Sample Collection Policy Components and Template

Use this sample template to create your own collection policy. Remember, collection policies differ by organization but there is always a basic structure to them.

Component 1
Name of Repository: _____

Component 2
What is the purpose (or mission) of the archives? _____
_____
_____

Component 3
Describe in detail the types of historical materials your archives collects. List the subjects, people, timeframes, and geographic regions your program focuses on.
_____
_____
_____
_____

Component 4
Describe the specific formats your repository will accept or not accept._____
_____
_____

Component 5
State how materials can be accepted into the collections (donation, transfer, gift, and bequest)
_____
_____

Component 6
Under what criteria would you remove unwanted materials from the collection? Describe the removal process and name the authoritative body charged with making this decision.
_____
_____
_____

Component 7
Will loans of materials be made to other local archives and will you accept records on loan? Do you have a loan agreement or policy?
_____
_____
_____