Spencer Research Library Accession Record README:

This worksheet is used by University of Kansas Kenneth Spencer Research Library curators and other staff who accession new manuscript materials. The worksheet aids data entry into ArchivesSpace and provides a place for curators to note information about new collections or additions to collections so processing staff have a better sense what they will encounter when working with the new accession.

Spencer Research Library has three main collecting areas (SC, UA, KC); the Kansas Collection has two sub-collecting areas (AF, WX). Spencer Research Library has three levels of processing: minimal (1), standard (2), detailed (3).

**Spencer Research Library Accession Record**

***Title:***

**Date received: Accession #:**

**Collection:** □ **SC** □**UA** □**KC** □**AF** □**WX**

**Content Description**:

**Number of boxes, bags, volumes, items:**

**Condition Description:**

# Other formats: □photographs □ AV material □ electronic media □none of these

**Other (specify):**

**Brought in by:**  **Received by:**

**Other Provenance:**

## □ Gift □ Purchase □Transfer □Deposit □ Copies from loaned originals

**Other (specify):**

**Resource Type: □Collection □ Papers □ Records □Publications**

**Restrictions: □ Access □User**

**Collection Dates:**

***Donor/Source: (agent)***

***Address: Email:***

***Phone:***

**Is this an addition or do we have related collections? □ Yes □ No**

**Processing Level: □ 1 □ 2 □ 3**

**Processing Plan: West Campus Annex:** □ **Send** □ **Consider**

**Attachments:** □**N/A** □ **Loan** □ **Certificate of Gift** □ **Return of Loan**

**Pending Processing: Date (Ready to Process):**

**Purchases: Voyager Bib Record #: Added to Insurance spreadsheet: \_\_\_\_\_\_\_\_**

**Other Notes:**