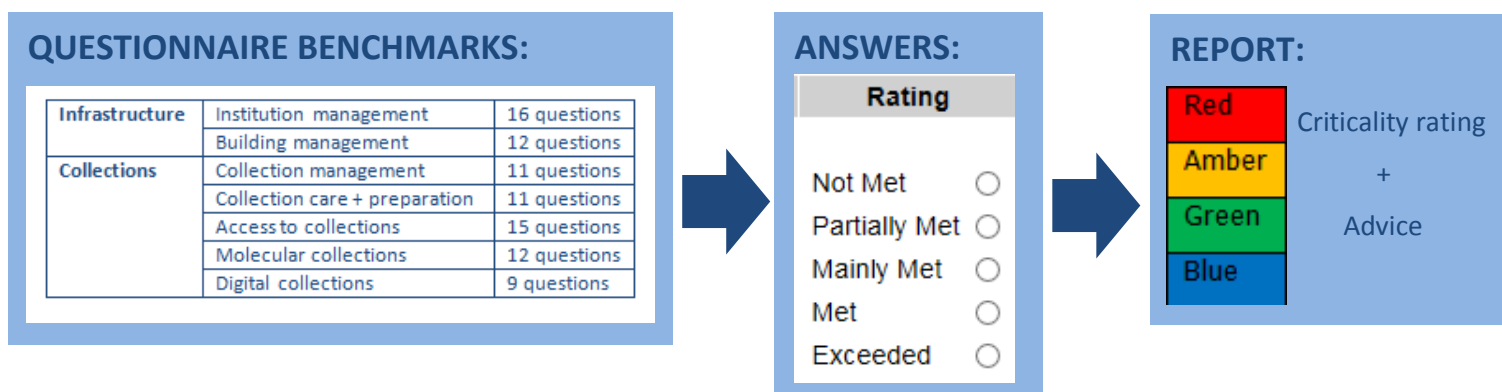# SYNTHESYS

Synthesis of systematic resources

Collections Self-Assessment Tool

What's it all about?

- a simple-to-use, online self-assessment for collections-holding institutions
- questions cover infrastructure (institution and building management) and collections (management, care, access, molecular and digital)
- identifies areas for improvement and provides advice on where improved standards can be adopted
- provides valuable information that institutions can use in planning, management and in seeking funding
- allows SYNTHESYS to identify collection management needs across Europe and beyond

What is involved?

- nominate an individual to register and act as the main contact point
- complete the questionnaire via tickbox answers either at department or institution level.
- approx. 2-3 days for data gathering and a couple of hours to enter the results
- results are submitted online to the SYNTHESYS administration.
- contact person receives a report summarising results including recommendations for improving any areas which do not meet the benchmark level

QUESTIONNAIRE BENCHMARKS:

Infrastructure	Institution management	16 questions
	Building management	12 questions
Collections	Collection management	11 questions
	Collection care + preparation	11 questions
	Access to collections	15 questions
	Molecular collections	12 questions
	Digital collections	9 questions

ANSWERS:

Rating	
Not Met	○
Partially Met	○
Mainly Met	○
Met	○
Exceeded	○

REPORT:

| Red |
| Amber |
| Green |
| Blue |

Criticality rating

+

Advice

The CSAT can be accessed here:

http://www.synthesys.info/network-activities/synthesys3-na2/self-assessment/

and will be available free of charge online until at least the end of SYNTHESYS3 (August 2017).

To date, **43** institutions from **22** countries are using the tool.

Institutions who have already completed the self-assessment are encouraged to re-use it to test whether collections management is improving.

More information about the SYNTHESYS project can be found on our website: www.synthesys.info.

Confidentiality
The results of the survey are completely confidential. The report will be sent to the institution's contact person only. The data may be used in SYNTHESYS reports and associated publications on the status of collections in Europe but all data will be anonymous.