

Image acknowledgments

1. Summary of object/image ID requirements

- Generally, the bolded elements (1, 2 and 9) are **always to be included**.
- Elements 3, 4, 5, 6, 8 and 10 may be included where this information will be **of value to the visitor**.
- Element 7 must be included where it is a requirement of the lender or copyright owner or if the object is a donated item.
- Object lists within exhibition catalogues will include 1, 2, 3, 4, 5, 6, 7, 9. Elements 8 and 10 are optional within exhibition catalogues. Credits throughout the catalogue may be an abbreviated form of the object list.

	Object ID elements (mandatory elements in bold type)	Element status	Remarks (examples in bold type)
1	title/description	mandatory	Where an object has a formal title (e.g. a painting) the full title should be included exactly as indicated by the source, lender, etc. This title must be in italics and major words should begin with an initial capital letter. Where no formal title exists, a brief and informative description of the object should be given in sentence case. This should not exceed 40 characters. Do not use italics for this title.
2	year of creation or use	mandatory	the following conventions apply to this element: definite creation dates cited as follows: 1978 Approximate creation dates: about 1978 for in use dates the period during which the object was used: where the date isn't known: date unknown definite 'in use' dates: in use 1788 approximate 'in use' dates: in use 1780–1820 'in use' since dates: in use since 1930
3	artist/maker/ Manufacturer	optional for objects: <u>always use for art IDs</u> if info is available	the following conventions apply to this element: for objects: made by Foxhill Campers, Melbourne for art IDs and photographs: by Joe Smith where the artist is not known: artist unknown Life dates of artists will not be given.

	Object ID elements (mandatory elements in bold type)	Element status	Remarks (examples in bold type)
4	origin/language group	optional artist/maker	the following conventions apply to this element: Ngarrindjeri language group Tiwi people
5	materials/medium	optional	the key elements are listed as succinctly as possible for an object: anodised steel, wood and plastic for an art ID: oil on canvas
6	dimensions	optional	all dimensions are expressed in centimetres, given as length x width x depth or height x width x depth. Two dimensional works are given as height x width. the following conventions apply to this element: 2.54 x 10.16 cm
7	acknowledgment	mandatory where item is donated or as condition of loan or reproduction	the following conventions apply to this element: for objects and artworks: donated by John Smith the Museum will acknowledge donors only. Vendors (as in 'purchased from') will not be acknowledged. Images, which are either reproductions of artworks (e.g. a photo of a painting or sculpture) or reproductions of images (e.g. a print of a photo from a book), need to be acknowledged as follows. by Robert Smith, from the Age copyright Berryl Smith Note that if the image has previously been published elsewhere, both that source and acknowledgment to the owner of the copyright in the image may be required, as in the above example.
8	collection name	optional	the following conventions apply to this element: Petronella Wensing collection National Historical Collection
9	source	must include	the following conventions apply to this element: National Museum of Australia National Gallery of Australia
10	accession number	optional	

2. Sample object and image labels

Object with formal title	<i>Child's Face</i> 1947 by Mercedes Hay donated by Betty Rose National Museum of Australia
Object with no formal title	Hand-knitted socks about 1930 donated by R Wormtoz National Museum of Australia Fishing nets in use 1920s nylon, cork Museum of Tasmania Basin and washstand about 1850 donated by Albert Bathman National Museum of Australia
Artworks with formal title sourced from a private lender, the lender's name may be included if required Print on loan from the State Library of New South Wales	<i>Collins Street at Sunset</i> 1824 by Norman Brown Private collection <i>The Sunbather</i> about 1956 by Max Dupain State Library of New South Wales
Artwork with no formal title by an unknown artist from the museum	Bourke Street at dawn about 1824 donated by S Smith National Museum of Australia
Image with formal title from the museum	<i>Moonrise over Acton Peninsula</i> 1997 by Sarah Millhouse National Museum of Australia
Image with no formal title Sourced from the Age newspaper at the National Library of Australia Image with no formal title, reproduced from a published work, in copyright, print supplied by SLNSW Image with no formal title from published book, artist/photographer unknown, print supplied by source other than publisher, out of copyright	Taking the tram to St Kilda 1935 by Kevin Mullen from the <i>Age</i> National Library of Australia Sunday at the beach 1956 by Maud Damp, from the <i>Bulletin</i> copyright Jill Black State Library of New South Wales Monday morning 1931 from <i>Weird and Wonderful: That's the Australian Workplace</i> , Sydney, 1932 National Library of Australia

3. Image credits other than those on labels

Typically, this will cover such things as background images and photomontage on panels, in cases and on walls. In these situations the ID will be typeset on the actual image. This information will be kept to a bare minimum.

© Robert Walton Image Library

Occasionally there may be a requirement to acknowledge the creator.

By Angela Axel © Robert Walton Image Library

Where the creator also owns the copyright, the credit is as follows:

© Angela Axel

4. Crediting images 'at a distance' from the label

Images within showcases or on murals can be credited on the nearest label.

Background murals in showcases

(background mural)

Moonrise over Melbourne 1991

photograph by Robin Hirst

copyright National Museum of Australia

Wall images

To credit images that are on a wall mural outside a case, and not an integral part of the label text itself follow this model:

(wall image)

Queens Wharf, Melbourne, West End 1857

by ST Gill

Royal Historical Society of Victoria

Replicas, 2D and 3D (i.e. made to look like an original)

These can just be referred to as reproductions (2D) or replicas (3D) in the credit text.

Replica of Joe Byrne's armour 1881

Reproduction of ticket of leave 1855

Website, Friends magazine, paper-based merchandise

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3	artist/maker/ Manufacturer	optional for objects: <u>always use for art IDs</u> if info is available	the following conventions apply to this element: for objects: made by Foxhill Campers, Melbourne for art IDs and photographs: by Joe Smith where the artist is not known: artist unknown Life dates of artists will not be given.
4	origin/language group	optional for Indigenous artist/maker	the following conventions apply to this element: Ngarrindjeri language group Tiwi people
5	materials/medium	optional	the key elements are listed as succinctly as possible for an object: anodised steel, wood and plastic for an art ID: oil on canvas
6	dimensions	optional	all dimensions are expressed in centimetres, given as length x width x depth or height x width x depth. Two dimensional works are given as height x width. the following conventions apply to this element: 2.54 x 10.16 cm

7	acknowledgment	mandatory where item is donated or as condition of loan or reproduction	<p>the following conventions apply to this element: for images by Museum staff: photo: George Serras for objects and artworks: donated by John Smith</p> <p>the Museum will acknowledge donors only. Vendors (as in 'purchased from') will not be acknowledged. Images, which are either reproductions of artworks (e.g. a photo of a painting or sculpture) or reproductions of images (e.g. a print of a photo from a book), need to be acknowledged as follows.</p> <p>photo: Robert Smith, from the <i>Age</i> copyright Berryl Smith</p> <p>Note that if the image has previously been published elsewhere, both that source and acknowledgment to the owner of the copyright in the image may be required, as in the above example.</p>
8	source	must include	<p>the following conventions apply to this element: National Museum of Australia National Gallery of Australia</p>