



## OBJECT ID CHECKLIST

### TAKE PHOTOGRAPHS

Photographs are of vital importance in identifying and recovering stolen objects. In addition to overall views, take close-ups of inscriptions, markings, and any damage or repairs. If possible, include a scale or object of known size in the image.

### ANSWER THESE QUESTIONS:

#### **Type of Object**

What kind of object is it (e.g., painting, sculpture, clock, mask)?

#### **Materials & Techniques**

What materials is the object made of (e.g., brass, wood, oil on canvas)?  
How was it made (e.g., carved, cast, etched)?

#### **Measurements**

What is the size and/or weight of the object? Specify which unit of measurement is being used (e.g., cm., in.) and to which dimension the measurement refers (e.g., height, width, depth).

#### **Inscriptions & Markings**

Are there any identifying markings, numbers, or inscriptions on the object (e.g., a signature, dedication, title, maker's marks, purity marks, property marks)?

#### **Distinguishing Features**

Does the object have any physical characteristics that could help to identify it (e.g., damage, repairs, or manufacturing defects)?

#### **Title**

Does the object have a title by which it is known and might be identified (e.g., *The Scream*)?

#### **Subject**

What is pictured or represented (e.g., landscape, battle, woman holding child)?

#### **Date or Period**

When was the object made (e.g., 1893, early 17th century, Late Bronze Age)?

#### **Maker**

Do you know who made the object? This may be the name of a known individual (e.g., Thomas Tompion), a company (e.g., Tiffany), or a cultural group (e.g., Hopi).

### WRITE A SHORT DESCRIPTION

This can also include any additional information which helps to identify the object (e.g., color and shape of the object, where it was made).

### KEEP IT SECURE

Having documented the object, keep this information in a secure place.