

User Defined

Additional Accession Data

Boolean 1

***Accessioned:** Tick this box if the Accession Record is complete.

Boolean 2

Deaccessioned: Tick this box if the Accession Record has been entirely deaccessioned.

Boolean 3

***Awaiting appraisal:** Tick this box if the record created for a transfer needing review is complete (This is a required field if the record created is for a transfer needing review.)

Integer 1

Integer 2


Integer 3

Real 1

Real 2


Real 3

Integer 1 thru 3 and Real 1 thru 3 fields are not currently being used.


Date 1 
e.g. YYYY-MM-DD



***Date accessioned:** Enter the date the original Accession Record was made (may be a past date for legacy accession data), which may be a later date than the Received Date.

Date 2 
e.g. YYYY-MM-DD

Date 2 and 3 fields are not currently being used.

Date 3 
e.g. YYYY-MM-DD

String 1



TX number(s): Enter the TX number(s) associated with the accession, if known. This field will be completed by the Archives Cataloger, or checked and corrected if needed.

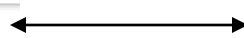
String 2

String 2 thru 4 fields are not currently being used.

String 3

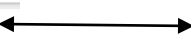
String 4

Text 1



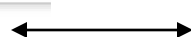
***Received by:** Enter the first and last name of the person who received the materials for the (may be the same person who received the materials).

Text 2



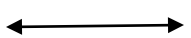
***Accessioned by:** Enter the first and last name of the person who accessioned the materials

Text 3



***Location summary:** List call number range and location (stack-range-section-shelf) as they would appear in the locations database.

Text 4



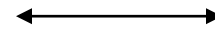
Reappraisal notes: For already accessioned materials that require reappraisal, enter details about the need for reappraisal here, and/or note that links to further information concerning the need for reappraisal are included in External Documents.

Text 5



Function statement: For new accessions that have not been previously cataloged under a TX number, write a short DACS-compliant function statement to be used in a minimal MPLP record for Sirsi and OCLC.

Controlled
Value 1



Cataloged? This field will be completed by the
Archives Cataloger.

Controlled
Value 2



Controlled Value 2 thru 4 fields are not currently being used.

Controlled
Value 3



Controlled
Value 4

