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# INTRODUCTION TO ACCESSION REGISTER

## INTRODUCTION

In the previous lesson, you have studied that every library has to maintain records of its activities. After acquisition of library material, accessioning of reading material is done. In this lesson, we introduce you to various steps of accessioning.



## OBJECTIVES

After completing this lesson, you will be able to:

- describe accession record / accession register and its purpose;
- draw the format of accession record / accession register; and
- explain the procedure of accessioning.

## 2.1 ACCESSION RECORD

Accession record is an inventory of books in its various forms such as print, film, disc, etc. added to a library. Usually, it is maintained in the register form and is referred to as an accession register. After books are received and their preliminary checking with regard to physical aspects, price, etc. has been completed, these are sent for accessioning. In brief, an accession record is a list in the form of a register or cards, in which entries are maintained date wise in serial order. An accession register usually contains the following information about a book:

Date of entry of the book

- Accession Number
- Title

- Edition
- Place of publication and Publisher
- Year
- Pages
- Volume
- Source, Bill No., date
- Price
- Remarks (e.g. date of withdrawal)
- Some libraries also have column for class number.



**Activity 2.1 :** Go to any library. See the procedure of accessioning adopted for books and other materials in the library. Based on that, maintain a register having same columns as shown in 2.2 and make entry of about twenty books, as per rules of a library, in the register.



### INTEXT QUESTION 2.1

#### Fill in the blanks

1. An accession record is a list in the form of a register or cards in which entries are maintained date wise in .....
2. An Accession register contains all the information about a .....

As information entered in accession record is to be preserved on permanent basis, the register or card used for the purpose has to be of superior quality. Accession Registers /cards are available from the suppliers of library stationary and equipment.

Let us now know about forms of accession record.

## 2.2 FORMS OF ACCESSION RECORD

Accession records are maintained in various forms as decided by an individual library. These can be in the form of bound ledger, loose leaf, cards, or electronic mode. In most of the libraries, one of the two forms, i.e., register form and card form are generally in use. However, as presently most of the libraries are being computerised, accession records are being maintained in computer form.

The card form is conversion of one record of a book into its another record. When a book is selected for acquisition, an order slip or card with particulars of the book to be ordered is prepared. Similarly, books received under exchange arrangement or as gifts get a corresponding card or slip.

These cards when merged in order of date of acquisition and assigned serial number consecutively to the last number of earlier acquisition, become accession record.

Like bank account holder's form, this record is to be kept in safe custody, as a slight negligence may lead to irreparable loss.



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**Card Form of Accession Record**

A specimen of accession record in card form is shown below:

**Fig. 2.1: Book selection cum accession card**

<i>Format of Book selection Card</i>			
AC	N	Don	WIN
C1 N			
Auth			
Title			
Size	Col	Ed.	Yr
Pub.		Pub. Price	
Series etc.			
Review			
Reference			

(Verso)

Vendor			Indian			
	Date	Initial	Order No.	Cost		
Sel.				Foreign		
App			Cum No.	Cur	Yr	Total
Ord.			of Vol. in			
Rec.			Sub			
Paid						
Acces						
Cut			Lang			
Class			Cum	Rs.	P.	Rs. P
Cat			Cost			
Shel			Sub			
Bound						
Weed						
			Total			

**Fig. 2.2: Book selection cum accession card (Verso)****Register Form of Accession Record**

Register form of accession record, known as Accession Register has become more popular over the years. One reason for its popularity is its compact nature which ensures that no entry will get misplaced. Like the bank account number, the accession

number by which a book is entered in accession register cannot be allotted to another book even though at a later date the book might be found missing from the stock. In some libraries, accession registers are maintained language wise. The practice of separate accession numbers for books acquired through purchase, exchange and gift is also prevalent. In such deviations, one has to total up entries in different registers to know the total collection. In all such cases a separate mark such as an alphabet, is prefixed to the accession number to indicate the specific mode of acquisition, e.g. G-300, (Gift Accession No. 300).



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A specimen of Accession Register with various columns is given below:

Remarks	
Bill No. & Date	
Book No.	
Class No.	
Cost	
Sources	
Vol.	
Pages	
Yr.	
Place & Publisher	
Edn.	
Title	
Author	
Acc. No.	
Date No.	

**Fig. 2.3 : Sample page of an Accession Register**

**Fig. 2.3: Sample page of an Accession Register**



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**Computerized Accession Record**

With the advent of information communication technologies, majority of libraries are being automated. The library software adopted for such libraries also has an acquisition module. This module takes care of orders placed with the vendors, payment settlement, and has an accession facility that takes care of accessioning of the library material. However, in many software packages, there is a facility of a separate accession module. Through this Accession Module, the library professionals can enter the library documents, maintain their records serial number wise and access the documents too. However, in this case, accession number is referred to as serial number.

Given below is a snapshot of the Accession Module of a library automation software.

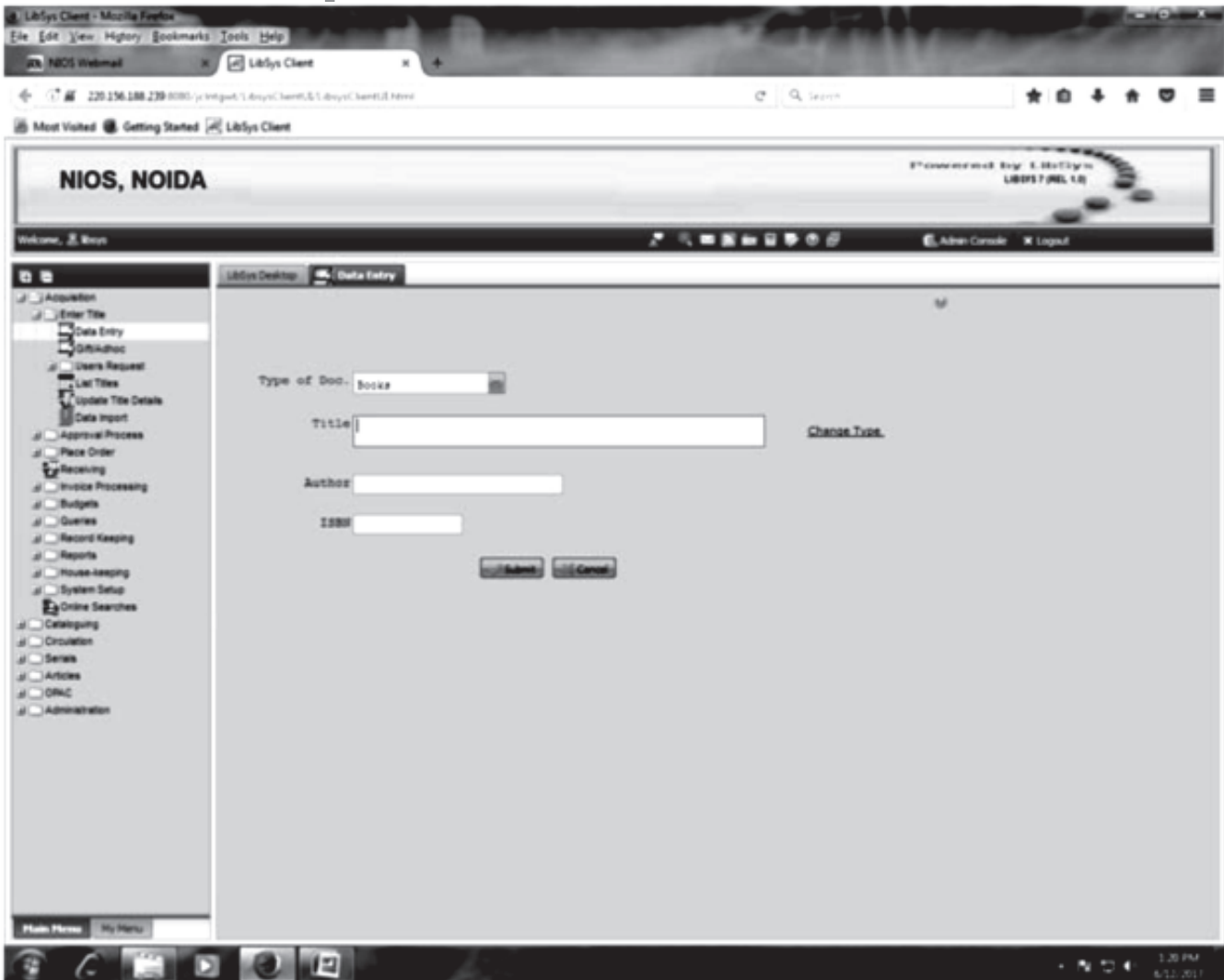


Fig. 2.4: Screen shot of Accession Module

Thus, accession record shows the exact number of volumes in a library till date.



**Activity 2.2** Visit a library that has library automation in place, observe the Accession module of the library automation software and describe it in your own words.



## INTEXT QUESTION 2.2

### Select the correct option

1. Which of the following is usually not in use as a form of accession record in libraries?
  - (a) Card form
  - (b) Register form
  - (c) Loose leaf
  - (d) Computerized Record
2. Register form of accession record is known as .....
  - (a) Ledger
  - (b) Accession Register
  - (c) Card Catalogue
  - (d) Shelf list

## 2.3 PURPOSE OF ACCESSION RECORD

The basic purposes of an accession record are:

- To show the chronological growth in size of a library's book collection, i.e., how many volumes have been added at a given point of time and the value of individual items entered in it;
- To show the means through which each book was added to the library, i.e., by purchase, exchange or as a gift.
- To provide a direct method for tabulating growth, and the total number of books in library to date.
- To provide the exact total number of collection by subtracting from the total as shown by last serial number, the number of volumes lost, missing or discarded.
- To serve as a tool for stock verification or inventory check in the absence of any other record available for this purpose.
- To show sources through which each document had been acquired.



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### INTEXT QUESTION 2.3

State True / False

1. An accession record shows the means through which a book is added to the library.
2. An accession register does not reveal the annual growth of library collection.

Let us now understand the procedure for accessioning.

#### 2.4 PROCEDURE OF ACCESSIONING

The job of accessioning has to be carried out carefully. It is performed by the supporting staff of Acquisition Section. The following preliminaries must be completed before accessioning:

##### (a) Books acquired through purchase

- Books received from the book sellers are to be compared with the order list and also with the invoice for correct supply. The order cards are to be placed in respective books.
- Good physical condition and correct pagination of each title are verified.
- The books are to be arranged in the same order as they stand in the invoice.

##### (b) Books received as gift or in exchange

- Good physical condition and correct pagination of each title are checked.
- Books are arranged alphabetically by author's name.

After that, relevant information of each book is entered in the accession record.

The following necessary steps should be adopted for accessioning:

- The date of accession is written in the first column of the page.
- Each item is entered as a separate line and given a number in numbered sequence.
- Author's name is written in inverted form, i.e., surname followed by forename and not as given on the title of the book.
- If title is too long, it has to be accommodated in one line. Use standard abbreviation

Wherever possible and leave out subtitle.

- The publisher's name is to be written in abbreviated form. The words like "& Co.", "Inc.", "& Sons", etc. are to be dropped. In case of well-known publishers, their standard abbreviation is to be written.

- The year of publication is written in Arabic numerals.
- The source of acquisition of book is usually given in brief form, i.e., the name of the vendor or the name of the donor if it is donated or gifted material, etc.
- The printed price is entered in the relevant column and not the bill price which excludes discount.
- In case of purchased item, invoice number and date of bill is also recorded.
- If an item is withdrawn from the collection or is reported lost, this is to be indicated in the “Remarks” column.

After recording relevant facts of each item in the accession register, the corresponding serial number is recorded on the back of the title page and / or on a secret page of the book. Each library determines its own secret page. In case of periodicals, only bound volumes are accessioned.

A certificate is given on the invoice that all the books in the invoice have been entered in the accession register and all the relevant accession numbers are recorded on the bill. Books are then sent to Processing Section for processing. As this is a permanent record of the library collection, accessioning demands complete and accurate entries in the accession register. Often the accession register is checked by the auditors at the time of auditing the accounts of the library.



#### INTEXT QUESTION 2.4

**Match the following**

- |                                    |                      |
|------------------------------------|----------------------|
| (a) Date of Accession              | (i) Remarks column   |
| (b) Year of Publication            | (ii) Invoice no date |
| (c) Withdrawn item from collection | (iii) First column   |
|                                    | (iv) Reported lost   |
| (d) Purchased items                | (v) Arabic numbers   |



#### WHAT YOU HAVE LEARNT

- Accession record is an inventory of books and other reading material added to a library.
- The work of accessing of books is carried out in different ways in different libraries.
- Most prevalent forms of accession record are card form, register form and computerized record.



**Notes**





**Notes**

- Accession register is the permanent record of a library.
- Basic functions of an accession record are:
- to maintain chronological order
- to serve as a tool for inventory check, and
- to indicate by which means each book was added to the library.
- The accessioning activity requires accuracy in recording details of each entered item and maintenance of accession record properly.



**TERMINAL EXERCISE**

1. Explain why the accession register is called as a permanent record of the library.
2. Discuss the need and functions of accession register.
3. Describe the steps of accessioning of books in a library.



**ANSWER TO INTEXT QUESTIONS**

**2.1**

1. Serial order
2. Book

**2.2**

1. (c) Loose leaf
2. (b) Accession Register

**2.3**

1. True
2. False

**2.4**

- (a) (iii)
- (b) (iv)
- (c) (i)
- (d) (ii)

**TERM**

The terms covered in this lesson which require further explanation are typed below in an alphabetic order. The learners are required to explain each term.

**Accession module:**

**Accession Number:**

**Order Card:**

**Tally:**

**Library Catalogue and Shelf-list:**



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