



PROJECT DESCRIPTIONS AND COSTS

HBCU LIBRARY ALLIANCE BUILDING CAPACITY FOR HUMANITIES SPECIAL COLLECTIONS AT HBCUs

PRESERVATION PLANNING DOCUMENTS:

Preservation Needs Assessment Survey

While preparing a needs assessment survey, consultants work one-on-one with organizations to meet their unique needs. By viewing the conditions on-site, the consultant gains a unique perspective on the individual situation of each organization. These visits often offer opportunities for education, personal attention, and mentoring. Through the vantage point of having assisted many other institutions on-site, the consultant can often share creative and affordable recommendations and solutions to preservation problems.

The needs assessment survey process encompasses a general evaluation of the institution's preservation needs for the collections: environment (temperature, relative humidity, pollution, and light), housekeeping, pest control, fire protection, security and disaster preparedness, collection storage, handling, exhibition, and treatment. Interviews with relevant staff will be conducted to identify preservation needs. The final written report provides observations and recommendations to serve as guides for staff and Board members as they deal with collection care issues and engage in preservation planning.

Cost: \$6,000 for a report prepared through virtual consultations OR
\$7,000 for a report prepared through an on-site visit

Long-Term Preservation Plan

Effective stewardship does not simply happen; it must be thoughtfully planned. Consultants will work with program participants to develop and write a 3 to 5 year strategic preservation plan, and will provide guidance, assessment tools, and technical information in consultation with the staff at each participating organization. To apply for the Preservation Plan, applicants must already have received a Preservation Needs Assessment Survey (described above) or its equivalent.

A preservation plan provides a strategic framework for moving forward 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. In order to be successful, a preservation plan must be implemented and evaluated based upon measurable criteria, so consultants will be available following of the adoption of the plan to help organizations accomplish measurable first year goals.

Cost: \$6,000 for a report prepared through virtual consultations OR
\$7,000 for a report prepared through an on-site visit

Collections Management Policies

Consultants will offer expertise and assistance to member institutions with the development or revision of collections management policies. Policy documents provide the framework upon which many collections and preservation decisions are made. The goal of establishing policies is to aid institutions in creating consistency in day-to-day operations, to ensure stability at times of change, and create documents that will inform decision-making at all levels of the institution. Ideally, upon completion, all policies must be approved by the institution's Board or equivalent governing body.

Some examples of eligible policies include:

- Collections Management Policy (acquisition, deaccession, documentation, loan, access)
- Handling and Use Policy
- Care & Maintenance (conservation, storage, environment, inventory)
- Exhibition Policy
- Housekeeping Policy
- Security Policy
- Integrated Pest Management Program

Cost: \$6,000 for first policy, \$2,000 for each additional

Emergency Preparedness and Response Plan

Organizations will work with a consultant to prepare a risk assessment and draft immediate response guidelines. The risk assessment will identify natural or man-made emergencies that may threaten the collections and outline strategies for mitigation. During the on-site consultation, the consultant will review and examine the institution's environment, history, location, structural needs and concerns, pest control, fire protection, security procedures, local resources, and training requirements. Insurance considerations, collections documentation, and collections salvage priorities are also addressed. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive disaster plan for the institution.

Upon receiving the assessment, institutions will work with the consultant to develop immediate emergency response guidelines and work toward completion of a full emergency plan. The emergency plan will include information on essential contacts, emergency response and recovery vendors, emergency communication, insurance, and salvage priorities for the collections.

Cost: \$12,000

SURVEYS AND CONDITION REPORTS:

Collections Assessment

An evaluation by a conservator of the condition of the materials in a collection, in order to assign conservation priorities and determine an action plan. Does not typically address specific condition issues of particular items within the collection, but rather examines representative samples and develops corresponding extrapolations.

Cost: The applicant must receive a firm figure from a conservator with expertise in the material (paper, photograph, book, painting, textile, object, or audiovisual) regarding the price for an item-level survey or a set of condition reports. The Conservation Center for Art & Historic Artifacts can help with identifying

an appropriate conservator (call 215-545-0613), or the applicant may use the Find-a-Conservator page on the American Institute for Conservation website (<https://www.culturalheritage.org/about-conservation/find-a-conservator>).

Item-level Conservation Assessment

Conservation condition reports and treatment proposals for all of the materials in a collection, with assistance in prioritizing conservation treatment for individual items or object groups.

Cost: See Collections Assessment cost explanation above.

TREATMENT AND/OR REHOUSING PROJECTS:

Conservation Treatment

Trained conservators, expert in the selected collections material, will perform long-term physical stabilization and aesthetic improvement of collections.

Rehousing Project

Conservators and qualified conservation technicians will provide additional support and protection for collections by stabilizing them within clean, high quality enclosures.

Cost: The applicant must include the cost estimates established by the conservator on the item-level survey or the condition reports.

*In September and October, the Conservation Center for Art & Historic Artifacts will provide **free cost estimates** based on virtual examination of the items, whenever possible. Please call the Center at 215-545-0613 to schedule a no-cost consultation with a conservator.*