

ACQUISITION STRATEGY

Guidelines

Strategy	Guidelines
A. Collection and Programs	
<p>1. Describe the purpose of the Collection and why it is maintained by the unit; provide a bulleted list.</p> <p>Provide a brief history of the collection with selected facts</p>	<p>Avoid generic rationales. Be specific and ensure reasons are clearly stated. Include any special designations or external requirements pertaining to the Collection:</p> <ul style="list-style-type: none"> • Is it a repository for thesis Collections? • Is it a provincial repository? • Does it fulfill a partnership agreement or legal requirement? • Is it a required part of an international research network? • Is it only used in teaching undergraduate courses? • Is it only used for research? • Is it exhibited in the department's museum facility? • Is it used in outreach? • Does it document the history of a profession/discipline? • When was the collection established? By whom? What are milestones in its growth to date?
<p>2. List the type of material collected and for each, provide approximate numbers that indicate the status of the material in terms of how many objects are:</p> <ul style="list-style-type: none"> • Accessioned • To be accessioned • Pending decision 	<p>Be brief but complete.</p> <ul style="list-style-type: none"> • Use categories, classifications, taxonomy relevant to the discipline or unit • use descriptors such as time periods, geographic regions, or subject-specific terms
<p>3. List the academic programs supported by the Collection, and that impact the use and/or growth of the collection.</p> <p>Indicate if the program is current/continuing, or new (to be introduced within the next five years).</p> <p>Describe the relationship of the collection to the program.</p>	<p>For Undergraduate and Graduate programs, list the courses, and approximate number of students, how students access or use the collection, and if student work affects the growth of the collection.</p> <p>For Research, describe the focus of the research program and number of faculty engaged in collections-based research and how researchers access or use the collection and if researchers' work affects the growth of the collection.</p>
<p>4. List community engagement programs/activities supported by the Collection; indicate if the program is current/continuing or</p>	<ul style="list-style-type: none"> • Do you provide school tours to K-12? • Do you operate a museum exhibition facility? • Are you planning a new exhibition theme/topic? • Do you have partnerships with external agencies to

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<p>new (to be introduced within the next five years.)</p> <p>Describe how the community engagement programs/activities relate to the academic plan of the unit and/or the University.</p> <p>Describe the relationship of the collection to the program.</p>	<p>deliver continuing education or lifelong learning?</p>
<p>B. Strategy and Criteria for New Acquisitions</p>	
<p>1. Identify the types of new acquisitions that are essential to support the current and proposed programs identified above. Include any guidelines and criteria that will affect any decisions to acquire.</p>	<p>List the important/essential acquisitions you anticipate, and for each provide the following:</p> <ul style="list-style-type: none"> • broad theme/topic/area of collecting; • which program(s) require the object(s); • specific criteria; • limitations (number/size of objects beyond which there is no storage; funds available for purchase); • Are there specific documents that must accompany an acquisition such as photographs, field notebooks, etc. • acceptable modes of acquisition (e.g., only acquired through field collecting resulting from faculty research projects); acquired through purchase
<p>2. List any existing collecting area that will no longer be supplemented.</p>	<p>Identify the reasons for discontinuing and indicate whether this is anticipated to be a short-term (the five year period covered by this strategy) or long-term decision, such as:</p> <ul style="list-style-type: none"> • budgetary constraints; • unsuccessful grant application; • adequate representation in collection; • change in teaching/research focus; or • change in staffing.
<p>3. List any additional requirements unique to the Collection that would affect a decision to acquire.</p>	