



Preservation Planning: Guidelines for Writing a Long-Range Plan (Professional Practice Series)

Sherelyn Ogden

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Turn your conservation needs assessment into a long-range plan! This publication leads you through the process of writing a long-range preservation plan for collections care. Intended for museums, historical societies, libraries, and archives that have had a conservation-needs assessment and seek assistance in developing a written plan, this step-by-step guide lessens the need for an outside consultant. The workbook contains guidelines and worksheets for drafting a plan, a checklist to follow throughout the process, information on updating and marketing the plan once it is written, and a sample plan. Published in an easy-to-manage loose-leaf notebook, the worksheets can be removed and photocopied. The worksheets also are supplied on an IBM-compatible floppy disk included in the workbook.

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