

Museum Skills Lab:  
Fun With Forms



---

---

---

---

---

---

---

---

Welcome &  
Introductions

---

---

---

---

---

---

---

---

### Today's Agenda

<p><b>Welcome &amp; Intros - 5 min</b></p> <ul style="list-style-type: none"><li>• What is an Accession Record?</li><li>• Types of Accessions</li><li>• Before We Accession</li><li>• Template and Activity</li></ul>	<p><b>Condition Reporting - 25 min</b></p> <ul style="list-style-type: none"><li>• Why Condition Report?</li><li>• Prepare Your Space - Tools</li><li>• Condition Report Basics</li><li>• Types of Damage</li><li>• Locations of Damage</li><li>• Describing Damage</li><li>• Template and Activity</li></ul> <p><b>Deeds of Gift - 10 minutes</b></p> <ul style="list-style-type: none"><li>• What Does a Deed of Gift Do?</li><li>• Things to Consider</li><li>• Template</li></ul>
---	---

---

---

---

---

---

---

---

---

# Accessioning

---

---

---

---

---

---

---

---

## What is an Accession Record?

Accession records document the legal transaction that establishes ownership (title) and custody of museum objects.

Accession records also document general information about the accession.

The accession file contains all pertinent documentation about the accession. (Deed of Gift, Initial Condition Report, etc.)

---

---

---

---

---

---

---

---

## Types of Accessions

- Gifts
- Purchases
- Exchanges
- Transfers
- (Temporary Custody or Incoming Loans)



---

---

---

---

---

---

---

---

## Before We Accession

Some Things to Consider

Does this object fit within your Museum's Collections Policy\* and Scope?\*

Does this donor have clear rights of ownership?

- Was this object obtained in an ethically responsible way?

Can your Museum properly care for this object?

\*These workshops are scheduled for the spring

---

---

---

---

---

---

---

---

## Activity - 10 minutes

- Choose something (small) in your immediate environment to accession: something you are wearing, something on the table next to you, your computer mouse, etc.
- Quickly fill out the "Accession Form" for the item you chose.
- Use the "Accession Form Instructions" sheet if you come across a term you don't know.

---

---

---


---

---

---

---

---



**Accession Form**

Accession Number: \_\_\_\_\_

Date: \_\_\_\_\_ Date Received: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

Donor Name/Institution: \_\_\_\_\_


Source: \_\_\_\_\_

Condition: \_\_\_\_\_ Location: \_\_\_\_\_

Material Type: \_\_\_\_\_

Description: \_\_\_\_\_

Provenance/History Notes: \_\_\_\_\_



**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 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 Bear with Buttons or "Shawn's Head of Donor"

**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?

---

---

---

---

---

---

---

---

# Condition Reporting

---

---

---

---

---

---

---

---

## Why Condition Report?

- Record of the state of an object (often prior to or after exhibition or loan, or when an item comes in to a collection)
- Helps staff determine the stability of an object
  - Good information to collect before accepting something into your collection
- Shows condition of an object over time to determine the rate of deterioration
- Sets priorities for conservation and treatment
- Informs object handlers of seen and unseen problems



---

---

---

---

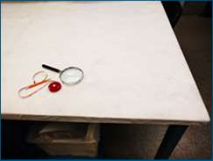
---

---

---

---

## Prepare Your Space - Tools



- Soft lead pencils
- Condition report examination forms
- Camera
- Cloth tape
- Measuring tape/calipers/ruler
- Gloves (nitrile/latex)
- Raking light source
- Miscellaneous items (handling and stabilization tools, magnifier, etc.)

---

---

---

---

---

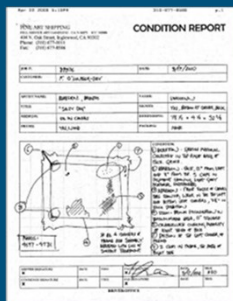
---

---

---

## Condition Report Basics

- Identifying numbers
- Brief object name and description
- Brief object composition and materials
- Types, extent, and locations of damage
- Previous repairs
- Examiner's name and date of examination




---

---

---

---

---

---

---

---

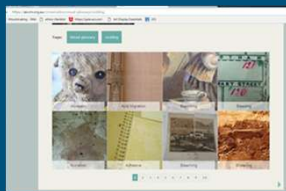
---

---

## Types of Damage

- What is the nature of the damage?
- Describe damage in terms of texture, color, shape, odor, and other physical properties
- Use a glossary to assign descriptive terms specific to the type of object
- Indicate speculative assessments with a question mark and terms like "possibly" and "probably"

<https://aiccm.org.au/conservation/visual-glossary>




---

---

---

---

---

---

---

---

---

---

## Locations of Damage

- 3D objects: distinguish between object vs. viewer perspective
- Object zones (i.e. jacket of a costume, a single figure within a painting, rim of a bowl, decorative area of a vase)
- Direction (horizontal, vertical, diagonal, etc.)
- Object side (obverse/reverse, interior/exterior, proper left/proper right, verso/recto, etc.)
- Range (scattered, overall, etc.)
- Indicate position of damage in standardized inches or cm

TL	T C	TR
CL	C	CR
BL	BC	B R

---

---

---

---

---

---

---

---

---

---

## Describing Damage

- Document from general to specific  
Example: "Object yellowed overall, especially in BR corner"
- Degree of severity (negligible, slight, moderate, marked, extreme, etc.)  
Include both written description of damage and indicate area(s) of damage on photograph or drawing
- If you are unsure if a condition is due to damage or inherent to the piece (i.e. cockling from a work on paper drying vs. water damage) include it on the condition report. You can always note 'possibly inherent' if it is unclear.




---

---

---

---

---

---

---

---

## Activity - 10 Minutes

- Using the object you "accessioned" earlier, fill out the "Condition Report" for the object.
  - Note that this template is TWO PAGES.
  - It will be helpful if you can measure your object, but if you don't have a ruler or measuring tape handy, measure your object in finger lengths or estimate!

---

---

---

---

---

---

---

---

## Activity

- Use the "Condition Report Instructions" if you come across a term you don't know.

---

---

---

---

---

---

---

---

# Deeds of Gift

---

---

---

---

---

---

---

---

## What Does a Deed of Gift Do?

- Transfers legal ownership, rights, and custody of an object
- Provides proof of ownership
- In some cases, allows donors to pursue a tax deduction with the IRS



---

---

---

---

---

---

---

---

## Before Deed of Gift

Some Things to Consider

Is this Gift being offered with prohibitive conditions of use?

What to do when the Donor is requesting a Valuation?

---

---

---

---

---

---

---

---

### Deed of Gift Checklist

- Object number (to be added later by the Museum)
- Name and contact information (phone, address) of the Donor
- Legal terms and conditions of the gift (you may need to have this approved by a lawyer)
- Description of the object(s)
- Signatures and Dates
  - Donor(s)
  - Person receiving object on behalf of Museum
  - Museum representative approving the gift (board chair, director, chief curator)

---

---

---

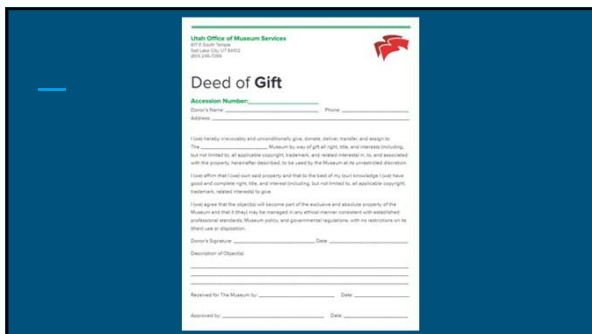
---

---

---

---

---




---

---

---

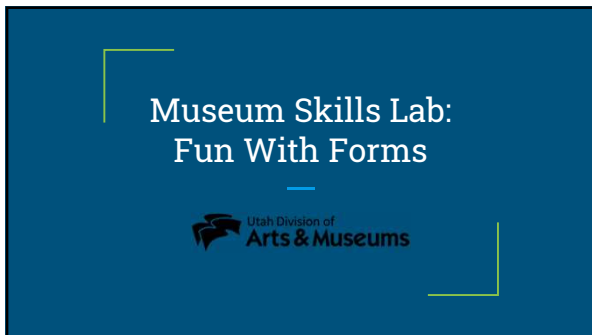
---

---

---

---

---




---

---

---

---

---

---

---

---