



Preservation Assessment

FACT SHEET

PROGRAM DESCRIPTION

This program provides a grant award of \$4,200 for an institutional preservation assessment. The institution will contract with a preservation consultant to provide a report that will:

- Focus attention on preservation concerns and will identify the types of work that this might entail, including actual treatment as well as storage, handling, and security suggestions.
- Help the library staff determine the treatment priorities of those items in need of work and the steps necessary to accomplish it.
- Examine the library building and make suggestions as to steps to be taken to prolong the life of the materials, including environmental conditions and controls.
- Review policies and procedures for collection management including collecting areas, donation of materials, methods of achieving intellectual control, accessioning and deaccessioning of collections, exhibition practices, digitization guidelines, and access policies as appropriate and make recommendations as to their revision or creation.

Once the assessment has been completed, it will be up to the library to pursue the recommendations of the consultant. Actions may involve low cost/no cost steps or using locally appropriated or private funds to address more significant issues, such as the installation of environmental controls and/or item by item conservation treatment. LSTA funds may be available through another grant category to address these recommendations as they pertain to the collections themselves.

PROGRAM REQUIREMENTS

A five-year Preservation Long-Range Plan, based on the recommendations of the consultant, is required as an outcome of this grant. This plan should include Goals, Objectives, and Activities with a timeline. The MBLC has developed guidelines for creating a Preservation Long-Range Plan that are posted on the MBLC's website.

The Preservation Long-Range plan should address:

- Building concerns;
- Storage, enclosures, and handling practices;
- Environmental issues;
- Emergency preparedness;
- Preservation policy and planning;
- Conservation treatments;
- In-house repairs;
- Reformatting needs.

The Preservation Long-Range Plan and a copy of the assessment report must be filed with the MBLC at the completion of the project. An update to the library's Critical Collections Questionnaire should also be filed with the Preservation Long-Range Plan, to provide more accurate information for access. Finally, libraries may wish to apply for future LSTA funds to address the recommendations put forth in the assessment report.

ELIGIBILITY

Any library that meets standard eligibility requirements for Direct Grant programs is eligible to apply. To apply for the funds to conduct a preservation assessment, a library must:

- Have completed a "Critical Collections Questionnaire" as it relates to the library's "special collections" and have it on file at the MBLC (See MBLC website) by the time of the application due date.

There are a number of conservators and institutions in the New England area that are qualified to conduct preservation assessments. The MBLC has information on these individuals and institutions and will distribute the list to successful applicants.

INTERESTED?

Applicants must submit a Letter of Intent form with the "Preservation Assessment" option checked off. If you need more information about this program, please call Gregor Trinkaus-Randall at the MBLC, 800-952-7403 ext. 236 or e-mail gregor.trinkaus-randall@state.ma.us.

BACKGROUND

Goal Five of the statewide preservation plan (*Preserved to Serve: the Massachusetts Preservation Agenda*) is "to identify and preserve critical collections to the greatest extent possible." Library staffs often realize that there are preservation problems with their collections, but they may have little idea where to start or what their options might be.

2013-2017 MASSACHUSETTS LONG-RANGE PLAN GOAL & OBJECTIVE

Goal 2: Improve access to library services and resources for all residents of the Commonwealth.

Objective 3: Ensure access to the literary treasures of Massachusetts by preserving source materials in their original format, reformatting or copying materials at risk of loss. Support the digitization of historical and other significant resource materials. Offer training for disaster preparedness and provide assistance to libraries needing help after a disaster.