

APPLICATION FORM
Digital Preservation Assessment Program

Institution Name: _____ Director: _____

Address: _____ Phone: _____

Email: _____

Institution's Website Address: _____

Contact Person: _____ Phone: _____

Title: _____ Email: _____

Type of Institution: museum historical society historic house
 library archives other _____

Type of Governing Control: federal state municipal
 county private non-profit

Instructions

Please send your completed application form to the Conservation Center for Art & Historic Artifacts (CCAHA), including copies 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. **If it is possible to send the application and all attachments electronically, please submit your documents at <https://ccaaha.org/apply-digital-2021>.**

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.

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

This program is funded by the National Endowment for the Humanities.

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

Deadline: **All application materials must be emailed or postmarked by June 15, 2021.**

Section I – Program Description

This program is open to institutions with humanities collections that are available to the public on a regularly scheduled basis **located anywhere in the United States**. Through funding from the NEH, CCAHA is able to offer a limited number of subsidized assessments for a total of just **\$500 each**.

A CCAHA preservation professional specifically trained in the digital assessment methodology will prepare the report in close consultation with assigned staff members at the cultural organization. The survey process will include an evaluation of the institution's preservation needs related to digital collections: strategic goals for digital preservation; users and designated community; resources (staffing, training, and budget); policies related to digital collections (collection development, selection, copyright, disaster planning and continuity of operations, access and retrieval); processes and workflows (content creation for reformatted and born digital materials, metadata, and documentation); and technological resources (IT support, working with legacy media, data management tools, digital storage, and digital collections security). The final document will provide observations and recommendations.

Organizations will be encouraged to integrate key assessment recommendations into their overall strategic plans. Additionally, the assessments will provide a framework and justification for seeking funding to increase accessibility of collection items via digitization, to move systems toward optimal levels of standards and practices, and to address specific concerns.

Section II – 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. Briefly 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 undertake a digital preservation assessment. Please include the names and titles of staff to be involved in the assessment and planning process.
4. What are your organizational goals for undertaking a digital preservation assessment?

Section III - General

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. Are there staff members assigned responsibilities related to digital collections (digitization and/or digital preservation?) Y N

4. Is your organization open to the public? Y N

Note hours open:

5. Number of visitors per year:

Number of researchers per year:

6. Are any of your collections presently available on-line in digital format? Y N
If yes, please describe:

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

Risk/Vulnerability Assessment

CAP

IMAP

CMAP

PDA

GMAP

Collection Specific Survey

Historic Structures Report

Other

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

Mission Statement

Preservation Plan for the Collections

Collection Management Policy

Collection Development Policy

Collection Priorities for Conservation Treatment

Exhibition Policy

Loan Policy

Access Policy

Handling Policies

Digital Preservation Policy/Plan

Collection Priorities for Digitization

Other

C. Collections

1. Collection materials date from _____ to _____

2. Please describe the types of materials in your collection and the size of your collection. Describe both physical and digital collections.

3. What percentage of the collection is:

| | | | |
|--|---|--------------|---|
| Digitized (reformatted from analog collection) | % | Born Digital | % |
|--|---|--------------|---|

4. The most important physical collections are:

5. The most important digital collections are:

6. Is there a line item in the budget for digitization and/or digital preservation 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 ATTACHMENTS (ELECTRONIC SUBMISSION)

- Completed application form
- Responses to the narrative section
- 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.

CHECKLIST FOR ENCLOSURES (MAILED SUBMISSION)

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

- Completed application form with responses to the narrative section
- 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.

For Further Information Contact:

Preservation Services Office
Conservation Center for Art & Historic Artifacts (CCAHA)
264 South 23rd Street
Philadelphia, PA 19103
Tel: (215) 545-0613
Fax: (215) 735-9313
Email: psoc@ccaaha.org
Website: ccaaha.org