



A good mind. A good heart. A strong fire.

*Museum*

# Accession Sheet

|                           |       |                         |          |
|---------------------------|-------|-------------------------|----------|
| Accession #               |       | Accession Date          |          |
| Old Number                |       | Accessioned By          |          |
| CATEGORY                  |       |                         |          |
| 2D                        | 3D    | Classification          |          |
| ITEM DESCRIPTION          |       |                         |          |
| Title/Name of Item        |       | Year                    |          |
| Brief Description         |       |                         |          |
|                           |       |                         |          |
| Miscellaneous Information |       |                         |          |
|                           |       |                         |          |
| PROVENANCE (SOURCE)       |       |                         |          |
| Tribal                    | Local | State                   | National |
| Medium or Materials       |       | Dimensions in Inches    | X        |
| Artist                    |       | Collector               |          |
| Credit Line               |       |                         |          |
| Previous Owners           |       |                         |          |
| •<br>•                    |       |                         |          |
| Date Collected            |       | Location Collected From |          |

|                                   |          |                 |                |            |    |     |  |  |  |
|-----------------------------------|----------|-----------------|----------------|------------|----|-----|--|--|--|
| <b>DONOR</b>                      |          |                 |                |            |    |     |  |  |  |
| Name                              |          |                 |                |            |    |     |  |  |  |
| Address                           |          | City            |                | State      |    | Zip |  |  |  |
| Phone                             |          |                 |                | E-Mail     |    |     |  |  |  |
| <b>CONDITION</b>                  |          |                 |                |            |    |     |  |  |  |
| Excellent                         | Good     | Fair            | Poor           | Needs Work |    |     |  |  |  |
| Actions Taken                     |          |                 |                |            |    |     |  |  |  |
| Rationale for Acquisition         |          |                 |                |            |    |     |  |  |  |
| Mode of Acquisition               |          |                 |                |            |    |     |  |  |  |
| Donated                           | Exchange | Transfer        | Purchase       | \$         |    |     |  |  |  |
| Other                             |          |                 |                |            |    |     |  |  |  |
| <b>APPRAISAL</b>                  |          |                 |                |            |    |     |  |  |  |
| Yes                               | No       | Appraisal Value |                |            | \$ |     |  |  |  |
| Insurance Value                   | \$       |                 | Date Effective |            |    |     |  |  |  |
| Appraisal Reference               |          |                 |                |            |    |     |  |  |  |
|                                   |          |                 |                |            |    |     |  |  |  |
| <b>PERMANENT STORAGE LOCATION</b> |          |                 |                |            |    |     |  |  |  |
| Stack                             | Shelf    | Drawer          | Box            | Offsite    |    |     |  |  |  |
| Restrictions                      |          |                 |                |            |    |     |  |  |  |
| None                              | Yes      | Explain         |                |            |    |     |  |  |  |
| Reference for Identification      |          |                 |                |            |    |     |  |  |  |
| Accompanying Materials            |          |                 |                |            |    |     |  |  |  |
| Related Subject Headings          |          |                 |                |            |    |     |  |  |  |
| <b>PAST PERFECT CATALOG</b>       |          |                 |                |            |    |     |  |  |  |
| Entered into Database             | Yes      | No              | Explain        |            |    |     |  |  |  |
| Catalog Date                      |          |                 | Cataloged By   |            |    |     |  |  |  |