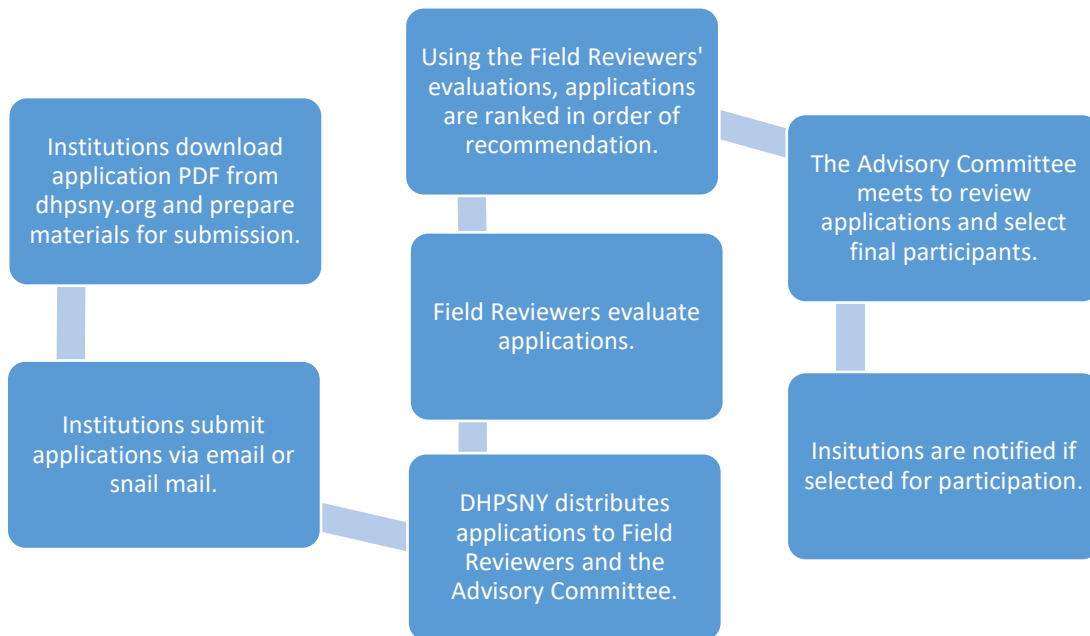




## About the DHPSNY Review Process

Recipients of DHPSNY's Planning & Assessment Services are selected by an application process – but what exactly is that process? The flowchart below outlines the steps we go through each review.



### Field Reviewers

Each application is evaluated by at least two field reviewers, drawn from the library, archive, and conservation professions. Field Reviewers evaluate applications in three areas:

- **Institutional Commitment:** The application demonstrates a commitment to caring for the institution's collections and a willingness to commit the necessary time, staff, and resources in order to pursue recommendations as suggested by a final report.
- **Demonstrated Need for Service:** The institution shows a need for the service and is able to articulate, in their own words, why it would benefit them at this time.
- **Fiscal Responsibility:** The institution demonstrates the fiscal resources and/or potential to devote such resources to implementing recommendations given via the service.

### Advisory Committee

Using the Field Reviewers' evaluations and rankings, applications are reviewed for final selection by the Advisory Committee. The Committee consists of several individuals drawn from the library, archive, and conservation field working in New York State.