Collections Development Policy
Digital Stewardship Curriculum

Parts of a Collections Development Policy

- Statement of:
  - What your institution collects
  - What it *doesn't* collect
  - Collecting priorities

- AKA (Collections policy, collection development policy, collecting policy, etc).
- What materials you are interested in from the community? Can even mention collection gaps, what is missing?
- What you are *not* interested in - what do have represented already (that you don't need more of)? Is there anything that you are not able to safely handle or preserve?
- What areas are strengths for your collection.
- What gets requested the most?
- What you have the space and resources to manage.
- How do the collections support the mission of your TALM/Tribe?

Parts of a Collections Policy

- Collecting strengths
- Formats, subjects, time periods
- Goals

- In crafting your collection policy, it is helpful to consider your collections existing strengths or focus, as well as collecting strengths that may be unique to your organization.
- You may want to define what you collect in terms of:
- Formats
- Subjects
- Time Periods
- It's also important to keep your mission statement and goals at the forefront when developing your collection policy.
  - "How does this support our overall mission?" is an important touchstone question, as well as keeping track of collections specific goals.

Benefits of a Collections Development Policy

- Provides a long-term, sustainable focus for your department
- Information for donors
- Supports decisions
- Includes digital materials from beginning

- Provides a concrete set of information for donors, potential donors, and other community stakeholders.
- Helps people understand the context of their donation in entire holdings.
- Helps ensure decisions are consistent and have a precedent or policy that can be referenced.
- A thorough Collection Development policy allows you to plan for digital considerations right from the start - a great benefit if this is your first policy, or if you are revising.

Collection Policy Drafts

- Start with the SHN resource *Collections Development Policy Worksheet*
- Bullet point notes are a fantastic start
- Then move to drafting paragraphs
- Each policy will be different, depending on your priorities and community goals
- Approvals - follow your own protocols and timelines

- The worksheet we've put together in the SHN Digital Stewardship Curriculum asks a series of questions that, when answered, will form a foundation for a collections development policy draft.
  - Try to give yourself at least an hour or two with this worksheet. If you can, work with others to brainstorm.
- You can work with your organization's typical protocols and timelines for getting new policies approved.
- If you already have a Collection Policy statement, you can use the worksheet to see what areas you might want to expand or change based on this training. After you have added to the worksheet, you can use it as a beginning to draft full paragraphs.

Credits

Using this Resource

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