
Utah Office of Museum Services

617 E South Temple
Salt Lake City, UT 84102
(801) 245-7289



Accession Form Instructions

Accession Number: This number is assigned by the Museum. For our purposes, this number is the assigned, permanent number indicating the object(s) is part of the Museum's Permanent Collection.

Title/Name of Object: The title of the work, if you know it, or a descriptive name. Ex: Green Glass Bowl with Fluting, or "*Aspen Trees at Dawn*"

Creator/Maker/Trademark: Who made this object? Did they sign it or date it?

Source: Where did the object come from? Was it a purchase or a donation? From where was it purchased? Who was the donor?

Condition: General condition (Excellent, Good, Fair, Poor)

Location: Where is the object being kept in your Museum? Does it have a storage location designation? Is it on display somewhere?

Material Type: What is the object made of?

Description: What does the object look like?

Provenance/History Notes: Are there any important facts about the object and its history that you know or which need to be detailed in this record?