Appendix D. Templates

SAMPLE ACCESSIONING WORKFLOW CHECKLIST

The following sample checklist, created by the University of Santa Cruz Special Collections & Archives (SCA), should not be considered prescriptive and is provided as *one* example of what a complete accessioning workflow could look like in practice. Not all elements of this example workflow will work for all institutions. Use the Best Practices guidelines to create a checklist that fits your environment.

Assess operational impact and capacity

For large/impactful collections only.

- ☐ Make a copy of and fill out the Operational Impact Estimator spreadsheet in [OCLC's Total Cost of Stewardship tool suite](#).

- ☐ Meet with relevant staff to assess acquisition in relation to processing priorities, digital project timelines, and other goals and commitments of SCA.

Transfer records and gain administrative and physical control

- ☐ Gift or transfer paperwork completed
- ☐ Accession record created in ArchivesSpace (ideally within 2 weeks of arrival).

  Required fields:

  - Title
  - Identifier
  - Accession Date
  - Content Description
  - Provenance
  - Retention Rule (if applicable)
  - Acquisition Type
  - Resource Type
  - Access Restrictions Note (if applicable)
  - Use Restrictions Note (if applicable)
  - Dates
  - Extents
  - Agents
  - Related Accessions (if applicable)
  - Instance(s) (including location)
  - Collection Management: Processing Status

☐ Agreement Signed OR Acknowledgment Sent event record created

☐ Collection boxed, numbered, and shelved

If it includes born digital:

☐ Files transferred to library server

☐ Capture event record created

☐ High-level post-transfer appraisal complete (if applicable)

☐ Extent recorded in gigabytes

☐ Digital Object Instance created (including location)

☐ Fixity report set up (if not prioritized for immediate processing)

☐ Carriers returned to collection

If it includes analog AV:

☐ Conduct item-level appraisal if not already completed

☐ Inventory AV at item-level in SCA Analog AV Log

Gain intellectual control and prepare for access

See Creating Resource Records in the Accessioning and Processing Manual for details.

☐ Resource record created. Required fields:

- Title
- Identifier
- Level of Description
- Resource Type
- Language
- Restrictions?
- Dates
- Extents

- Agents
- Subjects
- Finding Aid Data: Finding Aid Status
- Related Accession(s)
- Collection Management: Processing Status

- Notes:
  - Physical Location (if applicable)
  - Conditions Governing Access

- Conditions Governing Use
- Preferred Citation
- Immediate Source of Acquisition
- Scope and Contents
- Processing Information

☐ Catalog record requested (ideally within 4 weeks of arrival)
☐ Catalog record created
☐ Cataloged event record created

If the collection is two linear feet or smaller, or if materials are uniform in format or arrangement and can be adequately described in a catalog record, processing stops here.