

Appendix A

Assess Your Resources Worksheet

The questions within this assessment are general, make sure you include the particular circumstances of your institution in the discussion of resources.

1. What are your program's financial resources? What money is available for staff salaries, supplies, and other items? Given your financial resources, should your collecting program be small, medium or large in size and scope?
2. How much space is available? Is your storage area full or empty, or somewhere in between? How much more can you collect before your storage area is filled?
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3. What formats of material can you support? Are you able to preserve and provide access to the type of records that are in your care?
4. Can your program support materials that are in poor physical condition? Can you afford to reformat? Can you afford to hire a conservation specialist?
5. Does your program have sufficient staff that is trained appropriately to manage and make available the records?

