

## COLLECTIONS RECORD CHECK LIST

ACQUISITION NO. 9/1301, 2, 3TARBLE ARTS CENTER  
EASTERN ILLINOIS UNIVERSTIY

OBJECT (TITLE):

ARTIST:

☒ 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 (Donor)

- ☐ 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: 9/5/91