

The Historical Society of Stillwater Township

COLLECTIONS WORKSHEET

ITEM _____ REGISTRATION NO. _____

CATEGORY (check one): _____ LOCATION _____

- | | |
|--|--|
| <input type="checkbox"/> Books & Manuscripts | <input type="checkbox"/> Native American Artifacts |
| <input type="checkbox"/> Costumes | <input type="checkbox"/> Natural History |
| <input type="checkbox"/> Household Items | <input type="checkbox"/> Photos & Negatives |
| <input type="checkbox"/> Tools, trade _____ | <input type="checkbox"/> Prints, medium _____ |
| <input type="checkbox"/> Weapons, Military | <input type="checkbox"/> Drawings, medium _____ |
| <input type="checkbox"/> Furniture & Shop Fittings | <input type="checkbox"/> Paintings, medium _____ |
| <input type="checkbox"/> Sports & Recreation | <input type="checkbox"/> Maps, medium _____ |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Handcrafts, medium _____ |

SOURCE:

Name: _____

Address: _____

Phone: _____

Credit Line: _____

OWNERSHIP:

Loan to Historical Society, from (date) _____ to (date) _____

Gift to Historical Society

Other (eg Dixon Library, Township, Unknown, etc.), specify _____

Special Purpose or Restrictions, specify _____

* * * COMPLETE BOTH SIDES * * *

Collections Worksheet - Side 2

DOCUMENTATION:

___ Accession/Loan letter

___ Accession/Loan form

___ Appraisal

___ Acknowledgement/Thank you

___ Other, specify _____

DESCRIPTION OF ITEM (be specific):

Size: _____

Materials: _____

Condition (general & specific problems): _____

HISTORY:

Maker: _____

Place of Manufacture: _____ Date: _____

User/Historical Significance: _____

WORKSHEET PREPARED BY: _____

DATE: _____