The five sample accession records on the following pages illustrate the type of information compiled for photographs and other pictorial materials in several kinds of repositories. Accessioning is a brief but important phase in the life cycle of visual materials acquired by archives, libraries, and other cultural heritage organizations. Accessioning documents the receipt of records and lays the foundation for subsequent arrangement and description work. By accessioning new receipts, a repository

- establishes preliminary physical control,
- establishes preliminary intellectual control, and
- documents holdings to facilitate planning, budgeting, and prioritization.

Each repository tailors the layout of accession forms to suit its needs. Typical information includes:

(Strongly recommended)
- Accession control number
- Creator or originator of collection
- Date of acquisition
- Dates covered (may be inclusive or bulk dates)
- Extent (quantity) of material (estimated)
- Name of collection or record group (usually includes source and format)
- Restrictions and terms of use
- Scope and content (predominant subjects, etc.)
- Source of acquisition (including address, contact person)
- Storage location(s) with exact quantity of containers
- Type of acquisition (transfer, purchase, gift)
- Type of media (prints, negatives, slides, etc.)

(Recommended)
- Anticipated additions (or accretions to the collection)
- Condition information
- Notes
- Photographers’ names, when different from overall creator
- Processing priority

Sample 1: All-purpose Form for a Local Community Archives

Sample 2: Family Papers, with Separated Photographs (Fictional)

Sample 3: Photographic Studio Corporate Records (Fictional)

Sample 4: Government Records with Photographic Series (Fictional)

Sample 5: Single Item Acquisition -- A Born Digital Photograph (Fictional)
Sample 1: All-purpose Form for a Local Community Archives

Source: New Caledonia Community Archives

NEW CALEDONIA COMMUNITY ARCHIVES

34-1485 Stanton Drive, New Caledonia, B.C., XOX OXO

(604) 555-7755

ACCESSION RECORD

Accession Number:_________________
Date:_________________________
Date received:__________________
Location No.__________________
Received from:________________________________________________
Address and telephone:________________________________________
____________________________________________________________________

Accession Title:______________________________________________
Provenance:___________________________________________________
Biographical information:_____________________________________

Contents:

__ Textual records
__ Sound recordings
__ Maps/plans
__ Photographs
__ Books/publications
__ Ephemera
__ Prints, Paintings, Drawings
__ Film/video
__ Other (describe)________________________________________________

Extent:
Sample 2. Family Papers, with Separated Photographs (Fictional)
Source: Library of Congress, Prints & Photographs Division

Accession Sheet

**CN/Accession:** 2004:001
Photographs from the Milagro family papers [includes portraits of family, friends and acquaintances; family vacations; photographs of the family's art collection; official activities and travels of Simon Bolivar Milagro as US Ambassador to Xanadu, including a photograph album of important sites in Xanadu presented to Milagro by the Grand Vizier and a panorama of the royal palace; suffrage movement lantern slide lecture by Yabasta Milagro with accompanying caption list; Hermione Milagro's career as an actress and playwright; daguerreotypes of Concepcion and Maria Guadalupe Milagro; and a photographic campaign button of Senator Marco Polo Milagro]

**Production dates:** 1855 -- 1966
**Total quantity:** ca. 3,941
**Entry date:** 1/5/2004

**Notes:** No donor restrictions. Copyright may apply; rights status not evaluated.

**Comments on condition:** 1 daguerreotype has weeping cover glass. Photo albums have many loose prints. Panorama is tightly rolled.

**ACQUISITION**
**Source:** Carmen Milagro O'Neal
**Address:** 1234 Happy Trails Parkway
Corona, NM  88318

**Acquisition type:** Gift
**Receipt date:** 1/4/2004
**Accession date:** 1/5/2004

**Acquisition type:** Gift
**Restrictions?** y
**Accession date:** 1/5/2004
**Instrument of gift?** y
**Fund:**
**Copyright reg. no.:**
**Purchase order:**

**CREATOR**
**Creator:** Quiksnap d'Xanadu
**Role:** photographer

**Material specified:** Xanadu presentation album

**Creator:** Sharp Photographic Studio
**Role:** photographer
**Material specified:** family portraits
2004:001

MEDIA
Medium: Photographs : ca. 1,300 prints; 2 daguerreotypes; 1 panorama; 2,300 photos in 65 albums
Medium: Negatives : 250 film and 50 glass
Medium: Other visual material : 1 photographic campaign button
Medium: Transparencies : 37 lantern slides

LOCATION
Quantity:  (5) 19” x 15” x 2” boxes
Location: LM / ND / 01
Material specified: Prints, albums, button

Quantity:  2 document cases
Location: LCA / LL VAULT 1 / 05
Material specified: Film negatives

Quantity:  1 file cabinet drawer (part)
Location: LA / GLASS CAGE / 01
Material specified: glass negatives, lantern slides
Sample 3. Photographic Studio Corporate Records (Fictional)
Source: Library of Congress, Prints & Photographs Division

Accession number: 2003:0002

Description: Sharp Photographic Studio Records [Includes portraits, images of churches, miners, Mexico, and South Africa]

Inclusive Dates: 1950-1999

Total quantity: ca. 38,200

Notes: Negatives arranged chronologically; contact sheets and other photographic prints arranged topically.

Condition: Good, some contact sheets are rolling.

Acquisition Source: Sharp Photographic Studio
Acetate Boulevard
Emulsion, Minnesota 51515

Acquisition type: Gift

Receipt date: Feb. 7, 2003

Restrictions: No access restrictions. Sharp Photographic Studio retains copyright.

Creator(s): Sharp Photographic Studio

Media: Ca. 27,000 negatives (35mm); ca. 3,200 gelatin silver prints; ca. 7,500 contact sheets; ca. 500 mss documents.
# Sample 4: Government Records with Photographic Series (Fictional)


## Archives Accession Form

<table>
<thead>
<tr>
<th>Accession number:</th>
<th>RG 007</th>
<th>Depositor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transferring Agency:</strong></td>
<td>Omega County Department of Parks and Recreation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a transfer from the records centre?</td>
<td>Yes ☐</td>
<td>No ☐</td>
<td></td>
</tr>
<tr>
<td><strong>Covering Dates:</strong></td>
<td>1870-2003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will more items be added to this series?</td>
<td>Yes ☐</td>
<td>No ☐</td>
<td></td>
</tr>
<tr>
<td><strong>Quantity</strong> (number of items or boxes):</td>
<td>ca. 800 photographs; ca. 300 negatives; lantern slides (8 linear feet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical Type</strong> (files, volumes, etc.):</td>
<td>Photographic prints, negatives, lantern slides</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Physical Condition</strong> (note any problems):</td>
<td>Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Can Records be Opened After [statutory closed period]?, (Specify any items to be opened earlier or later)</strong></td>
<td>Unrestricted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Further Information** (note any items missing or retained, or containing special materialssuch as photographs, maps, coins, and so on. Note here any special conditions of transfer applying to records from external sources):

General photograph file of the Omega County Department of Parks and Recreation which covers historic sites, county parks, recreation facilities, and department employees (1870-2003); lantern slides depicting community events in county parks, 1915-1936; collection of photographs of Civil War re-enactments at Omega Valley Battle site, 1980-1984; photographic prints and negatives taken by Omega County photographer Ansel Watkins for exhibit panels at the Omega County Centennial Exposition, 1936; photographs donated by the family of Theodore Roosevelt Gartenmeister, head of the Omega County Department of Parks and Recreation from 1945 to 1975.

### Proposed for transfer to Archival Institution by:

- **Name:** I.M. Anappraiser  
- **Position (of representative of agency/depositor/records centre):** Appraisal archivist  
- **Date:** June 2, 2003

### Accepted to Archival Institution by:

- **Name:** R.U. Anarchivist  
- **Position:** Archivist  
- **Signature:**  
- **Date:** June 9, 2003
Sample 5. Single Item Acquisition -- A Born Digital Photograph (Fictional)
Source: Library of Congress, Prints & Photographs Division

Accession #: 2003.003  Date Received: 2/27/03

Creator: Shutterbug, Sarah, b. 1968

Title / Description:
Fireworks over the Golden Gate Bridge, January 1, 2000

Volume (# boxes, linear feet, etc.):
1 digital photograph

Type of material: 1 TIFF file (11 megabytes) on a CD-ROM

Date range: 2000

Access conditions/Copyright: Copyright by Sarah Shutterbug

Summary description:
Physical condition: Good

Donor name and Address: Sarah Shutterbug
123 Photographers Row
San Francisco, CA 94117

Date acknowledgement sent: 3/4/03

Location of collection:
- CD-ROM sent to offsite storage. Filed as CD289.
- TIFF file loaded on server RS1 by JKL, 3/15/03. File name is sfc/3000/0001.tif. Jpeg and thumbnail derivatives created by MNO, 3/16/03, and loaded on server RS2 under file names sfc2/3000/0001.jpg and sfc2/3000/0001.gif

Accessioned by: R.U. Anarchivist
Date: 2/27/03