

Artist's Legacy Toolkit

How to Label



Image of Dance Theatre of Harlem archive project: MiniDV's with given new labels and unique numbers for easier inventorying.

*Write softly on the back of a photograph with a no. 2 pencil.

*Refrain from using stick-on labels directly on an item (on container is fine), as they can damage media and photographic prints.

*Labels on audiovisual material could cause the item to get stuck in a machine, including CD and DVD labels.

*Write directly on an item or use labels in designated label areas on media (i.e. VHS tapes have indented areas on bottom and front where labels can be safely applied).

*Below are some suggestions as to what information should be on labels for different items.

Box Label

Dance Title
Content Type/Format
Dates: 1994-1996
Box#

Audio Tape Label

Title
Date
Unique #

Video Tape Label

Name of choreographic work
Date
Performance location
Names of performers
Photographer/videographer

Folder Label

Description of folder contents
Dates
Folder # (out of total number of folders)