ARCHIVES & SPECIAL COLLECTIONS

CONSORTIUM LIBRARY

COLLECTION ASSESSMENT

&

PROCESSING PLAN

Print version of this document with signatures should be included in the processing file. An electronic copy of this document should be saved in the shared drive/ProcessingFiles as HMC-xxxx-plan.

COLLECTION ASSESSMENT

**Collection**:

**Current approximate volume**:

**Description**:

**Existing order**:

**Preservation issues**:

**Ownership/rights transferred**:

**Is this an addition to an existing processed collection**:

PROCESSING PLAN

**Proposed arrangement (include possible division of elements into new/other collections, if an accretion, will it be interfiled, while collection reprocessed, or added?)**:

**Proposed level of description**:

**Proposed weeding**:

**Specialized supplies needed**:

**Priority justification**:

**Possible student/volunteer assignments**:

**Proposed by/date**:

**Approved by/date**: