

Reviewing the Documentation

Prior to the site visit, review the following documentation to develop an understanding of the museum. Your analysis of these materials will help you

- decide which additional materials to request and which questions you'll ask on site
- develop the agenda
- draft an outline for the report

The documentation includes the:

- Critical Issues Checklist*: outlines the topics to be reviewed during each type of assessment. Use it to guide your review and analysis of the museum's documentation. (See page C3.)
- MAP Application*: includes the museum's goals for the assessment, as well as descriptions of its mission, programs, exhibits, and collections.
- IMLS Application Face Sheet*: provides the demographics of the institution
- Self-Study and Activity Summaries*: describes the areas of the museum's operations that are relevant to the assessment and articulates the museum's areas of concern.
- Supporting Documentation*: the plans, policies, and other relevant documentation that support the self-study. Review the Relevant Documentation in the Critical Issues Checklist for the appropriate assessment; determine the documents you need; then ask the museum which ones are available. The museum will send these materials directly to you.



As you review documentation, develop a list of questions. Before the visit, sort the questions according to potential interviewee (registrar, governing authority, etc.) and refer to the list during the assessment. This will make for a comprehensive review and minimize follow-up calls.



Develop a rough outline or list of key points to be covered in the report. Later, this will remind you of your observations and conclusions.