

COLLECTIONS RECORD CHECK LIST

ACQUISITION NO.

9/11/01

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)

☒ 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:

9/5/01