1. Ask the librarian/ collections manager/ representative to list all of the different collections that they are responsible for in their Library/ Department and their locations in the Prioritization Worksheet.
   a. Listing them in shelf / range location or by call number groupings is helpful. Items of special value may be listed on their own.
   b. Ask them to also review “Developing a Priority List for Recovery”

2. Set a date for a follow up meeting to go over the Worksheet.
   a. Librarians can fill it out on their own, but if they have questions, it may be easier for you to go over the questions with them.

3. Meet with them to go through the Worksheet by asking the yes/no questions to the librarian/ collections manager/ representative.
   a. The Worksheet is designed to have the librarian answer the questions as “yes”, “no,” or “maybe/ it depends” for each collection/ locations listed on the Worksheet.
      i. “YES” scores 0 points;
      ii. “NO” scores 1 point;
      iii. “MAYBE/IT DEPENDS” scores .5 a point.
      iv. The priority section is scored from collections with highest priority (1) to collections with lowest priority (3).
         1. This priority section gives the librarian an opportunity to feel that they are weighing the score based on their “feeling” of which things are of a higher priority.

4. The scores are totaled automatically in the Worksheet to arrive at a “priority score”; the lower the score, the higher the priority. Sort Worksheet by total, lowest score to highest score.
   a. Score=1-5.5 – HIGHEST
   b. Score=6-10.5 – MEDIUM
   c. Score=11-14 – LOWEST
   d. NOTE: If the lowest scores in the Library are in the “MEDIUM” priority category, use the lowest score as the “HIGHEST” priority and divide the numbers into the three categories. For example, if the Library’s lowest scores are “6”, then priorities would be:
      i. Score=6-8.5 – HIGHEST
      ii. Score=9-11.5 – MEDIUM
      iii. Score=12-14 – LOWEST

5. Using a copy of the Library/ Department map and image-edited software, designate where the collections on the Recovery List are located within the space. Areas should be generalized as possible. These areas will be color-coded for ease in locating.
   i. RED=HIGHEST
   ii. ORANGE=MEDIUM
   iii. YELLOW=LOWEST