

Example Accession Register

Please note that this is an example of how to set out and complete an accession register. This table would be spread out over two pages in the book to allow sufficient room for comments and writing.

The following example is of how to enter the safe (example used in cataloguing worksheets) in an accession register.

Also note that an accession register is hand written.

Registration Date	Registration Number	Name	Acquisition Method	Acquisition Date	Source name and Details	Comments
Today's date	eg 2010/ORH/0001	Eg Photocopier, Xerox 362G, serial # 107369	Eg Purchase, donation, bequest	Eg 03 April 1996	Purchased from Officeworks, Artarmon, 315 Pacific Hwy, 0000	Eg De- accessioned
Using the example of the safe from the cataloguing worksheets						
06-April-2010	2010/E/1620	Safe, Wearne and Breakspear	Donation	03-November- 1995	Mr Neil Sermon 11 Fairview Court, Elmont NSW ph: (02) 6943 1872	N/C