

APPLICATION FORM
Philadelphia Stewardship Program Track V
Digitization and Digital Preservation Policies

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 _____ by _____.**

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. Describe digitization and/or digital preservation initiatives at your organization, both those presently underway and those planned.
3. Explain why now is the appropriate time for your institution to develop and/or revise digital preservation policies? How do you foresee the policies impacting your organization?
4. What are your organizational goals for developing/revising digital preservation policies? Comment on specific concerns and goals.
5. Has your organization received grant funding or increased organizational budgets for collections care in the last three years?

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. 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 _____

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

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

Website: www.ccaaha.org