# Prioritize Collections Without Losing Your Mind!

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## The Dilemma

Your institution has an emergency plan – great! But you have 14 million collection items spread out over multiple buildings and departments. How do you prioritize collections in case of an emergency?

## What Librarians Say to You:

- "My collections are too big to prioritize!"
- "Everything is the highest priority!"
- "I can't choose one thing over another!"
- "My collections are the most important in the Library!"
- "It'll take too long to finish!"

## The Conservator / Preservation Librarian/ Administrator Needs A Tool That Is…

- Simple to conduct
- Unbiased and impartial for all parties
- Quantitative (numbers not feelings)
- Simple to compute
- Something that is "map-able" (create map location(s) of collection)

## What I Came Up With

| Series of Yes and No Questions | Add Additional Collections Score | Total Each Collections' Overall Score |
|---|---|---|
| • Y=0 / N=1<br><br>• "Maybe/It Depends" = 0.5 | • Overall rating scaled 1-3, with 1 being the HIGHEST priority | • The LOWER the score, the HIGHER the priority<br><br>• Color code each score and map the locations on collections map |

## How I Did It

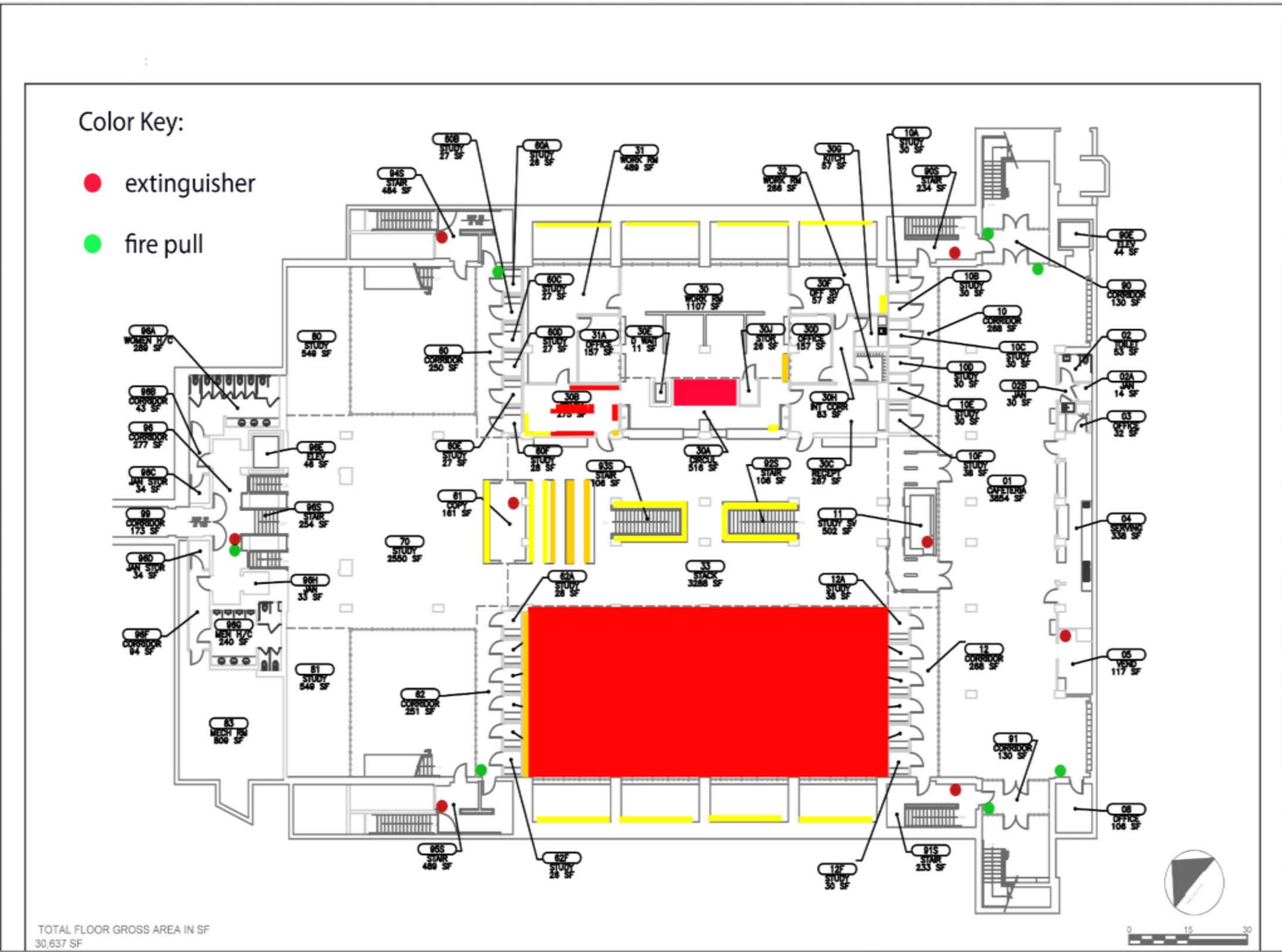| Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|---|---|
| Ask your librarian/ collection manager to group collections by call number/ shelf/ range. | Have them fill out the Priority Worksheet; each line in the Worksheet should have one collection group (see Worksheet sample below). | Go through the questions with the librarian/ collection manager and score their answers. | Tabulate the scores and sort by total score, lowest to highest. The result will look similar to the Worksheet example below. |



## Additional Tools You'll Need

- Floor plans/ maps of your institution in digital form
- Image editing software (e.g. Photoshop)
- Microsoft Excel or another spreadsheet application

## What it Looks Like When You're Done



## Want to talk to me at AIC about the Prioritization Worksheet?



Red hair

Exceptionally loud voice; propensity for singing 80s pop and show tunes

Purple Glasses

## You Can Use It Too! Check it out!

Scan the QR code below to download the tool and directions. Feedback welcome!