



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	

<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						