

ISRM Slide Rule Accession Number Adoption Spreadsheet Process Flow Chart
 ISRM_Accession_Number_Adoption_Process_Flow.odg

Revision Jan-26-2022



Pick a Slide Rule from Recent Duplicates Box Or the Adoption Shelf

This process assumes that the Curator has previously determined that an identical Specimen is currently represented in the permanent archives And displayed in the on-line galleries.

Search "What's New!" For the model number to find ACC# date and #

Add blank tag

Is there a tag with #?

Search the adoption Spreadsheet for the ACC# of the specimen

Every slide rule needs a tag whether it is to be in a gallery, or placed up for adoption as a Duplicate. A tag may have torn off.

White merchandise tags contain an **Accession #**, such as [21.10.11.02], brand model #'s and possibly a donor's name
 The **date** a specimen is received Establishes the **Accession #** in the Form YY.MM.DD.01...99 etc.

Is there a yellow stripe?

Find it?

Refer to procedure for entering specimen Data in Adoption spreadsheet

Find it?

Assign an ACC# using An unused 13.00.00.xxx

A yellow stripe is a verification check that an item was previously listed into the adoption Spreadsheet under the relevant tab

Model information correct?

Add/Save to adoption-duplicate spreadsheet Using OpenOffice CALC

A generic date of 13.00.00.xx is used for slide rules acquired prior to the current system and To assign missing ACC#s

Mark the tag w/ ACC#

Done! Put the slide Rule on the proper shelf With label visable

Update/Save adoption-duplicate spreadsheet Using OpenOffice CALC

Mark a yellow stripe on label when posted

Adoption shelves are organized by brand, region, or catagory, such as Pickett, MiscEuro, or Rarities. See list.

Make a note for the Curator to update "What's New!" Page With new 13.00.00.xxx ACC#

Curator: Edit/Update HTML and upload post using CUTEFTP.PRO

Inform Curator and transfer spreadshet

Done with today's session?

Go to START

Start the process again with another slide rule

