

## Processing Checklist



Accession #: \_\_\_\_\_

Accession Title: \_\_\_\_\_

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

Date received \_\_\_\_\_ Received by \_\_\_\_\_

Donor Information: \_\_\_\_\_

	<b>Activity</b>	<b>Date Completed</b>	<b>Name</b>
1	Vetting (according to acquisition policy)		
2	Gift/Loan agreement (itemized and signed by donor)		
3	Accession record created (giving a #) *title entered into catalogue		
4	Preliminary Sort (items flattened, clips, staples removed, acid free container for storage, material arranged )		
5	Scanning		
6	Material boxed, labelled and shelved		
7	Location recorded in catalogue		
8	RAD description in catalogue		

NOTES: