



Organization Name:

Director:

Address:

Phone:

Fax:

Email:

Institution's Website Address:

Contact Person:

Phone:

Title:

Fax:

Email:

INSTRUCTIONS

Please send one copy of a completed application form to DHSPNY at the Conservation Center for Art & Historic Artifacts (CCAHA) and one copy of the following: commitment letter from Director or Board Chair; proof of tax exempt status; most recent annual financial statement; list of board members; staff lists; written policy statements and any other relevant background information such as brochures, rack cards, survey summaries, etc. **Application materials are always accepted. The next review period is summer 2017. Application deadline to be announced.**

The **application form** is divided into a narrative and a general information section. Responses to 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. If you are a department, division, or section of a larger organization (ex: archives department in a larger museum, a university archive or library) please answer questions about staff and budget in regards to your department, division, or section rather than the institution as a whole.

The **commitment letter** should demonstrate the organizational and board support necessary for preparing a preservation plan and identify individuals responsible for pursuing recommendations as suggested in a preservation survey. Depending on your organization, this letter should be signed by the Executive Director or Board Chair.

DHSPNY Staff is available to assist you in completing the application form. Please call Anastasia Matijkiw, DHSPNY Program Coordinator, for assistance or additional information at 215-545-0613 or amatijkiw@dhpsny.org.

Return completed form to: Documentary Heritage and Preservation Services for New York
Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
info@dhpsny.org

Section I - Application Narrative

Please answer these questions on a separate sheet (four pages maximum).

1. What is the historical significance or uniqueness of your collection, and how are your collections holdings related to the mission of your organization?
2. What actions have been taken to care for your collection? For example, upgrading storage or exhibition conditions, improving the environment, conservation treatment, or microfilming.
3. Has your organization received grant funding in the last three years for collections care?
4. Why is having a preservation survey appropriate for your organization at this time?
5. What are your organizational goals for a preservation survey? Comment on specific concerns and goals for the survey, and check-off all relevant goals below.

Collections:

- develop a long-range preservation plan
- improve collections care
- conserve treasures
- _____
- _____

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 a preservation librarian or curator
- identify continuing education needs
- _____
- _____

Other:

- use as a fundraising tool
- for inclusion in grant application(s)
- increase patron awareness of preservation concerns
- _____
- _____

6. Under certain circumstances, organizations may feel that a collections conservation survey better suits their needs. If your organization already has an up-to-date preservation needs assessment, or has conservation needs particular to a single collection or portion thereof, please explain why a collections conservation survey may be more appropriate at this time.

Section II - General

County:

- | | | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Albany | <input type="checkbox"/> Alleghany | <input type="checkbox"/> Bronx | <input type="checkbox"/> Broome | <input type="checkbox"/> Cattaraugus |
| <input type="checkbox"/> Cayuga | <input type="checkbox"/> Chautauqua | <input type="checkbox"/> Chemung | <input type="checkbox"/> Chenango | <input type="checkbox"/> Clinton |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Cortland | <input type="checkbox"/> Delaware | <input type="checkbox"/> Dutchess | <input type="checkbox"/> Erie |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Franklin | <input type="checkbox"/> Fulton | <input type="checkbox"/> Genesee | <input type="checkbox"/> Greene |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Herkimer | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Kings | <input type="checkbox"/> Lewis |
| <input type="checkbox"/> Livingston | <input type="checkbox"/> Madison | <input type="checkbox"/> Monroe | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Nassau |
| <input type="checkbox"/> New York | <input type="checkbox"/> Niagara | <input type="checkbox"/> Oneida | <input type="checkbox"/> Onondaga | <input type="checkbox"/> Ontario |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Orleans | <input type="checkbox"/> Oswego | <input type="checkbox"/> Otsego | <input type="checkbox"/> Putnam |
| <input type="checkbox"/> Queens | <input type="checkbox"/> Rensselaer | <input type="checkbox"/> Richmond | <input type="checkbox"/> Rockland | <input type="checkbox"/> Saint Lawrence |
| <input type="checkbox"/> Saratoga | <input type="checkbox"/> Schenectady | <input type="checkbox"/> Schoharie | <input type="checkbox"/> Schuyler | <input type="checkbox"/> Seneca |
| <input type="checkbox"/> Steuben | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Sullivan | <input type="checkbox"/> Tioga | <input type="checkbox"/> Tompkins |
| <input type="checkbox"/> Ulster | <input type="checkbox"/> Warren | <input type="checkbox"/> Washington | <input type="checkbox"/> Wayne | <input type="checkbox"/> Westchester |
| <input type="checkbox"/> Wyoming | <input type="checkbox"/> Yates | | | |

Type of Organization:

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic archive | <input type="checkbox"/> Independent non-profit archive | |
| <input type="checkbox"/> Academic library | <input type="checkbox"/> Public library | <input type="checkbox"/> Special library |
| <input type="checkbox"/> Historical Society | <input type="checkbox"/> Historic house/site | |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Non-profit with library and archival collections | |
| <input type="checkbox"/> Other _____ | | |

A. Staffing and Collection Use

1. Staff size:
Full Time: _____ Part Time: _____
Volunteer: _____ Students/Interns: _____

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: _____

5. How do you make your archival materials available to the public and researchers?

6. Number of researchers per year: _____

4. Is there a line item specifically for preservation in the institution's budget? Y N

If so, how much funding is allocated for preservation? _____

B. Surveys and Policies

1. What surveys/assessments has the institution received or are now being undertaken? Please give approximate dates and surveyor name(s).

- Preservation Needs Assessment _____
- Archival Needs Assessment _____
- Collection Specific Survey _____
- Historic Structures Report _____
- HVAC _____
- Policy/procedures _____
- 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 _____
- _____
- _____

3. 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 _____
- Digitization/Reformatting Plan _____
- Preservation Awareness Training for Staff _____
- Security Program _____
- Strategic Plan _____
- Theft Reporting Plan _____

C. **Collections**

*Please answer each question as carefully and completely as possible in relation to your **historical records and/or library research 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) _____% accessible online _____%

4. The most important collections are:

5. How much of the archival collection is on exhibition?

6. What types of materials are typically placed on exhibition?

7. In how many buildings are the collections stored? _____

8. Have any of the buildings received historic registration? Y N

Note type of registration: _____

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

- Completed application form with responses to the narrative section
- Copy of commitment letter from Director or Board Chair
- 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, rack card, survey summaries, etc.

* * * * *

ALL APPLICATION MATERIALS MUST BE POSTMARKED OR RECEIVED VIA EMAIL BY MARCH 1, 2017

Return completed form to:

Documentary Heritage and Preservation Services for New York
Conservation Center for Art and Historic Artifacts (CCAHA)
264 South 23rd Street
Philadelphia, PA 19103
info@dhpsny.org

For further information, contact DHPSNY:

Tel: (215) 545-0613
Fax: (215) 735-9313
Email: amatijkiw@dhpsny.org
Web site: www.dhpsny.org

Section I- Application Narrative

1. What is the historical significance or uniqueness of your collection, and how are your collections holdings related to the mission of your organization?

The Brevard Historical Society serves the residents of the town and those interested in the town's history. The historical society's mission is to collect items and records relating to the town's history, peoples, and celebrations, as a continuing record of Brevard. The Osborne House, owned by the Osborne family from 1875 until 1924, hold the exhibit room, meeting room, collection storage, and a research area. The exhibition room, located on the ground floor of the Osborne House, features materials from the archives collection. The materials used in the exhibition room are changed twice a year.

Our collections reflect information regarding the John Burton Hunt college and local schools in Brevard, the Ortega Bridge construction, Brevard's involvement in battles, and the founders of Brevard; Bernard Lowe and Peter Abernathy.

2. What actions have been taken to care for your collection? For example, upgrading storage or exhibition conditions, improving the environment, conservation treatment, or microfilming.

In 2005, the Brevard Historical Society hosted Oliver Mann for a DHP site visit. Oliver recommended installing an HVAC system in the Osborne House, and create programs to prevent pests, and plans for natural disasters. Since our collections are housed in the basement of the Osborne House, we took Oliver's recommendations very seriously. After his visit, we began the installation of the HVAC system to insure the Osborne House had climate control throughout the building, especially humidity control in the basement.

While we do keep clean surfaces in the archives, due to the location we also had the house inspected for pests and assessed for any damage from heavy rainfall that year. While no major damage or pests were found in the house, we decided to create programs to prevent any damages in the future.

3. Has your organization received grant funding in the last three years for collections care?

In 2000, we received funding for partial restoration of the Osborne House from the New York State Conservation Lab. This funding allowed us to restore and refresh the meeting and exhibit rooms on the first floor of the Osborne House and redesign the basement to house the archives, which were previously stored in various spaces of the house. In 2010, we received a grant from the Erik Owens Foundation to fund a scanner and build a website. This grant allowed us to scan and upload important and fragile documents to our new website for researchers and visitors

4. Why is having a preservation survey appropriate for your organization at this time?

While the above-mentioned grants, allowed us to update our facility and digitize fragile materials, we unsure of proper preservation needs of some larger materials. Our paper

based collections are stored in acid-free folders and boxes. Other records, such as our maps and newspapers, are exposed to the elements in the research room.

With the limited amount of staff, part time staff members and volunteers are unable to dedicate enough time to focused on the preservation needs of those records. A preservation survey would give staff and volunteers a good idea of creating priorities for those records and creating storage for those items.

5. What are your organizational goals for a preservation survey? Comment on specific concerns and goals for the survey, and check-off all relevant goals below.

To purchase (or create) proper storage of our large and unique items, create a list of what we need to do for these records, and keep long-term/short-term goals of our preservation needs. This also gives us the opportunity apply for another grant to digitize these materials on our website.

Section II- General

1. How do you make your archival materials available to the public and researchers?

On our website, we post a featured item from one of our digitized collections about once a month. To promote exhibits and records, we utilize the local news mediums including social media, newspapers and the radio stations. Residents can use the meeting room in the Osborne House for committee meetings, club and organization meetings, and small social events. When residents ask to use our meeting room, we usually provide a tour of the entire house, including the archives.

2. Please describe the types of materials in your collection and the size of your collection.

The collections held at Brevard Historical Society includes maps, legal documents, photographs, scrapbooks, journals, and yearbooks. The larger materials include maps, blueprints, and newspapers. Most of these items are displayed in the exhibit room of the Osborne House.

3. The most important collections are:

The Darren Schwartz collection which includes deeds of land, scrapbooks, and journals. The Ortega Bridge collection the oldest bridge in the county and most used collection by researchers.