

Acquisition and Accessioning Procedures:

1. Every object offered for consideration must have a completed **Temporary receipt** completed by the Chief Curator, Executive Director or Registrar. No other staff members may accept objects for the museum.
2. The Registrar will tag the object with the receipt number
3. Objects are brought to the next collections committee meeting and Accepted Objects are brought to the next full board meeting.
 - If an object is rejected by the collection committee or board of trustees, the Chief Curator or Registrar will contact the person to explain the committee's discussion and the registrar will arrange for the return of the object.
 - For an item that is accepted, a **Deed of Gift** form must be completed and signed by the donor. This is the formal process by which ownership of the item is transferred from the donor to the museum, and must be signed by the donor before accessioning the object into the permanent collection. The Deed of Gift must be sent in a timely fashion. Preferably within 2 weeks of Board approval.
 - Send the donor a thank you letter to donor.

4. Accession Procedure

Accession Register:

A unique registration number is recorded in the accession register with the object name and very brief description, date of acquisition, donor name and contact or method of acquisition (ie. Purchase, donation, exchange) and the date entered into the register. (This should occur as soon as possible after the Deed of Gift is signed.)

Object Data Sheet and/or entry into PastPerfect: Refer to the Registrar's procedure notebook for procedures for recording and entering data for different types of objects.

Numbering the item:

Physically number the item with its unique accession number. Refer to registrar's procedures notebook on procedures and methods for numbering different types of objects.

Hard copy of object file placed in File cabinet (fine art is alphabetically by artist).