Object Record Worksheet

Fill one in for each piece before you clean, repair, sell or give it away. Measure in inches or centimeters, and say which.

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1. THE OBJECT

What it is (teapot, brooch, crock…) | Recorded by / date | Your reference no.

Height | Width / diameter | Depth | Weight

2. PHOTOS TAKEN

☐ Front ☐ Back ☐ Each side ☐ Top / inside ☐ Base or reverse ☐ Mark, close up, raking light ☐ Damage and repairs

☐ With a ruler for scale

3. MARKS: TRANSCRIBE EXACTLY, LINE BY LINE

Write every letter you can read. Use [?] for a letter you can't. Note symbols and the shape around the words.

☐ Impressed ☐ Incised ☐ Printed ☐ Painted

☐ Stamped / struck ☐ Cast / molded ☐ Engraved

☐ Paper label ☐ No mark

Where on the piece

Color of the mark / under or over the glaze

4. MATERIALS AND CONSTRUCTION

Material, color, weight for its size, how it was made (molded, thrown, cast, hand-sewn, machine-cut…), fastenings, seams, tool marks

Condition: chips, cracks, crazing, wear, repairs, replaced parts, later additions

5. PROVENANCE: WHERE IT CAME FROM

Owners you know of, with dates and places; how it came to you; family stories (write who told them and when); documents, receipts, photos or wills that show it

6. RESEARCH LOG

Source (book, site, archive, person)	Call number, page or web address	Date	What it said

7. WHAT I THINK IT IS, AND WHY

Maker | Date range | Place

Evidence (two independent sources that agree, if you can)

> A mark tells you who used it and roughly when; it doesn't prove the piece is that old. Reproductions copy old marks. If you need an appraisal, bring this sheet and your photos to a qualified appraiser.

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