

TARBLE ARTS CENTER
EASTERN ILLINOIS UNIVERSTIY

OBJECT (TITLE): BUDDHA

ARTIST: Ena Disilva

 ACQUISITIONS RECORD FORM FILLED OUT

 VAULT FILE FOLDER/ENVELOPE PREPARED AND FILED IN VAULT FILE:

- ARTIST RELEASE FORM, SIGNED ORIGINAL
- GIFT RELEASE FORM, SIGNED ORIGINAL
- PROOF OF PURCHASE (request for payment)
- ACQUISITIONS RECORD FORM
- CONDITIONS REPORT FORM
- COLOR SLIDE
- BLACK AND WHITE PHOTOGRAPH (negative # on reverse)
- OTHER ORIGINAL ARCHIVAL DOCUMENTATION/CORRESPONDENCE (specify)

 ACQUISITIONS RECORD ENTERED ONTO COMPUTER DISC

 ACQUISITIONS RECORD BACKED UPON DISC IN VAULT

 ARTIST'S FILE PREPARED AND FILED BY LAST NAME

- BIOGRAPHY OF ARTIST
- COPY OF ACQUISITIONS RECORD
- COPY OF OTHER DOCUMENTATION OF ARTIST/ARTWORK (exhibition catalogs, magazine articles, letters, book entries, etc.)

 SLIDE FILED IN MULTIPLEX

 PHOTOGRAPH FILED

 EXHIBITION LABEL PREPARED AND FILED

 DIDACTIC LABEL PREPARED AND FILED

 LOCATION CARD FILLED OUT AND FILED

RECORDED BY: _____

DATE: _____