

New York State Archives

Strengthening Archives

Collecting Policy Assessment Objectives

- Your repository has a written and publicly available collecting policy
- You routinely use your collecting policy to judge if you should acquire a collection for your repository
- Your collecting policy minimizes competition with other repositories having similar collecting priorities

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Does your repository have a collecting policy that has been reviewed and approved by your governing body?				<ul style="list-style-type: none">• Write or revise collecting policy and have it approved by governing body• Publicize collecting policy to staff, users, and other repositories
Do you collect materials appropriate to your mission?				<ul style="list-style-type: none">• Write or revise collecting policy and have it approved by governing body. Alternately revise your mission statement to reflect collecting priorities.
Do you consult your collecting policy when considering adding a new collection to your repository?				<ul style="list-style-type: none">• Establish procedures for evaluating a collection against your collecting policy
Does your collecting policy overlap with other repositories?				<ul style="list-style-type: none">• Consider cooperative agreements with other repositories.• Revise collecting policy to more closely define and limit your collecting priorities

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you regularly review your collecting policy?				<ul style="list-style-type: none">• Review of your collecting policy with your governing body at regularly scheduled intervals.