

Selection for Preservation Worksheet – Library Materials – Item Level

(One worksheet can be used for each item)

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

Item Description

Type of Value	Notes
Artifactual value (e.g., importance due to the item’s physical characteristics)	
Importance to the study of its field	
Bibliographic completeness (the most complete copy should be preserved)	
Potential for saving space through reformatting (e.g., microfilming large runs of serials)	
Item is heavily used	
Constraints on preservation due to copyright laws	