



INTERNATIONAL STANDARD GUIDE

Taking, Recording and Communicating Dimensions

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1.0 1.0 Scope

- 1.1 1.1 The purpose is to establish a universal method for identifying size and the vertical and horizontal orientation of artwork.
- 1.2 1.2 A method of recording dimensions that clearly indicates the vertical, horizontal and thickness and/or depth of the item.

2.0 2.0 Reference

- 2.1 2.1 A time honored method generally used in the description and cataloging of art on paper.
- 2.2 2.2 A currently accepted and practiced method used by most museums and antiquarian dealers.

3.0 3.0 Terminology

- 3.1 3.1 Terminology Format-The following words are defined to clarify the importance of sections or formats, and to identify those that are mandatory.
- 3.2 "Shall"-is used to indicate that a provision is mandatory.
- 3.3 "Should"-is used to indicate that a provision is not mandatory, but recommended as good practice.
- 3.4 "May"-is used to indicate that a provision is optional.
- 3.2 3.5 "recto, front, face" the portion or side most intended for viewing.
- 3.3 3.6 "verso, back, rear" the portion or side directly opposite the recto.
- 3.4 3.7 "top" that portion or side intended to face up.
- 3.5 3.8 "bottom" that portion or side intended to face down.
- 3.6 3.9 "thickness, depth, width" the 3rd dimension.
- 3.7 3.10 " item, artwork" generally flat having no significant 3rd dimension.
- 3.8 3.11 "object, art object" a subject having a significant 3rd dimension as statuary.

4.0 4.0 Summary of Practice

- 4.1 4.1 To establish a universal method for taking recording and communication dimensions that indicating the vertical, horizontal and thickness of any item or artwork.
- 4.2 4.2 A method of recording and communicating dimensions and orientation of art items.

5.0 5.0 Significance and Use

- 5.1 5.1 The vertical or horizontal position is an important factor in identification and authentication.
- 5.2 5.2 The vertical or horizontal orientation is important when working on or with the item.

6.0 6.0 Apparatus

- 6.1 6.1 A standard measuring device most often graduated in a equal division of inches, or metric measurement used to identify dimensions.

7.0 7.0 Procedure

- 7.1 7.1 Measurement shall be made with a commonly accepted standard of measurement as inch or

metric.

- 7.2 7.2 All dimensions shall be recorded with indication as to the standard of measurement used.
- 7.3 7.3 The measuring device should accommodate the largest dimension to be recorded.
- 7.4 7.4 Measurement should be taken on a direct line between opposing sides. The measuring device should not curve or bend between points of measure.
- 7.5 7.5 All measurements shall be taken from the recto, front or face.
- 7.6 7.6 The vertical dimension shall be recorded first.
- 7.7 7.7 The horizontal dimension shall be recorded second.
- 7.8 7.8 The thickness or depth dimension shall be recorded third.
- 7.9 7.9 If the a measurement is of less than the total size, such as only an image area, that or part or portion shall be clearly identified directly following that recorded dimension.
- 7.10 7.10 If the first recorded measurement is other than the recto or face it shall be clearly indicated directly following the dimension

8.0 8.0 Conditioning

8.1 8.1 Any item or artwork susceptible to dimensional change caused by environment. Should held in an area average to the normal environment for a minimum of 24 hours or until it becomes dimensionally stable before measuring.

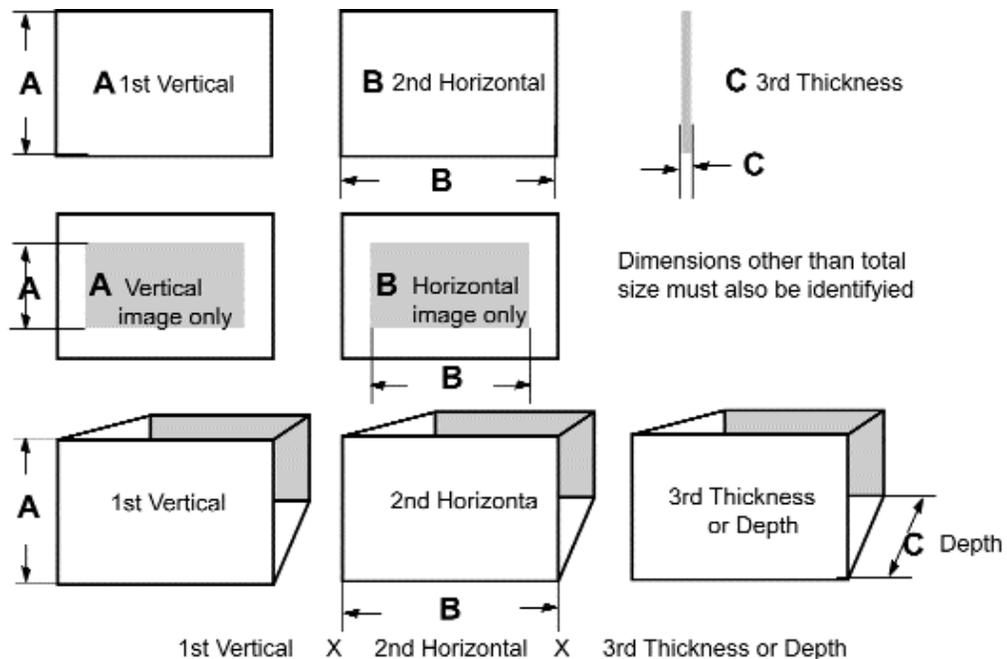
9.0 9.0 Responsibility for Accuracy

- 9.1 9.1 Repeatability is dependent upon the accuracy of obtaining and recording the information.
- 9.3 9.2 A clearly marked unit of measure used.
- 9.4 9.3 The accuracy of all measuring devices.
- 9.6 9.4 The clarity with which the information is taking, recorded and communicated.

10.0 10.0 Keywords

accuracy, universal, dimension, horizontal, vertical, image, thickness, unit of measure

11.0 Illustration and examples of method



11.0

11.1 A flat item as paper (A x B)

A= vertical X B=

horizontal.

11.2 A flat item measuring image only (A image x B image)

A= vertical image x

B=horizontal image

11.3 An item where thickness is important (A x B x C)

A= vertical x B=

horizontal x C= thickness

11.4 A box, sculpture, 3 dimensional objects (A x B x C)

A= vertical x B=

horizontal x C= depth

12.0 12.0 Flat Items

12.1 Such as art on paper or documents most often do not record thickness showing only the vertical and horizontal dimensions (A and B)

12.1.1 **A Height**-- vertical dimension recorded 1st (generally flat artwork)

12.1.2 **B Width**--horizontal dimension recorded 2nd (generally flat artwork)

12.1.3 **C Thickness**--recorded 3rd (generally 3 dimensional artwork)

12.0 12.4 If the record dimension is other than the total size of the item, it must be identified (see A & B image)

13.0 Three dimensional objects

13.1 All objects shall be recorded in the same order, A vertical, B horizontal, & C thickness or Depth.

14.0 All dimensions

14.1 All objects shall be recorded from the recto, (face, front). Vertical dimension is recorded first, then horizontal, then thickness or depth as is illustrated.

16.0 If any measurement was taken other than full size or from any area other than the "recto, (front, face)" such as "image size" it shall be indicated following that recorded dimension.