Keep it Simple Accessioning

Andrea Bainbridge, University Archivist
DePaul University
MAC 2016 | Milwaukee, WI
The Trickle
Growth

To process, or not to process?

To accession, or not to accession?
Representation

The Theatre School
Office of Advancement
Theatre School-Theoni Aldredge
Richard J. Meister
Liberal Arts and Sciences-Dean's Office
Office of the Secretary-Board of Trustees
Steans Center
Student Affairs
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
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

- “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

(2016 Processing: Several 2015--and prior year--transfers from our Black Student Union)
But...
...It’s Not Perfect
Toward the Horizon
Contact

Andrea Bainbridge
abainbri@depaul.edu
@Bainbria773

Attrition-free images from Pixabay.com