**Sporting Heritage toolkit**

**Collection management simple baseline assessment and planning sheet**

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| **Topics** | **Prompt questions** | **Answers** |
| **Collection information** | **How many items do you have?** |  |
|  | **What types of material do you have?**Artefacts: wood, metal, textiles, plastics, leather, mixed mediaDocuments: paper, card, vellum, PhotographsOther? |  |
| **Ownership** | **Who owns the collection?** Is there any agreement in place to support this? |  |
|  | **Are parts of it owned by different people / organisations?**If so who? |  |
| **Location** | **Where is your collection held?** One location / multiple locations? |  |
|  | **Who has access to these locations?** |  |
| **Existing information & activity**  | **What information do you already have about your collection?**Eg. Lists, catalogues, inventories, correspondence, notes, records of exhibitions, donor paperwork  |  |
|  | **Who holds information about your collection?**Another organisation, club, historian, museum, archive? |  |
|  | **What collection management activities have already taken place?**Eg. Inventory, cataloguing, photography, any written policies? |  |
| **Resources** | **What time do you have available?** Is there a deadline for this work? |  |
|  | **What budget do you have available?** |  |
|  | **Do you have working space to undertake this activity?****Who do you have to help with this activity?**Staff / volunteers? |  |
| **Project aims** | **What are you hoping to achieve from your collection management work?**Eg. To be accountable for the collection To be able to audit and / or value the collection To improve the existing information on fileTo prepare for a project or exhibition |  |
| Project outcomes | **What are you wanting to create from your project management work?**Eg. Inventory, catalogue, list, photographs, new policies,  |  |

