

Stakeholder Mapping

Engaging with Stakeholders throughout Collection Development

For the purposes of this mapping, engagement includes all forms of communication, with the purposes to inform, consult, obtain consent on, or shape plans for collection development. Only begin to develop the collection if consent from stakeholder(s) is obtained.

The engagement with stakeholders can be tracked throughout the collection development process, by project stage plan. The project stages given below are illustrative only; they can be adapted and re-ordered as appropriate, or multiple actions may take place at the same time. The communication purpose and level of involvement of each stakeholder may vary across project stages. You may determine the level of information and control required by each stakeholder at every project stage, depending on your institution, event or collection. Be honest about what you ask of each stakeholder and how much control they can have, from the outset. Document stakeholder consent or input in as much detail as possible, e.g. not only the decision to collect, but the holistic plan including what, when and how to collect. Mapping stakeholder engagement in one place enables you to identify any needs or concerns in alignment or in conflict among stakeholders, so communication may be adapted and any conflicts addressed.

Take note of the wider social context parallel to collection development, e.g. a significant date or anniversary may come up before or after the collection is complete, current events may resonate with this collection and certain stakeholders, add new stakeholders if they become invested during the process. Evaluate the direction of collection development in light of opportunities, challenges and sentiments identified from ongoing stakeholder engagement.

Stakeholder	Collection Plan	Relocation / Storage Plan	Preservation Plan	Cataloguing Plan	Digitisation Plan
<i>Organisation</i>	<i>What? When?</i>	<i>Where?</i>			<i>Where (longterm)?</i>
Donors					
Users					
Emergency Services / Local Authorities					
Partner (if any)					
Team – Advisors, Contractors and Volunteers					

Governing Body

Funder (if different from governing body)

Space - physical (storage and display)

Space – Digital Platform Host and Domain Owner (if different from Physical)

General Public – Non-users (Local, Regional and International)
