

**SLIDE AND TRANSITIONAL MEDIA TASK FORCE**

**CASE STUDY TEMPLATE**

The following is a list of suggested categories to provide some uniformity to the case study, but they are optional depending on the context. These descriptions of events do not have to be lengthy, but utilitarian. If more in-depth narratives emerge, it is recommended that the author(s) consider submitting an article on the topic to the VRA Bulletin (see: <http://online.vraweb.org/vrab/submguide.html>).

--TITLE/HEADER

--CONTACT

--INSTITUTION

--INSTITUTIONAL RESOURCES/DEPARTMENTS OR STAFF CONTACTED FOR ASSISTANCE

--TYPE OF COLLECTION/DESCRIPTION

--STAFF SIZE

--CHALLENGE

--METHODS

--NARRATIVE

--RECOMMENDATIONS

--LINKS/REFERENCES

--APPENDICES

--OTHER INFORMATION

☐ Please keep this case study anonymous.