

Worksheet 8: Salvage Priorities Inventory

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Introduction

The [Emergency Response Planning Manual](#) describes four steps that provide heritage institutions with a structured framework for identifying collections response strategies. This worksheet can be used to complete step 3 called “[Identify salvage priorities](#),” which can help with triage during salvage and ensure that high value objects are recovered. This worksheet can be used in conjunction with [Worksheet 7: Salvage Priorities Questionnaire](#).

Instructions

Compile all the objects identified as potential salvage priorities from the copies of Worksheet 7 and record them in Worksheet 8. List the objects in order of descending priority score. List those with the same score in alphabetical order or by accession number. List objects more than once if identified by more than one person, especially if the score differs. Use more than one copy of the worksheet table if necessary.

Once a list has been compiled, meet with staff who have identified the possible salvage priorities. Begin by agreeing on a target for the number of objects to include in the emergency plan. Then review the objects listed in Worksheet 8 and decide which of them are important enough to be listed in your emergency plan as salvage priorities; for example, those above a certain priority score. Enter “Yes” in column 5 for each object selected. If an object is not selected, enter “No.” Continue the discussion until everyone agrees on which objects are salvage priorities and which are not.

Next, decide whether the objects identified as salvage priorities are also evacuation priorities. Enter “Yes” in the sixth column only if it might be feasible to remove the objects to a safer location when advance notice is given.

Finally, have someone transfer the list to the salvage priorities table in your emergency plan. You may wish to re-organize the rows by location or accession number to make the list most useful in the event of an emergency.

Instead of Worksheet 8, you may wish to use the “Inventory” tab in the [Salvage Priorities Assessment Tool](#) (Excel spreadsheet, 130 KB) for the discussion about salvage priorities. First, enter the questionnaire information from each person’s spreadsheet or from their copies of Worksheet 7 into the “Questionnaire” tab of one master spreadsheet. A list of all objects evaluated in the “Questionnaire” tab will be generated automatically in the “Inventory” tab of the spreadsheet. Sort the list by priority scores as indicated on the spreadsheet. Then complete the entries to the table as described for Worksheet 8. The final list can be sorted by location or accession number and then copied and pasted from the spreadsheet directly into your emergency plan.

Worksheet

Salvage priorities inventory

Priority score	Object(s)	Accession number(s) or fonds	Current location(s)	Salvage priority	Evacuation priority	Notes

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