

Selection for Preservation

Use one copy of this worksheet for each collection, series, or group that is surveyed for preservation planning.

Collection/Series:

VALUE	NOTES
Evidential value (provides information about the origins, functions, and activities of their creator and/or the institution)	
Informational value (provides unique or important information on a subject)	
Associational value (is associated with a significant person, place, or event)	
Intrinsic value (item/collection must be preserved in the original form)	
High Use (is currently or will be heavily used)	
Completeness (how complete or comprehensive are the materials?)	
Intellectual Access (contributes or improves intellectual access for staff and patrons)	
Candidate for funding (likely to prompt internal or external funding for preservation?)	
Media formats (vulnerable, fragile, or obsolete formats within the collection?)	

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VALUE	NOTES
Part of a cooperative preservation project (already associated with a preservation effort?)	
Importance to faculty and/or scholars	
Duplicates or another form available anywhere else?	
Other	
Other	
Other	