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## Utah Office of Museum Services

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



# Agenda

## Welcome & Introductions - 5 minutes

## Accessioning - 20 minutes

- What is an Accession Record?
- Types of Accessions
- Before We Accession
- Template and Activity (10 minutes)

## Condition Reporting - 25 minutes

- Why Condition Report?
- Prepare Your Space - Tools
- Condition Report Basics
  - Types of Damage
  - Locations of Damage
  - Describing Damage
- Template and Activity (10 minutes)

## Deeds of Gift - 10 minutes

- What Does a Deed of Gift Do?
- Before Deed of Gift - Some Things to Consider
- Template