Description Assessment Objectives

- You have finding aids to assist users accessing your collections
- Your finding aids are consistent with professional standards
- You have minimum level of description for all collections in your repository

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have finding aids for all collections in your repository?				• Prepare minimum descriptive finding aids for all collections in your repository. • If you have minimal descriptions, consider developing more detailed finding aids for frequently used collections • Compile a container list for each collection.
Do your finding aids conform to professional standards?				• Attend workshops or conduct research to familiarize yourself with various professional descriptive standards. • Revise finding aids to conform to professional standards
Are users able to find useful records in your collection using your finding aids?				• If not, expand the descriptive elements in your finding aid to include the types of information that interests your users.