

SAA Accessioning, Acquisitions & Appraisal Section Bibliography Guidelines

The Accessioning, Acquisitions & Appraisal Section is developing a bibliography on appraisal and acquisition. This shared resource is intended to support archivists and other information professionals conducting research on appraisal, those interested in learning more about specific appraisal theories, and anyone looking for case studies about implementing appraisal and acquisitions strategies in specific contexts. The Acquisitions & Appraisal Section steering committee intends that this project will be iterative and hopes members will contribute and help this resource grow more comprehensive over time. Use of the [SAA Accessioning, Acquisitions & Appraisal Section Bibliography](#) is free and available in a Zotero Group Library.

The SAA Acquisitions & Appraisal Section Bibliography is a public group open to anyone with a [Zotero account](#). Below are some brief guidelines on using and contributing to the bibliography; please see Zotero's [user documentation](#) for more information. For a brief overview of Zotero, see the [Quick Start Guide](#). Suggestions for content can also be sent directly to the steering committee: appraisalsaa@gmail.com.

Adding Items to the SAA Accessioning, Acquisitions & Appraisal Section Bibliography

To add resources to the SAA Acquisitions & Appraisal Section Bibliography (which includes books, journal articles, blog posts, websites, etc.), you must first add yourself as a member to the section's Zotero group by clicking on "Register" on the Bibliography webpage. Zotero is a general-purpose bibliography manager that many people use to manage their scholarship references, and it is capable of automatically extracting citation data from many journals, so you may wish to download it (it is capable of being used with many web browsers) for your own use, for which you can create your own "Libraries."

See [Adding Items to your Zotero Library](#) for detailed instructions on the process for adding items to the group's library. There are two ways to add to the AA&A bibliography: manually add and edit resources directly in the bibliography or [download Zotero](#) as a standalone browser plug-in and desktop application, and log in to the bibliography as a separate Library. Using Zotero in this manner, you may be able to download citation entries from the Web (many scholarly journals offer digital citations for just this purpose) or add them manually; after adding one or more entries to your desktop version of the

AA&A bibliography, then sync with the public version stored in Zotero and the new entries will be added to it.

The fields you fill in will vary depending on the type of resource, but at a minimum, fill in the following fields: Item Type; Title; Author/Editor/Etc.; Publication; DOI (if available and applicable); ISBN (if applicable); URL; Accessed (if applicable); and Tags.

Adding Tags

The Accessioning, Acquisitions & Appraisal Section Steering Committee has developed a specific list of tags for items in the bibliography. For detailed instructions on adding and editing tags, see the Zotero documentation under [Collections and Tags](#).

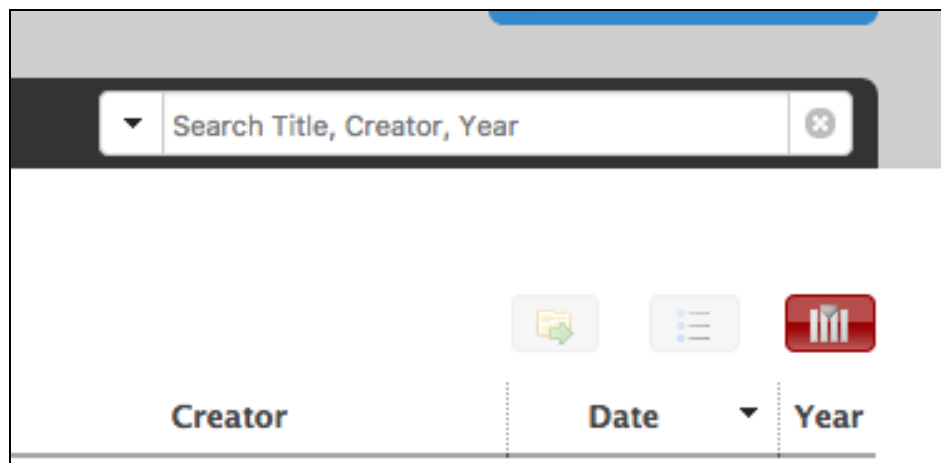
The Accessioning, Acquisitions & Appraisal Section encourages use of the following preferred tags for consistency, but welcomes the addition of other tags to enhance the list of resources. We highly recommend using the “open access” tag if resources are actually available to all users regardless of institutional affiliation (for example, many of the SAA materials that are available from Hathi Trust). Please use the SAA [Glossary of Archival and Records Terminology](#) as a reference when adding new tags to the following list:

- audiovisual materials
- best practices
- born-digital materials
- business & corporate archives
- collection development policies
- college & university archives
- cost-benefit analysis
- development of appraisal theory
- diplomatics
- documentation strategy
- documenting appraisal decisions
- government archives
- human rights/social justice archives
- intrinsic value
- macro-appraisal
- manuscript collection
- military history
- minnesota method

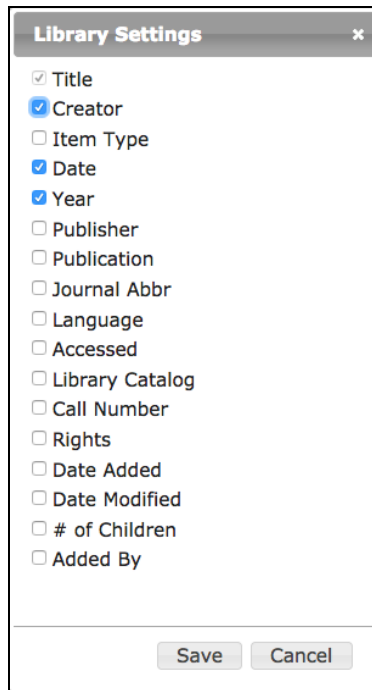
- open access
- performance art
- personal papers
- reappraisal
- records continuum
- records management
- research data
- science & tech
- social media
- théorie
- visual art

Using the Bibliography

For more information about how to use the bibliography, refer to Zotero's [user documentation](#). For simple viewing of the bibliography (whether you are logged in or not), you can change the settings of the bibliography to display different metadata about the resources. To change these settings, click on “Library Settings” at the top right (is the button in red below above “year”):



Then select the preferred settings (“Title” is default and cannot be removed as a preference) and save:



The image shows a 'Library Settings' dialog box with a list of checkboxes. The 'Title' checkbox is checked with a standard checkmark. The 'Creator', 'Date', and 'Year' checkboxes are checked with blue checkmarks. All other checkboxes are unchecked. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Setting	Selected
Title	Yes
Creator	Yes
Item Type	No
Date	Yes
Year	Yes
Publisher	No
Publication	No
Journal Abbr	No
Language	No
Accessed	No
Library Catalog	No
Call Number	No
Rights	No
Date Added	No
Date Modified	No
# of Children	No
Added By	No

You can also find resources by selecting a keyword tag on the left side of the page, or by searching for a tag in the box at the top:

Tags

- appraisal
- art & music
- audiovisual ...
- born-digital...
- business & c...
- college & un...
- development ...
- documentatio...
- government a...
- human rights...
- intrinsic va...
- macro-apprai...
- manuscript c...
- military his...
- open access
- personal pap...
- reappraisal
- records cont...
- records mana...
- research dat...
- science & te...
- théorie
- working prac...

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