

Collection Overview

- Describe the collection(s) being surveyed. Please note if you are describing a whole collection, an entire archive, or a discrete subset.

- Use the chart below to estimate the amount of material, using the unit of measurement that is most convenient. (Exact counts are not necessary.)

TYPE OF MATERIAL	QUANTITY	UNIT OF MEASUREMENT (CIRCLE ONE, OR SPECIFY)
BOOKS (GENERAL)		TITLES/VOLUMES
RARE BOOKS		TITLES/VOLUMES
ARCHIVES		ITEMS/LINEAR FEET
MANUSCRIPTS		ITEMS/LINEAR FEET
SCRAPBOOKS		VOLUMES/LINEAR FEET
SERIALS		VOLUMES/TITLES/SUBSCRIPTIONS
NEWSPAPERS		VOLUMES/TITLES/SUBSCRIPTIONS
MICROFILM/FICHE		REELS/FICHE/TITLES
PHOTOGRAPHIC PRINTS		ITEMS/LINEAR FEET
PHOTOGRAPHIC NEGATIVES		ITEMS/LINEAR FEET
SLIDES		ITEMS/LINEAR FEET
AUDIO RECORDINGS		ITEMS/LINEAR FEET
VIDEO RECORDINGS		ITEMS/LINEAR FEET
FILM		REELS/LINEAR FEET
MAPS		ITEMS
POSTERS		ITEMS
ART ON PAPER		ITEMS
OTHER		ITEMS/LINEAR FEET
OTHER		ITEMS/LINEAR FEET

3. Does the institution have a written collecting policy? If so, please attach a copy here.

If the institution holds different types of collections (e.g., a historical collection within a public library, a library/archives collection within a museum), is there a separate written mission statement and collecting policy for the collection being surveyed? Copy any existing policies and attach them to this worksheet.

4. What does the institution consider the most important areas of these collections? In making this determination, priority may be given to those most heavily used for current activities; those that have long-term research value; and/or those that are rare, unique, or valuable.
5. Have the collections been evaluated to determine that all the collection items are of long-term value to the institution?

If there is a collecting policy, do all the items within the collection meet the criteria set out in this policy?

Are there any materials that may be candidates for deaccessioning? What are they?

6. At what rate are the collections expected to grow (e.g., how much new material would be acquired each year)?

7. Are these collections cataloged according to accepted library and archival practices, as appropriate? Describe the steps patrons and/or staff would take to locate materials of interest within the collection (e.g., are indexes, card catalogs, or finding aids available, or is access dependent on the knowledge of staff members?).

8. How frequently are the collections used by staff members and by the public? Determine the average number (e.g., per month or year) and type (e.g., staff, historians, genealogists, students) of people who use the collections.

9. What is the institution's relationship with other local collecting institutions? For example, are there cooperative programs or collecting policies?