Archivists from small academic institutions can benefit from essential strategies to manage the ongoing developments and continual changes in the information field and the evolving expectations from their own institutions, users, and the wider community.

**Management**
- Organize, manage, and provide leadership to comprehensive archival programs
- Ensure the availability of institutional records needed for administrative, legal, fiscal or historical value
- Promote standards and best practices

**Arrangement & Description**
- Arrange records in an order that reflects their original creation, specifically the functions and activities of the organization or office that created them
- Consider intellectual property, copyright and ethical issues

**Preservation**
- House and handle records in a manner appropriate to their format, use and protection
- Learn how to preserve physical and electronic records to ensure their optimal use
- Implement policies, strategies, and actions in order to ensure the sustainability of records over time

**Access & Usability**
- Understand your audience... so that information, resources and services are appropriate
- Encourage people to use archival records by creating finding aids and providing access to digital content
- Explore and implement new strategies for user interaction to increase effectiveness in research support

**Collaboration & Partnerships**
- Enhance services, support scholarly activity, take advantage of technology developments and achieve budgetary and administrative competencies
- Share knowledge and collaboration to strengthen the archival profession
- Work closely with allied professionals

**Selection & Acquisition**
- Expand the scope of collection development priorities
- Encourage placement of records in the repository and serve as the core guidance in the process
- Focus on identifying, collecting and managing electronic archival records to meet their unique preservation needs and ensure their continued availability and accessibility

**Outreach & Awareness**
- Increase visibility, understanding and use of archival collections and their continued evidential value
- Design programs that include activities appropriate to meet every audience needs
- Advocate for pro-archive decision-making

**Professional Development**
- Maintain a flexible approach to learning new skills and devising new methods
- Expect constant change in both the institution and the profession
- Consider continuing education towards archival certification, become a mentor and increase social networking

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