

Maag Library Archives & Special Collections

Accessioning Procedures

Accessioning is required when the archives receives any addition into its collection. Accessioning is the official transfer of ownership and custody of the materials from the owner of the collection to the archives. Accessioning should be done as soon as possible. An accession sheet must be filed out with information about the material and its creator, the materials placed as soon as possible into acid free containers, and inventoried. Materials should be checked for preservation problems such as insects, rodents, mold/mildew, water damage, or deteriorated nitrate negatives. A transmittal notice or a deed of gift should be completed and sent to the donor. Two copies of the deed of gift should be sent, one for the donor to fill out and return and the other for the donor.

The following are the information indicated on the Accession form.

- **Collection Number** or Record Group to identify the materials
- **Accession Number** to identify each accession. The accession number is made up of the year of the accession, a decimal point then the order in which the collection was accessioned
- **The Date of Receipt**
- **The Date of Accession**
- **The Location of the Accession:** indicate the row, bay and shelf number
- **The Collection Title** or a working title
- **The Dates** covered in the materials
- **The Status** indicating if the materials were donated, transferred, purchased, or deposited
- **Donor/Creator Information** such as the full name of the person/organization/office that created/received/accumulated the materials, a phone number, and address
- **Type of Materials** such as Correspondence, maps, photographs etc...
- **Format** such as audio recordings, printed materials, digital, photo slides etc...
- **Description and Amount of material** this includes the number, sizes and types of containers as well as the amount of cubic feet the materials occupy on the archival shelving
- **Biographical Information** includes the history of the records
- **Custodial Information** records the donor or previous custodian of the materials.

- **Processing Notes** contains the physical condition of the materials, whether there is an inventory for the materials, and other information that could be helpful for processing
- **Restrictions** contain any copyright information as well as access restrictions placed by donor/creator
- **Name of the person who Negotiated the materials** usually the name of the Archivist
- **Name of person who accessioned the collection** usually a staff member