

**APPLICATION FORM**  
**RHSP Preservation Needs Assessment**

**Instructions**

To apply, complete the following application and submit through our online form at <https://ccaaha.org/rhsp-application-2022>. In addition to this form, you will also be asked to submit the following documents: 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.

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. **All application materials must be submitted by June 1, 2022.**

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

**Section I – Organization Details**

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Institution Name:	Director:
Address:	Phone:
	Email:
Institution's Website Address:	
Contact Person:	Phone:
Title:	Email:

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Type of Institution:	museum	historical society	historic house
	library	archives	
Type of Governing Control:	federal	state	municipal
	county	private non-profit	

## 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 yes, 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:

	<b>Amount</b>	<b>Funder</b>	<b>Date</b>
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><b>Type of Materials</b></u>	<u><b>Quantity</b></u>	<u><b>Unit of Measurement</b></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

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This application was completed by:

**Name/Title**

**Signature**

**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.

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For Further Information Contact:

Preservation Services Office  
Conservation Center for Art & Historic Artifacts  
264 South 23<sup>rd</sup> Street  
Philadelphia, PA 19103  
(215) 545-0613  
fax: (215) 735-9313  
pso@ccaaha.org  
www.ccaaha.org