

**Accession Form**  
(all types of collections)

Accession Number: \_\_\_\_\_

Date: \_\_\_\_\_

Photograph: \_\_\_\_\_

Catalog Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Material(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Locality: \_\_\_\_\_

Date Collected: \_\_\_\_\_

Date Received: \_\_\_\_\_

Collector or Maker: \_\_\_\_\_

Condition: \_\_\_\_\_

Value: \_\_\_\_\_

Correspondence: \_\_\_\_\_ Catalog Cards: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Catalog Sheet**  
**(Fine & Decorative Arts, Historical objects)**

Object name: \_\_\_\_\_ Accession Number \_\_\_\_\_

Classification: \_\_\_\_\_

Maker/artist: \_\_\_\_\_

Date of object: \_\_\_\_\_

Designer: \_\_\_\_\_

Country: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_

Techniques: \_\_\_\_\_

Materials: \_\_\_\_\_

Colors: \_\_\_\_\_

Style, type or pattern: \_\_\_\_\_

Size: \_\_\_\_\_

Description (50 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source: \_\_\_\_\_ Association: \_\_\_\_\_

Gift, loan or purchase: \_\_\_\_\_ Date Acquired: \_\_\_\_\_

Condition : \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Location (of object): \_\_\_\_\_ Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

**Catalog Card**  
**(Natural History, Anthropology)**

Material: \_\_\_\_\_ Accession Number: \_\_\_\_\_

Catalog Number: \_\_\_\_\_

Field Number(s): \_\_\_\_\_

Received from: \_\_\_\_\_ Date Received: \_\_\_\_\_

Collector: \_\_\_\_\_ When Collected: \_\_\_\_\_

Locality (where collected): \_\_\_\_\_

Remarks (comments about the object): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was this object:

\_\_\_\_\_ a purchase \_\_\_\_\_ a gift \_\_\_\_\_ gathered in an expedition/during fieldwork

\_\_\_\_\_ manufactured \_\_\_\_\_ an exchange for another object

Date of entry: \_\_\_\_\_ Entered by: \_\_\_\_\_

**Incoming Condition Report**

(Decorative & Fine Art, historical object, artifact)

Object: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

Structure (*including frame if painting*): \_\_\_\_\_ General Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surface Decoration: \_\_\_\_\_ Conservation Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Storage Method: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drawing showing condition on arrival

Draw front view on this side. Draw rear view on reverse side.

**Incoming Condition Report**

(Natural History specimen)

Object: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

Raw Material: \_\_\_\_\_ General Condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conservation Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Storage Method: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drawing showing condition on arrival

Draw front view on this side. Draw rear view on reverse side.

## How to Fill Out a Condition Report

*Object:* Write the name of the type of object-doll, desk, vase, fossil, etc.

*Owner:* Write the name of the museum or the name of the person who owned it and is lending it for the exhibit.

*Date:* Write today's date.

*Description:*

STRUCTURE OR RAW MATERIAL: Tell what materials the object is made of (e.g., bone, stone) and for human-made objects how it was made (e.g., hand-built vase of red clay).

GENERAL CONDITION: Tell if it is in excellent, good, fair, or poor condition, and mention any damage.

SURFACE DECORATION: For human-made objects, tell if the object is painted, beaded, glazed, etc., in what colors and materials (e.g., quilt has red cotton thread embroidery on the border). If it is a fine art piece (painting, sculpture, etc.) tell what type of style and medium were used.

CONSERVATION NEEDED: Write what, if anything, needs to be repaired before the exhibit (e.g., doll clothes need to be washed and ironed, or broken airplane wing needs to be glued, a tear in the canvas needs to be fixed, fossil is broken and needs to be glued).

*Storage Method:* Tell where you think you should store the object before the exhibit (closet, drawer, box), according to what kind of protection it needs.

*Drawing:* Make a simple outline sketch of the object. Then show the locations of any areas that appear to be damaged. Connect the damage mark with a label describing the damage. (e.g., 2-inch jagged crack on neck of vase, black smoke mark). Draw the rear view on the reverse.

2-inch jagged crack on neck

Black smoke mark

**Deed of Gift**

Donor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

I (we) hereby irrevocably and unconditionally give, donate, deliver, transfer, and assign to the \_\_\_\_\_ Museum by way of gift all right, title, and interests (including, but not limited to, all applicable copyright, trademark, and related interests) in, to, and associated with the property, hereinafter described, to be used by the Museum at its unrestricted discretion. I (we) affirm that I (we) own said property and that to the best of my (our) knowledge I (we) have good and complete right, title, and interest (including, but not limited to, all applicable copyright, trademark, related interests) to give.

I (we) agree that the object(s) will become part of the exclusive and absolute property of the Museum and that it (they) may be managed in any ethical manner consistent with established professional standards, Museum policy, and governmental regulations, with no restrictions on its (their) use or disposition.

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

received for the \_\_\_\_\_ Museum

by Curator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Museum Director: \_\_\_\_\_

**Deed of Gift**

*Everyday Language Translation*

By signing this, I give and deliver my object forever and with no conditions to the Museum. I give the museum all rights to the object. These rights include the right to publish pictures of it for sale or use. I also say that I did own the object and had the right to give it to the museum.

I agree that the object will become the property of only the Museum. The Museum will manage it in an ethical, professional way. The Museum can use it or dispose (trade or give it away) of it in any way they want, following the Museum's policies.

**Donor Questionnaire**

(Decorative Art or Historical Object)

Name of Donor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Artifact: \_\_\_\_\_

1. Who first owned this item?
2. When did he/she live?
3. Where did he/she live?
4. About when was the object made or bought?
5. Where was it made?
6. Who made it?
7. Was the object used for a particular purpose?
8. What was the occupation of the owner? That of the owner's parents or spouse?
9. How did you get this object?
10. Is this object part of a set? If so, describe it.
11. Do you have any photographs of the object being used?
12. Do you have any other documents about the object? (letters, plans, receipts, instructions)
13. Do you have any other information about the object that might be useful for us to know?



**Donor Questionnaire**

(Fine Art: sculpture, paintings, etc.)

Name of Donor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Artifact: \_\_\_\_\_

Please complete the following questions in as detailed a manner as you possibly can. This information will help us to document the work and will add to our knowledge concerning the materials held in the Illinois State Museum collections.

1. Who created this object and when was it made?
2. How did the object come enter your possession? Was it a gift or a purchase?
3. Has this object ever been exhibited? Where? When?
4. Do you have any photographs relating to the object?
5. Do you have any documents (receipts, articles, etc.) relating to the object?
6. Is there any additional information about the object or the maker that yo think might be useful for our records?

**Donor Questionnaire**

(Natural History Specimen, artifact from an archaeological site)

Name of Donor: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Specimen: \_\_\_\_\_

1. How did you get this specimen?
2. Did you collect the specimen? If not, do you know who collected it?
3. When was the specimen collected?
4. Where was the specimen found? (Can you describe the area? Can you show me the location on a map?)
5. How was the specimen collected? (For example, was it found on the ground surface or did you dig it up?)
6. Do you have any photographs or records of the area where the specimen was found? (Were there other specimens like this one in the area? What kinds of things were found with it?)
7. Do you have any other documents that include information about the specimen? (Field catalog, field notes, photographs, letters, receipts)
8. Do you know what and how old the specimen is?
9. Do you have more specimens like this?
10. Do you have any other information about the specimen that might be useful for us to know?