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#### ACCESSIONING PROCEDURE

- 1) The Archive Librarian will obtain contact information for the donor. The Archive Librarian will then view all potential acquisitions and determine if the Library will accept the donation. The archive librarian will consider the condition of the object(s), the collection policy, and the scope of the collection in determining if all the items are acceptable for the collection.
- 2) The Archive Librarian will notify the donor of the decision and allow the donor 30 days to collect any items ineligible for addition to the collection unless other arrangements are made with the archive librarian. At this time, the donor will also complete a Deed of Gift form, transferring ownership to the Library.
- 3) The Archive Librarian will record each item in the William Jewell College Accession Log and assign an accession number.
- 4) The Archive Librarian will create an accession file for each acquisition including the Deed of Gift and other relevant materials to the object, such as newspaper clippings and biographical information on the donor.