



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

**Museum**

# Accession Sheet

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