

APPLICATION FORM
Preservation 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-preservation-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

CCAHA offers two different Preservation Needs Assessment Programs. Each program has unique eligibility requirements and levels of commitment, but the applications are the same. Please read the program descriptions below carefully and select which program(s) you would like to be considered for:

Please consider my application for the National Preservation Program

Please consider my application for the Regional Heritage Stewardship Program

Please consider my application for *either* Preservation Program

National Preservation Program: Preservation Needs Assessment and Preservation Plan

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**.

Participation in this program requires a **two-year commitment**. In the first year, the institution will be assigned an assessor, who will work with the institution over the course of the program. The assessor will require access to institutional policies, procedures, plans, and other information. During the first year, the assessor will schedule a time to visit the institution and conduct a preservation needs assessment. The preservation needs assessment process encompasses a general evaluation of the institution's preservation needs for their collections and includes: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and preservation planning. The site visit consists of a review of the facility conducted by a CCAHA preservation expert, an examination of the collections, and interviews with relevant staff. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collections.

In the second year, the assessor will then work with the institution to develop a three-five-year preservation plan for their collections. A preservation plan provides a strategic framework for advancing preservation and collections care initiatives. The preservation plan will address: institutional policies and procedures; collection development policies and priorities; emergency preparedness and response; environmental conditions and monitoring (temperature, relative humidity, light, pests, and mold); storage furniture and materials; security; housekeeping; staffing; financial resources; repair and conservation treatment needs; reformatting options (microfilming, photoduplication, photocopying, and digital imaging); and exhibition needs. The plan will include timetables with benchmarks and assign responsibilities.

Regional Heritage Stewardship Preservation Program: Preservation Needs Assessment

This program is open to institutions with humanities collections that are available to the public on a regularly scheduled basis **located in either of two identified regions**:

- Appalachia: The states of Kentucky and West Virginia; the Appalachian counties of Ohio and Pennsylvania
- Deep South: The states of Alabama, Florida, and Mississippi

Through funding from the NEH, CCAHA is able to offer a limited number of assessments **free of charge**.

Participation in this program requires a **commitment to serve in a regional cohort, attend at least one other preservation needs assessment site visit over the course of the program (2021-2024), and host at least one representative from another participating institution on the site visit**.

Each institution selected to participate in the regional cohort will receive a preservation needs assessment from a CCAHA specialist and host a site visit with other participants. The preservation needs assessment process encompasses a general evaluation of the institution's preservation needs for their collections and includes: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and preservation

planning. The site visit consists of a review of the facility conducted by a CCAHA preservation expert, an examination of the collections, and interviews with relevant staff. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collections.

In addition to agreeing to attend one other assessment in the region, institutions must commit to hosting collections staff or volunteers from at least one other institution during the CCAHA site visit. This peer-to-peer format will foster connections between institutions and bolster the overall collections care communities in the region.

Section II - Application Narrative

Please answer these questions on a separate sheet.

1. What is the historical significance or uniqueness of your collection and how are collection holdings related to the mission of the institution? Also, what is the significance of your collection to the study of the humanities?
2. 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.
3. What are the major preservation challenges and concerns for your collections?
4. Why is having a preservation needs assessment appropriate for your institution at this time?
5. What are the institutional goals for a preservation needs assessment? Comment on specific concerns and goals for the survey and check-off the relevant goals below.

Collections:

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

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 fundraising 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: _____ 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. Is your institution open to the public? Y N Hours: _____
5. Number of researchers per year: _____
6. Who are the primary users of the collection?
7. Is there a line item for preservation in the institution's budget? Y N
If so, how much funding is allocated to preservation?

B. Surveys and Policies

1. The institution has received a previous survey or assessment of:

	Surveyor	Date
the collection	_____	_____
the building	_____	_____
heat/cool system	_____	_____
policy/procedures	_____	_____
_____	_____	_____
_____	_____	_____

2. The institution has received financial support for:

	Amount	Funder	Date
collection care	_____	_____	_____
building repair	_____	_____	_____
operational costs	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. The institution has the following plans and policies (indicate year written):

Mission Statement _____
 Collection Development Policy _____
 Collection Management Policy _____
 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> (Circle one, or specify unit used)		
books (general):	_____	Volumes	Titles	
rare books:	_____	Volumes	Titles	
periodicals:	_____	Volumes	Titles	Subscriptions
archives:	_____	Linear/Cubic Feet	Items	
manuscripts:	_____	Linear/Cubic Feet	Items	
newspapers:	_____	Volumes	Titles	Subscriptions
pamphlets:	_____	Volumes	Titles	

microfilm:	_____	Reels	Titles
microfiche:	_____	Pieces	Titles
maps:	_____	Items	
architectural drawings:	_____	Items	
posters:	_____	Items	
photographs:	_____	Items	
prints:	_____	Items	
negatives:	_____	Items	
slides:	_____	Items	
other:	_____	Items	
audio-visuals:	_____	Items	
sound recordings:	_____	Items	
videotape:	_____	Items	
cassettes:	_____	Items	
other:	_____	Items	
art on paper:	_____	Items	
framed art:	_____	Items	
furniture:	_____	Items	
textiles:	_____	Items	
glass and ceramics:	_____	Items	
silver:	_____	Items	
archaeological materials:	_____	Items	
natural history materials:	_____	Items	
other three-dimensional objects:	_____	Items	
digital materials:	_____	_____	_____
born digital:	_____	_____	_____
other:	_____	_____	_____
other:	_____	_____	_____
other:	_____	_____	_____
other:	_____	_____	_____
other:	_____	_____	_____

4. What percentage of the collection is:

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

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

6. 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)
7. In how many buildings are the collections stored?
8. Have any of the buildings received historic registration? Y N
- Note type of registration:
9. Where are collections housed?
 basement ground floor first floor
 second floor attic other: _____
10. Are any of these locations filled to capacity or crowded? Y N
 If yes, which areas?
11. What types of materials are typically placed on exhibition?
12. Have there been any of the following? Y N
- | | |
|----------------------------|------------------------|
| single item treatment | in-house repairs |
| microfilming | commercial binding |
| duplication of photographs | matting/framing |
| duplication of negatives | rehousing |
| digital imaging | preservation photocopy |
| | |

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
- Written policy statements
- Other relevant information, such as brochures, survey summaries, etc.

CHECKLIST FOR ENCLOSURES (MAILED SUBMISSION)

Please include **two (2) copies** of the following:

- Completed application form with responses to the narrative section

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

- Proof of tax-exempt status
- Most recent annual financial statement
- List of Board Members
- Staff list
- 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
264 South 23rd Street
Philadelphia, PA 19103
(215) 545-0613
fax: (215) 735-9313
pso@ccaha.org
www.ccaha.org