

**APPLICATION FORM**  
**Philadelphia Stewardship Program Track IV**  
**Collections Management Policies**

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Organization Name: Director:

Address: Phone:

Fax:

Email:

Institution's Website Address:

Contact Person: Phone:

Title: Fax:

Email:

**Instructions**

Please send five (5) copies of this completed **application form** to the Conservation Center for Art & Historic Artifacts (CCAHA), five (5) copies of a **commitment letter** from the Director or Board Chair, and one (1) copy of each of the following: proof of tax exempt status; most recent annual financial statement; list of Board members; resumes and position descriptions for staff who will participate in the program; written policy statements; and any relevant background information. **All application materials must be postmarked or emailed to [psa@ccaaha.org](mailto:psa@ccaaha.org) by September 6, 2019.**

The **application form** is divided into a narrative and a general information section. Responses to the questions in the narrative section should be provided on a separate sheet. In the general information section, check off all applicable answers to each question. If a question is not relevant to your organization, circle the question number. The **commitment letter** should demonstrate the organizational and Board support necessary for preparing collections management policies and attending educational programs. Depending on your organization, this letter should be signed by the Executive Director or Board Chair.

CCAHA is available to assist you in completing the application form. Please call Dyani Feige, Director of Preservation Services, for assistance or additional information, 215-545-0613.

**Return completed form to:** Conservation Center for Art & Historic Artifacts  
Preservation Services  
264 South 23rd Street  
Philadelphia, PA 19103

## Section I - Application Narrative

Please answer these questions on a separate sheet.

1. What is the historical significance or uniqueness of your collections and how are your collections holdings related to the mission of your organization?
2. Explain why now is the appropriate time for your institution to develop and/or revise organizational policies? How do you foresee the policies impacting your organization?
3. What are your organizational goals for developing/revising collections policies? Comment on specific concerns and goals.
4. Has your organization received grant funding or increased organizational budgets for collections care in the last three years?
5. If selected for the program, what would be your organization's three policy areas for concentration? Comment on specific policy areas and check-off the relevant policies below. Also please note if the project would entail developing new policies or revising those already in place.

Collections Management Policy (acquisition, deaccession, documentation, loan, access)

Care & Maintenance Policy (conservation, storage, environment etc.)

Handling and Use Policies (internal and for users)

Exhibition Policy

Housekeeping Policy

Security Policy

Integrated Pest Management Program

Other (please specify) \_\_\_\_\_

## Section II - General

County:             Bucks             Camden             Chester             Delaware  
                       Montgomery    Philadelphia

Type of Organization:    museum                             historical society             historic house  
                                   library                                 archives                         other \_\_\_\_\_

**A. Staffing and Collection Use**

1. Staff size  
\_\_\_\_\_ full time; \_\_\_\_\_ part time  
\_\_\_\_\_ volunteer; \_\_\_\_\_ students

*Please attach a list of staff including titles.*

2. Are there staff members assigned preservation responsibilities?  Y  N  
 full-time  part-time  committee  other \_\_\_\_\_
3. Is your organization open to the public?  Y  N  
Note hours open.
4. Number of visitors per year: \_\_\_\_\_  
Number of researchers per year: \_\_\_\_\_

**B. Surveys and Policies**

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

- Preservation Needs Assessment \_\_\_\_\_
- CAP \_\_\_\_\_
- IMAP \_\_\_\_\_
- CMAP \_\_\_\_\_
- PDA \_\_\_\_\_
- GMAP \_\_\_\_\_
- Collection Specific Survey \_\_\_\_\_
- Historic Structures Report \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

2. The organization has the following policies (check as many as apply and indicate year written):

- Mission Statement \_\_\_\_\_
- Collection Management Policy \_\_\_\_\_
- Collection Development Policy \_\_\_\_\_
- Collection Priorities for Conservation Treatment \_\_\_\_\_
- Collection Priorities for Salvage in the Event of a Disaster \_\_\_\_\_
- Exhibition Policy \_\_\_\_\_
- Loan Policy \_\_\_\_\_
- Access Policy \_\_\_\_\_
- Handling Policies \_\_\_\_\_
- Registration Procedures for Researchers or Visitors \_\_\_\_\_
- Digital Preservation Policy/Plan \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**C. Collections**

1. Collection materials date from \_\_\_\_\_ to \_\_\_\_\_

2. Please describe the types of materials in your collection and the size of your collection.

3. What percentage of the collection is:

accessioned \_\_\_\_%; inventoried \_\_\_\_%; cataloged \_\_\_\_%;  
processed (i.e. archival materials with finding aids) \_\_\_\_%

4. The most important collections are:

5. How much of the collection is on exhibition? \_\_\_\_\_ How much is in storage? \_\_\_\_\_

6. In how many buildings are the collections stored? \_\_\_\_\_

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

Note type of registration: \_\_\_\_\_

8. What types of materials are typically placed on exhibition?

9. The institution has the following plans or programs in place (check as many as apply and indicate year written):

- Emergency Preparedness & Recovery Plan \_\_\_\_\_
- Environmental Monitoring Program (temperature, relative humidity, and light) \_\_\_\_\_
- Facilities Management Program \_\_\_\_\_
- Fire Protection Program \_\_\_\_\_
- Housekeeping Program \_\_\_\_\_
- In-house Repair Program \_\_\_\_\_
- Pest Management Program \_\_\_\_\_
- Preservation Plan for the Collections \_\_\_\_\_
- Preservation Awareness Training for Staff \_\_\_\_\_
- Security Program \_\_\_\_\_
- Theft Reporting Plan \_\_\_\_\_

10. Is there a line item in the budget for preservation/conservation activities?  Y  N

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This application was completed by:

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Date

\_\_\_\_\_

Authorization Signatures:

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Date

\_\_\_\_\_

Chair of the Board\*

\_\_\_\_\_

Date

\*Note: If the Chair of the Board is not the appropriate title designation, please have the highest ranking official at your organization sign in this location.

**CHECKLIST FOR ENCLOSURES**

Please include **five (5) copies** of the following:

- Completed application form with responses to the narrative section
- Copy of commitment letter from Director or Board Chair

Please include **one (1) copy** of the following:

- Proof of tax exempt status
- Most recent annual financial statement
- List of Board members
- Staff list
- Resumes and position descriptions for participating staff
- Written policy statements
- Other relevant information, such as brochures, survey summaries, etc.

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***ALL APPLICATION MATERIALS MUST BE POSTMARKED BY SEPTEMBER 6, 2019***

**Return completed form to:**

Conservation Center for Art & Historic Artifacts (CCAHA)  
Preservation Services  
264 South 23rd Street  
Philadelphia, PA 19103

For further information contact CCAHA:

Tel: (215) 545-0613  
Fax: (215) 735-9313  
Email: [psa@ccaaha.org](mailto:psa@ccaaha.org)  
Website: [www.ccaaha.org](http://www.ccaaha.org)