## CIRCUIT COURT PRESERVATION PROGRAM

**ITEM CONSERVATION GRANT**

## GRANT CYCLE FY2021

|  |  |  |
| --- | --- | --- |
| 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  Name | Grant Awarded  Date  Grant Denied  Date  Notification Mailed  Date | |
| 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 for conservation 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 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>

When considering item conservation projects we strongly advise 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 digital copy (**minimum resolution – 300 dpi**) or microfilm copy (**35mm** preservation microfilm for handwritten text and **16mm** for typescript text). If a clerk requests reformatted copies of the conserved materials, the cost for digital imaging and/or microfilming are to be included in the item conservation grant application. The clerk is to inform potential vendors examining the records to include digital imaging and/or microfilming cost as a separate line item in their proposal of work. **If a clerk requests digital imaging, images are to be made accessible to the public either through local Secure Remote Access System or a non-Secure Remote Access computer terminal maintained by the locality. If a clerk requests microfilm, a preservation copy of the microfilm will also be generated and sent to the Library of Virginia for storage.**

All projects that reformat records from any medium to microfilm must conform to appropriate state standards and Library of Virginia guidelines, copies of which can 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

**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 four volumes or, if loose records, no more than 500 leaves.

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

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

**I have listed items to be conserved in order of preference: Yes  No**

1. Do you want the vendor to provide you with a reformatted copy of the conserved materials?

Yes  No

**If Yes, select requested reformatted version(s) below and answer question 2. If No, go to question 3.**

Digital  Microfilm

**If you request reformatting, be sure to include reformatting cost(s) for each item in the table above.**

2. If you selected Digital, select the appropriate box for how the digital images will be served to the public by your office.

Secure remote access system. Provide name of system \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-secure remote access computer terminal maintained by your office

3. Explain what actions your office will take to ensure the long-term preservation of the conserved records after they are returned to your office. Please address storage, security, and access in your response.

4. Please summarize the benefits of this project to your office and community.

5. 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.