**Form 3**

**Collections Care**

Your organization must have:

* A Collection Policy in place to apply for this grant

Please attach the Collections Policy

* A Collections Committee that regularly reviews accessing or declining donations.

Names and affiliations of those on your Collection Committee:

Schedule of regular collection committee meetings:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit copies of the last year’s Collection Committee meeting minutes.

Are you seeking assistance to improve your organization’s collection care?

* Yes No

Have you applied to Greater Hudson Heritage Network for their Collections Care review?

* Yes No

Collections owned by institution: (select all that apply)

* Documents
* Photographs
* Objects
* Books
* Movie/Films
* Natural History
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Storage Area**

**\*\* Attach all recent professional assessments and surveys of the storage facility\*\***

Collections storage is off premises located in:

* A building dedicated to storage
* Address
* Off-site at homes.

If collection items are at homes, these items belong to your institution

* List those members’ names and affiliation with your organization.
* Where in their homes are collection items stored?
* List items housed.
* What form of institutional ownership of the items is used?
* What accounting is place from the Collections Committee on the review of the condition of these items? Submit copies of those on-site visits assessments and inventory list review.

Do you have collections on loan at other institutions?

* Yes No

If Yes:

* List the institutions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach copies of Loan Forms.

* What accounting is place from the Collections Committee to review of the condition of these items? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach copies of those on-site visits assessments and inventory list.

Our collection storage area is located in-house on the:

* On first floor of the building
* On second floor of the building
* In the attic
* In the basement
* Multiple rooms dedication to storage
* A room dedicated to storage
* In miscellaneous closets and dressers throughout the building

What security for collections storage is in place?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who has access to the collections?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the collections area climate controlled to current museum standards?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What systems are in place?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does your facility control humidity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your storage area flood?

* Yes No

Items are stored

* Unboxed and uncovered
* Unboxed but covered
* Boxed in regular boxes
* Boxed in acid free boxes

Textiles are stored:

* In boxes (see above)
* On racks – items are not covered
* On racks – items are covered with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows in the storage area:

* Have no covering
* Have shades or venetian blinds
	+ Are left open
	+ Are left closed
	+ Are opened for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per day
* Are blocked off/or painted over

Is the collection storage area compliant with AMA standards of lighting?

* Yes No

Lights are on in storage area

* Every day – they are left on during regular business hours
* Turned on \_\_\_\_\_\_\_\_\_\_\_\_hours a week
* Only turned on when someone is working in the area

**Collections Use**

The collections are used for the following: (check all that apply)

* Exhibits
* Research
* Children’s Education Programs
* Loans to other institutions
* Demonstrations