

COLLECTIONS RECORD CHECK LIST

ACQUISITION NO. 9/1301, 2, 3

TARBLE 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)

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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