

LSTA

Library Services Technology Act

Archives Arrangement & Description

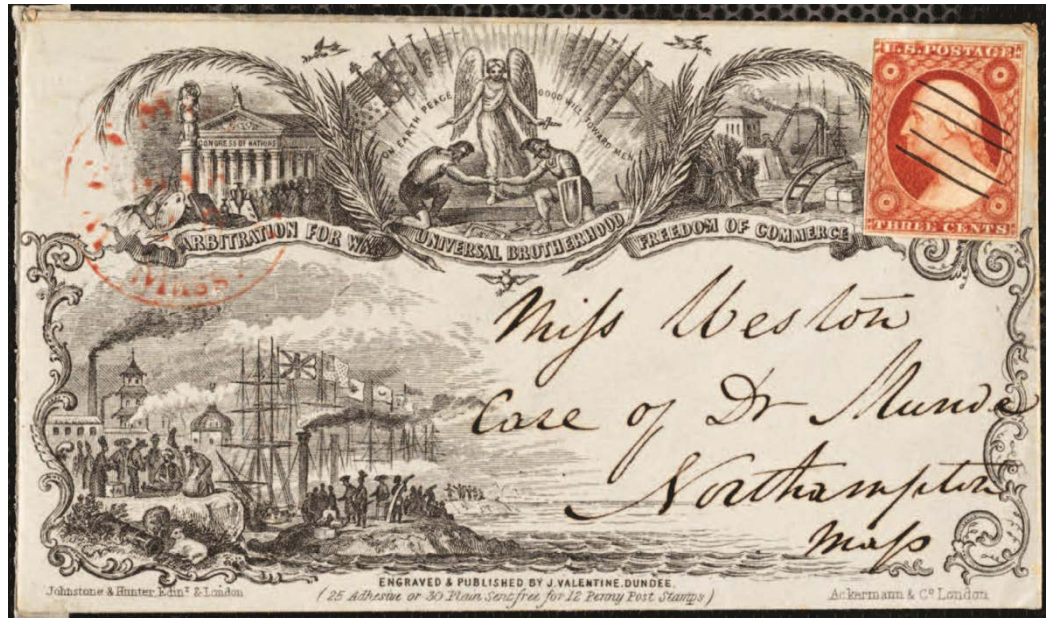
Grant Amount:
\$10,000

Time Range:
1 year

Eligibility:
Any

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Summary:
Improve access to your
archival collections



PROGRAM DESCRIPTION

Support to enhance further arrangement and description of archival collections that are demonstrably important to your institution and community.

Projects funds can be used for archival consultants (MBLC maintains a current list of vendors) to assist with any aspect of archival plans and practices needed for your project according to currently accepted national standards, including but not limited to:

- training staff and volunteers in processing and rehousing,
- policy development,
- workflow planning,
- collection-level and object-level processing,
- estimating storage and supply needs, and
- finding aid development.

It is acceptable to use portions of the grant for extra staff hours dedicated solely to this project (over and above other regular hours and duties), purchases of rehousing and processing supplies for the specific collection, and other related activities in the spirit of the grant in accordance with [IMLS/MBLC guidelines](#).

In addition to satisfying the eligibility requirements for LSTA Direct

Grants set by MBLC, applicants to this category must have recently completed a formal Preservation Assessment on file with MBLC by the application deadline. In lieu of this Preservation Assessment, applicants can complete two online questionnaires:

1. [Preservation Self-Assessment](#)
2. [Special Collection Management Priorities](#)

BACKGROUND

Much of the archival material housed in libraries remains unorganized and inaccessible due to the lack of staff with archival training. Additionally, many libraries do not have collection development policies that would help in defining the scope and subject areas of the institution's archival holdings. Working with an archival consultant, libraries can address these deficiencies and take steps to increase the knowledge of and access to their unique collections.

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