

## PAN Matting Standards for Exhibition Prints

All exhibition prints should be matted in white or off-white using the following procedures:

1. Mats should consist of 4-ply museum or archival mat-board for the face and backing of the print.
2. Prints should be attached to the backing with a hinge (see illustration below) or with corner pockets, either methods using only archival material (hinges last longer, since we handle the work often and prints can fall out of the corners more readily).
3. The PAN Print Disclosure Form (completed by the artist) should be attached to the back upper left side of every print placed in the collection. The gallery will attach the inventory number.
4. Each exhibition print will be placed in a clear archival plastic bag for storage in the collection to keep the mats clean and to protect the prints.
5. The outside dimensions for the exhibition collection are 11x14, 16x20, 22x28, 28x36, and 30x40. We have frames to fit these sizes only.

