REGISTRATION PROCEDURES MANUAL TABLE OF CONTENTS THE ROLE OF THE REGISTRAR by Eric Rowlison RULES FOR HANDLING WORKS OF ART by Eric Rowlison ACCOUNTING PROCEDURES: i. Processing of Departmental Orders a. Local Transportation Orders b. Keating and Foreign Agents Transportation Orders c. Purchase Requisitions d. Project Orders Approval and Payment of Invoices ii. iii. Check Requests iv. Petty Cash Vouchers Funds Transfer Requests B. Account Definitions - Income and Expense Codes 4. ACCOUNTING-SAMPLE FORMS: a. Local Transportation Order b. Keating/Foreign Agents Transportation Order c. Purchase Requisition d. Project Order e. Check Request f. Petty Cash Voucher g. Funds Transfer Request 5. CONDITION CARD- Sample CONDITIONING WORKS OF ART - Guidelines 6. a. Rules for Measuring Art Collections b. Location Chart Preliminary Loan Record Sheet-Indemnity Condition Checks 7. CONSERVATION a. Causes of Damage to Museum Objects Schematic diagram of stratified structure of panel painting c. Laminar Disruptions in Paint Film (Cracks) by Terrance Mahon d. Causes of Deterioration and Damage to Art on Paper e. Unhinged Works on Paper (slippage in mat) f. Storage of Stone, Ceramic, Glass and Metal by Lynda Zycherman 3/4/86

8. CONVERSION TABLES

- a. Metric Conversion Table
- b. Weights and Measures
- c. Standard Time Differences
- d. Traveling Distances in the U.S.
- Miscellaneous

9. COURTERS

- Responsibilities of a Courier
- b. Important Telephone Numbers
- c. Courier Data Sheet
- d. Courier Expense Policy
- e. Agency charges for Courier air tickets

10. CUSTOMS

- a. General Information
- b. Excerpt from Museum Registration Methods regarding Import/Export
- c. Appendix A: General Term Bond
- d. Appendix B: Shipper's Invoice
- e. Appendix C: Frame Values for U.S. Customs

11. DAILY REPORTS

- a. Daily Report on items received and released, Sample
- b. Daily Report on items moved between SubCellar and Museum Premises, Sample

12. DEPARTMENTAL RECEIPTS

- a. Departmental Receipts
- b. Temporary Receipts and Acknowledgement of Disposition

13. EMERGENCY/SECURITY PROCEDURES

- Departure of the control of the cont

14. EXHIBITION BUDGETS

- a. General Guidelines
- b. Sample Budget

EXHIBITIONS-GENERAL

- Preliminary Planning/Selection of Works/Assembly and Registration/ Exhibition On View/Dismantling and Dispersal/Touring Exhibitions
- b. Exhibition Planning Timetable-Sample c. Temporary Exhibition Procedure (1970)

16. EXHIBITION PROCEDURES

- a. Assembly
- b. Recordkeeping at Arrival
- c. Unpacking
- d. Conditioning
- e. Installation
- f. Exhibition Statistics
- g. Dismantling and Dispersal
- h. Recordkeeping at Dispersal
- i. Exhibition Statistics Addenda-Exhibition Numbers and Statistics Form
- j. Exhibition Checklist
- k. Procedure to follow on receiving report of a problem with a Traveling Exhibition

17. EXHIBITIONS-SAMPLE FORMS AND LETTERS

- a. Loan Agreement
- b. Loan Record Sheet
- c. Loan Record Sheet Condition Report
- d. Touring Exhibition-Condition Manual
- e. Loan Number Entry Sheet
- f. Loan Number Label
- g. Traveling Exhibition Label
- h. Local Address Label
- i. Sample Letters:
 - i. Agent letter
 - ii. Lender letter-Assembly
 - iii. Lender letter-Dispersal (partial)
 - iv. Lender letter-Dispersal
 - v. Receipt of Delivery letter
 - vi. Shipper's Invoice

18. EXHIBITIONS-INTERNATIONAL

- a. International Program-General
- b. International Program-Latin America
- c. International Program Exhibition Transport charges

- 19. EXPECT/COLLECT/DELIVER/RELEASE
 - a. General
 - b. Sample
- FILING GUIDELINES-GENERAL
 - Listing of Files Maintained in Registrar File Room
- FILING CUIDELINES-EXHIBITIONS
 - a. Exhibition Filing Checklist
 - b. Rules for filing Exhibition Material
 - c. Final Steps in Closing an Exhibition
- 22. GLOSSARY OF TERMS (Used in Registrar's Records to Describe Condition of Paintings)
 - a. English
 - b. French
 - c. German
- 23. HISTORY CARD
 - a. Instructions
 - b. Sample
- 24. INSURANCE
 - a. Summary of Insurance Coverage
 - b. Monthly Reporting
 - 1. On Premises
 - 2. Off Premises US and Canada
 - 3. Off Premises Foreign
 - 4. Transits
 - c. Insurance Premiums
 - d. Samples A-G
- To Contonio Calinea e. Certificate of Insurance (Sample)
- 25. LENDER CARD Sample

26. LISTS

- Checklist-Domestic
- Checklist-International
- Boxlist-Domestic
- Boxlist-Export
- Boxlist-Import
- Boxlist-Alternate Format

27. LOAN OBJECT CARD

- a. Instructions
- Samples I and II

MUSEUM COLLECTION PROCEDURES

- a. Acquisition/Accession
- b. Master Collection File Maintenance
 - i. Flagging: a. Works on View
 - b. Works Being Considered for Exhibition or Loan
 - ii. Condition Cards
 - iii. History Cards
 - iv. Cancelled Works
 - v. Master Card changes
 - vi. Artist Cards
- c. Appendix A: Acquisitions and Receipt Procedures
- Appendix B: (1) Assigning Accession Numbers
 - (2) Accession Numbers/Procedures on Acquisitions
- e. Appendix C: Collection Files (P&S)
- f. Appendix D: Partial Gifts (Attachments A
- g. Appendix E: Gallery Changes (Att. A)h. Appendix F: End of Year Gifts
- 200/07/09 Appendix G: Artist Cards (Attachments A & B)

29. MUSEUM COLLECTION - SAMPLE FORMS

- a. Acquisition Data Sheet
- b. Accession Number List
- c. P&S Collection Worksheet
- d. Drawing Collection Worksheet
- e. Photography Collection Worksheet
- Museum Collection Label

OUTGOING LOAN PROCEDURES 30.

- Schedule of Outgoing Loan Fees
- b. General Outgoing Loan Procedures
- c. Billing of expenses for Outgoing Loans

31. PACKING - INSTRUCTIONS AND FORMS

- Preparation of Works of Art for Packing
- b. Packing Instructions '
- c. Interior Specifications
- d. Flat Pack Case diagram
- Flat Pack Case with Tray diagram
- Slot Pack Case diagram
- g. Slot Pack Case with Travel Frame diagram h. Object Case diagram
- i. Brace Pack Case diagram
- j. Taping Glass
- k. Security Plates

32. PHOTOGRAPHS

- a. General Procedures for Ordering Photographs
- b. In-House Photography Lab Price Schedule
- c. Public Photo Price Schedule
- d. Staff Photo Requisition Sample

33. PUBLICATIONS

- a. General Procedures
- b. Sample Request Form
- 34. REGISTRATION BIBLIOGRAPHY
- 35. REMARKS AND REFERENCE CARD
 - a. Instructions
 - b. Samples
- 36. RESEARCH INQUIRIES FROM THE ARCHIVES
 - a. General Guidelines and Restrictions
- 37. SPECIAL HANDLING - Rigging Specifications

38. TELEPHONES

- a. General
- b. Dialing Instructions
- c. Long Distance Calling
- d. Call Record Sheet
- 39. TELEXES/CABLES

Table of Contents Page Sevan 3/4/86

40. TRANSPORTATION

- A. Trucks/Vans
 - a. Current Truckers List
 - b. Transporting Objects by Van Useful Information
 - i. Types of Vehicles
 - ii. Categories of Workers
 - iii. Types of Services
 - iv. Miscellaneous
 - c. Rules and Regulations
 - d. Diagrams: Mayflower

North American Van Lines

- B. Air
 - a. Requirements for International Air Shipments
 - b. PanAm Cargo Plane Capacities
 Container Capacities
 - c. SwissAir Cargo Capacities
 - d. United Aircraft and Container Capacities
- C. Sea
 - a. Requirements for International Ocean Freight