North Carolina State Historical Records Advisory Board

**Application for a Traveling Archivist Program Intern**

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.

Organizations that have previously received TAP services and whose collections are ready for finding aid creation are eligible to host a TAP Intern. A summer intern will be placed at various organizations to produce finding aids and improve preservation. This service is available at no charge to select previous TAP recipients in 2025.

The TAP team will work to match a summer intern with organizations according to location, need, and staff capacity. Placements could be 3-5 consecutive days or a number of hours per week for several weeks.

Recipients will be expected to announce their participation, including notification to local representatives. Recipients will also be expected to have staff capacity to facilitate the intern’s work 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.

When did your institution receive a TAP consultation (approximate year)? Click or tap here to enter text.

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| **COLLECTION INFORMATION** |

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

How would an intern help further the archival goals outlined in the previous TAP report for your institution?

Click or tap here to enter text.

In 150 words or fewer, please describe the collections work an intern could help with. Include type of materials, significance for research or other priorities, expected time to complete, etc.

Click or tap here to enter text.

Describe your staff capacity to facilitate an intern’s work. Include expected days and times staff will be available to work in the institution.

Click or tap here to enter text.