Chapter 2.1 Video Transcript
Intro:
SETTING UP A SYSTEM TO RECEIVE DONATIONS

Welcome to Chapter Two: Setting Up a System to Receive Donations Let's review where we are in the process.

In Chapter 1: Planning for Your Archival Collection, we talked about deciding to create an archive, gathering a team, agreeing on goals, and creating a plan. And you've done some thinking about what kind of material you want to include in your collection. So, you're going to be in one of three categories:

1) You've got all the material you need or want already, and you're not actively seeking any more material for this collection; or
2) You've got some material, but you want to seek out additional material to add to it; or
3) You're starting from scratch in seeking out and collecting material for your collection.

If you're in the first category, and you're not really going to be looking for or accepting any new material, then you can bypass this chapter and move on to Chapter 3. But if you're in either of the other two categories, then this chapter is for you!

As you start to gather material from your community for your collection–whether to add it to existing material you already have or to begin a new collection–there are ways to do so that avoid any potential difficulties as you go along. In the first of the next three videos in this

chapter, "Communicating with Your Community", we'll help you understand that part of the process and what to communicate to people you're collecting from. In the second video, "Collecting Historical Material", we'll provide some advice on how to go about collecting material, and we'll talk about gift agreements. In the final video, "Using the Spreadsheet", we'll help you understand what to keep track of as you collect material, and we'll offer a system you can use or adapt to keep track of it all using a spreadsheet.

And look for the Chapter 2 Resources PDF that provides transcripts of each of the videos as well as summaries of key information and templates for your use.

So, let's begin!