



Museum Accessioning and Registration of Collections Online Course

OKMuseums.org



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Module 27: Exercise on Accession Numbers

Oklahoma Museums Association [OKMuseums.org](https://www.okmuseums.org)

Please complete an evaluation at <https://www.surveymonkey.com/r/MARCONLINE>

Exercise 8: Accession Numbers

Part I:

On October 10, 2003, the museum received a small collection of artifacts from Eva Smith, the last teacher who worked at School #4. Your collections committee has approved the donation and a signed Deed of Gift has been received.

Assign numbers to her collection using the sample page from an accession ledger, below. Miss Smith is the 40th donor of the year.

- One brass bell
- One small writing tablet
- A photograph of Miss Smith in front of School #4
- A pair of gloves worn by Miss Smith

Acc # Source Object Description Cataloged? Location

Accession Ledger

Accession Number	Accession Description	Acquisition Source	Date	Item Count

Part II

When the Drew Dewey museum was founded in 1980, it used a one number system for registering its artifacts. In 1987, a new curator was hired and began imposing the three-part system. You have just been hired as the first curator after four years of no collections staff. What do you do about numbering objects?
