

Staff/User Education Checklist

Action	Needed?	Priority	Notes
Develop/implement education/training for staff/volunteers/users:			
Consciousness raising			
Collection handling			
Emergency preparedness			
Security			
Other			
Develop/implement education/training for board/administration:			
Consciousness raising			
Other			
Obtain/create educational materials			
Distribute printed information			
Design preservation exhibit			
Meet with staff/volunteers			
Meet with board/administration			
Other			
Other			