

Preservation Planning Survey – Paper-Based Collections

1. Based on the observations you made during Session 2, think about the following questions for each category of collections below. What groups of items are most deteriorated? Which have most importance to your institutional mission? (Think back to the discussion of selection in Session 1.) What is the current and projected use for these materials?

What collections should be your highest priority for preservation within each category, and why?

Bound Materials: _____

Documents/Manuscripts/Ephemera: _____

Newsprint: _____

Maps/Plan/Drawings: _____

Art on Paper: _____

Scrapbooks: _____

Photographic Prints: _____

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? _____
