

Selection for Preservation Worksheet – Archival/Historical Materials – Collection Level

(One worksheet can be used for each collection or group of similar materials)

Collection/Group of Materials

Type of Value	Notes
<p>Evidential value (e.g., documents organizational structure and function)</p>	
<p>Informational value (e.g., provides unique, important, or in-depth information on a subject)</p>	
<p>Associational value (e.g., collection associated with a significant person, place, event)</p>	
<p>Intrinsic value (e.g., collection must be preserved in its original form)</p>	
<p>Collection heavily used (past, current, future)</p>	
<p>Completeness (e.g., are the materials fragmentary or relatively comprehensive?)</p>	
<p>Good intellectual access to collection (e.g., publications based on the collection, extensive cataloging?)</p>	

Type of Value	Notes
Candidate for funding (Is the institution likely to receive internal or external funding to preserve this collection?)	
Media within the collection (vulnerable, fragile, ephemeral?)	
Collection part of a cooperative preservation effort	
Importance of collection to faculty/scholars	
Collection duplicated or maintained in another form elsewhere?	
Other	
Other	
Other	