

GUIDELINES

FOR APPLYING TO THE TRAVELING ARCHIVIST PROGRAM

A Program of the State Archives of North Carolina

Introduction: Thank you for taking the time to complete the application for the Traveling Archivist Program, an initiative of the State Archives of North Carolina to improve preservation of and access to archival collections.

The purpose of TAP is to encourage best practices in the preservation of and access to special collections (rare books, manuscripts, archival records, photographs, oral histories, scrapbooks, newspapers, and ephemera) held in North Carolina repositories. Repositories include historical and genealogical societies; public libraries; the archives of colleges, hospitals, and other organizations; historic houses and sites, museums; and other publically-accessible institutions that hold *archival materials* documenting the state's history and culture.

Your completed application will help us determine the type of assistance we deliver to your institution during a site visit. TAP site visits will be built around a physical survey of your collections to assess both preservation needs (storage conditions, security, environmental controls), and access tools (finding aids, inventories, indexes, or catalog records, etc.). During the survey, discussions with and input from the staff will help inform recommendations for improving collection preservation and access. These recommendations will be formalized in a written report provided to you.

Eligibility: All North Carolina institutions that hold archival records documenting North Carolina history and culture and whose **facilities and collections are open to the public** may apply; however, priority will be given to smaller institutions with limited resources. Geographical location within North Carolina will be considered to ensure that repositories in all regions participate. The size and scope of the collections, their condition, specific requests for assistance, and the availability of institutional resources will be considered in the evaluation of all applications. **TAP is not designed to provide assistance for institutions that house primarily objects or artifacts.**

Institutions selected for site visits from the Traveling Archivist must agree to complete a follow-up evaluation intended to measure the effectiveness of the program and agree to help promote the work of the TAP.

How to Apply: Online applications are preferred. Online applications must be received by **5:00 p.m.** Please type "TAP Application" in the subject line and e-mail to:

Andrea Gabriel
andrea.gabriel@ncdcr.gov

Paper copies will be accepted if they are postmarked no later than and mailed to:

Andrea Gabriel
State Archives of North Carolina
4614 Mail Service Center
Raleigh, NC 26699-4614

Questions relating to the application may be addressed to: Andrea Gabriel; andrea.gabriel@ncdcr.gov; 919-807-7326; Monday—Friday, 8:00 a.m. to 5:00 p.m.