

Purpose of this document

This document is designed to act as a visual planner to track and demonstrate your progress towards meeting the requirements of the Collections Development section of the Archive Service Accreditation standard. Using small coloured post it notes you can track progress visually.

Start by comparing your situation with the requirements of the standards as outlined in the Accreditation guidance. Note the individual requirements/evidence on small post-its. Use different colours for whether you have the requirements in place or whether they need further work. As you progress in developing your work in this area you will visually see the progress towards your goal for completion

2.1 Collections management - priorities for action

2.1

2.2
Collections development

2.3
Collections information

2.4
Collections Care and Conservation

2.2

2.3

2.4

2.2 Collections Development

2.2 A coordinated approach to Collections Development

2.2.1 Clear policy on Collections Development

2.2.2 Collections Development Plan