Staff/User Education Checklist

Action	Needed?	Priority	Notes
Develop/implement			
education/training for			
staff/volunteers/users:			
Consciousness raising			
Collection handling			
Emergency preparedness			
Security			
Other			
Develop/implement			
education/training for			
board/administration:			
Consciousness raising			
Other			
Obtain/create educational			
materials			
Distribute printed			
information			
Design preservation exhibit			
81			
Meet with staff/volunteers			
Wicet with Starr volunteers			
D.f. ('.1 1 1/			
Meet with board/administration			
administration			
Other			
Other			

[@] 2013 Northeast Document Conservation Center. All rights reserved.