Accessioning

Kevin Glick
Yale University
What is Accessioning?

Archival institution takes physical and legal custody of a group of records from a donor and documents the transfer in a register or other representation of the institution’s holdings.

Within AIMS Framework

Processes which establish physical, administrative and intellectual control over transferred records; assessment and documentation of future needs; documentation of actions taken; beginning of safe storage and maintenance.
Elements of Accessioning

1. Prerequisites
   - Policies
   - Institutional practices and workflows
   - Software, hardware, and expertise to support transfer

2. Transfer records and gain administrative control

3. Physical control and stabilization

4. Intellectual control and documentation to support further processes

5. Maintain accessioned records
Elements of Accessioning

1. Prerequisites
2. Transfer records and gain administrative control
   - Ensure legal agreement has been received and filed
   - Review documentation generated in collection development in preparation for transfer
   - Transfer material in accordance with donor/transfer agreements
   - Verify transfer
   - Document transfer in register, accession record, etc.
3. Physical control and stabilization
4. Intellectual control and documentation to support further processes
5. Maintain accessioned records
Elements of Accessioning

1. Prerequisites
2. Transfer records and gain administrative control
3. Physical control and stabilization
   - Assign identifiers
   - Document media
   - Assess condition of media and records
   - Transfer records off media or image media
   - Harvest technical metadata from files and filesystem
4. Intellectual control and documentation to support further processes
5. Maintain accessioned records
Elements of Accessioning

1. Prerequisites
2. Transfer records and gain administrative control
3. Physical control and stabilization
4. Intellectual control and documentation to support further processes
   - Harvest descriptive and structural metadata from files/filesystems
   - Audit trails; lists of actions and whether they succeeded/failed
   - Future needs for processing, appraisal, access, and preservation
   - Restrictions
   - Identification of duplicate assets
   - Acknowledgement to donor
5. Maintain accessioned records
Elements of Accessioning

1. Prerequisites
2. Transfer records and gain administrative control
3. Physical control and stabilization
4. Intellectual control and documentation to support further processes
5. Maintain accessioned records
   - Perform necessary normalizations to preservation formats (and, optionally, access formats)
   - Create package for storage containing records and metadata
   - Transfer package to storage environment
   - Verify success of transfer
   - Record storage location, any normalization information, and success of transfer in appropriate location
Case Study: Re-Accessioning at Yale

Mark A. Matienzo
Yale University
Overview

• Collaborative capacity building across two repositories
  – Manuscripts and Archives
  – Beinecke Rare Book and Manuscript Library

• Addressing previously received accessions of containing electronic records on media

• Still in testing phase, but working towards implementing in production
Types of Records and Media

• Wide variety of records creators
  – Literary authors
  – University faculty
  – University offices
  – Architectural firms

• Common types of media
  – Floppy disks: 5.25” and 3.5”
  – Optical media: CDROM, CD-R, DVD-R, etc.
  – Zip disks
  – USB flash drives
Goals of Re-Accessioning

• Identify, document, and register media
• Mitigate risk of media deterioration and obsolescence
• Extract basic metadata from filesystems on media and files contained on filesystems
Re-Accessioning Workflow

1. Start accessioning process
2. Retrieve media
3. Assign identifiers to media
4. Write-protect media
5. Create image
6. Extract filesystem- and file-level metadata
7. Package images and metadata for ingest
8. Ingest transfer package
9. Document accessioning process
10. End accessioning process
Disk Imaging

- Using “forensic” (bit-level) imaging process
- Ensure data on media is not manipulated using write-protection
- Uses software to acquire images
- Includes hash-based verification process
Media Log

• Using SharePoint list
• Contains unique identifier of media
• Records physical/logical characteristics of media
• Documents success, failure, or status of various processes and additional notes
# Media Log

## Electronic Records on Media Accessioning Log

<table>
<thead>
<tr>
<th>New</th>
<th>Actions</th>
<th>Settings</th>
<th>Metadata Extracted?</th>
<th>Transfer to Storage Date</th>
<th>Examiner</th>
<th>Image Format</th>
<th>Imaging Software</th>
<th>Source</th>
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## Media Log

### Electronic Records on Media Accessioning Log

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<th>Imaging Date</th>
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### Media Logs

- **Media number**: 2011-M-075.0008
- **Media Format**: CD-R
- **Media Density (floppies only)**: N/A
- **Interface**: N/A
- **Label text**: Osaka Monograph Final Images Aug 29 2003 Monograph Latest Files
- **Manufacturer**:
- **Serial Number (hard drives only)**: Glick, Kevin
- **Examiner**: Glick, Kevin
- **Imaging Successful?**: Yes
- **Image Date**: 2011-M-075.0008.ISO
- **Image filename**: 2011-M-075.0008.ISO
- **Source File System**: ISO9660, Joliet
- **Image format**: ISO
- **Imaging Software**: ImgBurn
- **Image Fixity Function**: MDS
- **Image Fixity Value**: dbca43c94690e64f07329b5687550f60
- **Notes**: mam54 04/28/2011: Could not extract metadata using fiwalk; log file from imaging process says that the block structure is Mode 2/Form 1
- **Metadata Extracted?**: No
- **Bag Created?**: No
- **Transfer to Storage Date**: 2010-11

**Fiscal Year**: 2010-11

**Created at**: 4/27/2011 5:35 AM by Glick, Kevin
**Last modified at**: 4/29/2011 4:26 PM by Mettenko, Mark

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The Andrew W. Mellon Foundation
Metadata Extraction

• Can be repurposed for descriptive, administrative, and technical metadata
• Uses command-line tools (Sleuthkit, fiwalk)
• Outputs XML document
Packaging and Transfer

- Using BagIt packages/Bagger application
- Packages contain disk images, extracted metadata, imaging logs, and high-level accession information
- Transfer to storage is verified by comparison against manifest