

New York State Archives

Strengthening Archives

Public Programs Assessment Objectives

- You regularly promote your holdings through exhibits, presentations, workshops, or publications
- You have an annual plan guiding your outreach activities
- You collect feedback on outreach activities.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have a plan guiding your outreach activities?				<ul style="list-style-type: none">• Write an annual plan for outreach activities that identifies particular audiences for your collections and targets outreach activities to those audiences.
Do you promote your holdings through public programming?				<ul style="list-style-type: none">• In accordance with your outreach plan develop exhibits, presentations, publications or brochures.• Present Archives Month activities.• Contact media outlets to publicize your outreach activities.
Do you collect feedback about your public programs?				<ul style="list-style-type: none">• Develop surveys or other feedback tools such as a suggestion box to collect responses to your outreach activities• Use feedback to adjust your outreach programs and develop new ones.