

Entering your garment

ADR ID

for our use only

- Please read through the whole document before entering any data.
- Fields marked with an asterisk (*) are mandatory.
- If you are unsure of any information write 'possibly' before the statement, eg 'possibly cotton' or 'possibly made by mother'.
- Not all fields will be relevant to your entry.
- Entries can be updated if new information comes to light in the future.
- If you're out of space, please attach additional pages indicating which section it is relevant to.

1. Getting started

Full name: _____

Organisation name: _____

Address: _____

Phone: _____

Mobile phone: _____

Email: _____

Garment owned by: _____

Date entered: _____

The owner has given permission for this entry to appear on the register website* (please tick)

2. Photographs*

It is important to have good images of your garment including overall front and back shots, close-up of details and condition as well as any manufacturer's labels. You may also like to include historical photos, newspaper articles or other related material.

Please supply digital photos with captions either by email or on a CD. If this is not possible, please provide copies of any photographs with captions for us to scan and upload onto the website. Please do not send originals.

These images are cleared for copyright* (please tick)

3. Garment details

Short title*: _____

Registration number (if available): _____

Description (including parts)*: _____

Exact date or date range*: _____

4. Trimmings/decoration

Ribbon: _____

Braiding: _____

Piping: _____

Lace: _____

Tucking: _____

Embroidery: _____

Notes:

(Please indicate where trimmings/decorations are located on the garment and any other additional details here.)

5. Gender

You can tick more than one box.

Male

Female

Child

6. Fibre/weave

One garment may feature several different fabrics. Please list each one.

1. Colour
2. Fibre, eg cotton, silk
3. Weave, eg damask, brocade
4. Location for all parts included in this record
For example, white cotton muslin on bodice.

Notes: _____

You can tick more than one box.

Natural dye

Synthetic dye

7. Manufacture

You can tick more than one box.

Hand sewn

Machine sewn

Knitted

Other

Notes:

(Please explain the details of the manufacture, eg where on the garment is the handstitching and where is the machine stitching.)

Please record the exact wording of the manufacturer's label (including uppercase and lowercase): _____

Alterations:

(Describe any alterations made to the garment including repairs. Check different threads used on seams. Note whether these stitches were done by hand or machine and whether they involve additional fabric. Alterations lend interesting provenance information, eg they could reveal a garment worn by several generations, mother to daughter, or adjustments to accommodate pregnancy etc.)

8. Cut

Bias

Straight

Notes: _____

9. Fastenings

You can tick more than one box.

Hook and eye

Lacing

Buttons

Zip

Drawstring

Notes:

(Please indicate location of fastenings on the garment and their composition.)

10. Stiffening/lining/padding

Check for whalebone, petersham, steel, canvas, buckram, cord, wadding etc.

Notes: _____

11. Measurements (mm)

Select the relevant fields to complete for your garment/s.

Please supply all measurements in millimetres (mm).

Name the part of the garment this column of measurements is for, eg trousers, jacket.

Please see the '11.1 Measuring a garment' information sheet.

Garment part						mm
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Girth

Neck						mm
Chest						mm
Waist						mm
Hip						mm
Cuff						mm
Hem circumference						mm

Vertical

Front neck to hem						mm
Front waist to hem						mm
Back neck to hem						mm
Back waist to hem						mm
Sleeve length						mm
Inside leg						mm
Outside leg						mm

Horizontal

Neck to sleeve head						mm
Cross back						mm
Underarm to underarm (back)						mm
Fabric width (selvedge to selvedge)						mm

Notes:

(Please enter special measurements here.)

12. History and provenance

Provenance refers to a garment's source, its history of ownership and use from the time it was created to the present. Provenance includes the entire life of the garment.

This register includes items that have originated or travelled from overseas. Garments should have some connection to Australia.

The outfit may have been 'owned by' or 'worn by' several people. Please record all known owners and wearers of the garment. Tracking family histories can be helpful. By looking at appropriate age and contemporary fashions, you can determine who could or could not have worn the garment. Include maiden names where possible, as these are useful for tracking family histories.

Town: _____

State: _____

Country: _____

Owned by: _____

Exact date or date range: _____

Worn by: _____

Occasion(s) and date(s): _____

Place: _____

Designed by: _____

Made by: _____

Made for: _____

Cost:

(If known, how much did the item cost? Indicate if this was the price to purchase the items ready-made or the price of the materials. This could include threads, trimmings, fabric or making up costs. The price paid for the garment in recent times is also of interest, eg the price a collector paid at auction. Where possible, indicate the date a particular price was paid.)

Do you have any stories or community information associated with this? _____

How does this costume relate to the wider historical context?* _____

Where did this information come from? (eg a note, grandmother etc) _____

Has this garment been exhibited? _____

13. Dress themes

You can tick more than one box.

Occupational

- | | | | |
|------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Workwear | <input type="checkbox"/> Sportswear | <input type="checkbox"/> Leisure | <input type="checkbox"/> Everyday wear |
| <input type="checkbox"/> Nightwear | <input type="checkbox"/> Uniform | <input type="checkbox"/> Protective | <input type="checkbox"/> Other |

Special

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Ceremonial | <input type="checkbox"/> Ball | <input type="checkbox"/> Wedding | <input type="checkbox"/> Confirmation |
| <input type="checkbox"/> Christening | <input type="checkbox"/> Debutante | <input type="checkbox"/> Mourning | <input type="checkbox"/> Fancy dress |
| <input type="checkbox"/> Theatre costume | <input type="checkbox"/> Special occasion | <input type="checkbox"/> Sunday best | |

Notes: _____

Births, deaths, marriages, children or family information: _____

Other related objects in your collection: _____

14. Additional materials

List here anything relating to the garment which has not been previously mentioned. Describe articles, publications, diagrams and receipts associated with the garment.

Please list websites where the collection and/or your organisation details are available online.

15. Condition

Broadly identifies the physical strength and stability of a garment.

Excellent Good Fair Poor

Excellent: as new condition, with little or no sign of use.

Good: some signs of wear but physically sound. Minor physical damage such as staining, surface dirt. Dress can be placed on a mannequin for photography and display.

Fair: minor damage, some losses or deterioration. Handle with extra caution. Dress can be placed on a mannequin for photography or display for a short period of time.

Poor: wear, damage, brittleness, stains, large losses. Handle as little as possible. Dress should not be placed on a mannequin for photography or display. Instead, photograph dress on a gently sloped backboard (see the '2.2 Simple conservation photography and documentation' information sheet).

You can tick more than one box below.

<input type="checkbox"/> Discolouration	<input type="checkbox"/> Fading	<input type="checkbox"/> Distorted/warped	<input type="checkbox"/> Brittle
<input type="checkbox"/> Frayed	<input type="checkbox"/> Dirt	<input type="checkbox"/> Dust	<input type="checkbox"/> Crease
<input type="checkbox"/> Holes	<input type="checkbox"/> Paint	<input type="checkbox"/> Parts missing	<input type="checkbox"/> Scratched
<input type="checkbox"/> Stained	<input type="checkbox"/> Stretched	<input type="checkbox"/> Torn	<input type="checkbox"/> Water damage
<input type="checkbox"/> Worn	<input type="checkbox"/> Iron stains		

Evidence of repairs:

(Examine carefully for any signs of repairs, patches, darning etc. The repairs are part of the history of the garment, but remove pins and safety pins to avoid corrosion. They should be kept for documentation.)

Insect damage:

Mould damage:

Additional information:
