

Paper-Based Collections

1. Based on the observations you made during the collections maintenance section, consider each of the following questions for each category of collections below.

What collection, series, or group of items is most deteriorated?
Which have most importance to your institutional mission?
What is the current and projected use for these materials?

Bound Materials:

Documents/Manuscripts/Ephemera:

Newsprint:

Maps/Plan/Drawings:

Art on Paper:

Scrapbooks:

Photographic Prints:

Using this information, what collections should be the highest priority for preservation within each category, and why?

2. Are there portions of your paper-based collections that may require a collection condition survey to determine preservation priorities on the item level (e.g., photographs, scrapbooks, artwork)? If so, which?

3. Look at the priorities you set out above, and identify the overall three to five highest priority collections in need of preservation attention within your institution, and explain your reasoning.

4. What obstacles might you face in giving preservation attention to those collections you deem to be most at risk? What might you do to overcome those obstacles?