LSTA
Library Services Technology Act

Archives Arrangement & Description

Grant Amount: $10,000

Time Range: 1 year

Eligibility: Any

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Summary: Arrange and describe archival materials

PROGRAM DESCRIPTION

This program will provide libraries the opportunity for the arrangement and description of archival materials according to currently accepted national standards, assistance with collection development and other appropriate policies, training for staff in basic archival theory and practice, and preparation of finding aids at the collection level for increased access. These steps and training for this project will be done by contracting with an archival consultant who has been approved by the MBLC. In order to apply for this program, libraries must have completed a recent Preservation Assessment and/or MBLC Self-Assessment and submitted a list of special collection management priorities (template provided upon request.)

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.