



## Acquisitions & Appraisal Section

Data collected from a broadly distributed survey of archival institutions regarding collection development policies and related information

# Collection development policy survey

Winter 2016-Spring 2017  
Best Practices Subcommittee  
Acquisitions & Appraisal  
Section – Society of American  
Archivists

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## Executive Summary

The Best Practices Subcommittee, a subcommittee of the Acquisitions & Appraisal Section of the Society of American Archivists, was formed in 2015 to aid the section's Steering Committee and its members by tackling projects deemed significant or that would greatly aid individual members in tasks associated with acquisitions and appraisal.

This project has focused on collecting samples and related data regarding the creation and use of collection development or acquisition policies by institutions. The project was chosen as a high priority for several reasons: collection development policies are central to acquisition and appraisal, and therefore to the entire work conducted by an archives; the review of existing policies can help other institutions refrain from reinventing the wheel; and because members of the section and beyond have requested more resources and help when developing and writing their own institution's policies.

After requesting sample policies, the subcommittee found most of the responses they received came from academic repositories and state historical societies. The subcommittee also found during its request for policies that many institutions were unwilling or unable to share, due to policies being out-of-date or recently revised and not ready to be shared publicly. Other reasons included institutional politics, persistent legacy practices and beliefs, or lack of administrative control over websites. In order to better understand the profession as a whole, regardless of repository type, and in order to find out what barriers exist to creating and publicly sharing policies, the subcommittee created a survey.

The subcommittee marketed the survey broadly from November 8 to December 15, 2016, sending multiple calls and reminders throughout this period in a wide variety of forums. Announcements were sent to several electronic venues, including the section's listserv and social media, the general Archives & Archivists listserv, and several of the major regional professional organizations, such as the New England Archivists, Mid-Atlantic Region Area Archivists, Midwest Archives Conference, Society of Southwest Archivists, Society of Georgia Archivists, and the Conference of Intermountain Archivists.

The platform used for the survey, Qualtrics, recorded 531 total responses. However, the data indicates only approximately 335 people completed the survey (a 60% completion rate). Skip logic was used so that respondents did not see certain questions, depending on their answers to other questions.

The Best Practices Subcommittee spent the early months of 2017 analyzing the data. Summary responses and full but redacted data is provided in this report. Note that some visualizations were provided by the Qualtrics platform; the subcommittee created other graphics for the open-ended questions in order to better understand and aggregate data. Cross tabulations of some specific questions and all answers to open-ended questions are available in the appendix at the end of this report. Separate recommendations for best practices for the creation and maintenance of collection development or acquisition policies will be available elsewhere on the [A&A section's microsite](#).

The Best Practices Subcommittee shares the data with the field in order to promote transparency of process, garner additional contributions and feedback, and disseminate the data to a wider audience to utilize in other initiatives that benefit the field.

The subcommittee will pursue opportunities for interaction and response to the data published herein that will

prioritize and direct future initiatives to guide acquisition and appraisal practice among SAA members and non-members in the field.

Members of the Best Practices Subcommittee

Marcella Huggard, co-chair

Julie May, co-chair

Mat Darby

Mark Greene

Courtney Mumma

Rachel Rosenfeld

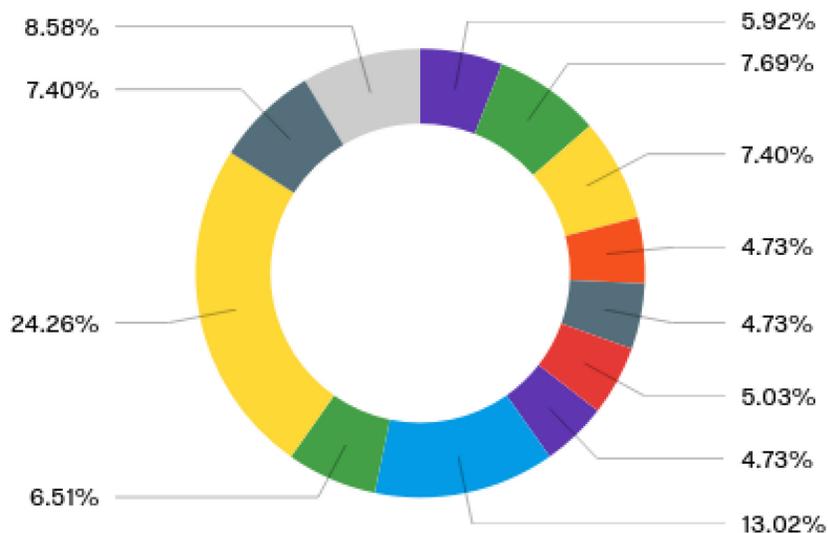
Laura Sullivan

Linda Whitaker

## Summaries of responses

### Collection development policy survey

#### What type of repository do you work at?

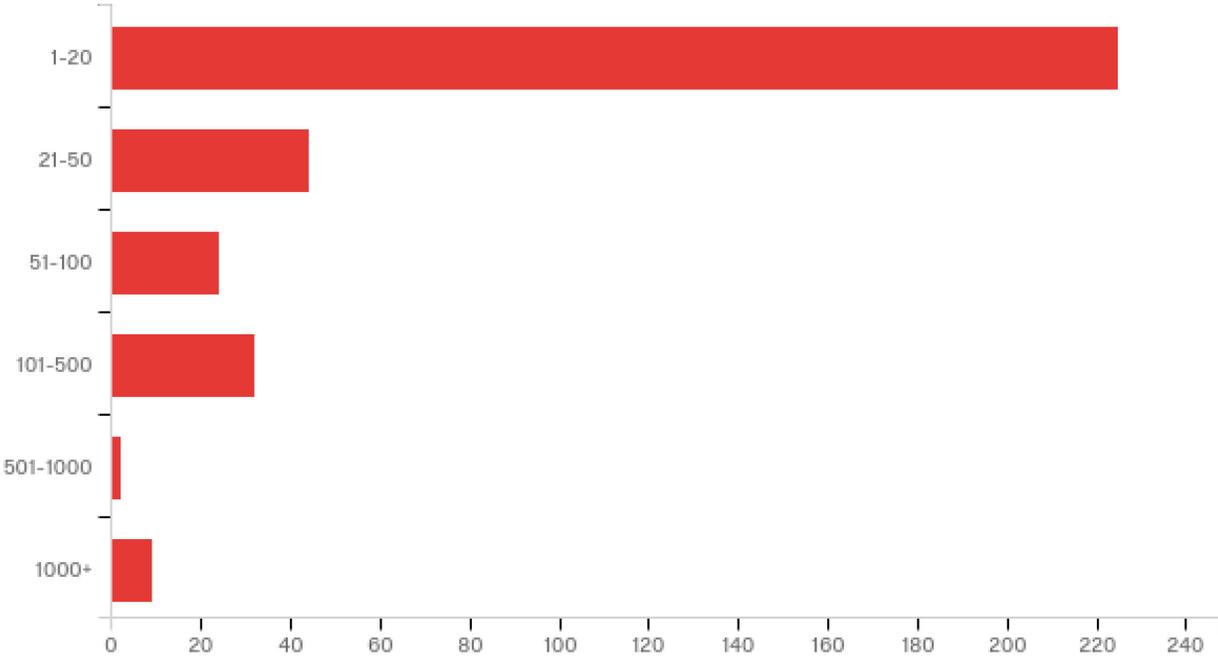


- State historical society  
 ■ Religious archives  
 ■ Local or regional historical society/museum
- Museum archives  
 ■ Other non-profit archives  
 ■ State Archives or Library
- Non-state or federal government archives (county, city, etc.)  
 ■ Tribal government agency
- Public library  
 ■ Corporate archives  
 ■ College/university archives
- College/university special collections  
 ■ College/university archives and special collections
- Non-university research library  
 ■ Other (please specify)  
 ■ All Others

#	Answer	%	Count
1	State historical society	2.96%	10
2	Religious archives	5.92%	20
3	Local or regional historical society/museum	3.55%	12
4	Museum archives	7.69%	26
5	Other non-profit archives	7.40%	25

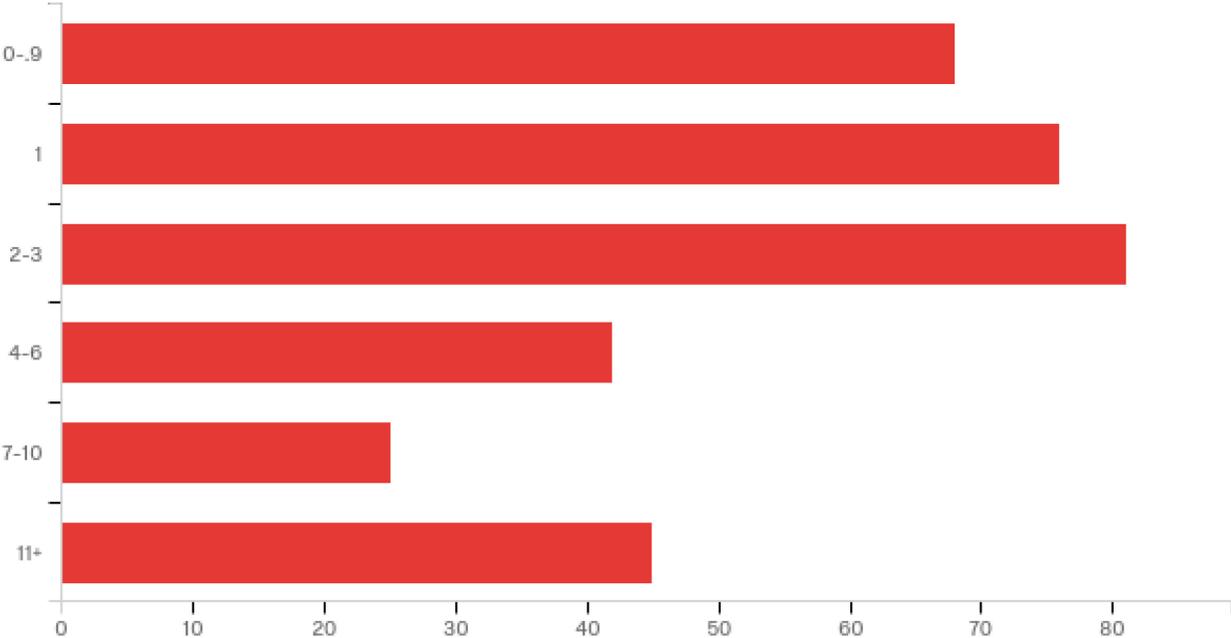
6	State Archives or Library	4.73%	16
7	Non-state or federal government archives (county, city, etc.)	4.73%	16
8	Tribal government agency	0.00%	0
9	Public library	5.03%	17
10	Corporate archives	4.73%	16
11	College/university archives	13.02%	44
12	College/university special collections	6.51%	22
13	College/university archives and special collections	24.26%	82
14	Non-university research library	2.07%	7
15	Other (please specify)	7.40%	25
	Total	100%	338

**How many full-time equivalent (FTE) professional staff of any type (e.g., including human resource professionals, fundraising professionals...as well as archival professionals) are employed in your repository?**



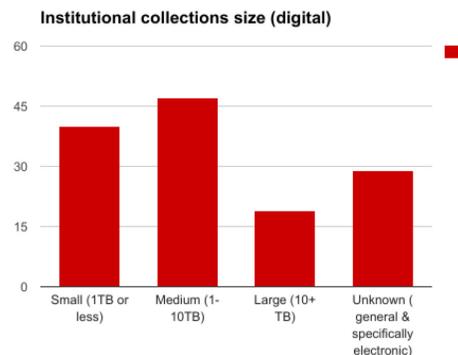
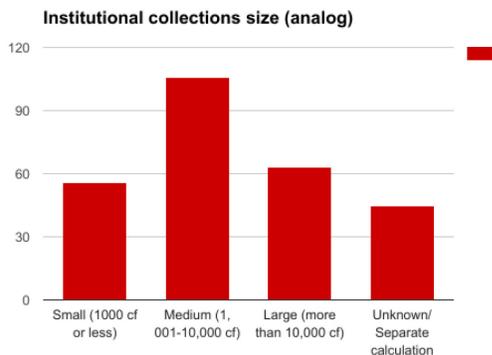
#	Answer	%	Count
1	1-20	66.96%	225
2	21-50	13.10%	44
3	51-100	7.14%	24
4	101-500	9.52%	32
5	501-1000	0.60%	2
6	1000+	2.68%	9
	Total	100%	336

**How many full-time equivalent (FTE) staff, professional or not, employed in your repository work directly with archival collections or perform archival functions?**



#	Answer	%	Count
1	0-9	20.18%	68
2	1	22.55%	76
3	2-3	24.04%	81
4	4-6	12.46%	42
5	7-10	7.42%	25
6	11+	13.35%	45
	Total	100%	337

**Approximately how many cubic / linear feet and gigabytes / terabytes of archival collections (archives, manuscripts, and/or special collections) does your repository own or manage?**



Institutional collection size*	# of institutions
1,000 cubic or linear feet or less	56
1,001-10,000 cubic or linear feet	106
More than 10,000 cubic or linear feet	63
Unknown/different calculation**	45
<b>TOTAL</b>	<b>270</b>

Institutional collection size +	# of institutions
Small (1 TB or less)	40
Medium (1.1-10 TB)	47
Large (10+ TB)	19
Unknown ++	29
<b>TOTAL</b>	<b>135</b>

[Data aggregated by subcommittee members rather than Qualtrics]

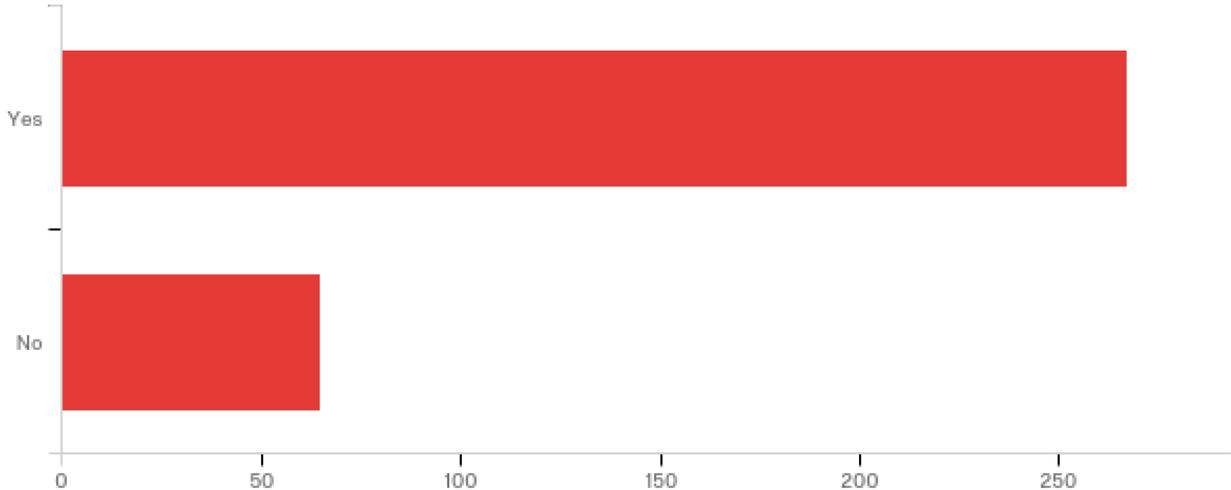
\* For this report, the subcommittee decided to consider cubic footage and linear footage as equal.

\*\* Includes responses that did not know their holdings size, as well as responses using different calculations (i.e., number of volumes or manuscript collections, flat files or architectural drawings, microforms, etc.)

+ Converted all answers to terabyte for consistency.

++ Some “unknown” answers were specifically regarding electronic collections; some were of a general nature. This number includes both answer types.

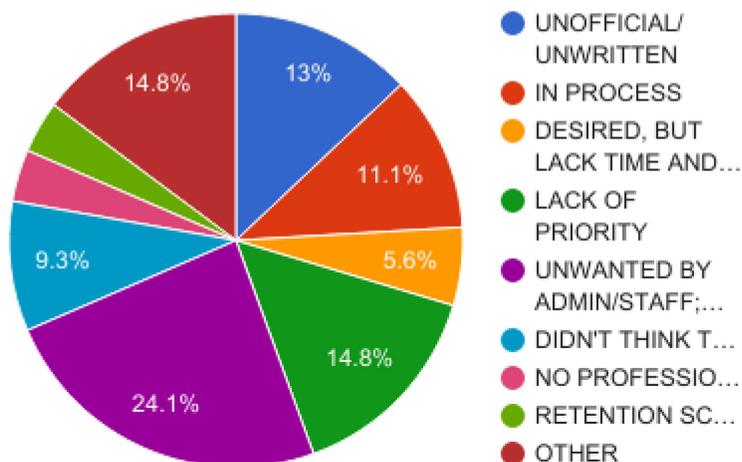
Does your repository have a collecting policy or collection development policy?



#	Answer	%	Count
1	Yes	80.42%	267
2	No	19.58%	65
	Total	100%	332

If not, in a few words or sentences, why not?

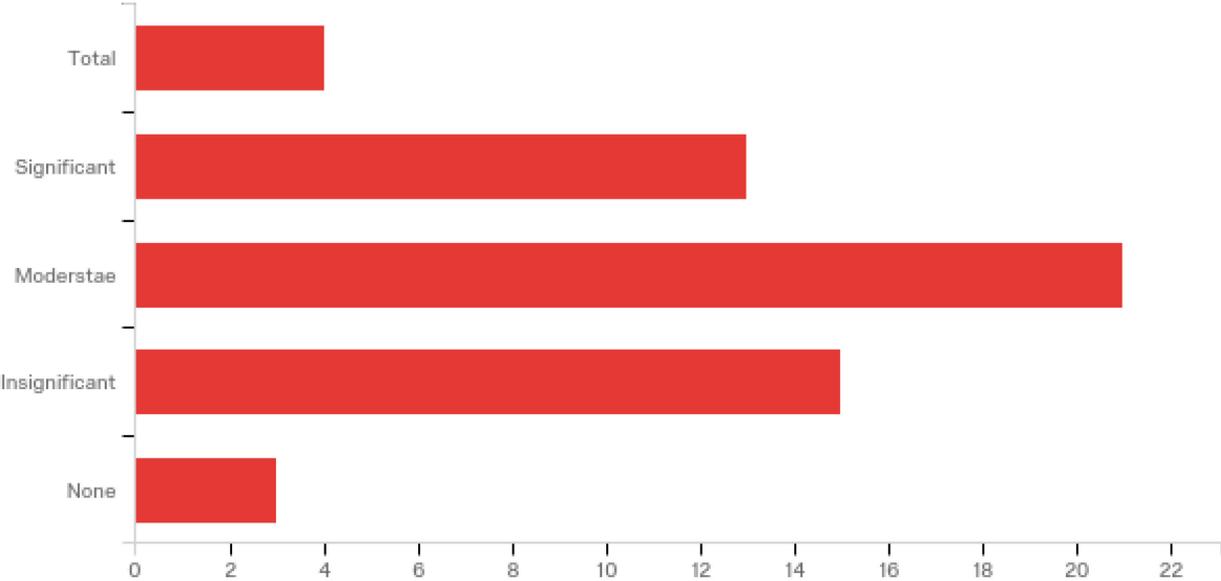
**Does your repository have a collecting policy or collection development policy? If not, why?**



Type of answer	%	Count
Unofficial/unwritten	13	7
In process	11.1	6
Desired but lack of time/resources	5.6	3
Lack of priority	14.8	8
Unwanted by admin/staff – considered unnecessary	24.1	13
Didn't think to articulate policy	9.3	5
No professional staff	3.7	2
Retention schedule or other mandate	3.7	2
Other	14.8	8
TOTAL		54

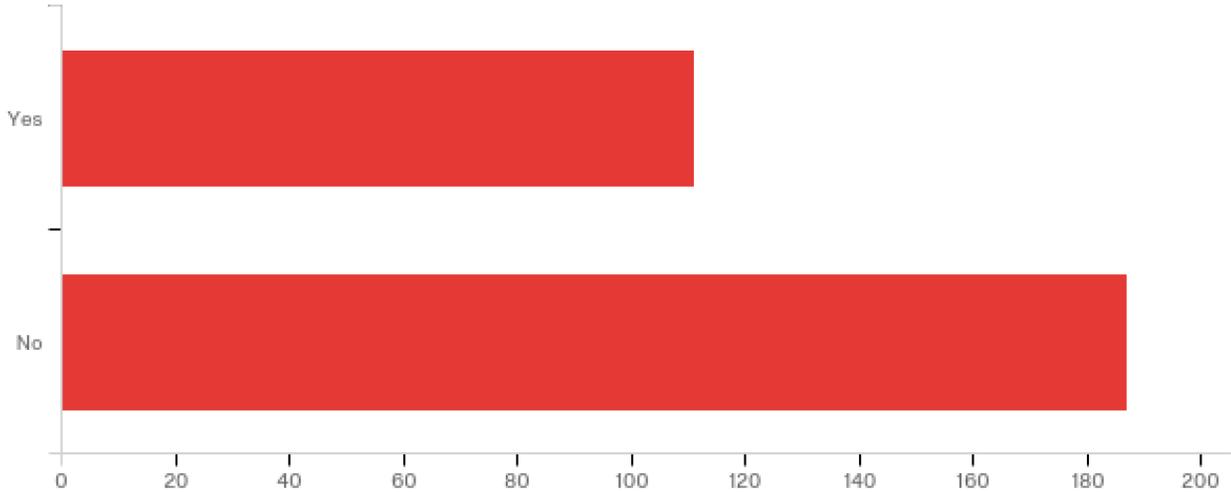
[Data aggregated by subcommittee members rather than Qualtrics]

**If not, what level of impact would you have if your repository decided to create one?**



#	Answer	%	Count
1	Total	7.14%	4
2	Significant	23.21%	13
3	Moderate	37.50%	21
4	Insignificant	26.79%	15
5	None	5.36%	3
	Total	100%	56

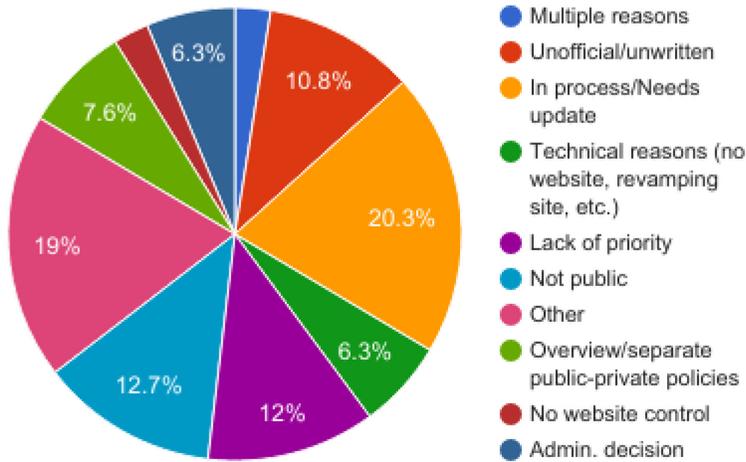
**If you do have a collection policy or collection development policy, is it posted online?**



#	Answer	%	Count
1	Yes	37.25%	111
2	No	62.75%	187
	Total	100%	298

If not, in a few words or sentences, why not?

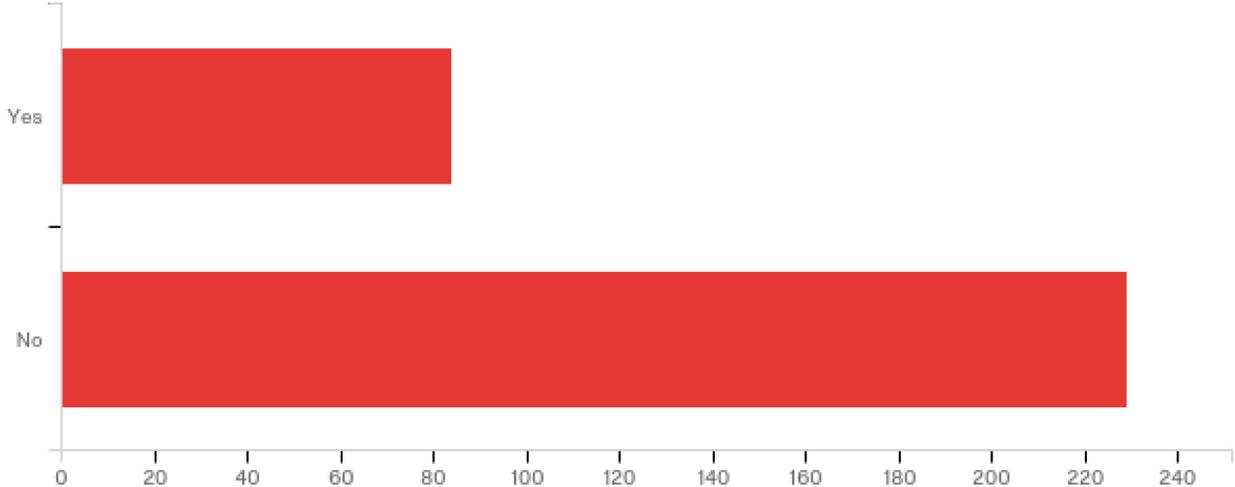
**If your collection (development) policy is not online, why not?**



Type of answer	%	Count
Multiple reasons	2.5	4
Unofficial/unwritten policy	10.8	17
Policy in process/needs update	20.3	32
Technical reasons (no website, revamping it, etc.)	6.3	10
Lack of priority	12	19
Not for public consumption	12.7	20
Other	19	30
Overview only/ separate public and private policies	7.6	12
Lack of website control	2.5	4
Administrative decision	6.3	10
TOTAL		158

[Data aggregated by subcommittee members rather than Qualtrics]

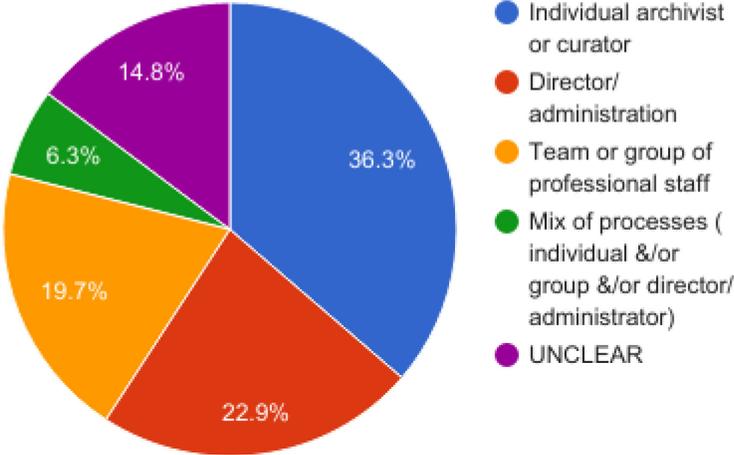
**Does your organization have a governing body for collecting? (e.g., collections committee or board?)**



#	Answer	%	Count
1	Yes	26.84%	84
2	No	73.16%	229
	Total	100%	313

If not, in a few words, who decides the process by which collections are acquired?

**Who decides the process by which collections are acquired?**

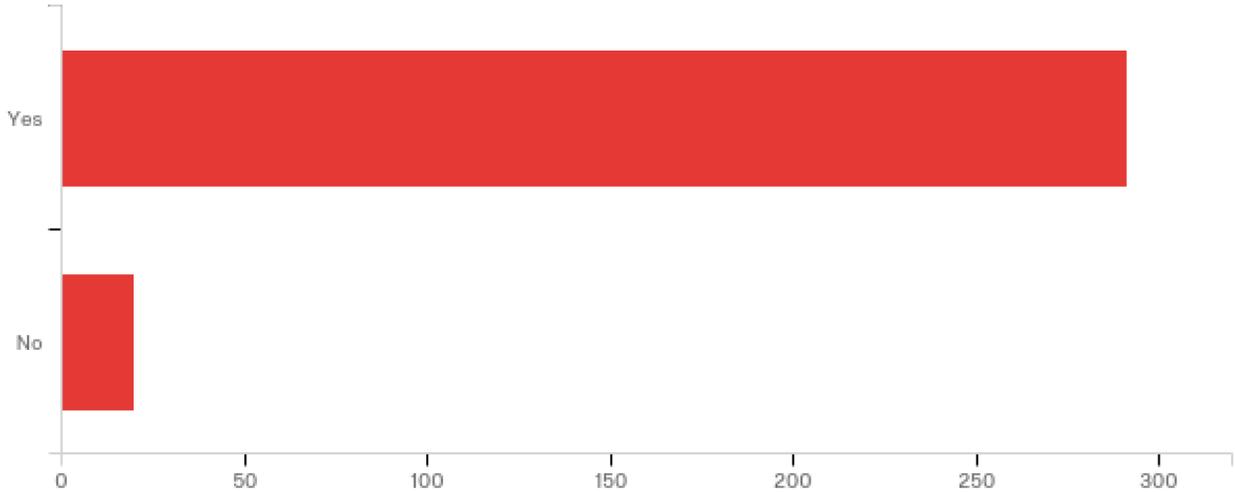


Type of answer	%	Count
Individual archivist or curator	36.3	81
Director/admin	22.9	51
Team or group	19.7	44
Mix of processes	6.3	14
Unclear *	14.8	33
TOTAL		223

[Data aggregated by subcommittee members rather than Qualtrics]

\* Subcommittee members could not determine how collecting decisions were made from the answer provided.

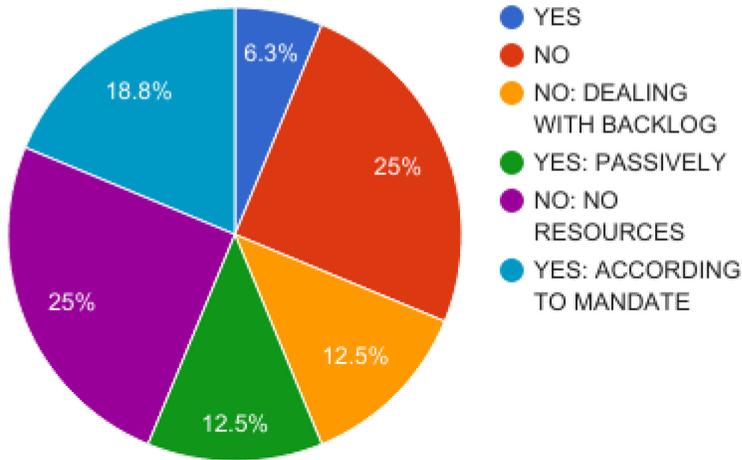
# Is your repository actively collecting?



#	Answer	%	Count
1	Yes	93.57%	291
2	No	6.43%	20
	Total	100%	311

If not, in a few words or sentences, why not?

**Reasons for actively or not actively collecting**



Type of answer	%	Count
Yes	6.3	1
No	25	4
No: dealing with backlog	12.5	2
Yes: passively	12.5	2
No: no resources	25	4
Yes: according to mandate	18.8	3
TOTAL		16

[Data aggregated by subcommittee members rather than Qualtrics]

**If you would be willing to be contacted for a set of follow-up questions, please provide your name, phone number, and email address.**

[information removed from this report]

## Cross Tabulations

The Qualtrics survey platform can formulate cross tabulations of answers to multiple questions, so long as all answers to the questions are not open-ended text. The subcommittee created these cross tabulations to help formulate their own thoughts.

### Full-time staff overall compared to full-time staff in the archives

		How many fulltime equivalent (FTE) professional staff of any type (eg, including human resource...)						Total
		1-20	21-50	51-100	101-500	501-1000	1000+	
How many fulltime equivalent (FTE) staff, professional or not, employed in your repository work d...	0-9	57	1	2	7	0	1	68
	1	58	6	2	5	1	4	76
	2-3	66	6	5	2	0	1	80
	4-6	22	7	5	7	1	0	42
	7-10	15	4	5	1	0	0	25
	11+	7	20	5	10	0	3	45
	Total	225	44	24	32	2	9	336

 Add Stub

		How many fulltime equivalent (FTE) professional staff of any type (eg, including human resource...)
How many fulltime equivalent (FTE) staff, professional or not, employed in your repository work d...	Chi Square	110.03*
	Degrees of Freedom	25
	p-value	0.00

\*Note: The Chi-Square approximation may be inaccurate - expected frequency less than 5.

### Number of full-time archives staff compared to having a collection development policy or not

		How many fulltime equivalent (FTE) staff, professional or not, employed in your repository work d...						Total
		0-9	1	2-3	4-6	7-10	11+	
Does your repository have a collecting policy or collection development policy?	Yes	54	56	66	36	21	34	267
	No	12	20	15	6	4	7	64
	Total	66	76	81	42	25	41	331

 Add Stub

		How many fulltime equivalent (FTE) staff, professional or not, employed in your repository work d...
Does your repository have a collecting policy or collection development policy?	Chi Square	3.46*
	Degrees of Freedom	5
	p-value	0.63

\*Note: The Chi-Square approximation may be inaccurate - expected frequency less than 5.

## Repository type compared to whether or not institution has a collection development policy

		What type of repository do you work at?															Total
		State historical society	Religious archives	Local or regional historical society/museum	Museum archives	Other non-profit archives	State Archives or Library	Non-state or federal government archives (county, city, etc.)	Tribal government agency	Public library	Corporate archives	College/university archives	College/university special collections	College/university archives and special collections	Non-university research library	Other (please specify)	
Does your repository have a collecting policy or collection development policy?	Yes	10	14	11	20	19	11	9	0	15	9	40	19	66	4	20	267
	No	0	6	1	6	6	3	7	0	1	7	4	3	15	1	4	64
Total		10	20	12	26	25	14	16	0	16	16	44	22	81	5	24	331

 Add Stub

		What type of repository do you work at?	
		Does your repository have a collecting policy or collection development policy?	Chi Square
	Degrees of Freedom	14	
	p-value	0.06	

*\*Note: The Chi-Square approximation may be inaccurate - expected frequency less than 5.*

## Actively collecting compared to whether or not institution has a collection development policy

		Does your repository have a collecting policy or collection development policy?		Total
		Yes	No	
Is your repository actively collecting?	Yes	239	52	291
	No	16	4	20
Total		255	56	311

 Add Stub

		Does your repository have a collecting policy or collection development policy?	
		Is your repository actively collecting?	Chi Square
	Degrees of Freedom	1	
	p-value	0.81	

*\*Note: The Chi-Square approximation may be inaccurate - expected frequency less than 5.*

## Collection development policy: is it online or not?

		Does your repository have a collecting policy or collection development policy?		Total
		Yes	No	
If you do have a collection policy or collection development policy, is it posted online?	Yes	109	2	111
	No	154	33	187
	Total	263	35	298

 Add Stub

If you do have a collection policy or collection development policy, is it posted online?	Does your repository have a collecting policy or collection development policy?	
	Chi Square	16.87
	Degrees of Freedom	1
	p-value	0.00

## Repository type compared to whether collection development policy is online or not

		What type of repository do you work at?														Total	
		State historical society	Religious archives	Local or regional historical society/museum	Museum archives	Other non-profit archives	State Archives or Library	Non-state or federal government archives (county, city, etc.)	Tribal government agency	Public library	Corporate archives	College/university archives	College/university special collections	College/university archives and special collections	Non-university research library		Other (please specify)
If you do have a collection policy or collection development policy, is it posted online?	Yes	3	4	3	4	7	3	2	0	6	2	20	11	36	1	8	110
	No	7	12	9	18	17	7	8	0	10	11	19	11	41	3	14	187
	Total	10	16	12	22	24	10	10	0	16	13	39	22	77	4	22	297

 Add Stub

If you do have a collection policy or collection development policy, is it posted online?	What type of repository do you work at?	
	Chi Square	18.36*
	Degrees of Freedom	14
	p-value	0.19

\*Note: The Chi-Square approximation may be inaccurate - expected frequency less than 5.

## Appendix

Individual answers to open-ended questions

### What type of repository do you work at? - Other (please specify)

Private archive

consultant familiar w/ several types of repositories

Public Historical and genealogical library

Independent research library, that is open to the public

university archives, regional archives, and historical library

special interest archives in a university setting

college and hospital archives

Presidential/state historical library

An artist estate

Local /Regional Historical Genealogical collection - town owned

Family media

Data repository

Academic medical center archives

private

College and hospital archives

member with personal interest at exhibits Museum, ARTS

Seminary archives (a cross between a religious archives and a college archives)

Federal government Agency

Federal Museum (National Park Service)

Professional Organization

archives, state law library/supreme court

Freemason Research Center

College Archives with a Religious Archives

Smithsonian Institution

Museum library and archives combined

**Approximately how many cubic / linear feet and gigabytes / terabytes of archival collections (archives, manuscripts, and/or special collections) does your repository own or manage?**

88

10

5,000 linear feet; 1 terabyte

4,000 linear feet

Unknown

5000 feet

20000+

2,100

3000 cubic feet and 18 TB

Don't know off hand

1,000 linear feet and 100 GB of data.

15,000 linear feet

907.5 linear feet

50,000+ cubic feet; 250 TB

Not sure

5500 cubic feet, 5 terabytes

1000 linear feet

1476 linear feet, 2 terabytes

6000 c.f. of materials

1500 linear feet and 1.5 gigabytes

6000 cu. ft., 2tb

~5500 linear ft.

3,500 linear feet and 5 terabytes

2,600 LF; 10 TB

25,000 cubic feet / 2 TB

20,000 cf and 22 TB

15,000 ft, 20TB

40k square feet

---

na

---

20,000 cubic feet

---

2000 linear feet; 3 terabytes

---

6,500 linear feet and 3 terabytes

---

5,000 cubic feet; no idea about digital totals

---

1200 lf

---

a lot

---

70 linear feet

---

2,061 linear feet and 15 terabytes

---

2500

---

200 linear ft.

---

600 cubic feet + 880GB of digitized and born digital material

---

121 linear feet, 2 TB of digital materials

---

3400 lf and 1.5tb

---

8,000 linea ft.

---

8,000 linear feet / 278,144.00 MB

---

120 linear feet (docs, photos), 30,000+ architectural drawings, 3.5 TB

---

±13200 linear feet

---

1000 linear feet paper, 500 terabytes

---

6 thousand linear feet Manuscripts, 3 TB, 14 thousand books, 3 thousand maps

---

6.5 linear kilometres + 325 TB

---

300

---

300,000 original artworks; 10,000 linear feet of archives (estimates)

---

4500 l.f., 700 TB

---

Approximately 8,000 cubic feet, and 100 gigabytes

---

55K linear feet, 100+T

---

?

---

17,000 linear feet

---

1400 lin ft and 1 TB

over 1,000 linear feet

---

600, 1 terabyte

---

30,000

---

5100 linear feet of archival collections, ~2000 rare books, ~600 GB digital materials

---

circa 8,000 linear ft collections / circa .5 terabytes (?) / circa 200,000 volumes

---

110,000+ cubic feet, not sure about the electronic records

---

1,000 linear feet and 200 GB

---

40,000 linear ft.

---

20,000 c.f.

---

1,350 linear feet / 300 cubic feet / 35 gigabytes

---

6,500 square cubic feet, 1 terabyte (and growing quickly)

---

6,200 cubic feet

---

8,327.15 cf / 603,532.71 MB

---

1000 Linear feet

---

8000 cubic feet

---

approx. 7500 cu.ft.

---

Estimates: 30,000 cu. ft., 25 terabytes

---

8,000 linear feet and and unknown number of gigabytes

---

2500 linear feet

---

20,000 linear feet and 2 terrabytes of digital files

---

400 linear feet, 2TB data

---

11,464 LF / 422 GB

---

60,000 linear feet; 12TB

---

Not sure, but we're pretty small.

---

19000 cubic feet

---

10000

---

2000 linear feet and 870 GB

---

5000

---

90,000 cubic feet, 80 TB +/-

---

7500 cubic feet; 9 terabytes

20,000

60,000 cubic feet; 5 TB

5000 linear feet and 1.4 TB+ (the TB is just those in Preservica, not counting physical media not yet ingested)

33000 linear feet of archival material, 22,000 linear feet of cataloged material (rare books and bound manuscripts), unsure of gigabytes/terabytes

~120,000 cu. ft. pf physical records. ~50,000 rolls of microfilm, ~2 TB

20,000

more than 34,000 volumes and 1200 linear feet

2,500 cubic feet

1300 lft and 250GB

300 c.f.

about 7000 linear feet

51,803 cf; 1967 gb

1,000+ cu ft

5000 lf

650 linear feet and 28.82 GB on (MCStor, institutional repository)

19,000'

2300 linear feet of physical records; 700 GB of digital files

13,000 lf/5 terabytes

5,000

4kSQFT

480 linear feet + 20 flat file drawers of maps + 2 terabytes

350

4000 cf

approx. 14,000 linear feet

10,300 cubic ft. archives and manuscripts

50 cubic feet 2 terabytes

100000

approximately 500 linear feet

8tb

90,000 cf

53,000 cubic feet

---

ca. 70,000 linear feet in house plus a new shared off-site storage facility

---

14,000 linear feet

---

2740 linear feet

---

50,000 linear feet

---

50,000 lf

---

17,500 linear feet of archives/manuscript; 225,000 books

---

12000/4

---

1700 ln. fy.

---

300 cu. ft.

---

1000 linear feet; 0.1GB

---

5,000 cubic feet

---

54,000 linear feet; 9TB

---

7,000

---

4,000 linear ft; 7 terabytes

---

300

---

8,000

---

113.13 GB

---

ca. 800 cubic feet of case files and record books

---

4500 linear feet / 232 GB

---

30,000 cf / 5 TB

---

~1500 linear feet and 387 GB

---

So much.

---

3000 cubic feet and 1 terabyte

---

147

---

4,000 cubic feet

---

400 linear feet

---

1,800 linear feet / 40 T of data

---

7,000 linear feet

---

130 linear feet

100 linear feet and 3 terabytes

---

10000

---

20

---

No idea - sorry

---

about 100 linear feet and 1 gigabyte of archival material.

---

1500

---

3,000

---

About 80,000 cubic feet; no digital currently

---

21,000 volumes plus 65 linear ft of archives plus 1 TB of digital images

---

200 linear feet

---

6,400 linear feet (apx) of archival collections, 138 GB of image files.

---

1450 linear feet - digital archives have not been considered

---

400 linear feet

---

300 linear feet

---

Honestly don't know. I've tried to calculate that in the past, but it is constantly changing.

---

1500

---

3000 c.f. and 4TB

---

4,500 linear feet. 5+ TB

---

49,300 // 253 gb

---

about 7,000 linear feet

---

550 linear feet

---

16,000

---

1800

---

5000

---

2200 linear feet of records

---

10,000 linear feet, 8 terabytes

---

4 gigabytes Plus

---

2250 linear feet

---

40,000 cubic feet / 3 TB of electronic

---

600 linear feet, 225 GB

3000 cubic feet

---

several billion

---

300

---

5000 linear feet

---

3000 linear feet and 25 terabytes

---

21,000 cubic feet; 10 TB

---

approx. 4,700 linear feet

---

40,000 linear feet

---

7,000 linear feet, 2 TB

---

3000 linear feet; 750GB

---

11,000 cubic feet and 420 GB

---

630 cubic feet

---

8,000 lf/ 10 tb

---

Don't know

---

40000 cf

---

Fifteen thousand cubic feet of records and more than 100,000 photos (both analog and digital). The size of our current electronic records are unknown at the moment.

---

1000

---

300 cubic feet; no data on the born digital collection, still working on this

---

1500 lf

---

32,000 linear feet; 27,000 digital objects

---

1,878 cu.ft. paper records + 4.81 TB digital collections

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65,000 linear feet of physical holdings + 50 TBs of data (22 million files so far in 130 collections)

---

55 linear feet

---

800 linear feet

---

20000 linear feet

---

80,000 cubic feet

---

50,000

---

Roughly 1500 linear feet and 30 gigabytes

---

6

---

740 linear feet, 1 gig

at least 3,000 cubic feet

---

450 cu ft, 250 GB

---

alot

---

Approximately 6,200 linear feet (conservative estimate), 24.5 TB of electronic records, and 27,000 rare books

---

4000 cubic feet

---

100,000+ cubic feet

---

320 manuscript collections, 400,000 photographs

---

11,000 linear feet

---

1500

---

8000 linear feet of traditional mixed media collections plus a minimal amount of digital collections

---

5,000 cubic feet and 5 terabytes

---

@ 5000 linear ft.

---

1600 cubic feet, 12000 rare books, 1975 print theses, 9.67 TB locally digitized cultural heritage material

---

1000 linear feet, ? gb

---

900 lf, 100 GB

---

4,700 cf

---

200 linear feet and 2 TB (in the near future, haven't received the digital materials yet)

---

45,000 linear feet, 5 TB of BD, 300,000 volumes, this doesn't include digitized collections

---

100 linear feet, 30,000 drawings, 4 terabytes.

---

5,000 CF/2.5 TB

---

3000 linear feet of paper records; data incomplete for digital collections

---

1200 lf

---

100

---

500 linear ft, 50 map drawers, 100 gb

---

17,000 linear feet - 20TB of data

---

about 1,000 cu. ft.

---

1000

---

Approximately 1,500 linear feet of historically important material, and approximately 100,000 linear feet of additional material under records management

---

2000 cubic feet

---

15,0000

2500 LF, 10 TB

---

45,000 l.f. approx 20GB

---

18000 linear feet; unknown total TB

---

48,000 c.f.

---

2500 l.f., 3TB

---

approx. 18,500 cu. ft. of paper materials; approx 4 TB of data (and increasing rapidly)

---

104 linear meters

---

2,000 LF / 14 TB

---

1100 linear feet

---

600 cu ft and 3.6 gigabytes

---

12000 book titles, plus c 20 boxes.

---

700 cf

---

12,000 linear feet

---

600

---

Unknown

---

5000 linear feet

---

No exact idea, easily 100,000+ cubic feet and multiple terabytes of data

---

13,000 cubic feet

---

6000 lf, 2tb

---

2500 linear feet, 5 T

---

10 linear miles; don't know the size of electronic collections

---

Unknown

---

120,000 linear feet, 40,000 microfilm rolls, 1TB

---

4000 linear feet, 6000 books, 1 TB

---

unknown - we are just starting our archives, and all I'm doing is accessioning 125 years' worth of backlog - a rough estimate is 435 linear feet, so far

---

800 lf

---

7000 linear/cubic feet, at least 100TB of digital content

---

1,000 Cubic Feet; 10 Terabytes

---

1500

---

500

1000 linear feet and 4 TB data

---

300 archival collections

---

1,200

---

1000 lin feet and 1.5 terabytes

---

Unknown

---

50,000 linear feet

---

33

## Does your repository have a collecting policy or collection development policy?

### If not, in a few words or sentences, why not?

simply lack of formulating policies

It's never been formulated into a policy, but we do have unofficial guidelines for what we collect. Working toward us actually having it in policy.

The Archives was not professionalized until recently and a collecting policy is in the midst of being developed.

First professional staff to be in this position, so no policies were created.

We have official collecting areas with managers of collecting areas having their own unofficial collection development policies. The department used to be very small so this had worked for them, and as we've grown significantly in the past few years the new collection managers are still solidifying their own desired collection policies for their areas. There are plans to develop a department wide policy, it just hasn't been a priority yet.

inertia

It has not yet been a priority. We have guidelines we follow. Until we have more robust and consistent staffing, writing a policy probably will not be a priority.

it actually has a very vague, unwritten policy. It is a homegrown sort of archive and relies more on the whims of the founder to decide what is collected than anything else

It is not formal. It is informal since we are an archives for a religious order. If it deals with the religious order we keep.

In our foreign situation/work culture there is a high priority placed on flexibility

I don't know. Weak oversight and we never received a proper mandate.

I am the first archivist in their 149 year history and I'm cleaning up the existing materials. Then I'll implement a collection policy.

no agreement

We have collecting guidelines described as "focus" - not a formal collecting policy or collection development policy

As a "lone arranger" there is too much to do on a day-to-day basis to have the time to develop a formal collection policy

The policy is old and I do not want to take valuable time to create one

Never quite get to it and we know what we want/need to collect. University's official repository / also collect MSS that support our College of Natural Resources and undergrad research in humanities & social science

The person who was assigned to write a collection development policy never ended up writing one and everyone seemed to forget about it.

On the list of to-dos for me now, but previous dept head was here for 30+ years and operated out of precedent and intuition

Our legal counsel seems to recommend only writing policies that we expect our users to follow, not policies that limit our own actions.

We are currently working on developing one; our main focus is on Records Management and our archives is a much smaller collection.

Acquisitions are determined by records schedules and mission statement

Uh, I know what I'm doing?

There wasn't one in place from former director

Has yet to be created

We have a collections management policy which is approved by our board. Our collecting criteria are less formal; we do have some written guidelines for assessing collections, but they are internal and flexible.

In the process of developing new guidelines which will eventually become policy.

We have a legislative mandate, but we've just never had a policy. It's been on my to-do list for months!

Because our collection development person thinks he's the expert and only he knows what is best

i was hired as a consultant 5 months ago to re-open a dormant archives - the company has been doing it's own thing for a while and the culture persists

Upper library management won't sign off on a policy

Haven't gotten around to writing one.

We have a mission statement that serves as a de facto collecting policy. Because we are so small and generally have personal contacts with all our donors, a policy hasn't been a high priority.

As a poor not for profit, acquisitions is low in priority

Federal mandate to accession permanently valuable and historical documents from Federal agencies

Interests change

Still developing

Many other things to deal with.

Our repository collects records based on a State Records Retention schedule administered by the State Records Management Program so we don't need a separate collections policy.

Currently working on this.

It's not written down.

We're comprised of multiple collecting units.

The political nature of the system has prevented us from creating it. However, our collection scope is really specific.

My repository has a very loosely defined collecting policy that isn't even identified as a collecting policy. Basically, the only definition of the types of records we are interested in acquiring is done through a statement about types of materials the archives would be interested in having donated. Unfortunately, my repository is currently operating in the status of not being recognized as the official place of deposit for records designated permanent re: our records retention schedule (and has been for some time). Thus, welcoming donations or having faculty and staff willing to transfer records to the archives has been the main way the archives has acquired what content it does have.

We have guidelines that work; focus has been on more important policies (records management, access, etc.)

Historical precedent. Curators have always selected according to their judgment.

As the archives of a particular govt entity, we have collected just the institutional documents. However, we have acquired several historic properties and now are beginning to collect beyond the institution-made materials so it would be good idea.

As an institutional archive, we have very little material donated.

Management has not thought about it

lack of resources

---

One person made all the decisions. She did not want one.

---

We are a county archives with no authority to require our different county offices to transfer records to archives. I have to go out and ask for the records I am interested in.

---

Our director has been in position for 30+ years and feels they understand what we need to collect.

## If you do have a collection policy or collection development policy, is it posted online?

### If not, why not?

We are a large institution and are in the process of re-vamping and updating our webpage. In the future, this may happen.

NA

It is available for our staff, but not for outside users. Not a priority

Few requests, still changing, internal only

We are not a public repository.

We are part of a larger organization and the decision what to include and not include on the archive's landing page is under the purview of the communications department who deemed it not appropriate to include on the page since they only wanted a brief history of the organization and the contact information for the archivist.

It's broad in scope.

It's complicated

Reviewing and updating at this time.

Technical reasons. Don't have a web location for it to go.

We don't have a full policy created yet.

Haven't thought about posting it online. We use it primarily to answer questions from donors or to inform potential donors. Our online presence, however, does state several places that we collect materials pertaining directly to the [name of church]. (We are an international church, with most of our members outside North America, and the Archives collects materials from all districts regardless of where they are located in the world.)

We have not posted anything online from our archives yet.

Internal and external political conflicts over who has the authority to set collection policy.

As current policies are individual and somewhat unofficial they are not written down or posted online. Once we develop a department wide policy, the goal would be to put this overarching policy on our website.

We're transitioning our website right now; it will be listed on the new site.

We are a private archive, and neither our collection materials (or a description of them), nor our collection policies are made publicly available at this time.

New leadership wants to assess, then post

none of the archives admin is available online yet

don't have one

Much of the collection is restricted.

Document is largely defunct and does not represent current procedures.

we don't really have one

On intranet but not on internet.

It is an informal one.

In the past year we were forced to create a new website quickly and it has not yet been posted. It was on the previous website

The entire policy is not posted online, but an overview that also includes info on collecting 3-dimensional items for the Museum with FAQs is posted on our website.

Adopted before I arrived & it's a bit undated. Once I can convince my board, they need to revisit and revise it, I plan to post it online.

Flexibility is important due to the fluctuating political situation.

Is in the process of getting online but won't be for a few months.

See previous answer.

not sure

I don't believe it occurred to anyone to put it up.

Our archives is primarily for internal use. As we digitize more objects, I would like to publish a finding aid and selected materials online.

A summary statement is posted as part of our mission statement which is posted on line. Due to space constraints we are limited to what we can accept. This helps us interact one-on-one with patrons and has prevented unsolicited dumping of materials on our doorstep.

We are a business/corporate archive.

It historically has never been-- our current staff believe it's unnecessary to post it online.

Past leaders felt collection policy models were too restrictive

The relevant information about collecting areas of interest and how to offer materials to the archives are available on our website, while the collecting policy is more of an internal guidance document.

There is no policy to post online

Has not been loaded to our website. We have a general statement about what we collect, and we send out copies when asked.

Although we have a collection development policy, we no longer proactively collect material.

Currently being updated and is not ready for prime time.

It is being revised.

We are primarily an institutional archives so it didn't seem necessary. We do very little collecting of materials outside our institution. Also, our records management policy is online including retention schedules which actually make up part of our collecting policy.

We don't post policies. Very small institution.

Our website was redesigned by the library and the powers that be determined the policies were not important

Some information from our Acquisitions & Collecting Policy is listed online, but not the policy in full. To be honest, I'm not sure why except that my supervisor has a lack of understanding of the usefulness of online information.

We don't have a CD policy

Honestly, I'm not sure. It's been talked about posting it online, but I don't think anyone has made it a priority.

We just wrote them, I think they might be available soon.

Not something the folks who control the website think should appear on the site. And the University generally is moving toward a 'marketing' approach on the site with policies, etc., all on the intranet.

There is external documentation and internal documentation. The audiences are different.

?

We are updating our website. It will be available online once the update is complete.

Statute defines what we collect, although we do have some leeway for acceptance or refusal of private donated collections. Also, state websites are mainly curated by a third-party contractor, making some web page changes difficult.

Due to staff shortages, our archives is slowly moving towards digitizing its archival operations.

It has to be modified.

It is over a decade old and we are hoping to update it soon. Then it will be posted online.

We don't have one. But if we did, it would not be posted "online" because our users are entirely internal. It might be posted on our institution's intranet.

At the moment considered an internal document

It is posted on an internal website. Only a subset is posted because it is part of a policy manual that is largely geared toward archivists, not donors.

We are part of a city government and they are responsible for the website. They are in the process of re-designing the website and we may have some say over what is on the website in the future, but do not currently.

Our policy is fluid because we operate under a for profit gallery.

I'm not sure, now that I think about it.

We are redesigning our website. The current site is maxed out on content.

We are a private institution, and only our internal staff are allowed to use the collection.

stupidity

We have always thought of it as an internal governing document. Not sure why someone would want to look at it. We don't have any policy statements posted online.

Website is in transition. It was posted and is in the process of being simplified for external use before reposting.

Don't see a need.

Good question. I wish I had an answer.

Previous administration was not in favor of posting policy online when it was written. Issue needs to be revisited with current administration.

We do not have a website

It is going to be revised in the next year to better reflect our new strategic plan and a digitization project we are undertaking.

We are a private archives.

It's a rough draft

None of our archives policies are online.

Haven't really considered doing so.

We are in the process of changing it and our webpages stink.

Our collections develop from our mission to preserve and make accessible records of state government entities and those of county and city government offices, mostly through fieldwork projects matching a field archivist with staff and volunteers to process and image records of the local entity.

The archivist is new to her position and is still revising and developing website content.

It's considered a private institutional document.

Because our mission statement says that we manage the public records of the [name of city] government in accordance with state law. However, it would not hurt to say we accept donations of City government records.

We haven't felt it was necessary. I don't think many potential donors check online for a collection policy.

it's a private collection

We just wrote it. I think the goal is to get it online but it's not up to me...

Haven't thought the need for it.

Just have not gotten around to it.

Some details of the collection policy scope are online, but not the full policy.

from previous answer

Not yet officially approved.

The University changed all of our webpages and did not include it. And we are not given permission to change the website.

I, as the Archivist, thought it should be posted online. We should be open about what we collect and why, if only so we have justification to reject things outside of our collecting scope. I was outvoted by other staff and governing bodies.

It is used more as an internal resource and guideline for the accepting and disbursing of archival materials.

We are working on our web site and the redesigned site will include the policy

good question

no official document

We don't have a written policy.

We don't think it's a public document

n/a

As a poor not for profit, acquisitions is low in priority

The website is a deplorable mess! I am working to relaunch as well as navigate the wilderness known as on campus IT.

The only part of the organization I work for that have collection policies is probably the Presidential Libraries. Each one having its own.

Limited shelf space

It used to be, and then the website was redone, and no one thought about reposting it. Now it's out of date and is being updated, and we are going to post it as soon as it's done.

We do not have one.

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Not Required

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We have the scope of the collections posted online, the details are still being revised.

---

I hadn't thought of it until this moment. (Thanks!)

---

It would get lost in all the other stuff posted.

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Some current administrative staff members do not think it should be a public document

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Private corporate archive.

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It is in the process of being revised.

---

I doubt there is a reason beyond "it hadn't occurred to anyone to do it yet."

---

Our corporate policies requires multiple approvals to release internal documents. It is a significant barrier to sharing our internal practices.

---

unknown

---

Not something relevant to other web content

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Not sure why its not online.

---

We do not do a lot of collecting outside our organization so don't think it necessary.

---

Nobody put it on the website

---

We are a fairly new repository (began acquiring collections in 2006) with very little staff. Web content is handled by another department and the content was outdated for many years. Currently the website is being migrated to a different platform. During this migration process, the repository's webpage will be updated with new acquisitions, information, and the collection development policy.

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no room

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Some of the collecting units have variously vague statements on the unit webpage, some do not.

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Most people contacting us about donations do not go to our website, which is research oriented.

---

It has never come up internally. Lack of external interest.

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It is an internal document

---

We supply it if requested, see it as internal.

---

We have a primary mission which acts as our collecting policy. That statement is online but not designated as a collection development policy; there is a fuller collection development manual for the library that broadens that policy statement a little in terms of what we don't collection, and specifies the types (e.g. manuscripts, maps, photographs, etc.). The primary mission statement simply says 'materials with document the history of the [...] region, its institutions, people, and area.'

---

It's not up to me, I don't know why not.

---

First, I had not thought to do. Second, it was created by the board without consultation by an archivist so it's peculiar. If I were to post online, I'd like to revise our current policy before doing so.

---

It is on our to do list.

The Archives is a sub-unit of the Museum Libraries and this is not something that has been approved by the department head.

No policy.

Privately-held company

It's not posted in it's entirety, however, our collecting areas and needs are posted on our website.

There is no concrete reason, it has just not been a priority to do so.

Not actively collecting at present.

We do not have one.

It was a management decision that was not explained to staff.

Our web site administrator dislikes "about us" pages with a lot of policy text.

Eternally in draft form. Not approved by supervisor to post online.

Management has not thought about it

We don't put our main museum collection policy online, so we decided not to put our museum archives collection policy online.

Not too proud of it.

The policy is currently under review. The library has a new director and it won't be posted until it has been reviewed and approved.

They are trying to get one up. Right now, it is lengthy and written in a way that would not be helpful to the public.

Our policies are under review; we intend to overhaul our policies following a comprehensive collections assessment starting early next year.

It is being incorporated in to a broader library-wide collection development policy which will be posted when complete and approved.

We have a policy that we follow, but the university has not officially sanctioned it.

we consider those documents to be internal ones and not for public consumption

For some reason it was never seen as a priority.

We're a brand new archives; we have a barebones webpage, and I'm a lone arranger, trying to juggle 125 years' worth of paper backlog and deal with digitizing yearbooks, newspapers, videos, and films (all outsourced), and my position is 70% archives, 30% library, so posting the collecting policy just isn't job one right now. We do have a statement that boils down our collecting policy, so that suffices for now.

Website being updated.

It was approved earlier in 2016 and has not yet been added to website. It should go up during an upcoming redesign.

The Archivist has not received the permission of the board of directors to do so.

Old-school management just never thought to put it there.

didn't think anyone visiting the website would be interested.

policy of the organization

**Does your organization have a governing body for collecting? (e.g., collections committee or board?)**

**If not, in a few words or sentences, who makes decisions about collecting collections?**

ARCIVIST

The library and archives staff decides what we collect and what areas guide us in our collecting decisions

The head of special collections and archives

Archives Director + Executive Director

The Archivist does.

The person who works with the archival material and/or the department director

Manuscripts Librarian and Director of Special Collections

The Archivist is in complete control of deciding which collections are required with some input from leadership

Curators with Associate Dean

Archivist with approval from Chancellor of Diocese

Designated content area experts, or dean

State Archivist

Archivists, jointly and individually.

Life-cycle of records; phone calls

the archivist sometimes consulting library director

The Archives director and that person's supervisor, the General Secretary of the denomination, decide the policy.

Individual archivists at six different sites

Archivist reviews offered materials according to policy and compatibility with existing holdings.

The archivist or librarian responsible for managing their collecting area makes those decisions.

Head of department, relationships with university donors

Archivists individually; archivists in tandem with Department Head; Dean of Libraries on occasion.

Department manager

A board assists in this area and approves the policy among other oversight responsibilities. The director decides the process.

The two archivists make decisions jointly based upon the collection development statement upon receiving donation offers.

The front line archivists meet with donors and surveys content and then talks to the AUL who oversees special collections.

archivist+executive director, others if applicable

archivists and provincial leadership

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The University Archivist

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The archivist, with input from curators

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Director and Archivists

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Department head appraises and selects all outside collecting areas, University Archivist appraises and selects all university records.

---

the founder

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Archives Staff

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Archivists on staff.

---

the archivist

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The archivist

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The archivist

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The head of Archives/Special Collections

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The archivist

---

archivist/curator decides

---

The Collection developer and the archives staff with input from the director of the dirctorate

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University archivist as well as other staff members who have connections with potential donors.

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Head of Special Collections

---

University archivist

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There is gaps in institutional memory and questions are being asked.

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The archivists who work there. There are three of us, and whoever receives the email or call while on reference usually decides. But we also all discuss incoming donations and the head archivist does final decision making if necessary.

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Administration+field archivists

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archivist

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Collections Director & VP of Education and Experience Development

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The archivist

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As the library director in a small repository, I make all the final decisions on accepting or not

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the staff archivist

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The director

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two positions have acquisition funds and curatorial roles with donor outreach; both collaborate closely and follow repository "focus"

---

3 unit heads (university records, manuscripts, photo/audio visual)

records retention schedule and archivists decision

The head of archives and special collections, in consultation with the library's head of collection services and director if necessary

The dept head [Special Collections & University Archives] unless overridden by the Library Dea/Director

We review materials offered to us, and if we are interested in acquiring, we are now required to get approval of the [overall director at national level]. This is a recent shift from local decision making to micromanaging by a high level federal bureaucrat. with little knowledge of our holdings.

Archivist, occasionally Dean of Libraries, occasionally Advancement.

Department Head

The Director of Archives and Special Collections or one of the archivists responsible for specific collecting areas make these decisions, following our collecting policy

nebulous. some are targeted by the director, others arrive by accident, through connections on/off campus, thru other staff, by purchase (usually from friends groups), various donors, transferred from other U. units

Curator responsible for collection area

The archivist with input from her supervisor, the library director.

The archivist in charge of each functional area (special collections, university archives, etc.)

I do as archivist and then the deed is signed by the Dean of libraries and then the Provost.

The two FTE archivists determine what should be collected and what shouldn't be. Also get input from others (reference librarians and Dean of Libraries).

The staff who work in the immediate collection (i.e. Local History Librarian and her supervisor)

Archivist and Director make purchasing decisions, sometimes ask advice from Board of our library.

Director

Dept Head

The university archivist

Individual curators and employees decide what they would like to purchase and either move forward on their own or do so after a discussion with the rest of the staff.

Director of Special Collections and Archives in consultation with relevant faculty and staff, and Dean of Libraries, (and periodic urging from Advancement office).

university archivist

Collection Development staff

Review and consideration by curators of specific areas, and myself (Head), and I will sometimes seek approval from University Librarian or University VP if something is potentially controversial or resource-intensive.

nOT NEEDED

Mostly the Accessions Archivist, but depending on the situation the archives section head or electronic records staff may be involved.

individuals; we are hoping to form a collecting committee in the near future

university archivist and special collections librarian in collaboration with the library's head of collection development

Archival staff

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Archivist

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The archivists

---

Archivist

---

the corporate archivist, as well as the organization's records retention schedules (which are developed by a records manager and a records management governance board with minimal influence from the archivist)

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Librarian, curator of manuscripts, curator of printed materials

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The Archives and Records Manager

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The archivist consults the collection development plan and make recommendations to the library director and the assistant library director.

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I, as the full-time archivist, do - however we only acquire works by a specific artist and that is very rare.

---

The department director.

---

We are a private institution, and our acquisitions strategy is determined by our records schedule.

---

Pres & VP actually talk to each other

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Collection Development staff (3) and Records Managers (2) under the department head (1)

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University Archivist or Special Collections Librarian in consultation with AUL for Archives & Special Collections

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archival staff with extensive knowledge of existing collections, research directions, etc. frequently in consultation with other staff where prospective collection topics overlap.

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curators of manuscripts & archives, regional print collection, rare book collection

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Archivist, records manager, and library director

---

the Archivist

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FT archives

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Archivist

---

head of dept, very infrequently with others higher up the chain (asst. dean or dean)

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Director

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primarily the archives director

---

archives assistant

---

head of special collections is usually the main decision maker, but will consult with archivists and occasionally the University Librarian

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The repository is self-deposit, and if deposited file(s) do not align with our Accession Policy, the curators and, ultimately, the director of our repository decide to suppress access to and/or delete files.

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Either myself, my boss or University Librarian or other administrator decides.

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University Archivist

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archivist and library director

The museum archivist in consultation with curatorial staff and the director of library.

The [state library] establishes retention schedules for local jurisdictions. Otherwise, collections are acquired at my discretion (I'm the City Records Administrator and Archivist) along with the advise of the 7-citizen Public Records Advisory Commission.

Usually the archivist. The collection development policy was approved by the Executive Committee of our school.

The University Archivist does appraisal of donations that fit the collection parameters as well as records on the official Records Retention Schedule.

The Head of the Medical Center Archives, in consultation w/ the Library Director and medical center leadership it's only one person for a private collection

The head of the unit

Archivist. Anything unusual is run by the President and sometimes Board of Directors.

It is up to the archivist discretion based on the collections policy.

By law, we do have a committee that is supposed to approve collections that are outside of our legislative mandate, but that committee hasn't been active in a decade. In their absence, the head of our archives makes the final decision on acquisitions.

We acquire through donations and purchases of collections that fit in with our mission statement

The archivist (lone arranger)

Various staff, including the Library director, and the archivist

things are dropped off; in the past the former archivists had a plan and record group structure but it is very outdated and from before modern archival practices. i have devised a record group but old habits are hard to break

The archivist

curator's decision

I, as chair of the Department of Archives and Special Collections, and University Archives

The museum director and the archives manager make the ultimate decisions.

University Archivist guided by written policy/guidelines and in consultation with director of larger unit.

The Collection Dev. policy was developed and is regularly reviewed and updated at the department level and approved by the BOT of the library. Collection dev. policies for all departments are required by the State of Illinois, and a prerequisite for State per capita funding.

the archivists

the org.

Curators work together to discuss potential acquisitions. We meet as a Collection Development team twice a month to assess potential acquisitions.

curators, dept head, and head of library

if I think it will fit into what we already have, I accept it

The person in charge of that collecting area in consultation with the Asst. Dean for Special Collection and University Archives

the archivist and the director of the library

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Assistant University Librarian

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Archivist

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When collections are offered the director of the department decides

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I am the first archivist ever in 140+ years there is a learning curve.

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Again, each Presidential Library has one.

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The college archivist and the special collections librarian discuss materials for acquisition, and additional input is sought from interested constituencies across the college community as necessary.

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curators and administration

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Each archivist is responsible for his/her own collection development. We have a university archivist and a political papers archivist at the moment, who actively collect in those areas. We have a vacant manuscript archivist position and rare book librarian position that we cannot fill at this time due to a budget crisis.

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Combination of Department Head, Collection Development archivist, and A&D professionals

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department head

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The mandate for the university archives came from the president's office, the details have been left to the archives team.

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Administration and Research Center Director

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The Archivist, with input from the Director of Library and Archives

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I do and any others who alert me to records, or when I know some long time employee is retiring.

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generally, the librarians who work with the archive collections

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Head archivist

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I do

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The institutional archives works with individuals and departments to have materials transferred.

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in-unit faculty makes decisions for their own program areas, in consultation with the Associate Dean

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The archivist

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Archivists, upper administration

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University Archivist

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curator and director

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Decision made by Archivist with input from Library Director (Archives is under the administration of the Library) and approved by the Library Advisory Board

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Archivists, in consultation with administrators

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the project archivist

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It is supposed to be curators, recommendations from bibliographers and administration, but this system is very flawed, as everyone wants to be in charge of bringing in collections

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staff of 1

The two archivists

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The library itself

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The Archivist

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Collections matching our collections policy are specifically sought out. Some materials are offered for donation unsolicited, and are accepted if they fit our policy and space constraints.

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Archivist makes all appraisal decisions.

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The Metropolitan Government Archivist

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Director of Special Collections and University Archivists work with the Library's collections department and administration to purchase materials.

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Scope so narrow not applicable.

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Dean of Libraries has delegated the University Librarian/University Archivist as the collection development person for Archives.

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Myself, as the archivist on staff, in concert with the manager of my unit, makes the decisions on what materials are acquired.

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The department heads/curators and the director of the library and the director of the entire organization

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Acquisitions are at the discretion of the archivist.

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Executive Director by way of Board of Directors

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All final Archives collecting policies and practices are approved by the Principal Librarian (department head).

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Archivist, with input from curatorial staff

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Curators make decisions individually about what to acquire.

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Archivist

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archivist and dean of libraries

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The single archivist or the director of the larger organization.

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archivist and state law librarian

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The archivist seeks out materials when someone is retiring or during large projects that she feels should be documented. We accept additional donations if contacted.

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The Head of Special Collections

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Director of Special Collection s& University Archives / Archivist for Collection Management

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University Archivist and curator, sometimes in consultation with appropriate staff, including a University Records Manager

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The archivist who is working with the potential donor is generally empowered to decide if we take a collection, and what parts. Sometimes there is a larger discussion amongst the faculty and staff, if it seems more marginally appropriate for us.

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We collect [...] State Gov. public records that are deemed to be permanent on retention schedules. Our collection policy also outlines types of local government records we will accession as well as the types of non-public records we might bring in. Archivist review these records, recommend and the Collection Manager in consultation with the Exec. Director makes the final call.

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Supervisor in consultation with archivist and librarian.

Collections are added by donation only, as approved by the College Archivist.

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It's usually a joint decision between the director, and some/all of the following: acquisitions & processing archivist, public services & reference archivist, and any staff with subject knowledge or collecting area responsibilities

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Chairman of our organization

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Archival manager and Head of Collections

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The archivist reviews an existing policy; evaluates it with the library director; when policies are amended, the university senior administration must approve changes.

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Me

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Department Curators

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the manuscript curator and university archivist

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The library director, the acquisitions librarian, accounts payable, and the special collections/archives librarian.

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Director

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Special Collections Librarian in consultation with Dean. we also only have part of collection policies online. so your survey will get flawed results.

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Archives Director and Head Archivist make most decisions, often in consultation with department curators.

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our 2 archivists

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Accessions Archivist

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I do, although I may confer with library colleagues. I'm taking an appraisal course right now to help with this. I haven't had an MLIS in archives concentration but never had time to fit in an appraisal class.

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archivist

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The University Archives Curator

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I am a lone arranger, so therefore I am the one who decides what records to transfer to archives or accept from citizens

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Full-time archivists makes recommendation to managers/library director.

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The archivist

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Regulated by state statute and Records Management

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We have one curator, in a considerable position, who frequently informs potential donors that we will take everything.

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librarian in charge of the special collection

## If your repository is not actively collecting, why not?

We accept materials that are offered to us but for the past two years I have been focusing on eliminating the backlog of unprocessed materials.

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deals with what comes in unsolicited

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Our focus is rather narrow and time bound, so very few collections would fit our primary mission. No staff time or resources to allow for proactive collecting. Senior management will not allow us to expand our mission.

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Not enough staff time; other responsibilities within library

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We collect when contacted about materials.

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We are the state archives. We accept transfers of agency records and donated collections but don't actively pursue either.

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We are an in-house archives so do not go looking for material to collect

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closed for private collection only

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As a Club Library / Archives, we do receive Member donations (which are vetted). In that sense, we are active in acquisitions. However, in a more traditional sense, we do not actively acquire items in regards to purchasing as we have a very limited budget.

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because we don't have buy in from library administrators

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After a vacancy of nearly a year, the Archivist position is newly appointed, and priority is on the extensive backlog.

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Very narrow scope.

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We are acquiring but have not drawn up a policy. No budget for acquisitions such as postcards from eBay. However, as we meet people through our increasing outreach and grant-funded projects, we do encourage relevant donations. Have also nurtured relationships with other repositories where items generated by our quasi-governmental predecessor commission have ended up.

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We don't have facilities to care for more collections, other than internal records. We promote preservation of judges' and donation to other repositories; we are open to accepting some if other homes can't be located.

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Management has not thought about it

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Lack of space; no funds to acquire archival collections, and any donors that have approached us have not have materials that fall within the scope of our collection policy. Our only archival material is from one collection donated to the library in the 1930s. The rest of the special collection consists of books, periodicals, maps, etc.