

T
h
e
i
f
and
command

Theft *and Vandalism*

Collection security is an important part of stewardship, which relies on controlled access and monitoring use.

Considering security alongside the tenets of open access and privacy can be a tricky balance, but one that is essential for preservation of materials.

MITIGATING THE THREAT:

- ◆ Manage collection access and use through security policies and protocols applied consistently to all staff and users.
- ◆ Monitor the use of collections through user registration and supervision.
- ◆ Ensure building security with good lighting at entry points, locks, and limited key distribution.



SOCIETY OF
American
Archivists

Preservation
Section