COLLECTIONS: LOCAL SALVAGE PRIORITIES

The following table provides departmental libraries with the ability to begin developing a list of collection priorities for their units. After reviewing the document entitled *"Collections: Establishing Salvage Priorities"*, generate a list of salvage priorities and place them in order of importance on this paper. Follow these instructions:

Call Number Range: This column should include the call number range in question.
Location in Building: In order to assist salvage, provide a brief description of location. For example, *First Floor, Southwest Corner,* or *Room 182, Third Range.*
Describe Materials: Briefly describe type of materials: bound serials, monographs, miscellaneous, maps, folios.
Ranking: 1, 2, or 3, with one being the highest priority.

Note: Failure to complete the document and provide Preservation and Conservation Departments with copies *prior* to a disaster will significantly complicate consideration of your priorities at the time of a disaster. Consequently, priorities will be assigned using the following general model: Reference collection, serials, everything else.

Call Number Range	Location in Building	Describe Materials	Ranking