Exercise Sheet

Ten Agents of Deterioration

Initial Assessment

We want you to make a list of the ten agents of deterioration as they affect your collections and your repository. This will be a record that you can come back to throughout the course and use at the end of the course to see how much you have learned and how you have been able to improve collection care in your archives.

Use the table overleaf to list the ten agents in the order that is most helpful to you. For example in order of the greatest concern, in the order of the things you have most under control or in the order we presented it to you in the slide show. Note them in the first column, “Agent of Deterioration”. Use the second column to record what you feel are the current risks and challenges for collection care in your archives. The third column, “current management solution” is where you can note how the agent of deterioration is being dealt with at the moment. You can use the notes column for anything that explains more or for ideas you have on how to improve the situation. This section could be quite long and detailed.

This activity is not intended to enable you to come up with ultimate answers or solutions. It is a chance for you to use the ten agents framework to shape your approach and understanding of how these ten issues affect (negatively) your collections, how well you are addressing these issue and whether you might improve on it in future.

|  |  |  |  |
| --- | --- | --- | --- |
| Ten Agents of Deterioration Assessment | | | |
| Agent of Deterioration | Challenge, risk, status | Current management solution | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| “Collection Care” copyright International Council on Archives, 2022, is licensed under Creative Commons License Attribution-Noncommercial 4.0. |

 