**Preservation Assessment Application Form**

***Application Deadline: Thursday January 20, 2022***

**Email Completed Applications to** **Evan.Knight1@mass.gov** **AND** Amy.Clayton@mass.gov

**All applicants will be notified of their award by Thursday February 17, 2022**

|  |  |
| --- | --- |
| Institute/Library |  |
| Address |  |
| Telephone |  |

|  |
| --- |
| **Library Director or Chief Executive** |
| Name & Title |  |
| Telephone & Email |  |
| Signature & Date(digital signature ok) |  |
| **Preservation Assessment Project Leader**(If different from Director. If the same, leave this section blank) |
| Name & Title |  |
| Telephone & Email |  |
| Signature & Date(electronic signature ok) |  |

**DO YOU MEET THE ELIGIBILITY REQUIREMENTS?**

1. Have you attached, or previously submitted your institution’s Current Strategic Plan to MBLC?

\_\_\_\_Yes \_\_\_\_No

1. Is your library currently a member of Massachusetts Library System (MLS)?

\_\_\_\_Yes \_\_\_\_No

1. Is your institution a Public Library?

\_\_\_\_Yes \_\_\_\_No

1. IF YES: Is your institution currently certified by MBLC to receive State Aid?

\_\_\_\_Yes \_\_\_\_No

1. Have you completed the Self-Assessment form, available from <https://guides.mblc.state.ma.us/preservation>?

\_\_\_\_Yes \_\_\_\_No

**INSTITUTIONAL BACKGROUND**

Preservation Assessments are important for understanding how to preserve library collections for extended periods of time.

1. What does “community collections” does your institution collect? How do you define your “special” collections? (Not circulating collections, but those you that tell stories about, for, or related to your community in some way.) If parts of your Collection Develop policies relate to your Special or Community collections, please include them here.
2. How does preserving these collections fit into your institution’s strategic plans? How will improving collections preservation benefit your community, and how can the stories they contain address diversity, inclusion, and equity?
3. Explain the long-term impacts of this project. Preservation Assessments are usually first steps towards larger preservation projects, many of which can be supported by further LSTA grants. How do you intend to build on the Preservation Assessment to enhance preservation?
4. Have you had a Preservation Assessment before?

\_\_\_\_Yes \_\_\_\_No \_\_\_\_Unsure

1. (If you did not have a previous assessment, or are unsure, please skip questions 6a through 6c.) For those who have had a previous assessment:
	1. Please attach the previous assessment report to this application. If it is unavailable, when was the previous assessment performed, and by who?

* 1. What recommendations were you able to implement from the previous assessment? What were you unable to implement, and why? Do these obstacles to implementation remain?
	2. Why do you seek another Preservation Assessment? Have there been significant changes to your governance, mission, vision, building and facilities, staff, collections, etc., etc., that would recommend another Assessment?