

APPLICATION FORM
HBCU LIBRARY ALLIANCE
BUILDING CAPACITY FOR HUMANITIES SPECIAL COLLECTIONS
AT HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

Institution Name:

Phone:

Contact Person:

Fax:

Title:

Director Name:

Phone:

Director Email:

Fax:

Address:

Email:

Instructions

The application form is divided into a program description, a narrative, and a general information section. If a question is not relevant to your organization, enter N/A.

CCAHA is available to assist you in completing your application form. Please contact the Preservation Services Office for assistance or additional information at 215-545-0613.

This program is funded by the National Endowment for the Humanities and the Andrew W. Mellon Foundation.

Return completed form to: Sandra Phoenix
HBCU Library Alliance
sphoenix@hbculibraries.org

Deadline: All application materials must be emailed
by Wednesday, November 27th.

Section I – Program Description

Your library will be able to select multiple services in a single year, up to a total of \$30,000, and with the knowledge that the Advisory Committee will be selective in approving which projects are funded within a single application.

Please review the attached program descriptions and select which program(s) you would like to be considered for.:

- Preservation Needs Assessment Survey
- Long-Term Preservation Plan
- Collections Management Policies
- Emergency Preparedness and Response Plan
- Collections Surveys and/or Condition Reports
- Treatment and/or Rehousing Projects
- Education Programs

Section II - Application Narrative

Please respond to the questions listed below.

1. Referring directly to the program descriptions, please describe the program(s) for which you wish to apply. For Collections Management Policies and/or Educational Programs, please indicate the specific policy/(ies) and/or workshop(s) for which you wish to apply, using the lists provided in the program descriptions.

2. What is the historical significance or uniqueness of your collection and how are collection holdings related to the mission of the institution and your community at large? Also, what is the significance of your collection to the study of the humanities?

3. What actions have been taken to prolong the life of your collection? For example, upgrading storage conditions, improving the environment, building repairs, conservation treatment, digitization, etc.

4. What are the major preservation challenges and concerns for your collections?

5. Has your organization received grant funding for collections care in the last three years? If so, what did the funding support?

6. Why is undertaking the preservation/conservation project(s) for which you have applied appropriate for your institution at this time?

7. What are the institutional goals for the project(s)? Comment on specific concerns and goals for the project(s) and check-off the relevant goals below.

8. ***(If applying for Collections Surveys, Condition Reports, Conservation Treatment, and/or Rehousing Projects.)***

Has your institution previously had a preservation needs assessment or similar survey? Was your institution able to successfully implement suggestions from the survey report?

9. ***(If applying for Collections Surveys, Condition Reports, Conservation Treatment, and/or Rehousing Projects.)***

Identify and briefly describe the collection chosen for the project(s) requested. How does your institution feel that the project(s) would specifically benefit this collection?

Institutional goals:

Collections:

- develop a long-range preservation plan
- improve collection care
- establish an in-house repair unit
- conserve treasures
- _____
- _____

Building:

- improve the building or building maintenance
- improve environmental conditions
- improve security and fire protection
- _____
- _____

Staff Development:

- increase staff, administration, or board awareness of preservation concerns
- assess need for preservation staff
- identify continuing education needs
- _____
- _____

Other:

- use as a fund raising tool
- for inclusion in grant application(s)
- increase patron awareness of preservation concerns
- _____
- _____

Section III - General Information

A. Staffing and Collection Use

1. Total number of staff in the division/department applying: _____;
full time: _____; part time: _____

Please attach a list of staff including titles.

2. Volunteer hours per week: _____; total number of volunteers: _____

3. Who is responsible for preservation of the collections?
Please attach staff member's job description.

4. Number of researchers per year: _____

6. Who are the primary users of the collection?

B. Surveys and Policies

1. What surveys/assessments have the institution received or are now being undertaken? Please give approximate dates and surveyor name(s).

Preservation Needs Assessment

Archival Needs Assessment

Collection Specific Survey

Historic Structures Report

HVAC

Policy/procedures

Other

2. The institution has the following plans and policies (indicate year written). Are these policies still relevant?

Mission Statement

Collection Development Policy

Collection Management Policy

Collection Priorities for Conservation Treatment

Preservation Plan

Emergency Preparedness and Response Plan

Loan Policy

Access Policy

Exhibition Policy

Handling and Use Policies

Housekeeping Policy/Procedures

Registration Procedures

Environmental Monitoring Program (temperature, relative humidity, and light)

Strategic Plan

Digitization/Digital Preservation Plan or Policies

C. Collections

1. What year was the collection established? _____

2. Collection materials date from _____ to _____

3. Please indicate which of the following materials are contained in the collection and the approximate size of the collection. (check as many as apply):

| <u>Type of Materials</u> | <u>Quantity</u> | <u>Unit of Measurement</u> (Check one, or specify unit used) |
|--|------------------------|--|
| <input type="checkbox"/> books (general): | _____ | Volumes - Titles |
| <input type="checkbox"/> rare books: | _____ | Volumes - Titles |
| <input type="checkbox"/> periodicals: | _____ | Volumes - Titles - Subscriptions |
| <input type="checkbox"/> archives: | _____ | Linear/Cubic Feet - Items |
| <input type="checkbox"/> manuscripts: | _____ | Linear/Cubic Feet - Items |
| <input type="checkbox"/> newspapers: | _____ | Volumes - Titles - Subscriptions |
| <input type="checkbox"/> pamphlets: | _____ | Volumes - Titles |
| <input type="checkbox"/> microfilm: | _____ | Reels - Titles |
| <input type="checkbox"/> microfiche: | _____ | Pieces - Titles |
| <input type="checkbox"/> maps: | _____ | Items |
| <input type="checkbox"/> architectural drawings: | _____ | Items |
| <input type="checkbox"/> posters: | _____ | Items |
| <input type="checkbox"/> photographs: | _____ | Items |
| <input type="checkbox"/> prints: | _____ | Items |
| <input type="checkbox"/> negatives: | _____ | Items |
| <input type="checkbox"/> slides: | _____ | Items |
| <input type="checkbox"/> other: | _____ | Items |
| <input type="checkbox"/> audio-visuals: | _____ | Items |
| <input type="checkbox"/> sound recordings: | _____ | Items |
| <input type="checkbox"/> film reels: | _____ | Items |
| <input type="checkbox"/> videotape: | _____ | Items |
| <input type="checkbox"/> cassettes: | _____ | Items |
| <input type="checkbox"/> other: | _____ | Items |
| <input type="checkbox"/> art on paper: | _____ | Items |
| <input type="checkbox"/> framed art: | _____ | Items |
| <input type="checkbox"/> furniture | _____ | Items |
| <input type="checkbox"/> textiles | _____ | Items |
| <input type="checkbox"/> glass and ceramics | _____ | Items |
| <input type="checkbox"/> silver | _____ | Items |
| <input type="checkbox"/> archaeological materials | _____ | Items |
| <input type="checkbox"/> natural history materials | _____ | Items |
| <input type="checkbox"/> other three-dimensional objects _____ | _____ | Items |
| <input type="checkbox"/> digital materials | _____ | _____ |
| <input type="checkbox"/> born digital: | _____ | _____ |
| <input type="checkbox"/> other: | _____ | _____ |

- other: _____
- other _____
- other _____
- other _____

4. What percentage of the collection is:

accessioned _____%; inventoried _____%; cataloged _____%,
 processed (i.e. archival materials with finding aids) ____%

5. Have collection preservation priorities been established in writing? Y N

6. The most important part/s of the collections is/are:

7. What percentage of your collection would you say is in:

- _____ excellent condition (completely usable)
- _____ good condition (usable with caution)
- _____ fair condition (vulnerable)
- _____ poor condition (should not be used)
- _____ very bad (completely unusable)

8. Where are your collections used?

- on site user's home _____
- on reserve Y N

9. In how many buildings are the collections stored? _____

10. Have any of the buildings received historic registration? Y N

Note type of registration:

11. Where are collections housed?

- basement ground floor first floor
- second floor attic _____

12. Are any of these locations filled to capacity or crowded? Y N

If yes, which areas?

13. Are there collections materials on exhibition? Y N

If so, what types of materials are typically placed on exhibition?

14. Have there been any of the following?

- | | |
|---|---|
| <input type="checkbox"/> single item treatment | <input type="checkbox"/> in-house repairs |
| <input type="checkbox"/> microfilming | <input type="checkbox"/> commercial binding |
| <input type="checkbox"/> duplication of photographs | <input type="checkbox"/> matting/framing |
| <input type="checkbox"/> duplication of negatives | <input type="checkbox"/> rehousing |
| <input type="checkbox"/> digital imaging | <input type="checkbox"/> preservation photocopy |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

15. Is there a line item specifically for preservation in the institution's budget? Y N

If so, how much funding is allocated for preservation?

This application was completed by:

Name/Title

Date

Authorization Signatures:

Name/Title

Date

CHECKLIST FOR ATTACHMENTS (ELECTRONIC SUBMISSION)

- Completed Application Form
- Staff list for division/department applying for funding
- Staff members job descriptions of persons responsible for preservation of collections
- Other relevant information

* * * * *

For Further Information Contact:

Preservation Services Office
Conservation Center for Art & Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613
fax: (215) 735-9313
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