Oklahoma Collections Assessment Plans Program (OCAP)

Application Deadline: **Friday, 5 PM, August 30, 2019**

Sponsored by
Oklahoma Historical Records Advisory Board

Administered by
Oklahoma Department of Libraries

Funded by
National Archives and Records Administration—National Historical Publications and Records Commission, a Federal Agency

About the Oklahoma Historical Records Advisory Board

The Oklahoma Historical Records Advisory Board (OHRAB) promotes the identification, preservation and dissemination of Oklahoma's historical records by providing training and funding for organizations involved in records care. It is one of 56 similar boards active in all states, territories, and the District of Columbia. The Board includes archivists and historians from throughout Oklahoma, representing historical records collections in libraries, archives, and museums. The sponsoring agency of OHRAB is the Oklahoma Department of Libraries (ODL), the official repository for permanent state government records.

Oklahoma Collections Assessment Plans
Program (OCAP)

Program Description

The Oklahoma Collections Assessment Plans Program (OCAP) is an initiative of the Oklahoma Historical Records Advisory Board and is administered through the Oklahoma Department of Libraries. Financial support is provided by the National Historical Publications and Records Commission, the funding arm of the National Archives.

The purpose of OCAP is to encourage best practices in the preservation of, and access to, archival collections that are important to preserving Oklahoma history by ensuring that collecting organizations have written Collections Assessment Plans that help prioritize collections care activities.

Organizations accepted into the program will receive:

1) Assistance in conducting an organizational and collections self-assessment.

2) Services of a professional Preservation Consultant who will work with staff and volunteers to develop a written collections assessment plan.

3) Registration fee waivers for workshops sponsored by OHRAB and its partners.

Organizations successfully completing the program **may request up to $250.00** to address one of the recommendations offered in the collections assessment plan. Organizations will receive no additional funds. All expenses related to the services of the Preservation Consultant will be paid by the Oklahoma Historical Records Advisory Board through grant funding received from the National Historical Publications and Records Commission.

Each participating repository must complete an organizational self-assessment covering policies, risk management, security, marketing and outreach, procedures, storage, and general facility conditions.

Eligibility

Oklahoma institutions, **with annual budgets of $100,000 or less**, whose collections document Oklahoma history and culture, and whose collections are accessible to the public, may apply. Priority will be given to smaller institutions with limited resources to care for and manage their collections. Individuals are not eligible to apply. Eligible institutions include:

- Historical and genealogical societies
- Libraries
- Museums
- Archives

- Tribal cultural institutions
- Historic Sites/Houses
- Local government agencies
- Other institutions that hold materials documenting the state's history and culture.

Applicants must demonstrate that they:

- Care for and have custody of the archival collections that are the focus of the application.

- Have at least one staff member or the full-time equivalent, whether paid or unpaid.

- Make their collections open and available for the purpose of education, research, and/or public programming, as evidenced by the number of days on which the institution is open to the public, the capacity to support access and use, and the availability of staff for this purpose.

Geographical location within Oklahoma will be considered to ensure that repositories in all regions participate. The historical significance of the collections, their condition, specific requests for assistance, and the availability of institutional resources will be considered in the evaluation of all applications.

A key focus of this assessment is archival collections.

Institutions that house solely objects or artifacts are not eligible to participate in OCAP.

Obligations of Organizations Receiving OCAP Support

Participating organizations are expected to:

1) Enter into a contract agreeing to fully participate in the program.

2) Complete an Organization Self-Assessment.

3) Complete a final report after the project is complete. A second follow-up report may be requested in 2020 to determine how this process supported the organization's efforts to care for collections.

Application Process

Applications are due by **August 30, 2019** at **5**PM CST. Late applications will not be accepted. *Grant applications must be typed;* handwritten applications will not be accepted.

How to Prepare Your Application

- Please complete the Application Form, **answering the questions thoroughly, but succinctly**.

- Do not include information that is not requested.

- Completed Application **Forms may not exceed seven pages**, including narrative information.

- Font size should be **no smaller than eleven point type.**

- **Please do not include these instruction pages with your application.**

How to Submit Your Application

- By e-mail to: **jan.davis@libraries.ok.gov**

  You will receive an email confirming that the application has been received.

- By postal service to:
  Oklahoma Department of Libraries
  ATTN: Jan Davis
  200 NE 18 Street
  Oklahoma City, OK 73105–3205

  Please do not fold or staple.

Questions?

Address questions to Jan Davis at **jan.davis@libraries.ok.gov** or **(405) 522–3191**.

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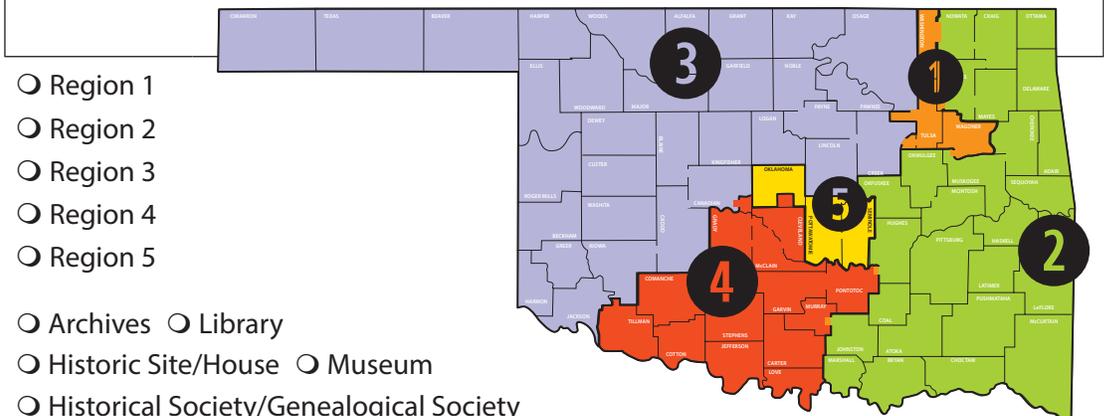## Application Form

Due by 5 PM, Friday, August 30, 2019.

Organization Name	
Parent Organization (if applicable)	
Address	
City | Zip	
Project Coordinator and Title	
Telephone	
Email	
Website	
Year Founded	Federal Employer Identification Number
Data Universal Numbering System (DUNS)	

Region: Using the map to the right, please indicate the Region in which your institution is located.

❍ Region 1
❍ Region 2
❍ Region 3
❍ Region 4
❍ Region 5

Institution Type
(Please check one.)

❍ Archives ❍ Library
❍ Historic Site/House ❍ Museum
❍ Historical Society/Genealogical Society
❍ Other (please describe below)

Description of organization(include history, mission, governance, annual number of visitors, budget).	
Description of archival collections: Please describe the contents, scope, and significance of this collection to Oklahoma history and culture. Describe condition, how materials are stored, and any known threats.	
Staff and Volunteers: How many paid staff and/ or volunteers work on your archival collections? Briefly describe their qualifications and experience working with archival collections.	
Public Use: Approximately how many people access your archival collections on an annual basis? How and by whom are your collections accessed?	

What is the approximate square footage of space dedicated to your archival collections?		What is your annual operating budget for your archival collections?	

Type of material included in your archival collection:
(Please check all that apply.)

- ☐ Personal papers, diaries, ledgers, correspondence, or letters
- ☐ Government documents
- ☐ Photographic prints/negatives/slides
- ☐ Scrapbooks
- ☐ Maps
- ☐ Microfilm/fiche
- ☐ Drawings/2-dimensional works of art

- ☐ Image recordings
- ☐ Sound recordings
- ☐ Magnetic storage tapes
- ☐ CDs or other computer media
- ☐ Electronic Records
- ☐ Administrative Records
- ☐ Rare books *(must be related to Oklahoma)*
- ☐ Other (please describe below)

How would you assess the overall condition of your collections?
(Check one):

○ Good ○ Fair ○ Poor ○ Very Poor

What percentage of your collection is arranged and described or cataloged? (%)

What percentage of your collection is accessible online? (%)

What percentage of your collection has finding aids and/or inventory lists? (%)

What percentage of your collection needs immediate preservation/conservation action? (%)

Using the list to the right, with **1 being the most important, and 6 being the least important**, please prioritize the topics for which you would like assistance or training.
(Do not use a number more than once.)

Priority Assigned *(1–Most Important 6–Least)*	
General care of collections (handling, storage)	
Accessibility: Preparation of finding aids/cataloging	
Preservation/Conservation	
Funding	
Accessions and Acquisitions	
Disaster Preparedness	

If the above selections *do not* represent your most pressing priority, please describe your primary priority related to the care and management of this collection:

Program Expectations and Benefits

If selected to participate in OCAP, my organization 1) consents to complete an Organizational Self-Assessment, results of which will be shared with the Preservation Consultant prior to his/her site visit; 2) provide current institutional documents (strategic plan, emergency plan, collections policies and procedures) to the Preservation Consultant; 3) install a data logger (on loan from the program) a week or more prior to the visit of the Preservation Consultant; and 4) meet with the Preservation Consultant to provide an overall review of mission statement, collection policies, intellectual control of materials, staffing and budget, preservation planning, the built environment, emergency preparedness, temperature and relative humidity, lighting, pest management and housekeeping, security, handling procedures, and storage and exhibition of materials.

The Preservation Consultant will conduct a physical inspection of my facility and collections, and review findings with me and seek further input if needed. A written report, summarizing short and long term priorities, along with recommended solutions, will be produced and provided by the Preservation Consultant.

Up to two staff or volunteers from my organization will receive registration fee waivers to participate in future workshops sponsored by the Oklahoma Historical Records Advisory Board.

Upon successful completion of the site visit, my organization is eligible to request up to $250.00 to implement one of the recommendations offered by the consultant in the plan.

Name: Title:

Signature:

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