North Carolina State Historical Records Advisory Board

 **Application for Traveling Archivist Program 2025**

The Traveling Archivist Program (TAP) is administered by the State Archives of North Carolina with funding from the National Historical Publications and Records Commission. TAP’s purpose is to help repositories improve preservation and access for archival collections. Cultural heritage institutions, as well as community organizations, with archival holdings are eligible.

A team of traveling archivists will help selected TAP recipients work with document and audi-visual collections to improve preservation and access. This in-depth consultation is available at no charge to five or more organizations in 2025. The program will proceed in stages, beginning with a virtual meeting and including an on-site visit.

Recipients will be expected to announce their participation, including notification to local representatives. Recipients will also be expected to have staff capacity to work on the recommendations included in the final report and evaluate this service at the end of the cycle.

Complete the application below. Save your completed file, then send it, along with any attachments, via email to dani.shirilla@dncr.nc.gov. Applications are due by 5 p.m. on February 15, 2025.

If you have any questions, please contact:

Danielle Shirilla, Outreach Archivist

State Archives of North Carolina

dani.shirilla@dncr.nc.gov

919-814-6881

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| **APPLICANT INFORMATION** |

Name of institution (and parent organization, if applicable): Click or tap here to enter text.

Your name: Click or tap here to enter text.

Your title: Click or tap here to enter text.

Your email address: Click or tap here to enter text.

Your telephone: Click or tap here to enter text.

Your institutional mailing address: Click or tap here to enter text.

Institutional street address (if different from mailing address): Click or tap here to enter text.

County: Click or tap here to enter text.

Website: Click or tap here to enter text.

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| **INSTITUTIONAL INFORMATION** |

Please describe your institution: Click or tap here to enter text.

Type of organization:

[ ]  Archives

[ ]  Library

[ ]  Historical society

[ ]  Genealogical society

[ ]  Historic site/house

[ ]  Museum

[ ]  Community organization

[ ]  Nonprofit

[ ]  Other—please describe: Click or tap here to enter text.

Has your institution ever received a Traveling Archivist Program (TAP) visit before?

[ ]  Yes [ ]  No

Have you had other archival or preservation consulting services or other assistance from any organization or state/local agency before? [ ]  Yes [ ]  No

If yes, please list the service type you received and an approximate date: Click or tap here to enter text.

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| **COLLECTION INFORMATION** |

In 150 words or fewer, please describe the nature of your collection by addressing how it came into existence, ways the collection is promoted to and accessed by the public, and the significance of this collection to North Carolina history and culture.

 Click or tap here to enter text.

Staff dedicated to this collection:

[ ]  All volunteer

[ ]  1 paid staff member

[ ]  2–5 paid staff

[ ]  5 or more paid staff

Number of volunteers, interns, etc., in addition to paid staff who work specifically on this collection, if any.

How much funding does your archives receive and what is the source? Click or tap here to enter text.

What guidelines and policies do you have for the management of your collections and operations, if any? Check all that apply.

[ ]  Administrative articles of incorporation

[ ]  Additional administrative documents (e.g., mission statement)

[ ]  Collections management policy

[ ]  Deed of gift form

[ ]  Access policy

[ ]  Reference policy

[ ]  Security policy

[ ]  None of the above

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| **PHYSICAL COLLECTIONS** |

Description: Click or tap here to enter text.

Please describe where the collection is housed and the square footage of the storage space dedicated for this collection, if known: Click or tap here to enter text.

Type of materials included in this collection (check all that apply):

[ ]  Personal papers, diaries, ledgers, correspondence, or letters

[ ]  Photographic prints, negatives, or slides

[ ]  Scrapbooks

[ ]  Maps

[ ]  Microfiche/film

[ ]  Drawings, two-dimensional works of art, or architectural drawings

[ ]  Image recordings

[ ]  Sound recordings

[ ]  Additional electronic or digital materials

[ ]  Administrative records

[ ]  Rare books

[ ]  Other (please describe): Click or tap here to enter text.

What is the total volume of your institutional archival holdings (e.g., approximate number of cubic feet or number of manuscript boxes)? Click or tap here to enter text.

Is the collection housed in an air-conditioned environment?

[ ]  Yes [ ]  No [ ]  Partially [ ]  Not sure

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| **INTELLECTUAL CONTROL AND ACCESS** |

What percentage of this collection is arranged and described or cataloged? Click or tap here to enter text.

What percentage of this collection has finding aids, inventory lists, or other finding tools? Click or tap here to enter text.

What percentage of this collection has been digitized in house? Click or tap here to enter text.

What percentage of this collection has been digitized by the North Carolina Digital Heritage Center? Click or tap here to enter text.

What percentage of this collection is accessible online? Click or tap here to enter text.

Is this archival collection accessible to the public? Click or tap here to enter text.

If yes, please estimate the number of people who access and use this collection annually (onsite). Click or tap here to enter text.

Do you promote the collections and accessibility to the public? (i.e., How do people know about your collections?) Click or tap here to enter text.

Do you use this collection for public programming (e.g., lectures, workshops, special events, teaching tools)? If yes, please describe: Click or tap here to enter text.

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| **CONSULTATION PLANNING** |

With 1 being highest priority and 6 being lowest priority, please prioritize the following six topics that relate to your request for TAP assistance:

Acquisitions and accessions: Click or tap here to enter text.

Disaster preparedness: Click or tap here to enter text.

General care of collections, storage, preservation: Click or tap here to enter text.

Collection access (preparation of finding aids, cataloging): Click or tap here to enter text.

Digitization and digital access: Click or tap here to enter text.

Education and training: Click or tap here to enter text.

If the above topics do not represent your most pressing need for a TAP consultation, please describe your top priority relating to the care and management of this collection: Click or tap here to enter text.

In 100 words or fewer, what is one measurable objective you hope to achieve through this project? Click or tap here to enter text.