

Accession Numbers for Bound Manuscripts or Archival Items (LTS Procedure #80 FOLIO)

Scope: *This is the procedure that RMC staff use in those rare cases when they have to create an accession number for a bound manuscript or other manuscript item that is **not** being accessioned in ArchivesSpace (such as a folder in collection 6532, Medieval manuscript fragments). We assign a number to each new accession. In FOLIO, the accession number goes in a Holdings note on the holdings record in Inventory, and is used to help track accessions for the purpose of compiling annual statistics.*

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Unit: RMC

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Here is where and how to input the accession number:

In the holdings record, go down to Holdings Notes. Fill in:

Note type: Note

Note: (input accession number, without parentheses)

Staff only: (click on this box)

Click on **Save and close** at the lower right.

Here is how to construct an accession number:

[M for manuscripts, or A for archives] [year--last two digits] [which half of the calendar year]-[month]-[unique identifier, e.g. 001 if this is the first accession of the month]

The first half of the calendar year is January-June; the second half is July-December. We have to divide up the year this way because the Annual Report, where we report accessioning statistics, covers the fiscal year, from July 1-June 30. Each fiscal year consists of the second half of one calendar year and the first half of the next calendar year.

When recording the month, use a leading zero if the number is less than 10.

To determine what number to use for the last part of the accession number, see the "Mss accession numbers" or "Arch accession numbers" spreadsheet in the online Accession Book. Use the next number in sequence, and record it in the spreadsheet, along with the collection number.

Examples:

M211-03-006 for a bound manuscript accessioned in March of 2021; the "Mss accession numbers" spreadsheet in RMC's online Accession Book shows that the previous accession was M211-03-005

A202-10-001 for the first archival (University Archives) item to be accessioned outside of ArchivesSpace in October 2020

Be sure to record the accession, and the accession number, in the online Accession Book on RMC's department X: drive.