## CIRCUIT COURT PRESERVATION PROGRAM

**ITEM CONSERVATION GRANT**

## GRANT CYCLE FY2018

|  |  |  |
| --- | --- | --- |
| Name of Locality | | |
| Name of applicant | Position Title | Phone Number |
|
| Name of Primary Project Contact (if different from applicant) | Position Title | Phone Number |
|
| E-mail – Primary Project Contact | Fax Number |  |
|
| Physical Address (Street, City, State, Zip Code) | Mailing Address - if different (Street, City, State, Zip Code) | |
| Signature of Circuit Court Clerk | Date | |
| **To Be Completed by Circuit Court Records Preservation Program Staff Only** | | |
| Application Received | Grant Awarded  Date  Grant Denied  Date | |
| Name Date | Notification Mailed  Date | |

## ITEM CONSERVATION GRANT – PROJECT DESCRIPTION AND REQUIREMENTS

An item conservation project would contract the services of a professional book and paper conservator to perform conservation treatments on endangered records of major historical, administrative and/or informational significance. These records can be volumes (no more than four) or loose papers (no more than 500 leaves). Due to the unique services involved in conserving loose papers, contact a Consulting Archivist or Local Records Program Manager prior to submitting a grant to conserve loose papers. Clerks are encouraged to identify records to be conserved in order of preference in the grant application; however, the CCRP Grants. Review Board is responsible for deciding which items will receive funding.

The vendor shall employ qualified staff and furnish supplies to carry out a full range of conservation treatment services on manuscripts, ledger books, cloth and leather bindings, maps, blueprints and other photomechanical reproductions. Conservation treatment will primarily include, but will not be limited to, the removal of cellulose acetate and cellulose nitrate lamination, pressure sensitive tape and adhesive removal, aqueous and non-aqueous deacidification, paper repair, archival polyester encapsulation, and binding repair or rebinding. Any projects involving the conservation of original paper records must conform to the conditions stated in the **Guidelines for Conservation Contractors**. The Guidelines are available online at <http://www.lva.virginia.gov/agencies/CCRP/ccrp.asp>

Clerks considering item conservation projects should think seriously about having a reformatted copy of the conserved item made for regular patron use so that the original record may be retired from use following the project, thereby maintaining the integrity of preservation. This could be a microfilm copy (**35mm** preservation microfilm for handwritten text and **16mm** for typescript text) or digital copy (**minimum resolution – 300 dpi**). If a clerk requests reformatted copies of the conserved materials, the cost for microfilming and/or digital imaging will be included in the item conservation grant. The clerk is to inform potential vendors examining the records to include microfilming and/or digital imaging cost as a separate line item in their proposal of work. **If a clerk requests microfilm, a preservation copy of the microfilm will also be generated and sent to the Library of Virginia for storage.**

Furthermore, a clerk who chooses to have conserved materials reformatted must complete the questions found in the item conservation grant application related to reformatting. The clerk is to identify the reformatting method they prefer and fully explain how the microfilm and/or digital images will be stored and/or served in their office. Should a clerk NOT choose to request microfilm and/or digital images of the conserved materials, they are to inform potential vendors examining the records NOT to include microfilming and/or digital imaging cost as a separate line item in their proposal of work.

For any reformatting project requiring the use of procured services, bids or proposals must be obtained from contractors whose reformatting standards are at least equal to those set by the Library of Virginia, and the bids or proposals must be submitted as part of the application.

All projects that reformat records from any medium to microfilm must conform to appropriate state standards and Library of Virginia guidelines, copies of which may be obtained on the Library of Virginia website at <http://www.lva.virginia.gov/agencies/records/standards/>. These guidelines must be incorporated by reference into any related service agreements with vendor.

## ITEM CONSERVATION – GRANT REQUEST FORM

Enter the following: name of vendor, title and date range of records. i.e. *Deed Book 12, 1814-1816*, total number of pages, estimated conservation cost, estimated reformatting cost (if requested), and total project cost. **Clerks are encouraged to list records to be conserved in order of preference; however, the CCRP Grants Review Board is responsible for deciding which items will receive funding.** Enter no more than six volumes or, if loose records, no more than 500 leaves.

**Name of vendor**  -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title and date range of records** | **Total number of pages** | **Conservation price** | **Optional Reformatting price - Digital\*** | **Optional Reformatting price -Microfilm\*** | **Line Item Total (Conservation + Reformatting)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Cost |  |  |  |  |  |

**\*If you selected “No” for question 3a, enter -0- in the Optional Reformatting price column. If you include reformatting price in the Optional Reformatting price column, be sure you completed questions 3a, 3b, and 3c.**

1. Describe the historical, informational, and/or administrative value of the records.

2. Describe the conditions of the records that impede access to them or threaten their long-term preservation.

3a. Do you want the vendor to provide you with digital and/or microfilm copies of any of the conserved materials? **If Yes, answer questions 3b and 3c. If No, go to question 4.**

Yes  No

3b. Select reformatting method

Original records to Digital images (minimum resolution 300 dpi)

Original handwritten records to 35mm Microfilm

Original typescript records to 16mm Microfilm

Original records to 16mm and/or 35mm Microfilm and Digital images (minimum resolution 300 dpi)

**If you request microfilm, a preservation copy of the microfilm is to be sent to the Library of Virginia for storage.**

3c. Will the public have access to the digital images and or microfilm? If so, how will the digital images and/or microfilm be stored and served by your office?

4. Once the project is complete, will the original records continue to be used by the public? If so, what actions will you take to ensure the long-term preservation of the original records?

5. Describe the benefits of this project.

6. What previous actions have you taken to improve the preservation and management of records in your custody? Be specific.

**Be sure to attach the following with application:**

Proposal of work and estimated costs for each item, as well as itemized specific treatments/costs proposed, submitted to clerk by vendor.