



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES
FOR NEW YORK

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Please check your audio and video settings.
You should currently hear music in the background.

If you have questions or want to report any technical issues,
contact us at info@dhpsny.org or (215) 545-0613.



DHPS | NY

DOCUMENTARY HERITAGE
& PRESERVATION SERVICES

FOR NEW YORK

Accessioning!



Clare Flemming, M.S., C.A., M.A.
Consulting Archivist

Somewhere in the Hudson Valley

DHPSNY

Documentary Heritage and Preservation Services for New York (DHPSNY) is a statewide program that supports the vast network of unique library and archival repositories that safeguard New York's historical records.

DHPSNY provides a range of free services to eligible cultural institutions throughout the state, including archives, libraries, historical societies, and museums which operate programs to preserve and make accessible records of enduring value.

<http://dhpsny.org>

audience


Smaller repositories

Limited staff, often part-time, often volunteer

Looking for a basic review

Sprinkling of Dos and Don'ts

All are welcome!



26 miles of records
Proprietary bar-code system
Archivist in charge of Accessioning
35 archivists on staff of 70 employees
Dozens of book trucks in use at all times
Fleets of researchers in reading room 6 days a week



35-second whirlwind glimpse of
the stacks with John Diefenderfer,
New York State Archives, Albany

terminology

appraisal

acquisition

accession !

accrual

arrangement

access

Following definitions are from "A Glossary of Archives and Records Terminology." Chicago: Society of American Archivists, 2005.
Online at <https://www2.archivists.org/glossary>

accession

Noun:

Materials physically and legally transferred to a repository as a unit at a single time;
an acquisition

accession

Noun:

Materials physically and legally transferred to a repository as a unit at a single time;
an acquisition

accession

Verb:

1. To take legal and physical custody of a group of records or other materials and to formally document their receipt.
2. To document the transfer of records or materials in a register, database, or other log of the repository's holdings.

accession

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1. To take legal and physical custody of a group of records or other materials and to formally document their receipt.
2. To document the transfer of records or materials in a register, database, or other log of the repository's holdings.

accession

The materials may be acquired by gift, bequest, purchase, transfer, retention schedule, or statute.

An accession may be part of a larger, existing collection.

An accession added to existing collections is sometimes called an "accretion" or an "accrual."

accession

“Accession” should be distinguished from “acquisition.”

As nouns, they are synonymous.

However, the verb “accession” goes far beyond the sense of “acquire,” connoting the initial steps of processing by establishing rudimentary physical and intellectual control over the materials by entering brief information about those materials in a register, database, or other log of the repository’s holdings.

accession

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As nouns, they are synonymous.

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Control Freaks



- Intellectual Control
- Physical Control

deed of gift

Noun.

An agreement transferring title to property without an exchange of monetary compensation.

deed of gift

Noun.

An agreement transferring title to property without an exchange of monetary compensation.

In archives, deeds of gift frequently take the form of a contract establishing conditions governing the transfer of title to documents and specifying any restrictions on access and use.

deed of gift

“Donor agreements cannot become the dead hand of the past; they must contain some option for reappraisal and deaccessioning.”

Doyle, Michael, Experiments in Deaccessioning: Archives and On-line Auctions. *American Archivist* 54:2 (Fall/Winter 2001), p. 350–362.

Fortunately, on that note ...

DHPSNY webinar “Policies and Procedures for Deaccessioning”
January 31, 2019 and online thereafter

deaccessioning

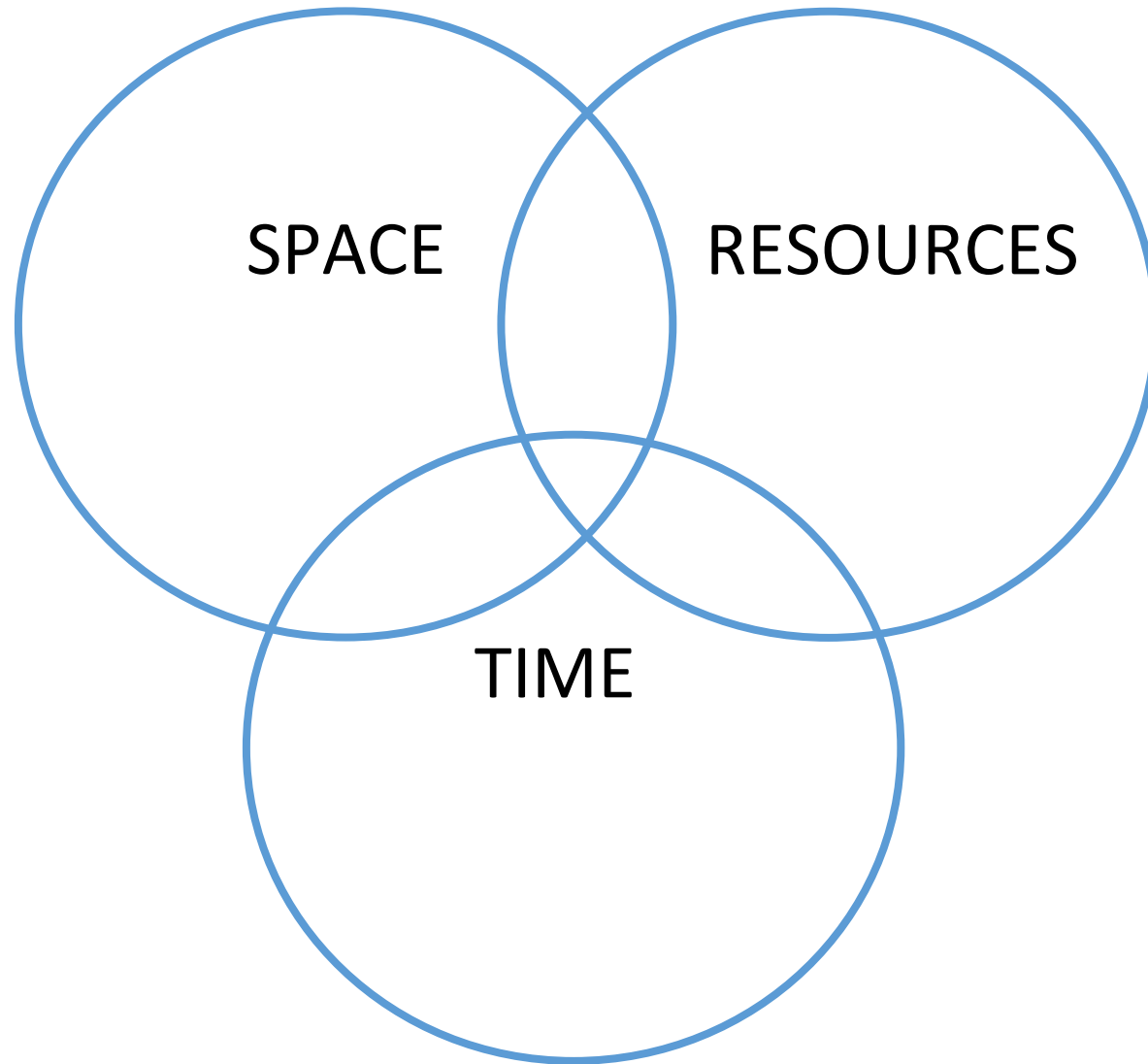
But You Promised ...

I've Deaccessioned and Lived to Tell About It ...

Invitation to a Bonfire ...

Experiments in Deaccessioning ...

Controversy and Collections ...



SPACE

RESOURCES

TIME

deed of gift

1. A clear offer by the donor ...



deed of gift

2. Acceptance of the offer by the archives ...



deed of gift

3. Transfer of the collection to the archives ...



mutts.com

For more information on Deeds of Gift, see <https://www2.archivists.org/publications/brochures/deeds-of-gift>
For more information on Earl and Mooch, see www.mutts.com by Patrick O'Donnell

SAMPLE ACCESSION FORM

Date Received	Accession No.																													
Title																														
Creator																														
Donor Name/Address																														
Restrictions	Location	Total Size																												
General Description and Condition of Material																														
<p>Specific Description of Material:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Type</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Amount</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Type</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Audio Recordings</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Photographs</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Bound Volumes</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Microfilm</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Storage Boxes</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Movie Film</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Newspapers</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Scrapbooks</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Maps</td> <td style="text-align: center;">_____</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			<u>Type</u>	<u>Amount</u>	<u>Type</u>	<u>Amount</u>	<input type="checkbox"/> Audio Recordings	_____	<input type="checkbox"/> Photographs	_____	<input type="checkbox"/> Bound Volumes	_____	<input type="checkbox"/> Microfilm	_____	<input type="checkbox"/> Storage Boxes	_____	<input type="checkbox"/> Movie Film	_____	<input type="checkbox"/> Newspapers	_____	<input type="checkbox"/> Scrapbooks	_____	<input type="checkbox"/> Maps	_____			<input type="checkbox"/> Other _____			
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<input type="checkbox"/> Maps	_____																													
<input type="checkbox"/> Other _____																														
<p>Arrangement of Material:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Alphabetic</td> <td><input type="checkbox"/> Chronologic</td> <td><input type="checkbox"/> Numeric</td> </tr> <tr> <td><input type="checkbox"/> Topical (Subject)</td> <td><input type="checkbox"/> Not Arranged</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>			<input type="checkbox"/> Alphabetic	<input type="checkbox"/> Chronologic	<input type="checkbox"/> Numeric	<input type="checkbox"/> Topical (Subject)	<input type="checkbox"/> Not Arranged	<input type="checkbox"/> Other _____																						
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<input type="checkbox"/> Topical (Subject)	<input type="checkbox"/> Not Arranged	<input type="checkbox"/> Other _____																												
Approximate Inclusive Dates	Accessioned By	Date																												
Additional Comments																														

Accession Number:	2019-001 (old box 1)
Accession Date:	Jan. 17, 2019
Collection Title:	BRYANT collection
Collection Dates:	1795-1956
Collection Size (ie, number of boxes, items, files, etc, and/or linear feet):	3 linear inches in one clamshell
Donor of Collection:	M-R-Bryant, J-J-Bryant, W-M-Bryant
Deed of Gift Completed:	yes Date: Oct-31, 2000
Acknowledgement Sent:	yes Date: Nov-1, 2000
Rights Transferred:	yes - all = physical, intellectual, and copyright
Restrictions on the Collection (ie, privacy, confidentiality, cultural sensitivity):	None - collection is open for research
Description of Collection (Scope and Content):	Mableton School Records; local Bushman ledger
Formats Included:	<input checked="" type="checkbox"/> Paper <input type="checkbox"/> Photos <input type="checkbox"/> Audio <input type="checkbox"/> Film <input type="checkbox"/> Maps <input type="checkbox"/> Electronic Records
Condition of Collection:	<input type="checkbox"/> Water damage <input type="checkbox"/> Evidence of insect infestation <input type="checkbox"/> Evidence of mold <input type="checkbox"/> Active mold <input type="checkbox"/> Other preservation needs (describe):
Other Notes:	Third-party appraiser estimated \$1200 for tax purposes

Good but wear + tear on older documents - No active problems.

1 BRYANT
COLLECTION

4 HASBROUCK
FAMILY
COLLECTION
(CHARLOTTE-SAMPLER)

Unit shelf
1 : 1

2
TULSA
HASBROUCK
COLLECTION

5
GEN SHERMAN V.
HASBROUCK
COLLECTION
US FLAGS

3
HASBROUCK
FAMILY
COLLECTION

4
HASBROUCK
FAMILY
COLLECTION
(CHARLOTTE-SAMPLER)

Archive Accession Form

Accession Number: 2019-001

Accession Date: Jan. 17, 2019

Collection Title: BRYANT collection

Collection Dates: 1795-1950

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet): 3 linear inches in one of

Donor of Collection: M-R. Bryant, J.S. Bryant

Deed of Gift Completed: [blank]

Acknowledgement Sent: [blank]

Rights Transferred: [blank]

Archive Accession Form

Accession Number: 2019-002

Accession Date: Jan - 18, 2019

Collection Title: Hashbrouck collection

Collection Dates: [blank]

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet): [blank]

Donor of Collection: [blank]

Deed of Gift Completed: [blank]

Acknowledgement Sent: [blank]

Rights Transferred: [blank]

Archive Accession Form

Accession Number: 2019-003

Accession Date: Feb. 5, 2019

Collection Title: Hashbrouck Family collection

Collection Dates: [blank]

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet): [blank]

Donor of Collection: [blank]

Deed of Gift Completed: [blank]

Acknowledgement Sent: [blank]

Rights Transferred: [blank]

Archive Accession Form

Accession Number: 2019-004

Accession Date: Feb. 25, 2019

Collection Title: -V. Hasbrouck coll.

Collection Dates: [blank]

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet): [blank]

Donor of Collection: [blank]

Deed of Gift Completed: [blank]

Acknowledgement Sent: [blank]

Rights Transferred: [blank]

Archive Accession Form
Accession Number: 2019-004
Accession Date: Feb. 25, 2019
Title: -v. Haverland Coll.

Archive Accession Form
Accession Number: 2019-003
Accession Date: Feb. 5, 2019
Collection Title: Hasbrouck Family collector
Includes Charles Hasbrouck
(Old Box 3)
+ Box 4

Archive Accession Form
Accession Number: 2019-002
Accession Date: Jan. 18, 2019
Collection Title: Hasbrouck Collector
(Old Box 2)

Archive Accession Form
Accession Number: 2019-001
Accession Date: Jan. 17, 2019
Collection Title: BRYANT Collection
(Old Box 1)
Collection Dates: 1715-1956
Collection Size (ie, number of boxes, items, files, etc. and/or linear feet): 3 linear inches in one of
Donor of Collection: M.-R. Bryant, J.S. Bryant
Acknowledgement Sent: yes
Rights transferred: yes

LOCAL HISTORY
BOXED COLLECTION LIST

1	Bryant collection. Includes tailor ledgers (2) ✓	38054000676547
2	Julia Hasbrouck collection	38054000713191
3	Hasbrouck family collection, misc.	38054000713084
4	Hasbrouck family collection. Includes sampler by Charlotte, age 9.	38054000712888
5	General Sherman V. Hasbrouck collection. US flags	38054000710064
6	General Sherman V. Hasbrouck collection. Yearbooks, 1936/37	38054000710072
7	General Sherman V. Hasbrouck collection. Yearbooks, 1939	38054000710197
8	General Sherman V. Hasbrouck. Scrapbook	38054000710080
9	General Sherman V. Hasbrouck. Personal files 1920s, 1940s	38054000710049
10	General Sherman V. Hasbrouck. Personal files 1940-1950	38054000710056
11	General Sherman V. Hasbrouck collection. Misc., #1	38054000710247
12	General Sherman V. Hasbrouck. Hist. narrative, photo album, loose photos	38054000710098
13	General Sherman V. Hasbrouck collection. Misc., #2 /1945 diary war account	38054000710254
14	Dwight collection. in scrapbook form	38054000710155
15	Brink family collection. Correspondence	38054000712995
16	Brink family collection, continued	38054000713225
17	Cantine family collection. Textiles	38054000712896
18	Cantine family collection. / letter re General John Cantine	38054000712904
19	James ["Dr"] Cantine scrapbook. Includes memorial brochure, christening gown	38054000710205
20	Sarah Lounsbery collection, primary materials	38054000713159
21	Sarah Lounsbery collection, ancillary materials	38054000713167
22	Sarah Lounsbery collection, ancillary materials, cont. / includes gloves	38054000716270
23	Lounsbery family collection, misc.	38054000713100
24.1	Families of Marbletown	38054000713217
24.2	Families of Marbletown, continued	38054000713464
25	Sally Tocks collection	38054000712920
26	Harrington collection. Postcards	38054000709843

2019-004 General
Sherman V. Hasbrouck
Collection

2019-004 Box 1 of 9
2019-004 Box 2 of 9
2019-004 Box 3 of 9
etc.

- United as one accession
- Flexible
- Room for accruals

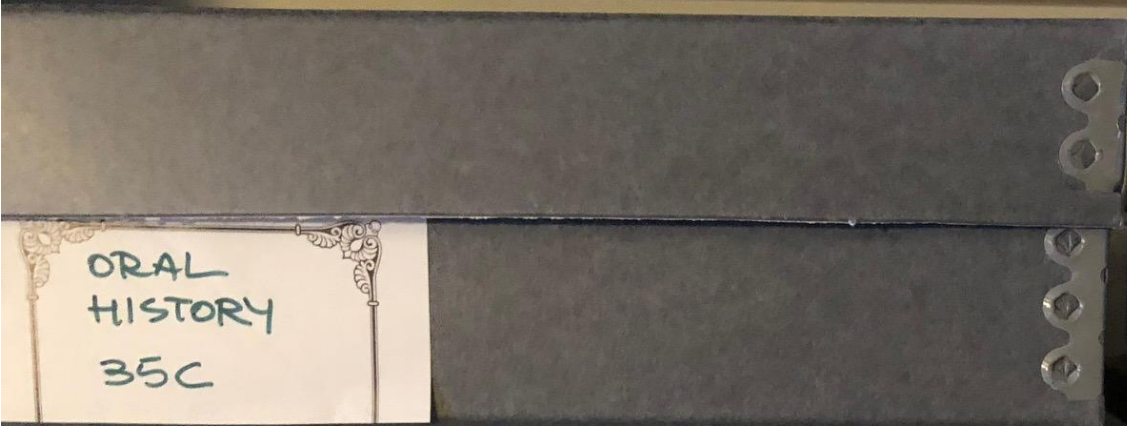
LOCAL HISTORY
BOXED COLLECTION LIST

1	Bryant collection. Includes tailor ledgers (2) ✓	38054000676547
2	Julia Hasbrouck collection	38054000713191
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24.1	Families of Marbletown	38054000713217
24.2	Families of Marbletown, continued	38054000713464
25	Sally Tocks collection	38054000712920
26	Harrington collection. Postcards	38054000709843

2019-005
Dwight Collection
Box 1 of 1

2019-006
Brink Family Collection
Boxes 1 and 2

2019-005
Cantine Family Collection
Boxes 1, 2, 3



2019-015 Oral History Collection
2019-015-001 ... Interview with X
2019-015-002 ... Interview with Y
2019-015-003 ... Interview with Z

2 : 2

2019-045 Civil War
Memorabilia

- 2019-045-001 Drum
- 2019-045-002 Belt A
- 2019-045-003 Belt B
- 2019-045-004 Belt C



2019-077
Film Collection

2019-077-001 Film X
2019-077-002 Film Y
2019-077-003 Film Z



Or ...

2019-077 Film X
2019-078 Film Y
2019-079 Film Z

Bryant
Collection

2019: 001

Receipts for
Services Rendered

1822 - 1839 File 4

Trustees' Minutes
"School Book"

Bryant Collection



Bryant
Collection

2019: 001

Receipts for
Services Rendered

1803-1901

Bryant Collection

2019: 001

Trustees' Minutes
"School Book"

1822-1839

: File 4

Box 1: File 3

STONE RIDGE
LIBRARY:
ARCHIVES

2019: 001

Box 1 of 1

4 HASBROUCK
FAMILY
COLLECTION
(CHARLOTTE-SAMPLER)

Archive Accession Form

Accession Number: 2019:001

Accession Date: Jan. 17, 2019

Collection Title: Bryant Collection

Collection Dates: 1795-1933

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet): 3 linear inches in one horizontal clamshell

Donor of Collection: Margaret R. Bryant, Julie J. Bryant, W. Michael Bryant

Deed of Gift Completed: yes Date: Oct. 31, 2000

Acknowledgement Sent: yes Date: Nov. 1, 2000

Rights Transferred: yes - all physical + intellectual rights

Restrictions on the Collection (ie. privacy, confidentiality, cultural sensitivity): None - collection is open for research.

Description of Collection (Scope and Content): Marblertown School Records; Family Photographs; Local Business Ledgers + Account Books.

Formats Included:

- Paper
- Photos
- Audio
- Film
- Maps
- Electronic Records

Condition of Collection:

- Water damage
- Evidence of insect infestation
- Evidence of mold
- Active mold
- Other preservation needs (describe):

Other Notes: Condition: Fragile to Good
 } wear + tear through the ages, split spines, tears. No active problems.
 Third-party financial/tax value appraised at \$1200.

rary

l.com

tion ~ \$200

Ledger ~ \$100

is ~ \$25

f Marblertown ~ \$1,200

2019:001

BRYANT COLLECTION

1, 2000

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eriod 1820 ords during this

LOCAL HISTORY NON CIRCULATING BOXED COLLECTION

- 245 **Local History Non Circulating Boxed Collection – Box 1 38054000676547**
- 246 Bryant Collection
- 505 Includes: tailor ledgers (2)
- 505 Receipts (1801-1857)
- 505 War receipt 1813-1814
- 505 Family names: Bevier, Cantine, Davis, Hardenburgh, Hasbrouck, Irwin, Ten Eyck
- 505 School District #4 information - School book made in 1822 with student names and trustees.
- 505 Photographs: District #4 School 1921
- 505 Marbletown , Stone Ridge, Ulster County history

2019: 001

BRYANT COLLECTION

Master File

ri 2 on bed
in steel
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cars.

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re

BIRDS *of the*
WEST INDIES



JAMES
BOND

1936-1972

James Bond
papers

2010-007

processing

Noun.

The arrangement, description, and housing of archival materials for storage and use by patrons.



processing

Noun.

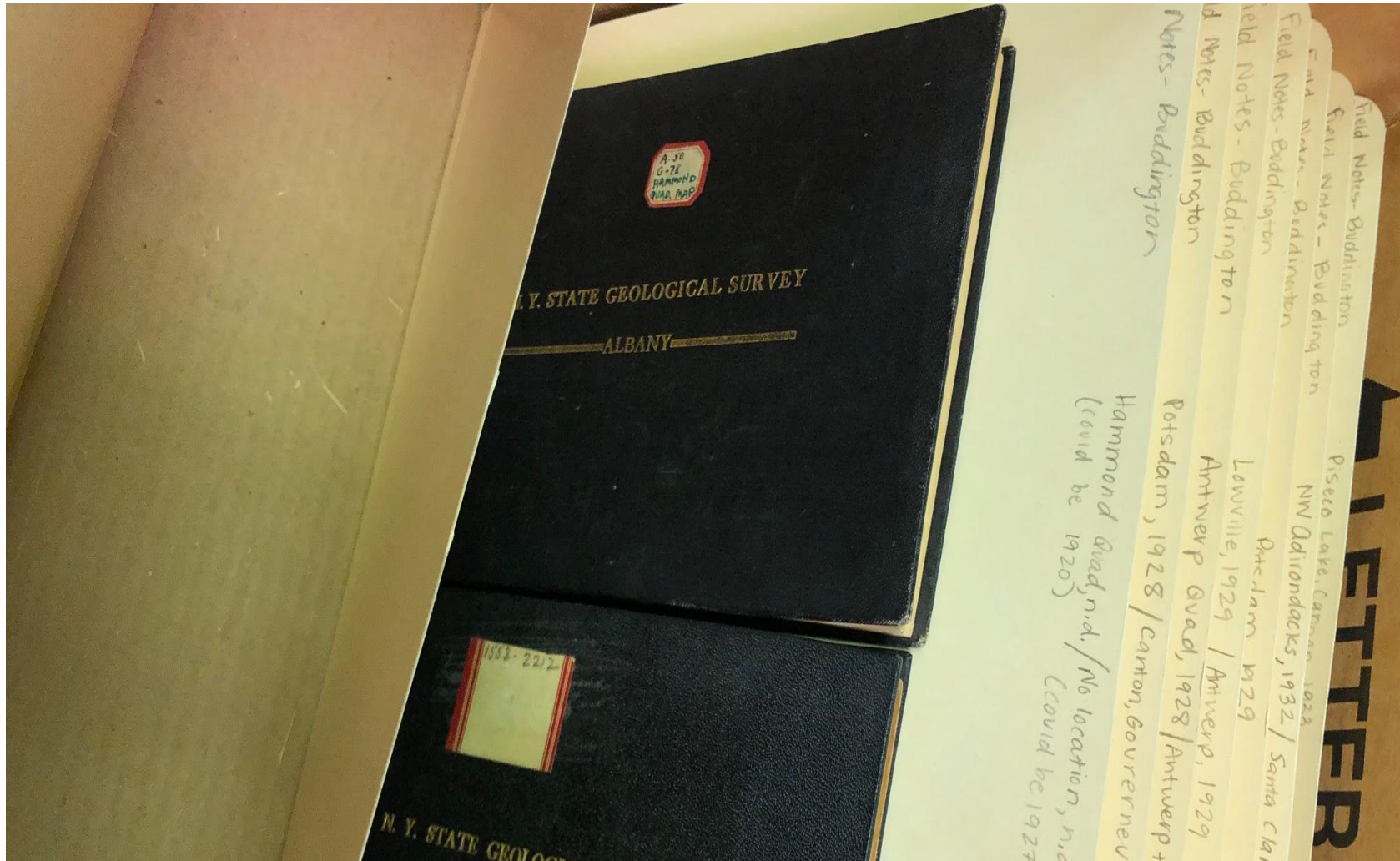
The arrangement, description, and housing of archival materials for storage and use by patrons.

A collective term used in archival administration that refers to the activity required to gain control of records ... including accessioning, arrangement, culling, boxing, labeling, description, preservation and conservation.



processing

But I just wanna work in the back with the papers!



processing



More Product, Less Process

More Product, Less Process: Revamping Traditional Archival Processing

Mark A. Greene and Dennis Meissner

American Archivist
Vol. 68 (Fall/Winter)
2005: 208-263

A b s t r a c t

Processing backlogs continue to be a problem for archivists, and yet the problem is exacerbated by many of the traditional approaches to processing collections that archivists continue to practice. This research project reviewed the literature on archival processing and conducted surveys of processing practices to identify the scope of the problem and its impacts both on processing costs and on access to collections. The paper issues a call for archivists to rethink the way they process collections, particularly large contemporary collections. It challenges many of the assumptions archivists make about the importance of preservation activities in processing and the arrangement and description activities necessary to allow researchers to access collections effectively.

More Product, Less Process

“Put very simply, processing is not keeping up with acquisitions and has not been for decades, resulting in massive backlogs of inaccessible collections at repositories across the country (and across all types of archival institutions).”



“It should be dismaying to realize that our profession has been struggling with backlogs for at least sixty years.”

“Backlogs are continuing to grow and are weakening the archival profession.”

More Product, Less Process

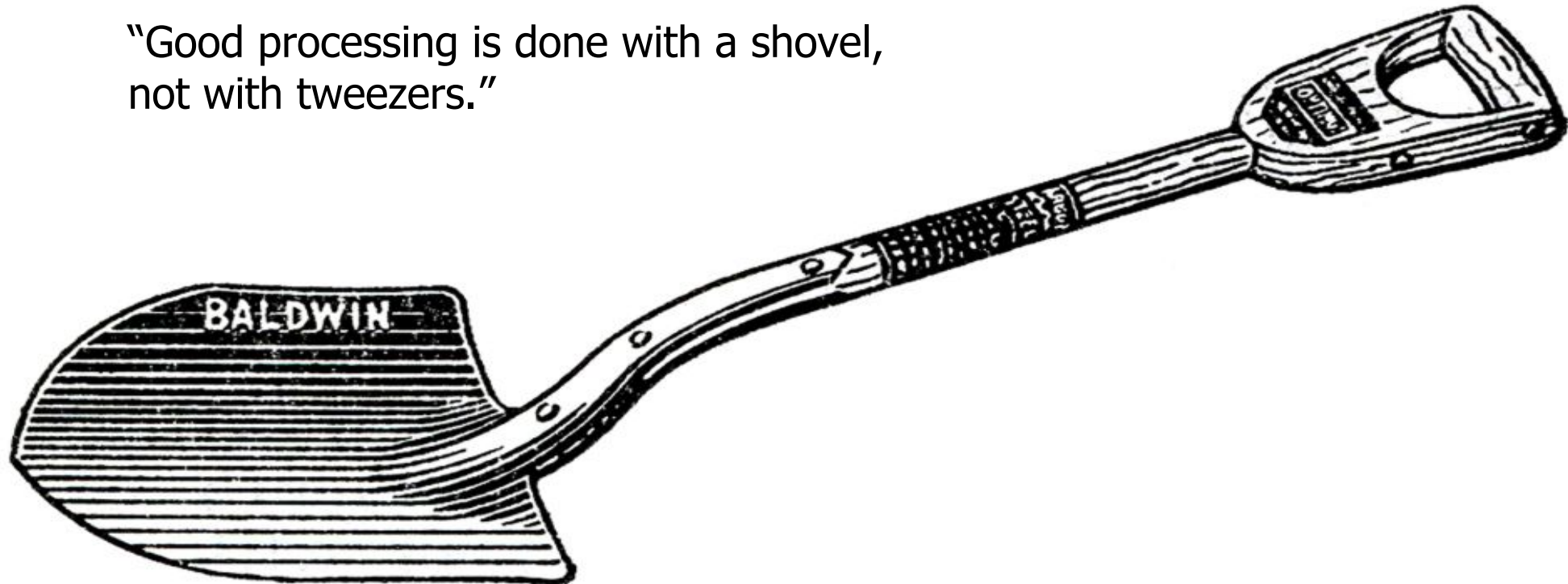
“Truly, much of what passes for arrangement in processing work is really just overzealous housekeeping, writ large.



“Our professional fastidiousness ... has encouraged a widespread fixation on tasks that do not need to be performed.”

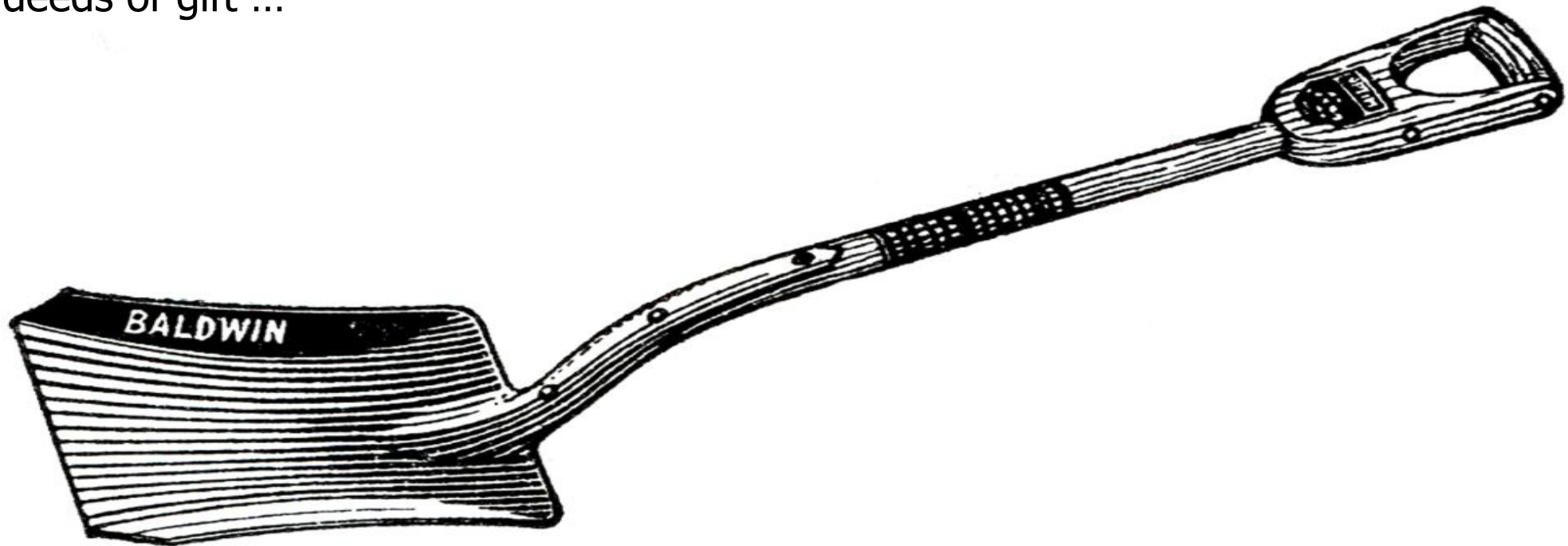
More Product, Less Process

“Good processing is done with a shovel,
not with tweezers.”



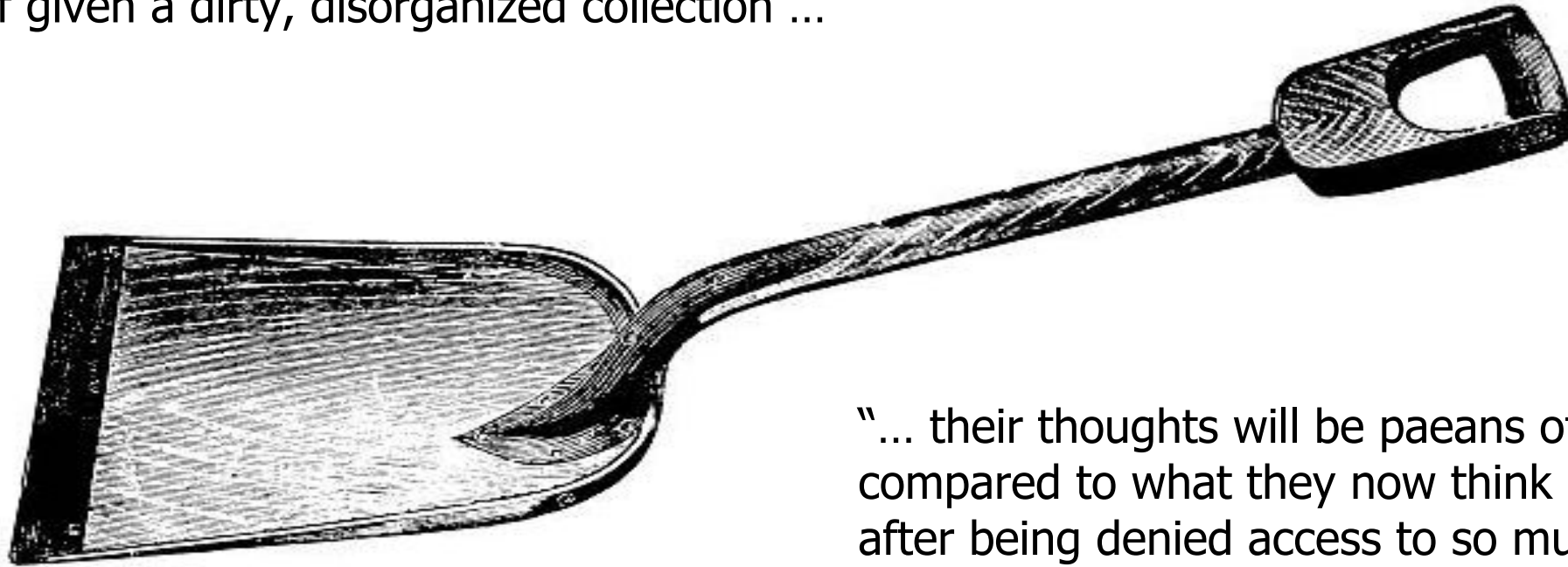
More Product, Less Process

"We must get beyond our absurd over-cautiousness that unprocessed collections might harbor embarrassing material not accounted for in deeds of gift ...



More Product, Less Process

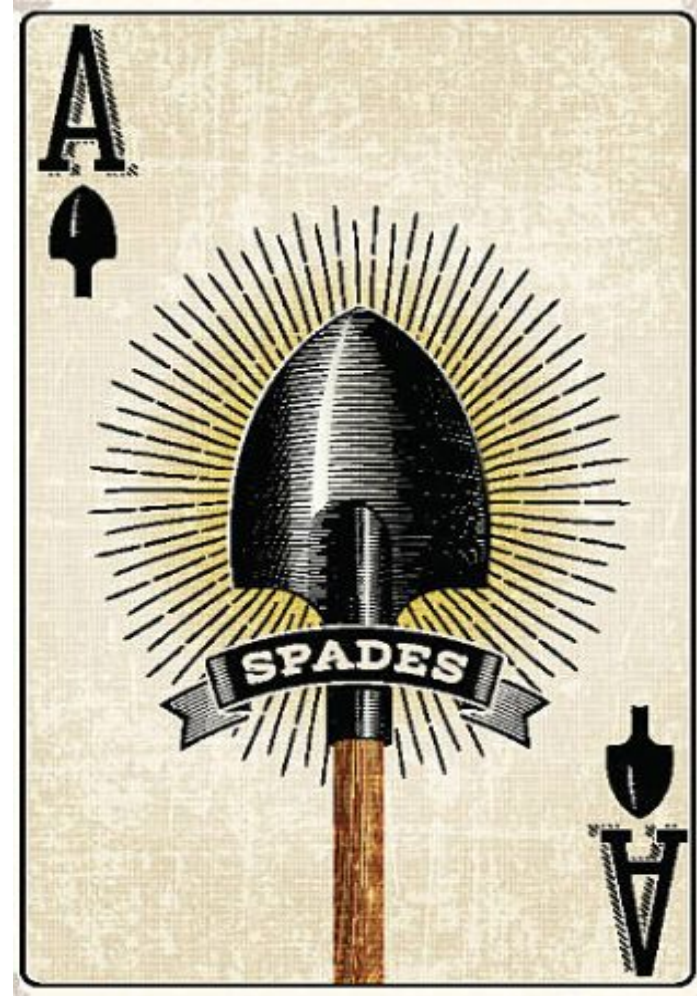
“We must stop fretting over what users might think about us if given a dirty, disorganized collection ...



“... their thoughts will be paeans of praise compared to what they now think about us, after being denied access to so much of our holdings.”

More Product, Less Process

MINIMUM GOAL: Accession-level description for every collection!



Accessioning as Processing

Accessioning as Processing

Christine Weideman

American Archivist
Vol. 69 (Fall/Winter)
2006: 274-283

A b s t r a c t

This article explores the application of new methods, including those recommended by Mark A. Greene and Dennis Meissner in their article “More Product, Less Process,” to reduce the amount of time to accession and process collections. The methods were applied during the accessioning of two collections and the arrangement and description of a large collection of family papers. The author describes the work completed, the time it took, and the consequences for operations throughout the repository.

Accessioning as Processing

"Accessioning as processing is ... the goal ... During the accessioning process ... we arrange and describe the materials, including the creation of the finding aid, so that they are ready for research use and never enter our backlog.



"In short, we apply processing standards such as those recommended by Greene and Meissner during the accessioning process."

Accessioning as Processing

“Now we spend a little extra time during the accessioning process and often end up with a collection that is ready for research quickly.”



Milford, MA

Washington Metropolitan Area Transit Authority

Holyoke Range, Mt. Hitchcock, Bare Mtn.
Mt. North, MA

Name
and No.

OTHER THAN

C.T. 3-1

LEH







An Investigation of the 1993
Tully Vashly Landslide

6y736
H13

Environmental Report
NYSEG Land 2 Stuyvesant Nuclear Station

Environmental Report
NYSEG Land 2 Stuyvesant Nuclear Station

Environmental Report
NYSEG Land 2 Stuyvesant Nuclear Station

H14

Part I
Volume 5
Environmental Report
CONSTRUCTION PERMIT STAGE
NYSEG Land 2 New Haven Nuclear Station

Part I
Volume 12
Environmental Report
CONSTRUCTION PERMIT STAGE
NYSEG Land 2 New Haven Nuclear Station

MID-HUDSON SITE STUDIES
RED WOODS - CORMORANT SITE

LAKESHORE GENERATING STATION

6w004

H15

H15

Brookstone

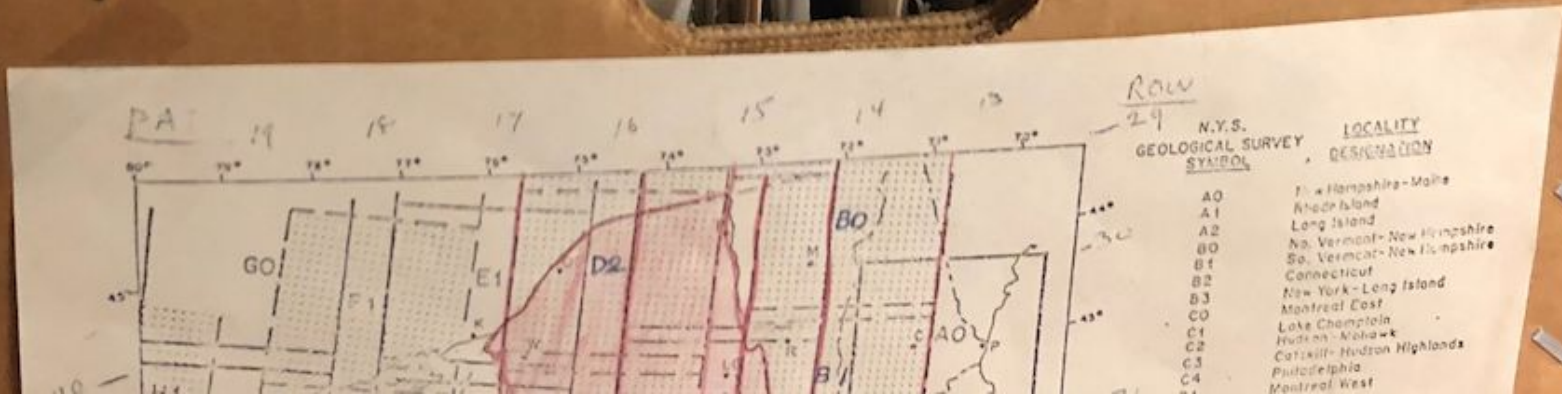


H26

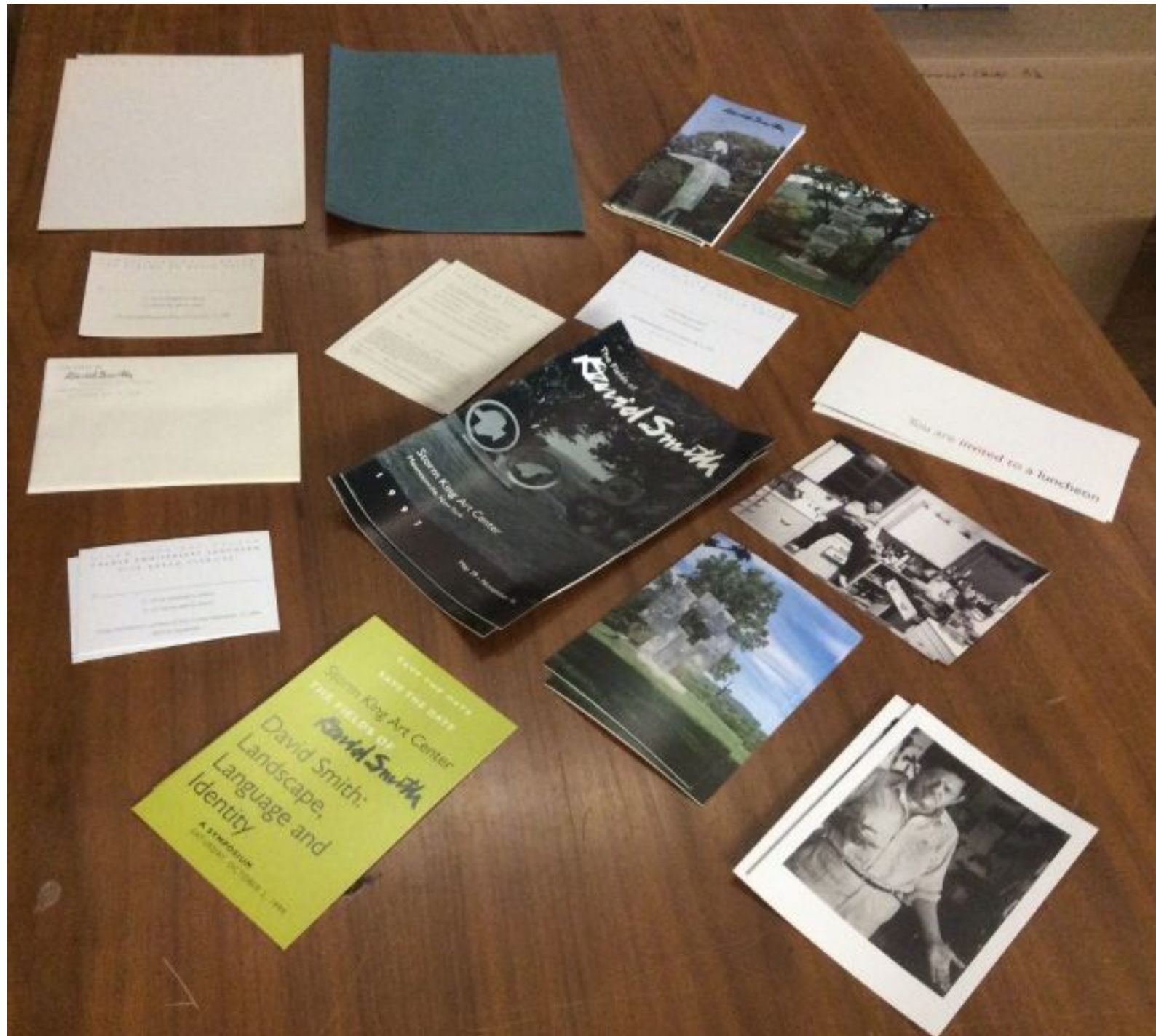
3a275

B, C, D.

H27







10/2 2015

DISCARD

or Recycle

CF.

Very special thanks for permission to utilize and photograph archival collections in their care:

**Kathleen Bonk, Museum Technician, Geology
New York State Museum (Albany, NY)**

**Jody Ford, Director
Stone Ridge Library (Ulster County, NY)**

**John Diefenderfer, Archivist, Archival Advisory Services
New York State Archives (Albany, NY)**

acknowledgements



Kathleen Bonk

John Diefenderfer

Katherine Federiconi

Jody Ford

Maria Holden

Samantha Mahoski

Susan Manella

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