



264 S. 23RD STREET PHILADELPHIA, PENNSYLVANIA 19103

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CALL FOR APPLICANTS
May 2011

The Conservation Center for Art & Historic Artifacts (CCAHA) Preservation Needs Assessment Program

A **Preservation Needs Assessment** is a key first step in developing a preservation plan for collections. In addition to pinpointing areas of concern, the preservation needs assessment is widely recognized as a valuable tool in fundraising for collections.

CCAHA's competitive subsidized Preservation Needs Assessment Program for paper-based collections is being continued through the generous funding of the National Endowment for the Humanities (NEH).

Eligibility:

If your institution owns a paper-based humanities collection that is available to the public on a regularly scheduled basis and has national or regional significance, you are eligible to apply for participation in CCAHA's subsidized Preservation Needs Assessment Program. To be considered, the institution should demonstrate a strong commitment to collection care. The size of the institution's paper-based collection must warrant a full day survey. Federal institutions are not eligible.

Process:

The preservation needs assessment process encompasses a general evaluation of the institution's preservation needs for their collection: environment (temperature, relative humidity, pollution and light), housekeeping, pest control, fire protection, security, and disaster preparedness; collection storage, handling, exhibition, and treatment; and preservation planning. The site visit consists of a review of the site, an examination of the collection, and interviews with relevant staff. The written report provides observations, recommendations, and resources to serve as a guide in the development of a comprehensive preservation plan for the collection.



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Cost:

Through funding from the National Endowment for the Humanities, CCAHA is able to offer a limited number of subsidized preservation needs assessments for \$350, including the assessor's travel expenses.

Deadline:

All applications must be **received by Friday, July 15, 2011.**

Application forms for the Preservation Needs Assessment Program can be found on CCAHA's website: <http://www.ccaha.org/fundraising/grant-calendar/2011/07/15/cca-ha-preservation-needs-assessment-program>.

If you have questions or want to discuss the suitability of this program for your institution, please contact CCAHA's Preservation Services Office at:

Preservation Services Office
Conservation Center for Art & Historic Artifacts (CCAHA)
264 South 23rd Street
Philadelphia, PA 19103
Tel: (215) 545-0613
Fax: (215) 735-9313
pso@cca-ha.org
<http://www.cca-ha.org>

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Congress created the **National Endowment for the Humanities** in 1965 as an independent agency that supports education, research, preservation projects, and public programs in the humanities.

CCAHA is the largest non-profit conservation laboratory serving other non-profit cultural, education, and research institutions, as well as private individuals and organizations, in the United States. Founded in 1977, CCAHA specializes in the treatment of works of art and historic artifacts on paper, photographs, and books, as well as works on parchment and papyrus, and provides state-of-the-art digital imaging services. CCAHA's conservation and preservation services staff develop and present educational programs; conduct preservation assessments; provide assistance with preservation planning; and develop emergency preparedness plans.