

## Sample Collections Stewardship MAP Workbook Outline

*This sample is to be used as a reference to better understand the outline of the Collections Stewardship MAP Workbook. The MAP Workbook is periodically updated and is subject to change.*

| <b>Part One: Laying the Groundwork for Success</b><br>(Before the Site Visit)  | <b>Part Two: Engaging on Site</b><br>(During the Site Visit)                                      | <b>Part Three: Keeping Momentum</b><br>(After the Site Visit)   | <b>Part four: Moving Forward</b><br>(After Receiving the Assessment Report)  |
|--|---|---|--|
| <p><b>Section One: Mission and Planning</b></p> <ul style="list-style-type: none"> <li>• Questions &amp; Data Gathering</li> </ul> <p><b>Section Two: Governance</b></p> <ul style="list-style-type: none"> <li>• Questions &amp; Data Gathering</li> <li>• <i>Activity One:</i> Governing Authority Collections Responsibility Activity</li> </ul> <p><b>Section Three: Administration and Finance</b></p> <ul style="list-style-type: none"> <li>• Questions &amp; Data Gathering</li> <li>• <i>Activity Two:</i> Perception of Collections Activity</li> </ul> <p><b>Section Four: Collections Stewardship</b></p> <ul style="list-style-type: none"> <li>• Questions &amp; Data Gathering</li> <li>• <i>Activity Three:</i> Acquisitions Activity</li> <li>• <i>Activity Four:</i> Documentation Activity</li> </ul> | <ul style="list-style-type: none"> <li>• <i>Activity Five:</i> Deaccessioning Activity</li> </ul> | <p><b>Section Five: Interpretation</b></p> <ul style="list-style-type: none"> <li>• Questions &amp; Data Gathering</li> </ul> <p><b>Section Six: Getting Focused After Your Site Visit</b></p> <ul style="list-style-type: none"> <li>• Reflection &amp; Questions</li> <li>• <i>Activity Six:</i> Disaster Preparedness Activity</li> <li>• <i>Activity Seven:</i> Agents of Deterioration Activity</li> </ul> | <p><b>Section Seven: Implementing Change after the Report is Received</b></p> <ul style="list-style-type: none"> <li>• <i>Activity Eight:</i> Implementing Change</li> </ul> |