

Survey Appraisal Form Template

Digital Stewardship Curriculum

Collection:

Date:

Staff present:

Donor:

Donor Contact Information:

Location of Collection:

Scope and Content of Collection:

How does this collection align with Collections Development Policy?

Consider scope, subject matter, research use, importance to community.

Records Format:

- Paper
- Published materials
- Bound
- Photographs, Negatives
- Maps, blueprints
- Ephemera
- Prints, Pictures, Drawings
- Oversize

Audio/Visual (List formats):

Electronic records

Other:

Describe current organization:

- Boxed materials
- Record storage box #: _____
- Manuscript box#:
- Other Size: # of boxes:
- File cabinet Legal
No. of drawers: _____
- File cabinet Letter
No. of drawers: _____

- Loose materials
- Labeled folders
- Obvious/Original order
- Other:

Do others have copyright stakes regarding the materials?

- No
- Yes

List names and contact information:

Please list any known confidential information and/or files:

Condition Status:

- Water damage
- Evidence of insect infestation
- Evidence of mold
- Active mold

- Other:

Describe overall condition of collection:

Additional comments: