

PLANNING~

Long Term, Detailed Archival Care Can Be Costly & time consuming ~
Plan Early, before the Question Arises in earnest ~ Contingency Plans are best.

Goals ~ Things to ask yourself~

- *What Do You Want This Collection to Do?*
 - Teach?
 - Support Research?
 - Reach Out?
- *What would I like to see develop for my archives if I could have anything I want?*

Important Considerations~

- *Are you actively collecting? If so, seek formal training.*
- *Is the archives~*
 - Part of the library?
 - If so see support considerations, below.*
 - Stored by contractual agreement with another entity?
 - If so, be sure to have a Memo of Agreement.*
- *Do you have~*
 - A collection management policy?
 - A deaccessioning policy?
 - A collection inventory?
 - If not, construct them early in the process.*

Support Considerations~

- *Do you have an archives budget?*
- *Have you contemplated how program activities will be supported by long term funds?*
- *Be sure to communicate to managers that archives require long term financial commitments to do them right.*

Options to Seriously Consider ~

- *Transfer to Another Institution ~*
 - This encourages 2 ~ or several institutions addressing mutual issues together
 - But that isn't always an option ~ So~
 - Plan how you will organize arrangement & description.*
- *Divide & Conquer~*
 - Plan so you can do what you can do when you can do it.*
 - Plan for additional steps as time & resources allow.*

Some Common Practices That Aren't Recommended Accepting ~

- *Anything that is offered~*
 - Have a stated collection policy.*
- *Materials on permanent loan~*
 - Accept only items donated with a deed of gift which spells out conditions & restrictions.*
- *Storing noncurrent records that don't have clear historical value.*

A Note About Records Centers & Archives~

- *Records Centers temporarily store all of your organization's records~ permanent & non-permanent.*
- *Archives maintain permanent records only.*
- *Don't do records management if you can help it, unless you have a background in it. If you must~*
 - Construct a memo of agreement with the parent organization that spells out~*
 - The difference between your archives & the records center.*
 - Specific conditions, responsibilities services rendered by both parties.*