

**BROWARD CULTURAL AFFAIRS COUNCIL  
ACCESSIONING PROCEDURES**

This procedure should be followed for each work as it is received into the County collection.

- i. Fill out **INVENTORY CARD**. (See attached samples).
  - a. **Numerical card** by acquisition number (by year).
    - Make out one card for each artwork.
    - Assign BCAC number. Number = BCAC plus year plus sequential number of that artwork in that year. Thus, the first artwork acquired in 1994 would have the following accession number: BCAC 1994.1; the second would be BCAC 1994.2, and so forth.
    - If there are several pieces of art in a series, assign one number to the entire series and give each piece an a, b, c, etc. Thus if the fourteenth work acquired in 1994 were a series of three prints, they would be assigned the following accession numbers: BCAC 1994.14a, BCAC 1994.14b, BCAC 1994.14c.
  - b. **Alpha card** (by artist last name).
    - Make out one card for each artwork.
    - Alpha and numerical cards are identical. One is filed by accession number in sequential order by year; the other is filed alphabetically by artist last name.

**INVENTORY CARD**

---

Last Name:	Accession Number:
------------	-------------------

---

Artist Full Name:	Phone:
-------------------	--------

---

Address:

---

Gallery/Agent:	Phone:
----------------	--------

---

Title of Artwork:

---

Medium:

---

Dimensions:

---

Date Created:	Date Acquired:
---------------	----------------

---

Purchase/Commission Amount:

Source of Funds:

Current Location of Artwork:

Contact Person:

Last Condition Report:

PLEASE MAKE NOTES ON REVERSE.

**2. LABEL**

- a. Prepare one label for each artwork.
- b. Attach to back of work, under base or other appropriate location.

BROWARD COUNTY

BCAC No.

ART COLLECTION

Date:

Artist:

Title:

Medium:

Special Instructions:

WARNING: BEFORE MOVING OR HANDLING THIS ART  
 CONTACT BROWARD CULTURAL AFFAIRS DIVISION AT: 305/357-7457

**3. WALL TAG**

- a. Prepare one for each work to be installed indoors.
- b. Place under plexiglas cover of same dimensions and tack to wall with brass tags
- c. Engraved brass plaques can be used for important, permanent works.

Artist:

Title:

Medium:

Date:

---

**4. PLAQUE FOR OUTDOOR WORKS**

- a. Plaque should be cast in bronze with raised letters.
  - b. Plaque should be placed in a prominent location on the base of, or near the artwork, but never on the work itself. Consult with the artist for proper placement.
- 

ARTISTS NAME

---

TITLE OF ARTWORK

---

MEDIUM

---

YEAR

---

BROWARD COUNTY ART COLLECTION

---

**5. SLIDES/PHOTOGRAPHIC DOCUMENTATION.**

- a. At least two slides should be acquired for each artwork.
- b. At least two 8" x 10" black and white glossy photographs should be acquired for each artwork.

**6. MATERIALS AND MAINTENANCE INSTRUCTIONS.**

- a. Every artist should complete the materials and maintenance worksheet before the final payment on the artist's contract is issued.
- b. A permanent record of this worksheet should be maintained.

**7. MASTER LEDGER.**

- a. Record the acquisition in the master ledger.

**8. ARTIST FILE.**

- a. Create artist file with artist resume, current address, contract.
- b. Place duplicate of materials and maintenance worksheet in artist file.