

Collections Development Policy Worksheet

Digital Stewardship Curriculum

Use the following prompts to aid you as you draft a Collections Development Policy for your institution. These prompts are meant to help you think through your institution's collecting goals, scope, and capacity to accept materials. By making a list of notes for each section, or using the prompts to guide meetings and conversations, you will begin to form the basis for a written collections development policy. When you are ready to start constructing paragraphs and draft a policy, examine other collections development policies and statements from institutions similar to your own for more guidance.

Overview of Collections Development at Your Institution

A general statement about the directions you want your collections to follow.

Mission of Institution/Department

The mission and/or vision of your institution or department, and how your collections fit into and support the mission and/or vision.

History of Collection Development at Your Organization

Your organization may have started collecting without a formal collections development policy. *What ideas might have guided your organization's original collection plans? Have any of those goals changed or expanded?*

Scope of Current Collection, Strengths of Current Collection

What types of materials do currently hold? Provide a brief overview of subjects, formats, etc.

What are the strengths of your current collection? What is the range of topics? How might these current materials be enhanced by future collections at your institution?

Types of Materials Accepted

Types of collections (subject, format, dates) you think will enhance your collections. *What types of materials are you seeking from the community? What do you hope people donate, preserve, and share in the future? What is your process for accepting donations?*

Types of Materials Not Accepted

Types of materials you do not have a use for, or that you are unable to care for. *What will you not collect and why? Are there any examples of past donations that are out of scope or not relevant? How will you decline donations? Are there materials that you are unable to manage because of technology, space, or staff time? Remember to include both analog and digital formats and specifics.*

Collaborating with Other Institutions to Develop Collections

Other institutions may hold collections relevant to your community. Your institution may want to create copies of these materials, or work to facilitate the physical and intellectual return of collections to your community.

How will you collaborate with other institutions to add to your own collections? What principles and rules might guide your collaborations? Are there any past experiences that should inform your future collaborations? Are there examples of collaborations within or outside of your community which you would like to follow?