## CIRCUIT COURT PRESERVATION PROGRAM

**ITEM CONSERVATION GRANT**

## GRANT CYCLE FY2023

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| --- | --- | --- |
| Name of Locality | | |
| Name of applicant | Position Title | Phone Number |
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| 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 | |

## 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 volumes and/or loose papers of major historical, administrative and/or informational significance. **For the FY2022 grant cycle, a clerk can submit no more than eight volumes or no more than 2000 items of loose papers.** 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 Grant Review Board is responsible for determining 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 lamination (including cellulose acetate lamination, modern lamination, etc.), 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>

This grant includes funding for digital reformatting of conserved materials. Item conservation grant covers 100% of cost to generate digital images (**minimum resolution – 300 dpi tiffs**) and, if needed, preservation microfilm (**35 mm**). Digital images are to be stored and made accessible on a secure remote access system and/or a computer terminal maintained by your office. If preservation microfilm is generated, the reels are to be transferred to the Library of Virginia for storage. Applicants can include in their grant request the cost for uploading the digital images to their secure remote access system or public terminal. Applicants are recommended to retire the original records from public use following completion of project.

## ITEM CONSERVATION – GRANT APPLICATION

**To Be Completed by Circuit Court Clerk or designated staff**

Enter the following: name of vendor, title and date range of records. i.e. *Deed Book 12, 1814-1816*, estimated conservation cost, estimated reformatting cost (if requested) for each item, 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 eight volumes or, if loose records, no more than 2000 items.

**Name of vendor**  - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Title and date range of records** | **Line Item Total** |
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|  |  |
| **Total Project Cost** |  |

1. **Are the items to be conserved listed in order of preference? Yes  No**

2. Do you want the vendor to provide you with digital images of the conserved materials?

Yes  No

3. Explain how the digital images will be made available to the public by your office.

4. Describe the records to be conserved: What are their content, condition, and significance to your office and the public?

5. Please summarize the benefits of this project to your office and the public once completed.

6. Explain what actions your office will take to ensure the long-term preservation of the conserved records (and digital images if requested) after they are returned to your office. Please address storage, security, and access in your response.

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

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

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