

**Selection for Preservation Worksheet – Library Materials – Collection Level**

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

The criteria are adapted from Carolyn Harris, “Selection for Preservation,” in Preservation: Issues and Planning (Chicago: ALA, 2000).

**Collection/Group of Materials**

Type of Value	Notes
<b>Size of collection</b> (e.g., a large amount of material in comparison to similar subject collections)	
<b>Collection strength, as indicated by RLG Conspectus level</b> (levels 4–research, and 5-comprehensive should be considered for preservation)	
<b>Collection heavily used</b> (past, current, future)	
<b>History/provenance of collection</b> (special circumstances)	
<b>Quality of intellectual access to collection</b> (e.g., publications or bibliographies based on the collection, extensive cataloging?)	
<b>Candidate for funding</b> (Is the institution likely to receive internal or external funding to preserve this collection?)	

Type of Value	Notes
<b>Media within the collection</b> (vulnerable, fragile, ephemeral?)	
<b>Collection part of a cooperative preservation effort</b>	
<b>Importance of collection to faculty/scholars</b>	
<b>Collection (or related collections) preserved elsewhere?</b>	
<b>Subject of collection</b> (e.g., is the need for preservation greater due to the format and type of materials that document the subject?)	
<b>Other</b>	
<b>Other</b>	
<b>Other</b>	