

Art Inventory

Author _____ Title _____

Acq. Ed _____	Man. Ed _____	Inter. Des. _____	Prod. _____	(FOR UTP USE ONLY)
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Important note: Each piece of art requires a separate entry. eg. Fig_3_1, Fig_3_2, Fig_3_3. Figures, plates, maps, and musical examples should be listed as separate sequences, each sequence beginning a new line of the inventory.

Image number	MS. Page No.	Description or short title of image	Form of original art	Author's suggested size as % of book page (25%, 50%, 75%, full) and any comments re treatment		Production evaluation* and comments (FOR UTP USE ONLY)			
				Size	Additional Information	Orig no.	Final no. (if appl.)	Eval.	Comments
Fig_3_1	45	Painting of Mona Lisa	<input type="checkbox"/> Line art <input type="checkbox"/> Colour photograph <input type="checkbox"/> BW photograph <input type="checkbox"/> Colour transparency <input checked="" type="checkbox"/> Digital <input type="checkbox"/> 1200 <input checked="" type="checkbox"/> 300dpi <input type="checkbox"/> Other		Filename: Fig_3_1.tif			<input type="radio"/> A <input type="radio"/> AC <input type="radio"/> NS <input type="radio"/> R	
			<input type="checkbox"/> Line art <input type="checkbox"/> Colour photograph <input type="checkbox"/> BW photograph <input type="checkbox"/> Colour transparency <input type="checkbox"/> Digital <input type="checkbox"/> 1200 <input type="checkbox"/> 300dpi <input type="checkbox"/> Other		Filename: _____			<input type="radio"/> A <input type="radio"/> AC <input type="radio"/> NS <input type="radio"/> R	
			<input type="checkbox"/> Line art <input type="checkbox"/> Colour photograph <input type="checkbox"/> BW photograph <input type="checkbox"/> Colour transparency <input type="checkbox"/> Digital <input type="checkbox"/> 1200 <input type="checkbox"/> 300dpi <input type="checkbox"/> Other		Filename: _____			<input type="radio"/> A <input type="radio"/> AC <input type="radio"/> NS <input type="radio"/> R	

* Key to production evaluation: A = approved; AC = approved conditionally (production comments should state conditions, eg. reset type, change percentage screens as instructed); NS = not satisfactory (will reproduce poorly – eliminate or replace); R = rejected (cannot be reproduced)

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			<input type="checkbox"/> Line art <input type="checkbox"/> Colour photograph <input type="checkbox"/> BW photograph <input type="checkbox"/> Colour transparency <input type="checkbox"/> Digital <input type="checkbox"/> 1200 <input type="checkbox"/> 300dpi <input type="checkbox"/> Other	Filename: _____			<input type="radio"/> A <input type="radio"/> AC <input type="radio"/> NS <input type="radio"/> R	
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