

Session six: Preservation Practicum

INFO 7401 Archival Appraisal, Arrangement, and Access



Preservation assessment

1. Determines preservation needs
2. Identifies potential solutions
3. Sets priorities and allocates resources
4. Devises implementation plans, or next steps (institutional and individual)

Sections of NEDCC preservation assessment

- Institutional overview
- Collections overview
- Building conditions
- Fire protection
- Security and access
- Collections storage
- Care and handling
- Collections environment
- Repair and treatment
- Exhibition
- Paper-based collections
- Bound volumes
- Documents and manuscripts
- Newsprint
- Oversize and framed materials
- Scrapbooks and ephemera
- Photographic materials
- Audiovisual and electronic media
- reformatting/digitization
- Digital assets
- Emergency preparedness
- Preservation management
- Selection for preservation
- impact/feasibility