



## Accessing Archives Program Application and Instructions

### Overview

The purpose of the Accessing Archives Program is to provide an opportunity for cultural institutions (historical societies, museums, libraries, etc.) on Long Island to increase the accessibility of their collections. The Project Archivist's work will be reserved to the scope of materials and the project outlined in the approved application. To request the service, the **LILRC member institution** must complete the LILRC Accessing Archives Program application.

Applicants should provide as much information as possible on the type of service being requested to ensure the desired outcome can be met. Sending photographs of the workspace and the materials are helpful. The Project Archivist will be available for up to six weeks per project (approximately 210 hours) and will be paid by LILRC for their time.

The Project Archivist will only work on materials agreed upon in the application. LILRC will supply computer equipment and pay the travel expenses of the Project Archivist for the duration of the project.

### Scope of Work

Examples of the types of projects that may be requested include:

- Arranging and describing materials according to current archival standards. This could include some or all of the following:
  - Cataloging and re-housing a small textile collection
  - Cataloging the contents of a small historic house
  - Accessioning and processing a backlog of donated materials
  - Digitizing account books, diaries, a small manuscript collection
- Assisting in developing strategic plans and essential archival policies and procedures
- Executing the re-housing of archival materials
- Developing digitization projects, including scanning materials and creation of metadata

**The LILRC Digitization and Archives Coordinator will visit the applicant's location to determine if the project is feasible and that the Project Archivist has a safe environment in which to perform the anticipated duties of the project.**

Examples of the type of work that may not be requested include:

- Conducting an inventory of the entire archival collections
- Performing any appraisals for the items in the collection
- Providing reference services to the collections
- Providing tours of historic facilities
- Processing materials outside of the scope of the agreement
- Providing conservation services beyond basic rehousing and environmental stabilization

Applicants also have the ability to upload documents that might be helpful in assisting the LILRC staff, including the Digitization and Archives Coordinator, and with advice from the Committee for the Preservation of Local History.

## Accessing Archives Program Application - Description of Project

Date: \_\_\_\_\_

Institution: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please copy the following questions and answer them in a separate document:

1. Description of the project, your goals and objectives.
2. Description of materials including linear feet. What is the condition of the materials?
3. Significance of materials to the Long Island region.
4. Describe the location where the Project Archivist will work. Is there ample table space and lighting? Is it accessible by stairs or an elevator?
5. If a staff member or volunteer plans to assist or is interested in sustaining the project after the time allotted by the Project Archivist, please let that be known.

### Statement of Assurance

The applicant hereby gives assurance to the Long Island Library Resources Council:

- The applicant agrees to limit the work of the project archivist to the scope described in the application unless other projects are agreed upon by all parties.
- Applicants are expected to submit a final report.
- All projects must state "Support for this project is provided by the Long Island Library Resources Council" on all relevant material.
- Applicants should anticipate contributing up to \$500 towards the re-housing materials required for any applicable project. These materials will be approved by the Project Archivist and purchased from a credible vendor.
- The project proposed, with exceptions, should be added to one of the Empire State Library Network digital platforms: New York Heritage, New York State Historical Newspapers, or Empire ADC. The fees associated with these platforms will be waived.
- The institution must be able to provide a safe and hazard free workplace where the project archivist can safely process collections.

**SIGNATURE(S) OF TRUSTEE OR GOVERNING AUTHORITY:**

\_\_\_\_\_

\_\_\_\_\_ **Date**

\_\_\_\_\_

\_\_\_\_\_ **Date**