



Found in Collections Worksheet

Date Found:

Initiating Curator Name:

- Objects
- Library
- Archives

Object Name:

Object Description:

Where was the object discovered?

Who discovered the object?

What steps have been taken to identify object:

- Checked object for accession/catalog number
- Checked area for loose tag or documentation
- Checked database
- **List searches completed:

- Checked Donor Files
- Checked Collection Files
- Checked Loan Records
- Asked key staff. If so, include names:

What, if any, documentation is there?

Can the object be linked or related to other items in the collection through proximity with other objects or are similar in use and/or history? If so, how?

What are your initial thoughts on what the object might be?

Does the object support the Collection Committee Considerations? If so, how?

Decision:

- Submit to Collection Committee
- Deaccession
 - Dispose
 - Transfer
 - Education Collection
- Museum Property Act
- Return to donor if identified
- Other:

Date Submitted to Collections Committee:

Collection Committee Decision:

Accession Number:

Date Assigned:

Catalog Assignment(s)/Master Number/Call Number:

Location:

Notes: