

**LABELLING PRINTS –**  
**It only takes a minute.**

**What does?** Documenting your images for the future.

At the recent Retrospective Exhibition the subcommittee became aware that some members did not document their work fully to enable a satisfactory catalogue presentation.

All of your **BEST** work should be documented for future reference, because to put it simply:

**NOBODY KNOWS JUST WHERE YOUR WORK MAY FINISH UP.**

Please do not sell yourself short and say things like ‘well nobody would want to see any of my photos again’ – you just don’t know what may be around the corner.

The retrospective did in fact catch some people unawares e.g. when the organizer requested the year the image was taken.’

Extra information regarding photographers’ works appears in books, catalogues and other references – therefore we need to follow the same path – the image itself is not enough just on its own.

The following should be written on the back of each print [projected images document conveniently] to enable organizers an opportunity to complete their catalogue requirements and also for archival purposes as Permanent Collections.

**To be included:**

- **TITLE**
- **YOUR NAME**
- **ADDRESS** [other contact details could be added as well]
- **LOCALITY**
- **DATE TAKEN/PRINTED** [alternatively one of the these]
- **NAME OF CAMERA/SETTINGS/PROCEDURE** [optional]

**FAMILY ALBUMS**

- Names of all people included in the image
- Date taken
- Locality
- Reason why photo was taken

Far too often previous generations in the past did not always write on the backs of their photos. Many portraits over 100 years old have survived but cannot be identified, rendering the photo meaningless. Let us not make the same mistake - it only takes a moment to complete the details for each print.

**PERMANENT COLLECTIONS**

Images that have a proven ‘track record’ and which you feel may not be needed for further display and you wish to donate them to a Permanent Collection such as the SAPF holds, then please include all the above. These photographs take on a HISTORICAL role and again you do not know just where your donated work may finish up – future exhibitions, book illustrations, scholar research etc. and these people in the future will need to know all the information you can supply for each print.

Please think of the future – your prints should outlive you – and future generations will be grateful for all the information you can supply because without it, your image may be considered useless and unfortunately could be discarded for THIS reason.

In conclusion – **do not put it off – just do it.**

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