

# Improving One-off Accessioning with Airtable, Python, and the API

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ArchivesSpace Member Forum  
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# US



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# Overview

- Context
- Workflow
- Python scripts
- Demonstrate ingest
- Questions



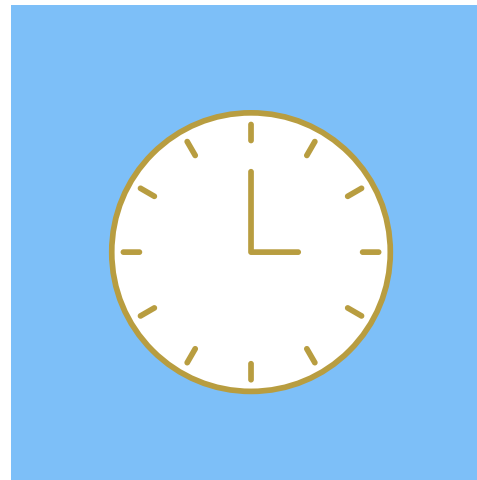
# Why Accession in Batch?

## Smith College Archives Accruals



### Active Donors

Approximately 200  
small donations per  
year



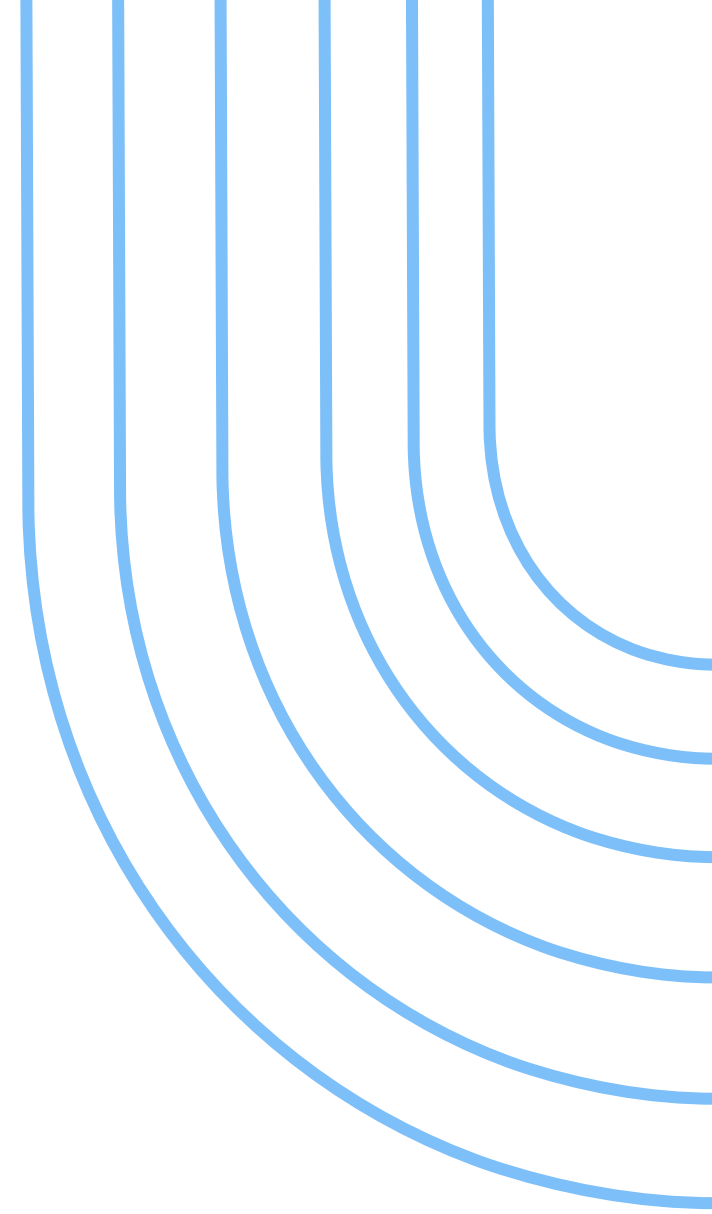
### Data Entry

0.1lf = 4.0 lf



### Structure

Allow metadata to  
move among users and  
platforms





# Design for Accruals

# Workflow

- Curator - AirTable form
- Accessioning Archivist - DoG review
- Student Assistant - data entry
- Metadata Archivist - ingest
- Student Assistant - move AOs

## CA small accession form

Descriptive title for accession \*

Any descriptive information not already stated in the title  
(optional)

Gift, transfer, or purchase? \*

Date CA received the material (if day not known, pick the first  
day of the month in question) \*

(your best guess if not known)

Donor last name/Org name

# To Script or Not to Script

## ■ Timing

- Time per accession
- Time to plan, write code, test, make tweaks, re-test
- Time to actually run it

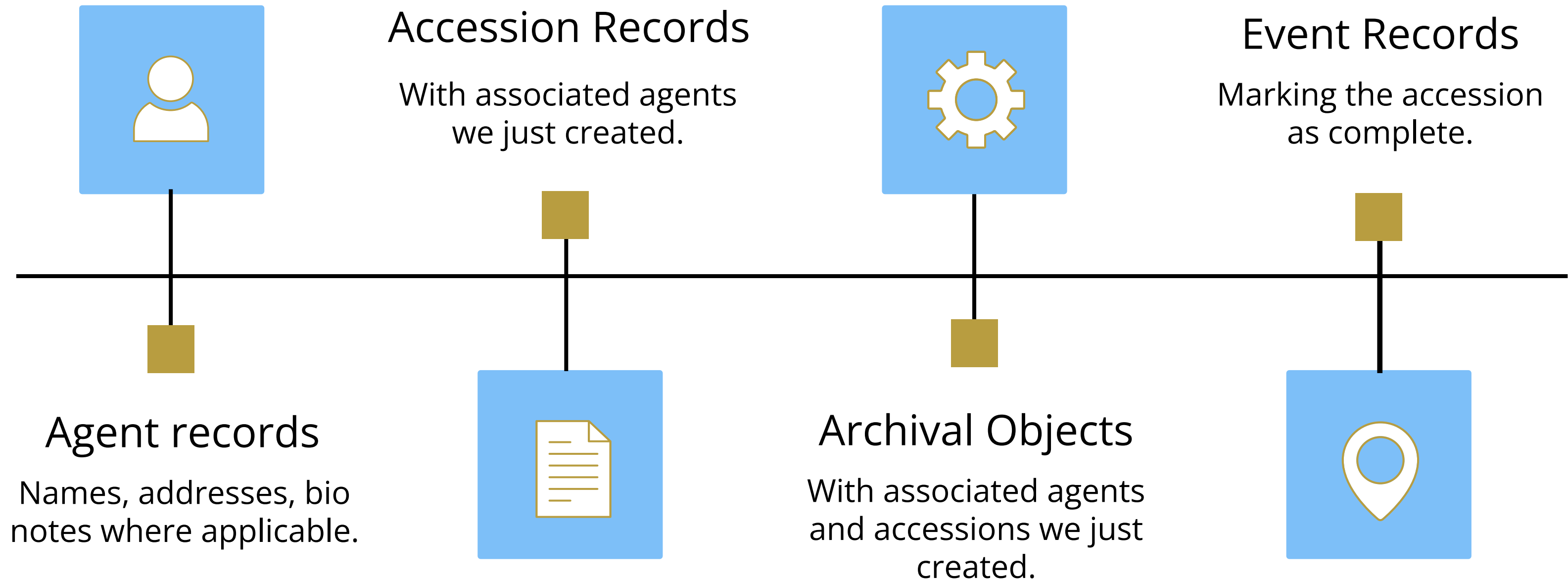
## ■ Tools

- “Spawn” accession record to archival object
- Some development work already completed
- A foundation to draw from

## ■ Long-term

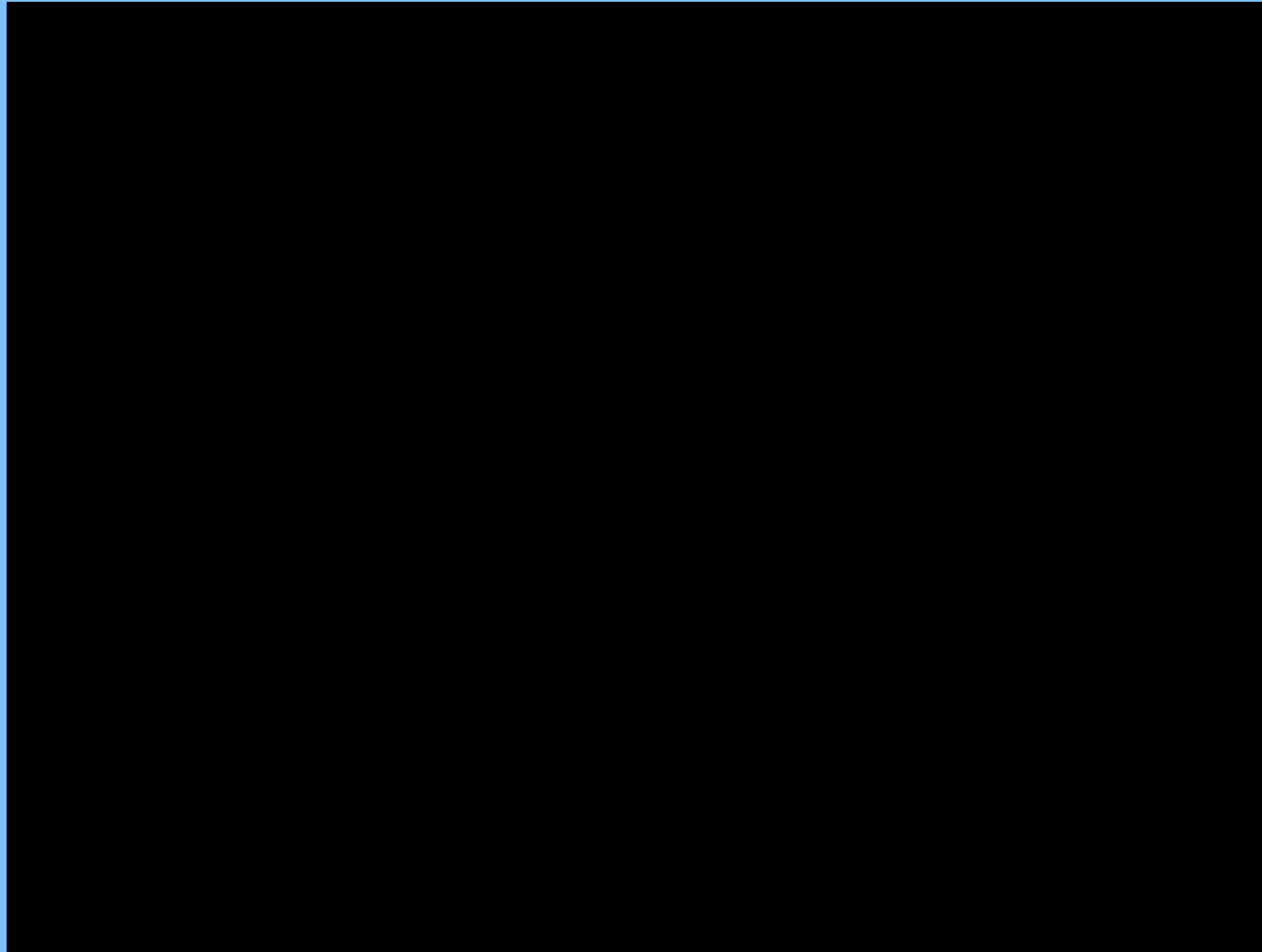
- Benefits outside of this one project
- Skill-building
- A frame to build further

# To Script





Demo



# Reflections

## Room for improvement

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Runs on a python module for querying ASpace developed by our developer who left > 2 years ago

## Happy Steward

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"... allows me to get a brief handle on the oft times overwhelming..."

## Does it work?

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Is this fulfilling what we wanted it to fulfil?

# Thank you! Questions?

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[CA Small Accessions on Github](#)

Credit: SlidesCarnival for the presentation template