APPENDIX 3 -

Worksheet: Is a Collaborative Portal right for your organization?

The intent of this activity is to consider what kind of access you want the public to have to your organization's collection information and evaluate the risk involved with more access and how participation in a collaborative portal like Northwest Digital Heritage might fit in with your organization's priorities.

Who in the organization should do this activity?

This would depend on the type of governance structure of your organization. For larger organizations or departments in a larger organization, talk to your manager about the decision making process.

For smaller organizations with minimal or no staff, it is advised that ultimately the decision to join a collaborative portal should be a board level decision. If staff/volunteers primarily manage the collections OR your organization has a collections committee, either one of these groups could do this activity and provide recommendations to the board. Alternatively, if the organization is all-volunteer and board members also manages the collection, it would be a good idea to consider having the entire board do this exercise.

What organization information should you review before doing this activity?

- Any organization core documents such as Mission, Vision, Values, Ethic statements, Collections Policy
- If your organization does not have them, consider industry ethics standards such as:
    - American Alliance of Museums (https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/)
    - Society of American Archivists -(https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics)
- Who can currently access your collection information and in what ways (online, on site, general public, members only, researchers only, etc.)
- Instructions on your collection management system your organization uses to manage your collection, this may either be a database or a spreadsheet depending on the system you use.

Additional considerations

This activity is meant to promote internal conversation by generally assessing your organization's ideal level of access to your collection information and what risk factors to consider based on that ideal level of access. It does not provide legal advice or absolution of risk associated with access.

Ultimately your organization assesses and decides what risk you are willing to take. But, just because risk exists, does not mean steps can't be taken to mitigate risk. If during this exercise you find that there is risk, please consider conversation and resources to clearly define and address real or perceived risks factors.

Additional resources for any recommendations or next steps

- Oregon Heritage MentorCorps - a technical assistance program that matches organizations with someone trained in heritage preservation and organization management skills. Applications to request assistance open in July.
- Northwest Digital Heritage - a collaborative portal that also provides technical assistance related to digitization and access for online collections.

Step 1: Follow the directions for each section below related to 'Access' and 'Risk'.

Access
Mark the box next to each statement your organization agrees with regarding the type of desired access you ideally want the public to have to your collection.

☐ Anyone can access the collection online.

☐ Only the local community should access the collection.

☐ The collection can be accessed on-site at a publicly accessible research station.

☐ The collection should NOT be accessed online.

☐ Only Staff/Volunteers should be allowed to access the information and control what others can view.

☐ We want the public to engage with collections we are not able to display for reasons such as space and preservation risk.

☐ We don't have the capacity to answer research requests and would like the public to be able to search the collection on their own.

☐ If teachers and students are unable to travel to our site, we would like them to engage with our collection online to support their curriculum.

☐ We want to limit online access because we depend on fees for research requests and image requests.

☐ By having metrics of how many people access our collection online, we would be able to leverage that information with local decision makers, grant funders, donors, and partners.

☐ Our organization is private and only exists to serve a particular audience therefore access is restricted to a membership.

Scoring instructions: Count up the number of statements in black you marked. Subtract one for each statement in red you marked. For example, If you marked 2 statements in black and 3 red statements, your total would be -1. Put the total in this box⟶ **ACCESS TOTAL**

Risk
Mark the box next to any of the statements that are true for your organization regarding risk of access to your collection information.

☐ The collection contains harmful depictions or descriptions of historically mistreated communities.

☐ We would consider working with the community on addressing harmful language in our collection.

☐ The collection contains content that could trigger trauma for those engaging with the information.

☐ We would consider a process to determine triggers for trauma that exist in our collection information.

☐ The collection contains personally identifiable, medical, or financial information.

☐ Our collections system allows for us to flag records that have harmful language or personal information.

☐ The collection contains materials that it doesn't own, or has possession of items it doesn't have the copyright to.

☐ Our organization is willing to have internal conversation on the level of risk associated with items that have unknown copyright.

☐ Materials are at risk of theft or vandalism if their existence and location (via repository identification) are made more easily discoverable.

☐ We know we can improve the security of our collection but need guidance and resources.

Scoring instructions: Count up the number of statements in black you marked. Subtract one for each statement in red you marked. For example, If you marked 4 statements in black and 1 red statement, your total would be 3. Put the total in this box ⟶ **RISK TOTAL**
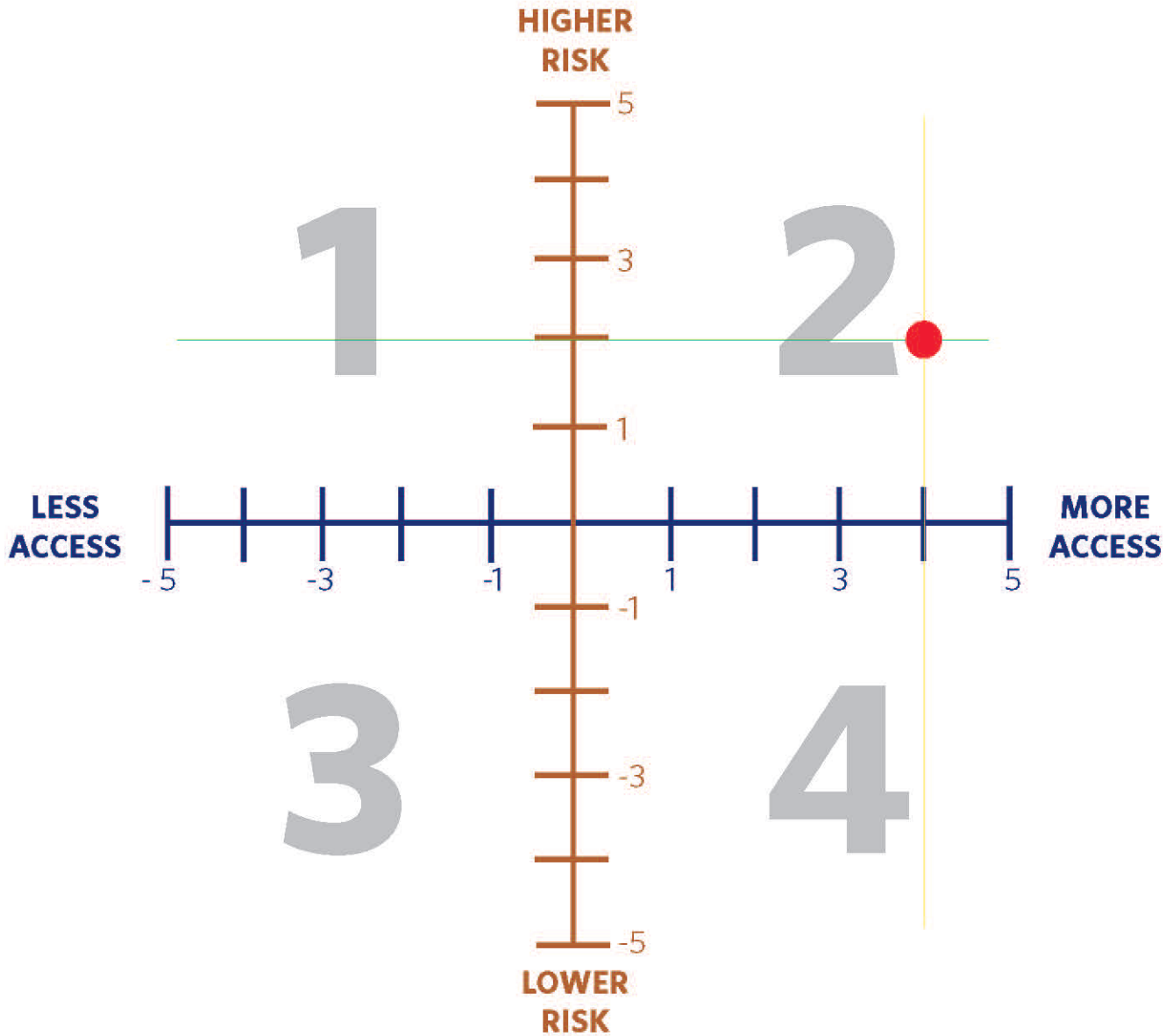
Proceed to the next page for the next step.

Step 2: Take the totals you recorded in Step 1 and place them on the appropriate axis. Plot the point at which they would meet and record the Quadrant number this point falls within. If you are having trouble, use the following example as a guide.

EXAMPLE: Let's say an organization had the following totals: Access = 4 & Risk = 2

1. First, find 4 on the blue axis and draw a vertical line going through that axis (shown in yellow below).
2. Next, find 2 on the orange axis and draw a horizontal line through that axis (show in green). The red dot is where they intersect and it falls in quadrant 2.

HIGHER
RISK

5

1   3   2

LESS
ACCESS   MORE
ACCESS
- 5   -3   -1   1   3   5

-1

3   -3   4

-5

LOWER
RISK

What quadrant did your point fall within? Record that number here and continue to the next page to find out recommendations based on these results. (if your score is 0 on either of the axis, record the two quadrants you fall between and review both of them on the next page)	QUADRANT

Step 3: Find the quadrant that matches your results from the previous page and review recommendations and considerations.

1 **Less Access/Higher Risk**

A collaborative portal may not be the right choice for your org. at this time.

It could be that the level of risk is impacting your organization's desire for the public to have more access to your collection. There are tools and resources to help address each of the risks listed when your organization is ready.

If capacity is the main issue for increasing access to your collection, consider contacting Oregon Heritage MentorCorps to help with prioritization or project planning. However, if the organization does not value access to the collection, more internal conversation may need to happen about your organization's role as a collecting institution and how it fits into ethics, standards, and duties related to public service and collections. Consider reviewing the industry ethics, standards and duties on the first page of this activity.

2 **More Access/Higher Risk**

You want to increase access but need guidance on lowering the risk.

It appears your organization would like more access to your collection but are concerned about the level of risk.

This does not discount participation in a collaborative portal, but there are resources to help address the risk factors.

It is recommended you consider the following actions:

• Contact Oregon Heritage MentorCorps to get guidance on potential steps to address concerns of risks related to collection management and security

• Contact Northwest Digital Heritage to request guidance on harmful language, copyright, and personal information concerns.

3 **Less Access/Lower Risk**

Consider more internal conversation about access to collections.

Despite having a lower risk level for your organization's collection, access does not seem to be a high priority. This may be because your organization exists to serve a very particular audience or interest group.

Generally, for museums/libraries/archives that are nonprofits or publicly owned and operated, allowing access to collection information is considered part of it's duty of public service.

It is recommended that your organization's governing body review industry standards and ethics related to collection access such as those listed on the first page of this activity.

If capacity is the primary reason for less access, it may benefit your organization to take advantage of strategic planning processes or free project planning services such as Oregon Heritage MentorCorps.

4 **More Access/Lower Risk**

Your organization should consider a collaborative portal!

Access to your collection information seems to be a major priority for your organization and risk for your collection is on the lower side.

Cleaning up your collection data is the right step if you want to join a collaborative portal. It is recommended you pursue a collection data clean up project. Also contact Northwest Digital Heritage to request information on how to participate so it can be incorporated into your planning efforts to increase access to your collections.

If in the risk section you selected any of the red statements, Northwest Digital Heritage can help provide guidance on addressing those risks.

If your collection is not currently available online, Northwest Digital Heritage can provide a hosting option.

Step 4: Regardless of which quadrant you landed in, consider continuing the conversation in your organization related to access and risk. Resources and contacts for any recommendations or next steps can be found on the first page of this activity.