

INSTRUCTIONS FOR USE OF EXCEL COLLECTIONS WORKSHEET TEMPLATE

Background

The use of an electronic form will speed up the accessioning processing at the repository end, and the standards will make site comparisons possible.

- 1) Make a copy of the form for future use
- 2) Do not use separate worksheets for each site, use one worksheet for all collections regardless of site or general project provenience.
- 3) Enter your project name, project number, contractor name and year of project in the header of the form.
- 4) This form lists the superclasses and classes from which to pick. These will be the standards for all projects. You can either leave lines blank that do not apply or delete the lines.
- 5) Each site is to get a separate line for each class listing just like each site got its own hard copy form. You will still be doing these forms.
- 6) You are to record curated and original counts for all **HELD-IN-TRUST** collections.
- 7) Samples and organics are to be weighed.
- 8) The class column has some hints and suggestions, please pay attention to these.