

Homework #1 = Be familiar

- With institutions:
 - Institutional mission & fulfillment
 - Known specialties & reputation
 - Dedicated, restricted purchase &/or preservation funds
 - Ready~future audiences
 - Collection plan (diff from collection policy)
 - Referrals from third parties

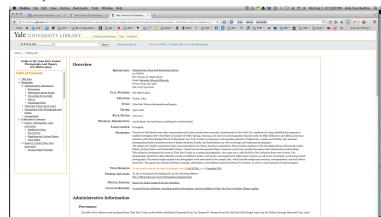
Homework #2 = Be prepared

- Documents
 - Know what a deed-of-gift entails, e.g.:
 - Society of American Archivists "A Guide to Deeds of Gift" (2014) = <http://www2.archivists.org/publications/brochures/deeds-of-gift>
 - Research Library Issues "Models" (2012) = <http://publications.arl.org/rli279/5>



Homework #3 = What you get

- Documents
 - Finding aid (no itemization), e.g. = <http://hdl.handle.net/10079/fa/beinecke.tobapatotucker>



Homework #4 = What you get

- Documents
 - Catalog (items) = <http://www.moma.org/search/collection?query=tucker%2C+toba>
 - Results 1–4 of 4 for "tucker, toba" in the Collection



- Filter your results:
 - Tobin Tucker (American, born 1955)
 - ... Tobin Tucker (American, born 1955). Add to My Collection Not on view Tobin Tucker. Luis. April 13, 1979 Luis April 13, 1979. Tobin Tucker. Luis. ...
 - THE COLLECTION | OBJECT
 - Tobin Tucker. Luis. April 13, 1979
 - ... IMAGE PERMISSIONS. Add to My Collection. Tobin Tucker (American, born 1955). Luis. ... Related Links. Works: Tobin Tucker [3]. Department: ...
 - THE COLLECTION | OBJECT
 - Tobin Tucker. Luis. April 13, 1979
 - ... IMAGE PERMISSIONS. Add to My Collection. Tobin Tucker (American, born 1955). Luis. ... Related Links. Works: Tobin Tucker [3]. Department: ...
 - THE COLLECTION | OBJECT
 - Tobin Tucker. Elizabeth Bess-Halle. 1985
 - ... IMAGE PERMISSIONS. Add to My Collection. Tobin Tucker (American, born 1955). Elizabeth Bess-Halle. ... Works: Tobin Tucker [3]. Department: ...