



ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY



Accession Worksheet

Effective Date: 03/20/2021 Legal Review Date:
Next Review Date: 03/20/2026
Replaces: 08/11/2012 AWKRRL-00010

Loan # Donation # Date received:

Source: Received By:

Donor's Name

Address

City State Zip

Phone Email

Accession # Date Accessioned: Acknowledged By Registrar: Yes No

Received As: Purchase Price or Value \$

Accessioned By

Table with 3 columns: Object ID, Object Name -- Description, Condition

Total Objects:

Restrictions table with 5 rows

CHANGE LOG:

Date:	Action:	By:	Approved:
08/11/2012	Original		
03/20/2021	Update format	Kerry Cochran	