

## LABEL FORM

### College Exhibitions Department

The department of College Exhibitions will label your work using a format and font consistent with that of the Museum. Label information is taken directly from this form. **Please be precise in filling out your label form** and please **PRINT LEGIBLY**. The materials you list for your work should not simply read “painting” or “sculpture”, but should state specific materials used such as: “acrylic on canvas”, “gelatin silver print”, or “100 used gold toe socks with LED lights and sound element”. This is relevant for the conceptual meaning of the materials and the long term conservation of the object.

Please fill out both of the attached labels with identical information. The lower copy should be cut off and attached to your artwork (for confirming label hanging identification). The remaining label form must be turned in to College Exhibitions at least one week before you install your exhibition. Please fill out a label form for each individually titled work you are exhibiting. A collective series of untitled works with identical materials will NOT each have separate labels but a single label indicating the information for the group.

Should an error occur on your label DO NOT “fix” it yourself with a ball point pen! Bring the error to the attention of College Exhibitions, and it will be corrected as soon as possible.

Please contact Lorelle Rau at [lrau@corcoran.org](mailto:lrau@corcoran.org) or Joseph Hale at [jhale@corcoran.org](mailto:jhale@corcoran.org) if you have a specific labeling question or concern.

Artist name: \_\_\_\_\_

Department: \_\_\_\_\_

Title of work: \_\_\_\_\_

Medium: \_\_\_\_\_

Artist name: \_\_\_\_\_

Department: \_\_\_\_\_

Title of work: \_\_\_\_\_

Medium: \_\_\_\_\_

*Please attach this portion to the back of your artwork*