

Collection Receiving Form



Acknowledgement for Receipt of Digital Collections

RECEIVING INFORMATION

COLLECTION NAME

DATE/TIME RECEIVED

RECEIVED FROM (CONTRIBUTOR)

LOCATION RECEIVED

CONTRIBUTOR PHONE

CELL / OTHER

RECEIVED BY

CONTRIBUTOR EMAIL

ITEM DESCRIPTIONS

List the Media Types and the Quantities of each: *(example: 100 Photographs, 25 Slides, 10 Audio Cassettes)*

HANDLING/RETURN INSTRUCTIONS

Note any special handling instructions. Describe the arrangements made to return the objects to the contributor.

ACKNOWLEDGEMENT

RELEASE ACKNOWLEDGEMENT – CONTRIBUTOR

DATE

RECEIPT ACKNOWLEDGEMENT – JAMESTOWN S'KLALLAM TRIBE

DATE

RETURN ACKNOWLEDGEMENT – CONTRIBUTOR

DATE