# Numbering Systems Policy

From Spurlock Museum. Urbana, IL

The Museum is dedicated to maintaining high standards in caring for and safeguarding its collections by recording and tracking objects using a standardized system for numbering all collections-related objects in the Museum. Objects that are assigned numbers are registered through ledgers and databases maintained by Registration staff under the direction of the Registrar. Objects are physically labeled according to professional and Museum standards, collection type, and status of the object. Numbering systems no longer in use are permanently cross-referenced in the current paper records and databases.

The Director is ultimately responsible for all Museum Collections and Collections-Related Numbering Systems. The Registration staff under the direction of the Registrar is responsible for assigning numbers and managing all collections numbering systems.

**Artifact Collection Accession Numbers**

Example: 1927.05.0007

Each object in the Artifact Collection is assigned a unique accession number that is separated into three parts by periods:

1. The first part is a four-digit number that designates the year the object was acquired.
2. The second part is a two-digit number assigned sequentially throughout the year for each object or group of objects from a single source.
3. The third part is a unique four-digit number assigned sequentially to each individual object within a given year and group of objects from a single source.