

INVENTORY COVER SHEET

Location: _____

Date Completed: _____

Name of Inventory Tech: _____

Number of Items Found: _____

Number of Items Moved: _____

Number of Items Missing: _____

Number of Items Need Conservation: _____

Number of FIC Objects: _____

Number of Items for Deaccession: _____

Notes:

Item Problem Slip

Object # _____

- Needs Accession Number Assigned
- Needs Object Number Assigned
- Needs Label
- Needs to be Rehoused
- Needs Conservation
- Needs to be Deaccessioned
- Object is Missing
- FIC Object
- Needs High Resolution Photo
- Other _____

Item Problem Slip

Object # _____

- Needs Accession Number Assigned
- Needs Object Number Assigned
- Needs Label
- Needs to be Rehoused
- Needs Conservation
- Needs to be Deaccessioned
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- Other _____

INVENTORY COMPLETE

2017 2018 2019

DO NOT ADD ITEMS TO SHELF!

INVENTORY COMPLETE

2017 2018 2019

DO NOT ADD ITEMS TO SHELF!

INVENTORY COMPLETE

2017 2018 2019

DO NOT ADD ITEMS TO SHELF!

SECOND COUNT

Inventory Project Summary Worksheet

Location: _____

Date: _____

Name: _____

Collection/ Object Number	Collection Name	Notes	Flag for Issues (Curatorial Interest, Proposed for Deaccession, Conservation)	Object Count (Physical Number)

Total Object Count (Second Count): _____

The Museum System Database Snapshot of Original Inventory Form used from 2016 – 2018

START HERE

Object Number
TEST.inventory.2016

Date (Date Label)
03/11/2020

Classification
Documents

Object
Document

Acq. Related Constituent Xrefs
Source: The Sixth Floor Museum at Dealey Plaza

Object Related Constituent Xrefs
Main Entry: The Sixth Floor Museum at Dealey Plaza

Object Titles (1 Title)
TITLE

Type	Value	Certainty	Path	Re
Corporate Name	The Sixth Floor M...	(not assi...		

Add Edit Delete

This is the very last field. Completing it finalizes inventory for this item.

Current Location Transaction
TEST.inventory.2016: TSFM, Temp, Collections Processing, [Aug-18-20]
(Use Ctrl+L to open Move Assistant)

Medium (TSFM Materials)
Paper

Status Flags

(Use Ctrl+G to choose Status Flags)

Credit Line
TEST

Notes
TEST RECORD

The Museum System Database Snapshot of Revised Year 3 Inventory Form used 2019

START HERE

Object Number: Date (Date Label):

Classification:

Object:

(Use Ctrl+Insert to open controlled vocabulary)

Object Related Constituent Xrefs:

Object Titles: (1 Title)

Attributes

Type	Value	Certainty	Path	Re
Corporate Name	The Sixth Floor M...	(not assi...		

This is the very last field. Completing it finalizes inventory for this item.

Current Location Transaction: (Use Ctrl+L to open Move Assistant)

Status Flags:

(Use Ctrl+G to choose Status Flags)

Notes:

