

Intake List Procedures

1. Assign & record ID #
2. Give Physical Description form to quilter for him/her to complete to “Measurements”
3. Clip 3 x 5 card to quilt
4. Prepare file folder with ID #

Checkout Procedures

1. Check folders for Physical Description, Quilt Maker/Owner, Quilt Background/History, and Release forms.
2. Are ID #'s on all forms?
3. Is the mailing address correct so we can send packet of collected information?
4. Is the quilt label attached with correct date?
5. Have scanned photos been returned?
6. Ask quilter if she/he would like to document other quilts and remind them to register.
7. Offer handouts on care of quilts, folding techniques (could be demonstrated on small quilt), appraisal information etc.