



Sample Museum Inventory

Inventories can be accomplished in a variety of formats using numerous programs to assist in managing your collection. We have no standardized requirements throughout Satellite Museums. Below is an example of information you should include in your inventory and one way you might format it.

<u>Artifact Number</u>	<u>Artifact</u>	<u>Description</u>	<u>Donor and Date</u>	<u>Location</u>	<u>Condition</u>
2022.1	Sampler	Alphabet sampler made by Elizabeth Jones in 1867, in frame	Samuel Jones, February 3, 2022	Case 5	Stable
2022.2	Bucket	Brass bucket used by Frank Smith while crossing the plains in 1852	Louisa Martin, March 12, 2022	Case 9	Stable
2022.3	Photograph	Photograph of John and Betsy Hansen framed in a gold plaster frame	Susan Johnson, April 4, 2022	First Floor, North Wall	Stable
2022.4	Plow	Large iron plow with wooden handles, used to plow the first farm in Lehi	Jay Sweeny, June 17, 2022	First Floor, Central Display Area	Unstable

Artifact numbers are often formatted with the year of donation, then the number of the order they come into the collection.