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.