

State Historical Records Advisory Board

Traveling Archivist Program 2021

Application Guidelines

Overview

Jump start and promote your collection's online access by taking advantage of a new program, "**Preserving and Sharing Community Histories Online.**" This in-depth consultation is available during 2021 and 2022 **at no charge** to five or more select organizations maintaining cultural heritage collections. Training by a Traveling Archivist team consisting of collections experts from the State Archives of North Carolina, N.C. Digital Heritage Center, and U.N.C.-Greensboro will include:

- internal policies, procedures, and guidelines development (collection, acquisition, appraisal, legal, access and use)
- preservation basics (providing some preservation supplies)
- Archival arrangement and description
- scanning basics and metadata creation
- Marketing and promoting collections

An outcome of the training process will be onsite scanning of at least one discrete, finite collection with an option to add materials into the DigitalNC platform.

Eligibility

Collecting organizations affiliated with local governments, nonprofits, academic institutions, Native American tribes, and churches may apply. Participating institutions need to have at least one paid staff member devoted to collections.

Requirements

1. Completed application, available here <https://forms.gle/CmBeFUyJpDvZnPRx8>
DEADLINE: January 31, 2021
2. Ability to participate in screening interview (phone) for final selection of participants
3. Ability to complete pre-visit activities (watching tutorial videos, virtual meetings to strategize site visits, completion of pre-visit readings and activities)
4. Ability for staff and volunteers to participate in a 3-day visit of the Traveling Archivist Team (may not necessarily be on consecutive days). Visit will include extended review of collections, storage areas and methods for collections access, as well as staff/volunteer training on specific topics related to management of archival collections and digitization.
5. Ability to provide physical space with electricity for TAP consultants to work with the portable computer and digitization equipment that they may bring
6. Ability to provide additional access to at least one collection (additional access may be creation with an online finding aid or digitization of collection)
7. Ability to provide feedback on content of the Traveling Archivist Team visit and training.

What to Expect?

Applicants will be screened by members of N.C.'s Historical Records Advisory Board for the institution's preservation and training needs and its potential to continue working toward preservation and access goals. Selected institutions will have at least one staff member with collections stewardship responsibilities who will participate in pre-visit online trainings, meetings, and additional activities. The TAP team will arrange visits over multiple days (not necessarily consecutive) to address each institution's biggest needs and to digitize a discrete portion of its collection. Consultants will also work with staff after training and digitization is complete to plan and execute programs promoting access to each institution's target audiences.

The Traveling Archivist Program for 2021-2022 is sponsored by the State Historical Records Advisory Board with funds from the National Historical Publications & Records Commission.

