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2013 Accessioning Snapshot

Ruth Bryan

University of Kentucky, ruth.bryan@uky.edu

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2013 ACCESSIONING SNAPSHOT

Ruth Bryan

University of Kentucky

Special Collections

SAA Session 402, 8/16/2013





COLLECTING



GOALS

Accession Number	Title	Extent Number	Extent Measurement
201 2002747	J. Paul [Cocke] letter to Independence Gist		3.01 Cubic feet
201 2002748	C. S. Todd letter to Lucile Carter		3.01 Cubic feet
201 2002749	O.H. Browning letter to Henry Aubrey		3.01 Cubic feet
201 2002750	Jackie A. Day passage regarding the Mexican War		3.01 Cubic feet
201 2002751	James Brown letter to George Miller		3.01 Cubic feet
201 2002752	First Faculty Book records (addition to 1997ref13)		5.5 Cubic feet
201 2002753	Standard Methodist Church records		8.5 Cubic feet
201 2002754	John W. McCobb Secretary of Lexington, Kentucky, et...		3.16 Cubic feet
201 2002755	John C. Brockbridge letter to Owen Brockbridge [part...		3.01 Cubic feet
201 2002756	Henry Clay letter to Jacob Stratton (accession)		3.01 Cubic feet
201 2002757	Robert Z. Brockbridge letter to Stratton (part of 1997ref...		3.01 Cubic feet
201 2002758	Henry Victorian book-keeping bible (addition to 1997ref...		3.01 Cubic feet
201 2002759	Bishop Lewis William Burton letter to...		8.5 Cubic feet
201 2002760	Biography of Mrs. Arabella Lupton		8.1 Cubic feet
201 2002761	John James Audubon "Kentucky warbler" description		3.01 Cubic feet
201 2002762	Henry Clay letters to James Brown		3.01 Cubic feet
201 2002763	Public Relations press collector: Scott's Hill photogr aphs		7.0 Cubic feet
201 2002764	Norva Perry papers		3.01 Cubic feet
201 2002765	UK Libraries, State Black papers		1.4 Cubic feet
201 2002766	REC'D: REP. DR. Martin Luther King, Jr., Center for D...		9.45 Cubic feet
201 2002767	Gilbert F. Hines papers (accession)		4.0 Cubic feet
201 2002768	UK, President's Office, Board of Trustees records		1.75 Cubic feet
201 2002769	UK, Appalachian Center, Blue Elder papers		32.0 Cubic feet
201 2002770	Clare T. Burke papers		3.08 Cubic feet
201 2002771	UK, College of Fine Arts, Department of Art, Freeman...		3.25 Cubic feet
201 2002772	George Wright Papers (addition)		3.22 Cubic feet
201 2002773	UK, Libraries, Commonwealth Central and Life Sciences...		3.18 Cubic feet
201 2002774	UK, Libraries, Promotion and Tenure Contact Renewal...		3.01 Cubic feet
201 2002775	UK, Human Resources Department, Employee Benefits...		3.01 Cubic feet
201 2002776	UK, Women's Forum meeting minutes		3.01 Cubic feet
201 2002777	University of Kentucky Television News (UKTV) videos...		35.0 Cubic feet
201 2002778	UK, Student Center, Student's office commencement 19...		1.25 Cubic feet
201 2002779	Mary Wilma Hargreaves and Herbert Walter Hargreaves...		6.0 Cubic feet
201 2002780	UK, Dean of Students' Student Affairs/Institutional an...		8.5 Cubic feet
201 2002781	UK, Provost, Dean of Libraries papers		38.05 Cubic feet
201 2002782	UK, College of Fine Arts, Department of Theatre records		15.45 Cubic feet
201 2002783	Patterson Statue photogr aphs		30 Megabytes
201 2002784	Ben Bytton on Clifford Bytton award		8.5 Cubic feet
201 2002785	UK, College of Education, Counseling Psychology Depart...		1.05 Cubic feet
201 2002786	UK, Libraries, William F. Young Library Working Paper...		21 Megabytes
201 2002787	UK, Public Relations and Marketing press releases		1.22 Gigabytes
201 2002788	UK, College of Arts and Sciences, Department of Winte...		3.01 Cubic feet
201 2002789	UK, Student Affairs (PS), Student Involvement Center st...		1.0 Cubic feet
201 2002790	UK, Student Affairs (PS), Student Involvement Center st...		1.2 Cubic feet
201 2002791	Archival/Preserve Com Kentucky Epistolae scribbles		3.25 Cubic feet
201 2002792	UK, Office of Institutional Research, Planning and Effe...		8.7 Cubic feet
201 2002793	UK, Public Relations and Marketing President Lee T. F...		19 Megabytes
201 2002794	UK, Martin Luther King, Jr., Center for Diversity Educa...		1.0 Cubic feet
201 2002795	UK, Office of Institutional Research, Research and Effe...		1.0 Cubic feet

Explore UK

Search: marlatt, abby

Limit your search

Format: collections

1. **Abdullah Pilot Goodpastor Broadside**
Collection: Abdullah Pilot Goodpastor Broadside
Publication date: 1800
Format: collections

2. **Abbe Thompson photograph album**
Collection: Abbe Thompson photograph album
Publication date: 1800
Format: collections

3. **Account of the raids made in Kentucky by General Morgan and Captain Wilkes**
Collection: Account of the raids made in Kentucky by General Morgan and Captain Wilkes
Typographical ca. 1804 (1)
Alma Mater status: 1961-1980, 1804-1822 (bulk dates)
Format: collections

4. **Adam Rankin papers, 1790-1802, 1810-1822 (bulk dates)**
Collection: Adam Rankin papers, 1790-1802, 1810-1822 (bulk dates)
Publication year: 1790 (20)
1800 (2)
1801 (2)
1802 (17)
1803 (18)
1804 (14)
Format: collections

5. **Adams Express Company Journal, 1855-1863**
Collection: Adams Express Company Journal, 1855-1863
Publication date: 1855
Format: collections

6. **Adin C. Lovell papers, 1803-1925**

InfoKat Library Catalog

Search: marlatt, abby

Limit to: none

Records per page: 50 records per page

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1803 (18)
1804 (14)
Format: collections

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Collection: Adams Express Company Journal, 1855-1863
Publication date: 1855
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6. **Adin C. Lovell papers, 1803-1925**

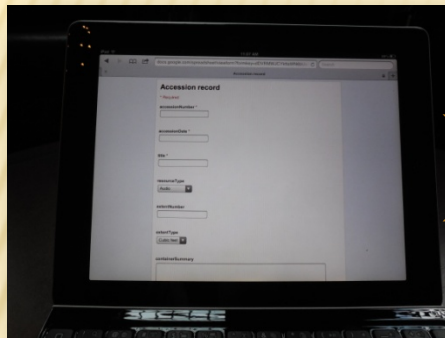
CHALLENGES



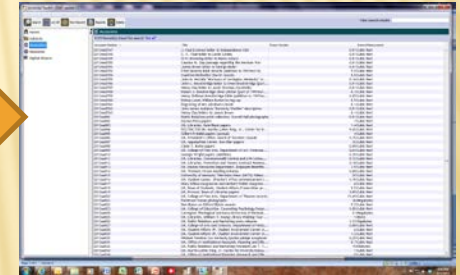
COLLECTION MANAGEMENT STAFFING

Ruth	Megan	Jason	Stacie
<ol style="list-style-type: none"> Spanish Mss 73M33 KFC paper 2010MS05, 2013MS0558 (add) "Vidol" 2013MS0658 Marie Hahnstasser 2015MS0664 (add) UTV 2013MS015 Midway Q's Club 2011MS 041 Bob W. Brown 2012MS375 2013av018 (DAS) Jewell family 2011MS 063 Marlaoutile ledgers 46ml Commencement programs 2012 ua027 Episcopal Diocese of Lex 1997ms 375 Orus Rupe 2013ms 0572 Wade Hall: Lewis family 2009ms153.001 Wade Hall: Ferguson 2009ms132.002 Joseph Baker 2005ua015 Georgia Davis Powers 2011ms044 Russell Casey 2012ms 379 George Zack 2012ms381 Theses & Dissertations 2012ms047 Lafayette HS 2012ms 379 Frontier Nursing Head Surveys & 96MB (box 45) <p>-116/Public Policy cleanup: shelves & 2 trunks</p>	<ol style="list-style-type: none"> Brookside Cabinets First Security 21997ms110 Nickel Coll. 2013ms0737 <p>August:</p> <ul style="list-style-type: none"> Judi: commencement progrs Marie: Martin papers reprocc. Desirae: finish laids, shelves - UTV slides labaal/ Josh: Zack papers Deana: 2013av 018 Aranda: Brookside & Boxing in 019 Olga: Spanish Mss Josh M.: Rupe papers Mary: Episcopal diocese records - Processing misc int Lewis: FMS, KFC videos, Woodrongs Jeremy: TG Patrick survey & find - Marc ledgers find - Orus exhibit 	<ol style="list-style-type: none"> Tandy M. Pryor WWI photos 2004av053 E. Lee "Tug" Wilson Collection on Bourbon Co. 2004av054 Malcolm Corrao collection on Tobacco Farming 2010av005 ST. Hightman collection on 1936 Olympics 2010av001 Hanson family photos 2010av007 Seagram & Sons photos 2004av068 Paul Thompson collection on railroads & rail travel 2003av098 J.T. Hatfield collection on Steamboats 2007av031 Clay family photos 2007av055 Thompson collection on rail travel safety 2003av097 Mary Hobb G. Rabb glass slides - 2013av010 Collection on Breckenridge family - 2007av055 Central Ky photo albums 2013av004 Eugene Doren - 2003av035 C. War in Ky 2007av037 Union Army Album 2008av023 	<ol style="list-style-type: none"> McClure diary (DAS) 1993ua001

IN PLACE SO FAR



Accession number	Collection name	Date started	Description
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3102011 16.01.24. 160124011	Andrew Gordon	Pages	1.30. Cables box
3102011 16.01.24. 160124011	Leslie Richard	Pages	1.30. Cables box
3102011 16.01.24. 160124011



UK Special Collections
Accession number: _____

Checklist of Required Elements & Steps
Collection name: _____
Your name and Date started: _____

Get or create donor/accesion file; leave paging slip in its place (see back for labelling instructions)

Accession number → Accession date → Resource type → Date Expression (can be very general)
Title (add '(edition)' if applicable → Extent → Creation summary

Location of digital docs (optional: in Basic Information General Accession Note) → Not REESTC/TED in the title field

Acquisition type (leave blank if unknown) → Collection description (no historical info goes in Name/Description)
Condition (optional) → Inventory (optional: use location of inventory if present)

Retention Rule (for UK records program transfer only) → Deposition (optional: if accession should be split)

Filed Under (same as source name on donor collection file) →

RS1283 Surt (optional if applicable) → Purchase price (optional if applicable: no "\$")
R371 (optional if applicable: use only if no constraints in RR) → Arrangement (optional if applicable)

Source name (donor or other source) (check AT first, then LC NAF, then 'local') → Function: Source Donor or Collector
AND, even if they're the same name!
Creator/collector/gang (check AT first, then LC NAF, then 'local') → Date: Creator → Date (optional; see back)
Collecting area (see back) → AACE2 rules → Create name description type, note, citation field
if known (see back for labelling text)

Agreement Received and Agreement Received Date → Rights Transferred and Rights Transferred Date
Access Restrictions Note ("Open for research" is default; see back) → Deposition
Rights Transferred Note (optional, if known) → Restrictions Apply (optional: with accompanying Access Restrictions Note)

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FURTHER DEVELOPMENT

