

## **What to Think about when Hiring an Archival Consultant**

Hiring an archival consultant to assess and provide direction for your archive program demonstrates the community's commitment to address the role of the archives.

We recommend that a brief RFP be formulated that highlights the history of the community, summary of its ministries, description of the current archives operation, and photos of the space and storage of the collection.

Other elements Communities should consider:

- Obtain recommendations from other repositories to see who they hired and why.
- Decide what you want to accomplish
  - Are you going to hire a professional archivist in the near future?
  - Do you have a concern about the operation of the archive and whether it meets your needs going forward?
  - Are you thinking of transferring your archive to another repository and concerned about whether you are prepared?
  - If you are transferring your archive are you worried about confidential information?
  - Do you have Policies that protect your collections?
  - Do you need a strategic plan?
  - Do you need guidance regarding what is important or essential to keep?
- Make sure that the contract specifies the "scope of work" to be accomplished.
- Require a written report in a timely manner.
- Get a resume from the consultant with a list of their clients.
- Check references.