Module 23: Collections Registration

Partial List of Archival, Exhibit, and Storage Supply Companies

Archivart (Crescent Brands) https://www.crescentbrands.com/archivart/	Archival
Benchmark https://www.benchmarkcatalog.com/	Mount Making, Exhibit Supplies
Conservation Resources International https://www.conservationresources.com/	Conservation, Archival/Archives, Framing
Gaylord Archival https://www.gaylord.com/	Archival/Archives, Storage
Hollinger Metal Edge https://www.hollingermetaledge.com/	Archival, Conservation Materials
Masterpak https://masterpak-usa.com/	Archival, Conservation, Shipping, Storage
OCLC https://www.oclc.org	Archival, Library, Digital Equipment and Services, Preservation
Print File, Inc. https://www.printfile.com/	Archival, Storage
Spacesaver https://www.spacesaver.com	Storage Cabinets
Talas https://www.talasonline.com/	Archival, Bookbinding, Conservation Material
Tru Vue https://tru-vue.com/	Archival, Conservation Material, Framing, Glazing
University Products https://www.universityproducts.com/	Archival, Collections Management, Environmental and Climate Control

This list is not to be taken as an endorsement from the Oklahoma Museums Association.

Steps in Accessioning Objects

1. **Temporary Deposit Form**
   - Donor brings object to museum
   - Fills out Temporary Deposit Form or Deed of Gift
     - Temporary Deposit Form is if the donation remains on site for acceptance by a Collections Committee at a later date, otherwise use a Deed of Gift

2. **Donation Documentation Form & Object Background and History Form**
   - Donor records all known information of object on these forms
     - This can be an email that is placed in the object and donor files

3. **Collections Committee/Board of Trustees Approval**
   - Collections Committee and/or Board of Trustees accepts or declines object
     - If there is no Collections Committee, whomever has authority to accept or decline an object on behalf of the museum makes that decision

If the object is not accepted

- The museum refers to the terms on the Temporary Deposit Form and contacts the donor to arrange for pick-up of the object
- If the donor does not pick-up the object, refer to *OMA Guidelines Relating to Unclaimed, Undocumented and Abandoned Property*

If the object is accepted...

4. **Deed of Gift**
   - Donor is sent a Deed of Gift form
   - Nothing else is done to the object until the Deed of Gift form is returned
   - If the donor never returns the form, the museum has a signed Temporary Deposit Form and may assume ownership of the object

5. **Assignment of an accession number**
   - The next consecutive accession number is assigned to the donation

6. **Creation of donor and object files**
   - An acid-free file folder is labeled with the donor's name for the donor file and the accession number for the object file. Keep a separate folder for all subsequent accessions by the same donor in the donor file.
   - All documentation, including a copy of the Deed of Gift, print photographs, news clippings, loan history, etc. is included inside the folder.
   - Accession files are stored numerically in a fire-proof cabinet and include the same information that listed in previous bullet point.

7. Cataloging

- The object is cataloged, photographed, and marked with the accession number. Cataloging includes:
- Completing an object description worksheet and/or database entry
- Taking detailed measurements and condition notes
- Enter info into computerized collection management system (CMS). Make a hard copy for

  object file and donor file.

8. Storage/Exhibition

- The object is placed in appropriate storage or on exhibit

The Accession Ledger

Accession Number	Accession Description	Acquisition Source	Date	Item Count
2005.001	1 Silver spoon, "Bennington Route"	Museum Purchase-eBay $35	1/3/05	1
2005.002	1 Dress: Red taffeta 1945; 1 pair of red satin shoes, 1945	Edward Keel 4562 Woodland Lane Stowe, VT	3/4/05	3
2005.003	Collection of 12 postcards from Paris, France from 1975	Jim Howe 4 Spring Street Bennington, Vermont	4/13/05	12
2005.004	Silver tea service set, 1922	Museum Purchase-Sotheby's	4/13/05	9