

## Photography Guidelines: File Naming

### Docu Shots

Inventory Number + Photographer Initials + Date (YYMMDD)

*E.g. CREED31487 BG050704.tif*

If no inventory number is given, please use the artist's abbreviation,  
*e.g. APPLE, CREED, GENZK, ORR C, RUBY, etc.*

### Multiple Views

- Different views of the same artwork/exhibition should be named: **view01**, view02, etc.
- Multiple parts of the same artwork should be named: **part01**, part02, etc.  
(alternatively: **1of3**, 2of3, 3of3), *e.g. CREED31487 2of3 BG.tif*, etc.
- If you take photos of double-sided artworks please refer to the front as **recto**, the back as **verso**.
- In case of movie stills, please indicate as: **still**, *e.g. RIST 28374 still1 BG.tif*.

### Installation Views

Artist Abbreviation + iv (for Installation View) + Institution + Date YYYY +  
Photographer Initials + viewXX

*E.g. CREEDiv HWZ 0506 BU.tif or HOUSEiv New Museum 1305 TM view01.tif*

HWZ = Hauser & Wirth Zurich

HWL = Hauser & Wirth London

HWNY/ HWNY69 / HWNY18 = Hauser & Wirth New York

HWSLA = Hauser Wirth & Schimmel Los Angeles

HWSO = Hauser & Wirth Somerset

HWC = Hauser & Wirth Collection Henau

### Art Fairs

GHW for Gallery Hauser & Wirth + Name of Fair + Date + viewXX

*E.g. GHW Art Basel 0706 view1.tif*

### Notes

If it is a mix of both docu shot and installation view, combine inventory number with exhibition view, *e.g. SASNA37362 HWZ 0706 still1 BU.tif*.