

NYU Accessioning Checklist, 2018

Staff and student workers performing accessioning duties at New York University use this checklist to guide them through the workflow.

We have additional accessioning documentation available in our local ArchivesSpace manual (<http://bit.ly/nyu-archivesspace>), as well as the resource document from the [OCLC Research webinar on accessioning](#) (<http://bit.ly/oclc-accessioning>).

Accessioning Worksheet

Accession Number (e.g., 2018.001):

Resource Identifier (e.g., MSS 333):

Accession Date (date collection arrived):

Donor:

Documentation to Consult:

- ◆ Deed of Gift / Purchase Agreement
- ◆ Copy of Acknowledgement Letter
- ◆ Copy of NYU Gift in Kind Form
- ◆ Site Visit Survey Report
- ◆ Donor Correspondence
- ◆ Curator Collecting Statement
- ◆ Donor Inventories
- ◆ Finding aid and/or Resource Record (for accretions)

Checklist:

- Review available documentation
- Inspect materials for mold, bugs, excessive dirt. Move to quarantine if necessary.
- Survey materials for formats, content, context. Try to spend no more than 5-10 minutes per box.
- Create accession record in ArchivesSpace (required elements on back of checklist and in [manual](#)).
- Physically separate born-digital materials using separation sheet. Enter items in Medialog.
- Create or edit resource record:
 - For new collections: Create resource record created in accordance with [ACM Required Elements for Archival Description](#)
 - For accretions:
 - Update resource record to reflect new materials (e.g., extent, dates, content)
 - Update resource record for compliance with ACM Required Elements.
 - Create box or file list (optional). [Inventory template](#) available.
- Submit assessment record form.
- Rehousing actions as necessary: materials (re)boxed and (re)foldered for stabilization.
- Boxes barcoded, labeled, and shelved. Barcodes and locations entered into ArchivesSpace.
- Records reviewed by supervisor; changes made, if necessary
- For accessions opened to researchers via accessioning:
 - Resource record sent to curator for approval
 - Resource record published
 - MARC record created or edited
 - Boxes sent offsite or to Bobst, pending curatorial decision
- For accessions not opened via accessioning (i.e., will require processing and/or preservation treatment for access):
 - Boxes shelved at Cooper; locations entered into ArchivesSpace.

*Update the Accessioning Queue as you work so that your supervisor knows when records are ready to be reviewed.

Accession Record:

Accession Identifier
Title
Date
Extent(s)
Container Summary
Name(s) of Creators
Name(s) of Donor
Access Points
Content Description
Disposition
Provenance
Access Restrictions
Use Restrictions
Related Resource(s)*
Acquisition Type*
Retention Rule*
Inventory*
External Documents*

Resource Record:

Collection Number
Title
Date
Extent(s)
Name(s) of Creators
Access Points
Abstract
Arrangement Note
Biographical/Historical Note
Conditions Governing Access
Immediate Source of Acquisition/Custodial History
Condition Governing Use Note
Immediate Source of Acquisition Note
Language of Materials Note
Preferred Citation Note
Processing Information Note
Scope and Content Note
Finding Aid Data Tab
Accruals Note*
Appraisal Note*
Custodial History Note*
Existence and Location of Copies Note*
Existence and Location of Originals Note*
Location Note*
Other Finding Aids Note*
Physical Characteristics and Technical Requirements Note*
Related Archival Materials *
Separated Materials Note*
Revision Statement*

*Required if applicable