SMALL MUSEUMS CATALOGUING MANUAL

SAMPLE CATALOGUING RECORD (PAGE 1)

IDENTIFICATION NUMBER

A unique and permanent number given to each collection item

0507

ITEM TYPE

A one or two word classification of the item in its simplest terms

Leisure item

ITEM NAME TITLE

A word or two providing descriptive information

The formal title given to the item by its creator

Football, AIF

MEDIA

Uploaded digitised images and media files relating to the item and information pertaining to these files

0507 Football (left view)

DESCRIPTION

A description of the item that includes all details that cannot be captured by digitisation alone

Brown leather football, deflated. Stitched together. Four leather threads at top of ball. Has stencil painted markings on both top sections.

INSCRIPTIONS AND MARKINGS

A verbatim recording of any serial numbers, signatures, text or other inscriptions and markings that are present on the item, including the details of the placement of the inscription

THE AIF BALL / MATCH .II.

DIMENSIONS Accurate measurements of the item	PRODUCTION METHODS The methods and techniques of how the item you are cataloguing was made
H17cm x W32cm x D22cm	Handmade, sewn

MATERIALS

The materials that the item you are cataloguing is made or comprised of

Leather, thread, paint

CONTEXT OR HISTORICAL INFORMATION

The story of the item, link it to relevant historical events, themes, people if known, or provide contextual information about the item

This ball was possibly made by Corporal C. McMullen during WWI. McMullen made footballs for the Australian Imperial Force, all of which were hand stitched. He made the original ball for the 1916 Australian Rules exhibition match in London watched by 3000 spectators. McMullen's balls were commonly referred to as 'The AIF Ball', indicating that this might be one of them. The inscription 'Match .II.' suggests it was used for a later match.

STATEMENT OF SIGNIFICANCE

A statement outlining the significance of the item, including why the item is significant and what significance criteria apply

The provenance of this object is unknown, but it was potentially made by Corporal C. McMullen for use in an AIF exhibition match. If so, it is a highly significant piece of sporting memorabilia, and holds national significance as an object that tells the early evolution of Australian Rules Football and the importance of sport to the armed forces. This object also has comparative significance due to its rarity: one of the only surviving footballs used in WWI.

KEYWORDS

A set of terms or subjects related to the item you are cataloguing: broad thematic terms, alternate spellings, or related people, places and eras

Football, AIF, AFL, Australian Rules, sport, leather, WWI, The Great War, First World War



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SAMPLE CATALOGUING RECORD (PAGE 2)



PROVENANCE

Record the creation and events that have occurred during the life of the item you are cataloguing

CREATOR/MAKER'S DETAILS

The creator's name and any other relevant details

Possibly made by Corporal C. McMullen.

WHERE CREATED/MADE	WHEN MADE
The place of manufacture or creation if it is known	The date the item was created
Unknown	c. 1915-1919

PROVENANCE EVENTS

As a general rule, for each event, record when and where it took place, and any additional details about the event

ACQUISITION

How the item came to be in your organisation's custody and the ownership status of the item

Donation

LOANS

The details of any loan agreements pertaining to this item

CONDITION	CONDITION REPORT DATE
A description of the condition of the item	The date of assessment
Fair	29/11/2020

RISK

The details of any risk assessments and what actions you might take to mitigate those risks

Leather may be subject to drying out if not stored correctly. Suggest keeping stored in archival box.

LOCATION The details of where the item is located regularly and/ or its current location	SUPPLEMENTARY FILE The details and location of any relevant support documentation or supplementary files
CURRENT LOCATION: On display REGULAR LOCATION: R1/C2/S1/B10	AIF exhibition match in London http://australianfootball.com/articles/view/ The+A.I.F+match+in+London%252C+1916/

RESTRICTIONS

The details of any access restrictions that apply to this item

No restrictions apply

RIGHTS

The details of any copyright or moral rights that apply to the item. For example, the name and contact details of the rights holder, the applicable copyright category and duration

This item is mass-produced, no restrictions apply

NOTES

This field provides a means to document any relevant information which is about the record itself rather than the item being catalogued

Need more research about the provenance of the ball's creation.

CATALOGUER

The name of the cataloguer and the date the record was modified

CREATED BY: Jill Wong DATE CREATED: 29/11/2020 LAST MODIFIED: 30/06/2021