

## Lothian Health Services Archive Fact Sheet 3: Accessioning



Accessioning is the process whereby records, objects, etc. are received into Lothian Health Services Archive. Detailed accession records are important as they show an item's or a collection's origin, previous history and ownership status (transfer, gift or deposit).

### Accessions 2000-2009

Year	Number of Accessions
2000	73
2001	54
2002	63
2003	89
2004	39
2005	27
2006	17
2007	23
2008	28
2009	30

The number and scope of accessions varies from year to year. They can range from a single item to entire collections of patient and administrative records of closed hospitals such as Bruntsfield, Gogarburn and the City. The collection has expanded by approximately 66% in the last seven years, largely as a direct consequence of Lothian NHS Board's Acute Services Strategy.

### Accessions Process

On receipt of an accession a form is filled in listing the following:

- Date of receipt.
- Accession number.
- LHSA reference number.
- Whether a LNHSB transfer, a gift, a deposit or a purchase (rare).
- A brief description of the accession including covering dates and quantity and medium of the collection.
- A brief archival history and the provenance of the collection.
- Any special conditions of use including Data Protection, Freedom of Information, NHS confidentiality arrangements and copyright.
- Contact details and signature of the depositor.

Before shelving a new accession is examined by the LHSA Paper Conservator to identify any requirements for immediate conservation treatment. Smaller, manageable accessions are listed immediately, larger ones are usually shelved for future listing.

Details of all the accessions for particular years, including depositor and location information, are held in a database for easy reference. Significant new accessions over the previous year are noted on the website.

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