy, copy from another format, etc.)

**Administrative information**

* **Record last updated**: Date created/updated
* **Updated by**: initials of person who created or updated this record
* **Cataloging notes**: any relevant information on

**Photo and Paper Materials Template**

* **Location**: (room, shelf/cabinet, box): create a controlled vocabulary for describing locations; number shelves, cabinets, etc. This information may be divided into several columns
* **Number or Title of Box or Folder**: depending on level of detail of your inventory, enter information about the grouping of materials (box, folder) being described
* **Description**: brief notes on what the material is
* **Material type**: Use defined vocabulary. E.g. Press clipping, Program, Choreographic notes, Performance photo, Tour files. See Artist’s Legacy Toolkit – Tool 1
* **Material format**: Use defined vocabulary. E.g. Photo print, Original clipping, Copied clipping, Paper material. See Artist’s Legacy Toolkit – Tool 2
* **Condition notes**: flag preservation issues
* **Digital copy?**: Has the item been scanned, yes/no

*The following columns will likely not be used when you are inventorying at box or folder level, unless items are grouped so that they share common creator, date, relation to a choreographic work, etc.*

* **Piece(s)**: choreographic work(s) documented
* **Date of creation**: of item. Use consistent form of dates. If only year is known, enter year.
* **Creator**: of item, if known
* **Copyright holder**: if known (\*\*Be careful. Performance recordings often have multiple underlying rights-holders. If you are not certain information is complete and accurate, make note of this.)
* **Rights issues**: notes on any issues you’re aware of
* **General notes**: any other relevant information