

# Accession Specification

## Ac1: Scope / description

The accession record is for recording accession transactions. Consequently, only two fields are required--a unique accession identifier and the date of the accession transaction—in order to create a valid accession record.

The accession identifier is comprised of four distinct component parts. The entire set of component parts represents a unique accession number for the repository. Repositories are required to use only the first of the four parts.

Repositories may record substantial additional information about an accession including a title, its dates and extent, content, condition, and type of acquisition, some of which is recorded in sub-records. Fifteen user defined fields, representing six generic field types, are also available for augmenting the accession description. The user defined fields enable repositories to describe their materials in ways that are not necessarily common to other repositories.

The accession record may also be linked to other types of records, as indicated below in section Ac3.

## Ac2: Record / template description

The accession record will comprise the following parts, or sections, of description. We have suggested a possible layout for the various elements into five distinct tabs or sections, but the interface design team should feel free to suggest alternate options and the design must be subjected to usability testing before.).

### 1) Basic description for the accession:

- Accession number (REQUIRED)
- Accession date (REQUIRED)
- Public Enabled (REQUIRED; default= False)
- Title
- Type of Resource of the accession (papers, records, etc.)
- Related Resource Record ID(s) [use this to associate the accession to one or more existing resource records]
- Repository ID [this would be relevant for those archives that have multiple units/repositories contained within a single application installation.]

2) Subrecords. For each of the following subrecord types, except collection management, zero or more subrecords may be recorded.

- extent (See extent specification)
- date (See dates specification)
- rights subrecords (See rights specification)
- location subrecords (See locations specification)
- external document references (See external documents specification)
- deaccessions (see deaccession specification)
- collections management records (see collection management specification)

2) Additional description

- Acquisition type
- Retention schedule / rule
- Content description
- Condition description
- Provenance/Custodial history
- Inventory
- Disposition note
- Processing note

3) User defined notes

- User defined Boolean 1
- User defined Boolean 2
- User defined integer 1
- User defined integer 2
- User defined real 1
- User defined real 2
- User defined string 1
- User defined string 2
- User defined string 3
- User defined text 1
- User defined text 2
- User defined text 3
- User defined text 4

For user defined fields, an operator with system administration authority should have the ability to configure labels and layout / sequential association of the fields. Field

labels should apply to all accession records in the system. (In other words, operators must not be able to assign different labels to different accession records.)

4) Linked records

- Linked resources (see resource specification)
- Linked names (see names specification)
- Linked subjects (see subject specification)
- Linked classifications (see classifications specification)

5) System Control Data (generated by application and not editable by operator)

- Record Created Timestamp
- Last Modified Timestamp
- Record Created Staff Name
- Last Modified Staff Name

### Ac3: Record linking / data relationships

One accession record to many:

- Extent subrecords
- Date subrecords
- Rights subrecords
- Location subrecords
- Deaccession subrecords
- Resource record
- External document subrecords
- Collection management record

Many accession records to many:

- Resource records
- Name records
- Subject records
- Classification records

The relationship of accession records to resource, name, subject and classification records in the AT is many-to-many, meaning one or more accession records may be linked to the same resource, name, subject, and classification record and one or more resources, names, subjects, and classifications may be linked to the same accession record.

#### Ac4: Business rules

- 1) Every distinct accession may be documented by one and only one accession record.
- 2) An accession may be comprised of a single item or an aggregation of materials.
- 3) Each accession is identified by an identifier unique to the custodial repository.
- 4) Each accession takes place on a specifiable date.
- 5) Each accession record must contain a unique accession identifier and the date of the accession
- 6) Each accession record may be linked to zero or more resource records (see Ac 3)
- 7) Each new and edited accession record must include the following administrative information:
  - a. Record created timestamp
  - b. Last modified timestamp
  - c. ID of the staff user who created accession record
  - d. ID of staff user who last modified accession record, .
- 8) The Last Modified time stamp and staff user ID must be updated when the accession record and/or an accession subrecord (as defined above) is updated.

#### Ac5: Required task sequence

1. Select option to either create a new accession record or edit an existing accession record
2. Record accession identifier
3. Record date of accession
4. Indicate if record is public enabled (default = False)
5. Save accession record

#### Ac6: Optional task sequence

- 1) Record title of accession
- 2) Indicate type of resource represented by accession (e.g., Papers, Collection, Records, etc.)
- 3) Add and link one or more of the following subrecords (i.e., additional information) to an existing accessions record when applicable:
  - Extent information
  - Date information
  - Location information

- Rights information
  - Deaccession information
  - Related external documents information
  - Collections management information
- 4) Record additional administrative information for the Accession
- Type of accession (e.g., Deposit, Gift, Purchase, Transfer)
  - Retention schedule / rule governing accession, if any
  - Intellectual and physical contents of accession
  - Physical condition of accession
  - Provenance / custodial history of accession
  - Physical contents inventory (e.g., box list) of accession
  - Disposition note, (i.e., a description of how the accession is associated to one or more resources)
  - Processing note
  - General informational note
- 5) Record data in user defined fields, if desired
- 6) If desired, spawn resource record (one time) from accession record
- 7) If applicable, link accession record to one or more:
- Resource records
  - Name records
  - Subject records
  - Classification records
- 7) For users who have proper permissions, the name and subject panes should have a button or control to 'quick add' a new resource, name, subject, classification or locations record then link this new sub record to the accession record.

#### Ac7: User intention / Application response sequence

User intention (Required in italics)	Application response / action
Select option to <b>create</b> new accession record	
	Display accession record with any assigned repository default values
<i>Record unique accession number</i>	
<i>Record date of accession</i>	
<i>Indicate whether record is publicly enabled</i>	

Enter optional additions to the accession records	
	<p>Application does not respond except when other sub record processes are activated for a related accession record, (e.g., opening a deaccession sub record or a name picker for linking a name to the open accession record).</p> <p>For sub record and linked record operations, see related specifications listed below for:</p> <ul style="list-style-type: none"> <li>• Classification records</li> <li>• Collection management records</li> <li>• Date records</li> <li>• Deaccession records</li> <li>• Document records</li> <li>• Location records</li> <li>• Name records</li> <li>• Extent records</li> <li>• Resource records</li> <li>• Rights records</li> <li>• Subject records</li> </ul>
<i>Save the accession record</i>	
	Application will indicate the record cannot be saved and display reason, e.g., recorded accession is not unique, or required data is missing
	Or, application will indicate record has been saved.

<b>User intention (Required in italics)</b>	<b>Application response / action</b>
Select accession record to <b>edit</b>	
	Opens selected accession record with all previously recorded data
<i>Save edited accession record</i>	
	Application indicates record cannot be saved and displays reason for that, (e.g., record is no longer valid after edits).

	Or, application indicates updated record has been saved.

<b>User intention (Required in italics)</b>	<b>Application response / action</b>
Select accession record(s) to <b>delete</b> on list of accession records	
Select option to delete selected records	
	Application responds: "Are you sure you want to delete "N" accession record(s)?" Yes or No
Select No option	
	Application reverts to state before selecting Delete option
Select Yes option	
	Application indicates "N" records have been deleted.
	Application responds within 2 seconds
	Application refreshes list of accession records, now absent those deleted

**Ac8: Data elements table**

Element	Definition	Type	Default Values	Required
Accession Identifier	The accession number is comprised of up to four fields, each alphanumeric and limited to 10 characters. The sequence of the fields is 1, 2, 3, 4. The combination of values recorded in the field(s) should constitute a unique accession number for the repository.			
accessionIdentifier1		String < 10		Yes
accessionIdentifier2		String < 10		
accessionIdentifier3		String < 10		
accessionIdentifier4		String < 10		
accessionResourceType	The type of resource represented by the accession	Config. Lookup	Collection Publications Papers Records	
accessionTitle	The title provided for the accession	String < 256		
accessionPublicEnabled	Defines whether the accession will be visible to public users of the web access component	Y/N	False	Yes
accessionAcquisitionType	A term describing the type of accession transaction.	Conf. Lookup	Deposit Gift Purchase Transfer	
accessionContentDescription	A description of the intellectual content and document types comprising the	Text > 256		

	accession.			
accessionConditionDescription	A description of the condition of the accession or certain parts of it.	Text > 256		
accessionProvenance	A statement of the source of the accession or a longer description of its custodial history.	Text > 256		
accessionInventory	A list of the accession contents, typically a box list.	Text > 256		
accessionDisposition	A description of how an accession may be portioned out to different resources or other repository collections.	Text > 256		
accessionGeneralNote	A note for the repository to use while processing the accession. This is a catch all field, and data recorded in it is not exported in reports.	Text > 256		
	Repositories can label user defined fields as they wish.			
accessionUserBoolean1		Boolean		
accessionUserBoolean2		Boolean		
accessionUserInteger1		Integer		
accessionUserInteger2		Integer		
accessionUserReal1		Real number		
accessionUserReal2		Real number		
accessionUserString1		String < 256		
accessionUserString2		String < 256		

accessionUserString3		String < 256		
accessionUserText1		Text > 256		
accessionUserText2		Text > 256		
accessionUserText3		Text > 256		
accessionUserText4		Text > 256		
accessionRecordCreatedTimestamp		timestamp	Automatically generated when record is created	Yes
accessionLastModifiedTimestamp		timestamp	Automatically updated when record is saved.	Yes
accessionRecordCreatedStaff		Text < 256	Automatically insert lookup of staff name from user tables	Yes
AccessionLastModifiedStaff		Text < 256	Automatically insert lookup of staff name from user tables	Yes

## Ac9: Imports

- Comma separated values
- Accession XML records

## Ac10: Exports

There is no plan at this time for exporting accession data. Accession data is produced through the reports listed in Ac11.

## Ac11: Reports

Name	Description	Status
Accession(s) Inventory	Produces the inventory information for one or more accessions.	AT rev
Accession receipt(s)	Produces a receipt for one or more accession transactions	AT rev
Accession record(s)	Produces the complete record for one or more accessions	AT rev
Accessions acquired	Produces a list of accessions acquired in a specified time period.	AT rev

## Ac12: Generating a resource record from an accession record

Users will be able to generate a resource record from an accession record.

Users will select the option within an open accession record to create, or “spawn,” a resource record from the open accession record. Values in the accession fields listed below will be copied to the targeted fields in the resource record (targeted fields will be provided later in the specification process).

Accession Record to Collection-level Resource Record	
<u>Accession Record Elements (field label)</u>	<u>Resource Record Elements (field label)</u>
accessionID	Linked accession record

accessionTitle	
accessionContentDescription	
accessionConditionDescription	
accessionProvenance	
Linked sub-records: <ul style="list-style-type: none"> <li>• Dates</li> <li>• Extents</li> <li>• Rights</li> </ul>	Linked sub-records <ul style="list-style-type: none"> <li>Dates</li> <li>Extents</li> <li>Rights</li> </ul>
Linked records: <ul style="list-style-type: none"> <li>• Classifications</li> <li>• Names</li> <li>• Subjects</li> </ul>	Linked records: <ul style="list-style-type: none"> <li>• Classifications</li> <li>• Names</li> <li>• Subjects</li> </ul>

Users will then be transferred to the “spawned” resource record, which they will need to complete to save as a valid record.

Once the “spawned” resource record is completed, saved, and closed, the user will be transferred back to the accession record from which the resource record was initially “spawned.”

At the close of the spawning process, the accession record should include a link to the resource record that was spawned and the resource record should include a link to the accession record from which it was spawned.

An accession record can be used to “spawn” only a new resource record. The same accession record, however, can be used to “spawn” two or more resource records, providing each resource record is unique from the others (i.e., has a different resource identifier).

The spawning feature does not include adding updates to an already extant resource record.