

Preliminary Collection Assessment Worksheet

Mission Relevance

What do the records document?	Comments:
Are the records considered vital?	Comments:
Are the materials most suited for the MBMG Archives? Are they better suited for another repository? (e.g., Butte Archives, World Museum of Mining, a different state's geological survey)	Comments:

Information Uniqueness

Does the collection content build upon existing collections? Does it help fill needed content or topical gaps in existing materials?	Comments:
Are the records or information duplicated elsewhere in the collection?	Comments:

Object Type

What is the storage medium?	Comments:
Are there information format issues pertaining to the prospective donation?	Comments:
Are there outdated floppy disks or other electronic media that require specific computer hardware to retrieve the information?	Comments:
Is the information documented elsewhere in an easier to use format?	Comments:
Do the materials include born-digital items or mixed physical media?	Comments:
Are there oversized materials or artifacts that require special storage containers?	Comments:
Does a hard copy equivalent of such electronic information exist within the donation?	Comments:

Restoration, Accessioning, and Storage Requirements

What is the donation's overall physical condition? (any water damage, mold, etc.)	Comments:
Does the MBMG have the facilities, funds, and staff to remediate the damage?	Comments:
How much labor will be involved in processing the donation?	Comments:
Is the collection well organized or randomly amassed?	Comments:
Will the donation require extensive "weeding" of extraneous and duplicate information?	Comments:
Is there adequate existing storage space for the donated materials? Will acceptance of the materials impact other collections or impede future collection strategies?	Comments:

Transportation

What is the cost of receiving the donation?	Comments:
Will the donor pay for the donation's delivery to the MBMG Archives?	Comments:
Does the donor expect the MBMG to transport the collection to its Archive?	Comments:

Other Considerations

What is the timing of the donation—immediate or in the future?	Comments:
Does the collection warrant an onsite evaluation?	Comments: