**Digital Collections Stewardship Workbook 3: Gathering**

**1. Activity: What to include**

As you learn about collections considerations in **Section 2: What You’ll Include**, note your initial thoughts on these four aspects of the items you will include in the collection you are planning.

1. Subject (what subjects to include, and what is out of scope)
2. Cultural, ethical, or legal issues (at least how to manage and verify rights to display and share)
3. Physical items (if you accept them, what are your limits)
4. Condition (minimum standards for digital, acceptable conditions for physical)

**2. Activity: How to gather items**

As you proceed through **Section 3: How You’ll Gather Items**, record your thoughts when prompted about each of the three methods described. After taking time to reflect individually, we recommend talking through these options with others in your institution or community.

1. Community donations
2. External Partnerships
3. Creating new content

**3. Activity: Document the What and the How**

Now that you have identified **what** types of items you’ll gather, and **how** you’ll go about gathering them, you can connect those decisions with either the policies you reviewed in **Activity #3** of the **Preparing** workbook, or with the appropriate procedures, forms and collection level documentation for each.

**Policies**
Note which **What** or **How** collecting guidelines you think should be documented at the policy level, and the name of the relevant policy (if known).

**Procedures**Note anything that represents an ongoing procedure, that you wouldn’t include in a policy.

**Forms**Note any process that will require a form, and whether one exists in your institution (include whether it will need updating).

**Collection documentation**
List guidelines that are specific to your proposed collection, but that might also apply to any digital collection you develop.