



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			
• •			
Date Collected		Location Collected From	

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