

Chapter 6.1 Video Transcript

Intro:

CARING FOR YOUR COLLECTION

Welcome to Chapter Six: Caring for Your Collection. In this last chapter of your toolkit, we'll talk about what you need to do to care for your collection, once it's completed and available for people to use. Way back in Chapter 1, when you were thinking about planning decisions for your collection, we talked about several decisions regarding the future of your collection: whether it would be open—and you would keep adding to it over time—or closed—and you would consider the collection completed. We also talked about who would care for your collection (if anyone), and how you would cover any costs of maintaining the collection.

In that first chapter, we laid out three options for you to consider, and then described the tasks that need to happen to care for your collection, to help you choose which option was right for you:

- 1) To keep the collection within your organization and designate a person or committee to care for the materials going forward;
- 2) To try to donate your collection to an archival organization that can care for it on your behalf; or
- 3) To do nothing and let the collection just exist.

Now that you've completed your collection or at least have it underway, you have a better sense of what's in your collection and how it's going to take shape. So, now it's time to go back and review those tasks that are involved in caring for the collection going forward.

In this final chapter, there is only one video for you to work your way through: **What You Need to Know: Caring for Your Collection**. Once you've done so, you have completed all the chapters in this Toolkit. Congratulations!

So, let's begin.