TO: Paula Kaufman

FROM: William J. Maher

SUBJECT: Special Collections Division “SWOT” Analysis

DATE: November 18, 2005

Below is our Division’s contribution to the first phase of the ongoing strategic planning process, submitted in compliance with the December 1 deadline announced some time ago at the Administrative Council.

**SPECIAL COLLECTIONS DIVISION**

**Strengths:**
Internationally significant collections of great depth and breadth.

**Weaknesses:**
Facilities do not protect the collections adequately and in some ways actually do them harm. There is insufficient staff to care for our collections and provide access for our users.

**Opportunities:**
We can foster scholarship and learning if we make uncataloged collections accessible. Dynamic public programming will raise awareness of the library's collections and make connections with potential donors.

**Threats:**
We will not be able to attract world-class collections without facilities equal to those of our peers.