

Art Gallery Inventory Authentication Checklist

Artwork Identification

Verify and document key identifiers for each artwork.

Artwork Title

Artist Name

Inventory Number

Medium

Dimensions (HxWxD)

Date of Creation (Estimate)

Enter date...

Artwork Status

- On Display
- In Storage
- Loaned Out

Provenance Verification

Trace the ownership history of the artwork to confirm authenticity.

Initial Acquisition Source

Write something...

Date of Initial Acquisition

Enter date...

Seller/Acquisition Details (Name, Contact)

Write something...

Supporting Documentation (Receipts, Invoices)

 Upload File

Record of Previous Owners (if known)

Write something...

Provenance Research Status

- Complete
- Partial
- Ongoing
- Not Started

Expert Opinion/Appraisal Notes (Provenance)

Write something...

Condition Assessment

Detailed record of the artwork's physical condition.

Overall Condition Description

Write something...

Presence of Cracking (Scale 0-10)

Enter a number...

Presence of Fading (Scale 0-10)

Enter a number...

Presence of Water Damage (Scale 0-10)

Enter a number...

Frame Condition (if applicable)

- Excellent
- Good
- Fair
- Poor
- No Frame

Condition Photos (Multiple)

 Upload File

Specific Damage Details (e.g., scratches, tears)

Write something...

Conservation Treatment Required?

- Yes
- No
- Maybe

Authentication Documentation Review

Check for and document any existing authentication certificates or expert opinions.

Date of Authentication Document

Enter date...

Summary of Authentication Findings

Write something...

Authentication Authority

- Recognized Expert
- Appraisal Firm
- Artist's Estate
- Other

Upload Authentication Certificate (if available)

 Upload File

Any discrepancies or concerns with the document

Write something...

Document Validity Status

- Valid
- Expired
- Questionable
- Invalid

Digital Record Creation

Capture high-resolution images and create detailed digital records for each artwork.

Artwork Title

Write something...

Artist Name

Write something...

Year Created

Enter a number...

Description of Artwork

Write something...

Front View Image

 Upload File

Back View Image

 Upload File

Detail Image(s)

 Upload File

Medium (e.g., Oil, Acrylic, Bronze)

- Oil
- Acrylic
- Watercolor
- Bronze
- Other

Insurance Valuation Confirmation

Compare current valuation with insurance documentation, noting any discrepancies.

Current Insurance Valuation

Enter a number...

Previous Insurance Valuation

Enter a number...

Justification for Valuation Change (if applicable)

Write something...

Valuation Report (if available)

 Upload File

Valuation Source

- Internal Appraisal
- External Appraiser
- Auction Record

Date of Valuation

Enter date...

Storage Environment Check

Assess storage conditions – temperature, humidity, light exposure – and note any adjustments needed.

Temperature (°C)

Enter a number...

Relative Humidity (%)

Enter a number...

Light Exposure (Lux)

Enter a number...

UV Filter Status

- Active
- Inactive
- Not Applicable

Last Environment Calibration Date

Enter date...

Notes/Observations about Environment

Write something...

Pest Control Measures

- Monthly
- Quarterly
- As Needed

Security Protocol Verification

Confirm adherence to security protocols and access controls for artwork storage.

Alarm System Status (0=Off, 1=On)

Enter a number...

Access Control System Status

Active

Inactive

Last Security System Maintenance Date

Enter date...

Scheduled Security System Check Time

Areas with Security Cameras

Entrance

Storage Room

Display Area

Loading Dock

Visitor Log Usage

Always Used

Sometimes Used

Never Used

Security Personnel on Duty (Name/ID)

Write something...