BICLM PROCESSING WORKSHEET

ACCESSION # CGA. 2013.BS

DATE	INITIALS	
11/7/13	WP	Received
11/8/13	WP	Receipt acknowledged: phone ☐ email ☑
11/8/13	WP	Initial evaluation: Donor inventory sent: Yes ☐ No ☑

Materials/Quantity received:

Gift of Ben Sargent. One original editorial cartoon by Cal Alley, titled "one side, peasants!!" Inscribed "To Bill foreman and the Nat'l Cotton Council- all the best, Cal Alley." See Accession record for note about provenance of the piece

Conservation treatment needed none

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DATE	INITIALS	
11/11/13	WP	Accession record created in PP w/basic description/item count + place a printout with the art Note: Link to donor contact record or create one if needed
N/A		Report of Gifts created (if valued over $200) and sent to Jenny
N/A		Gift report sent to Kelly Zwink
11/13	WP	Instrument of Donation/Gift letter w/Addendum sent to Curator
		Curator sent gift paperwork to donor
		Signed Instrument of Donation sent for OSUL approval
		Copy of signed Instrument of Donation sent to donor
		Original art input into Art Database (comic strips 25 or less)
		Original comic strip spreadsheets created + record input into Art Database. Link to spreadsheets entered into record.
		Shelf list card made/Location added to the Range Guide
		EAD finding aid completed/integrated for manuscript materials
		Library catalog collection level record created