

DANCE *Library*

Sustainable Policies Project

Problem

- Huge quantity of items in need of organization, cleaning, cataloging, labeling, and shelving.
- Significant number of duplicate holdings.
- Volunteers unable to proceed effectively or forced to repeat work.



Project & Process

Create Collection Development & Cataloging Policies

- **discovery & collaboration:** work with Volunteer Coordinator to identify points of greatest need.
- **literature review:** evaluate and establish industry standard language and theory.
- **drafting:** create policy drafts, incorporate the unique needs of the library.
- **sharing & editing:** solicit feedback from stakeholders and fine-tune policies.
- **implementing:** provide final policies, present findings to all staff, and train library volunteers.

Impact

Support creation & guide the future growth of the library, in line with the current vision.



Photo credit: Kirsten Bloom Allen as Daisy and Jared Nelson as Jay Gatsby in "The Great Gatsby" by the California Ballet Company. (Brad Matthews)

Save the library time and effort, preserving practices through volunteer & staffing changes.