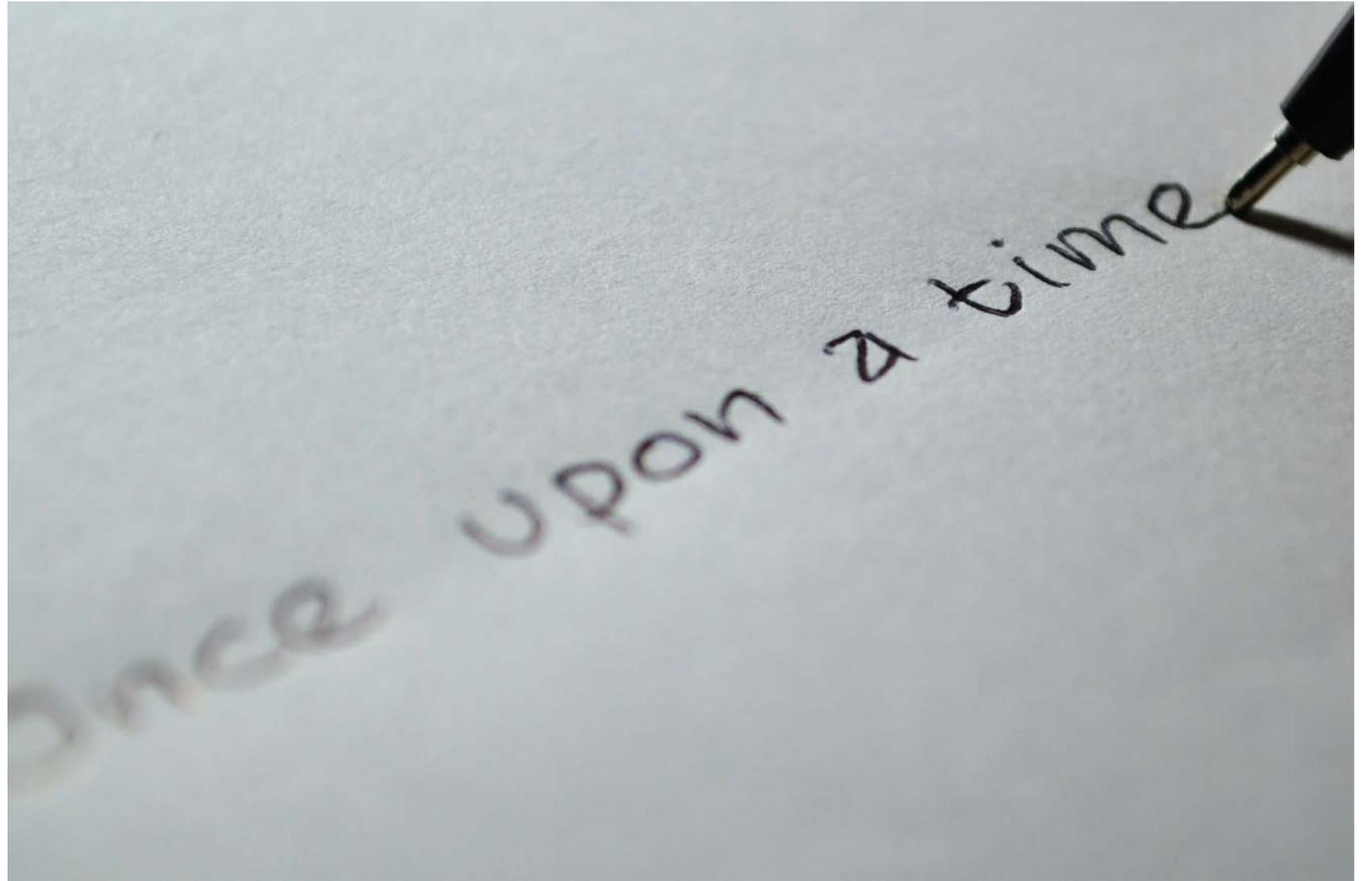


# Keep it Simple Accessioning

Andrea Bainbridge,  
University Archivist

DePaul University

MAC 2016 | Milwaukee, WI



# The Trickle



# Growth



To accession,  
or not to  
accession?

*To process,  
or not to  
process?*

# Representation

The Theatre School  
Office Of Advancement  
Theatre School-Theoni Aldredge  
Richard J. Meister  
Student Affairs  
Liberal Arts And Sciences-Dean's Office Steans Center  
Office Of The Secretary-Board Of Trustees  
Public Relations And Communications  
Center For Latino Research

Control



What do we  
need to know?



# 3 Streams



# 1. "Regular Accessions"



(16 boxes of photographs from  
Public Relations and Communications)



(1 envelope from  
the secretary of  
the university)

## 2. Publications



(That's Billy Blue Demon, our historic mascot, surveying the pubs...)

### 3. Mailers, Ephemera



# Simple Solution

- Two cardboard boxes



- Counting backwards—AKA “LIFO” processing

2015

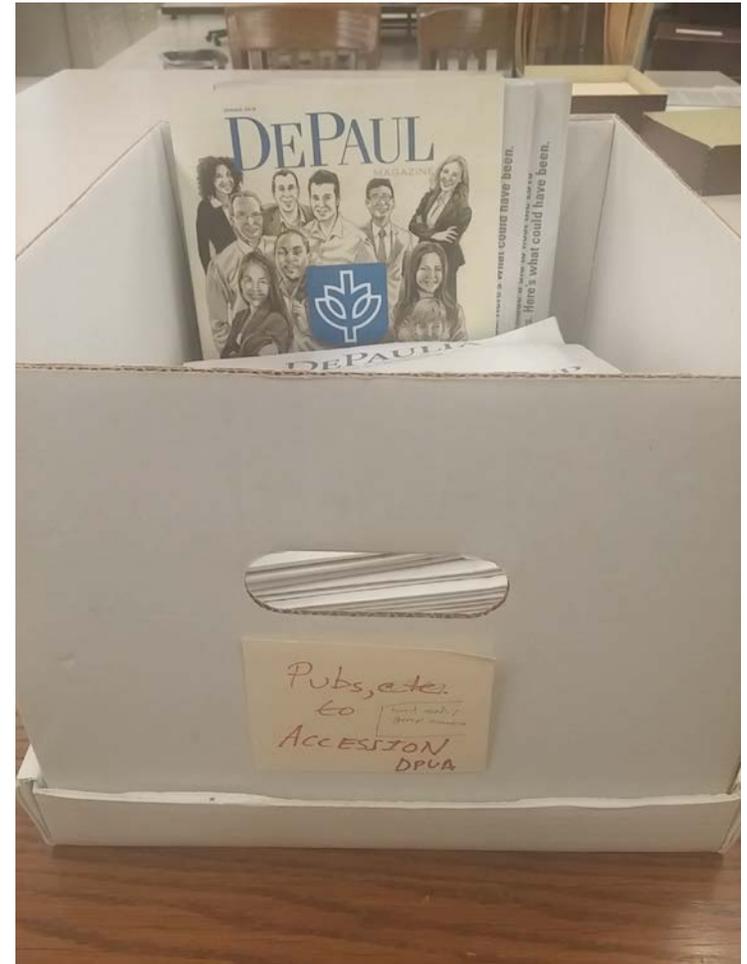
2014

2013

2012

# Solution: Publications

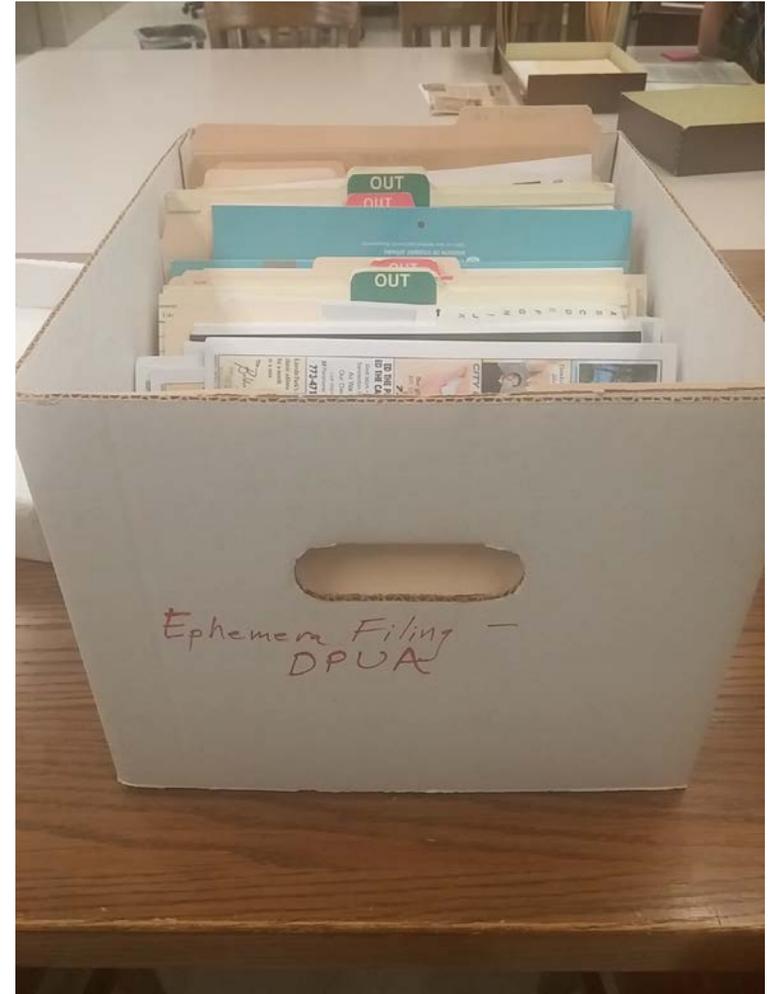
- Collected/received during the year
- Placed in elegant receptacle
- Accessioned and filed in batches 1x or 2x per year



"Pubs to ACCESSION"

## Solution: Ephemera

- Collected/received during the year
- Placed in elegant receptacle
- NOT accessioned
- Filed 1x or 2x per year
- Record time spent filing, collections updated



"Ephemera Filing"

# Solution: “Regular” Accessions

- Placed on the “incoming” table
- Accessioned as usual
- No more than 1 accession logged per source, per quarter
- Processed as usual
- Amount and time spent recorded in processing report



# LIFO Processing



(2016 Processing: Several 2015--  
and prior year--transfers from  
our Black Student Union)

- “New” accessions (i.e. received in the previous calendar year) processed with backlogged items from the **same record group**.
- Process other backlog as time permits
- Start over in next calendar year



But...



...It's Not  
Perfect



# Toward the Horizon



## Contact

Andrea Bainbridge

[abainbri@depaul.edu](mailto:abainbri@depaul.edu)

@Bainbria773



Goodbye

Attribution-free images from Pixabay.com