

Preliminary Collection On-Site Assessment

Equipment and Supplies	Tools to document and assess the collection, including: Digital Camera Tape Measure Laptop Computer
Verify Collection Contents	Verify that the physical collection contents match the donor-supplied inventory.
Determine Collection Size and Scope	<p>Estimate the number of boxes, cabinets, and the total linear feet of material in the collection.</p> <p>Note the most outstanding physical aspects of the materials (does it include physical samples such as drill core, etc.)</p> <p>Determine if the collection will come “as is” or pre-organized and/or purged?</p>

Determine Collection Acceptability	After reviewing the materials, advise the donor about the items the MBMG Archives will or will not accept within the scope of the collection and why.
Advise the donor about organizing the material for packing and shipping	<p>Explain how to prepare a basic packing list per box of materials and an overall shipping list for the entire set of materials (e.g., Box 1 of 75, Box 2 of 75, etc.)</p> <p>Discuss suggested packing supplies and determine the labor and financial responsibility for packing, transferring, and receiving the materials.</p>
Determine the transport of accepted materials to the MBMG Archives	Identify the collection shipment method: a shipping company, pick up by MBMG staff, FedEx, local delivery, etc.
Monetary valuation of records	The MBMG Archives does not provide appraisal services for prospective collections. If the donor would like an appraisal, an independent appraiser must assess a collection's monetary value at the donor's expense.