



**PROGRAM DESCRIPTIONS**  
**HBCU LIBRARY ALLIANCE**  
**BUILDING CAPACITY FOR HUMANITIES SPECIAL COLLECTIONS**  
**AT HISTORICALLY BLACK COLLEGES AND UNIVERSITIES**

**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 offer opportunities for education, personal attention, and mentoring. The experienced consultant is better able to share creative and affordable recommendations and solutions to preservation problems.

The needs assessment survey process encompasses a general evaluation of the institution's collection preservation needs: 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 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**

**Long-Term Preservation Plan**

Effective stewardship requires thoughtful planning and careful consideration; it must be thoughtfully planned. Consultants will work with program participants to

develop and write a 3 to 5-year strategic preservation plan, provide guidance, assessment tools, and technical information in consultation with the staff at each participating organization.

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);
- 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 the adoption of the plan to help organizations accomplish measurable first year goals.

**Cost: \$6,000**

### **Collections Management Policies**

Consultants will offer expertise and assistance to member institutions with the development or revision of collections management policies. 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 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 policy**

### **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 will also be 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**

This is 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. This 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, and the applicant may also use the Find-a-Conservator page on the American Institute for Conservation website.*

### **Item-level Conservation Assessment**

This includes 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, experts 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.*

## **EDUCATION PROGRAMS:**

CCAHA is offering the following education programs, which can be delivered at the applicant's institution, with some customization for their particular needs. Most classes will be appropriate for 15-25 people, and the applicant will be expected to allow the class to be open for others to attend (particularly other HBCUs) if there are openings beyond their own staff. The charge for an educational program is \$5,000. If applicants are aware of other appropriate programs, they must submit an application describing the class/workshop and its cost.

### **Essential Policies and Procedures for Cultural Institutions**

An institution's collection care and business practices are defined by its written policies and procedures. Institutional memory is often lost through staff changes, but best practices are encoded in these important documents. This program will provide an overview of policy and planning documents that are essential for collections care, such as collections management policies, handling guidelines, and maintenance policies. Participants will learn the critical components of these documents and tangible examples of how to adapt them to different institutions will be given. Policy development, approval, and implementation responsibilities of staff and volunteers will be discussed.

### **Fundamentals of Caring for Paper Collections: Handling, Assessing Storage Needs, & Basic Care**

This workshop serves as an introduction to best practices in caring for any paper-based collection. Topics covered include: handling guidelines, assessing storage materials and special needs items, prioritizing for treatment, and understanding preservation and conservation terminology. This program is appropriate for those looking to develop new skills, as well as for individuals wanting to increase their knowledge about best practices in the care of paper-based collections.

### **Housing Solutions**

Practical knowledge of preservation materials and housing design is necessary to protect collection items. This workshop will address concerns in creating safe and effective housings for the storage and display of paper art and artifacts. Topics will address the materials, use, and benefits of various types

of housing, from simple folders and polyester sleeves for oversized rolled storage and framing. Participants will have the opportunity to create several simple enclosures.

### **Fundraising for Preservation and Conservation**

Through thoughtful planning and effective grant writing, your organization can be competitive in the race for public and private funding to preserve cultural collections. This workshop will highlight the aspects of the planning process that funders value most and the elements of a successful grant proposal. With examples drawn from success stories at museums, historic sites, libraries, and archives, program participants will gain an understanding of how to effectively develop and implement a funding strategy to raise money for their collections.

### **Introduction to Digitization**

Digitization can be the final step in processing collections, facilitating access, and even aiding in collections' long-term preservation. Like other collections care endeavors, digitization should not be undertaken without an understanding of best practices, safe techniques, and the knowledge to make the right decisions. This workshop will provide a basic overview of some of the considerations institutions should make when digitizing materials, including establishing policies, prioritization and selection criteria, equipment options, handling practices while scanning or photographing, storage concerns for digital media, and digital preservation. This primer on establishing a digitization program is intended for collections staff and volunteers with little to no experience digitizing materials.

### **Matting and Framing for Preservation**

This workshop will serve as an introduction to the materials and techniques necessary for creating safe and attractive housing and framing of works on paper. Participants will learn basic principles of framing and housing, and will gain a greater understanding of the techniques, assembly methods, materials, and common mistakes. The session will have a hands-on component covering the construction of archival corners and edge supports, hinges, and sink mats for objects with depth.

### **Preservation Best Practices for Optimal Collections Care**

Archivists, collections managers, librarians, curators, and other staff members involved in collections care must manage a variety of tasks, including implementation of collections management plans and policies, management of environmental control and storage conditions, and provision for the safe use and exhibition of collections. This program will provide participants with an overview of the preservation standards for the many aspects of collections care.

### **Preserving Your Photographic Collections**

Photographic media are sensitive materials that require special housing to ensure their longevity. This workshop will examine suitable housing supplies, including paper, plastics, interleaving papers, boxes, and more. Environmental parameters for storage, proper labeling techniques, and safe handling of photographs will also be discussed.

### **Mold: Prevention, Detection, and Recovery**

Mold spores are always present, even in the cleanest of spaces. When too much moisture is present, due to a water leak or a poorly functioning HVAC system, mold outbreaks can occur. As it grows, mold attacks and weakens leather, cloth, and paper, and often causes permanent staining. Some molds also make people sick. How can collections staff stop mold from growing? What should they do when they find it? This workshop will answer these questions by explaining the environmental factors that allow mold to grow. It will also discuss how to identify mold, how to protect people from health hazards associated with mold, and how to stop mold from spreading within a collection. Attendees will learn how to clean moldy books and papers, and when to call a conservator or a professional cleaning company.

**Cost: \$5,000 per full-day workshop, \$3,000 per half-day**