

Caucus Archival Projects Evaluation Service (CAPES) Program-at-a-Glance

CAPES offers free professional assessments by consultants of the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference of historical collections (paper items) held by New Jersey archives, libraries, historical societies, churches, schools, hospitals, and other agencies. This service is supported by a grant from the New Jersey Historical Commission. **Materials must document the history of New Jersey in some way. CAPES does not provide artifact evaluations.**

A professional assessment of conservation needs is required for a conservation grant involving an archival collection of paper items (manuscripts, books, photographs, maps, etc.). The New Jersey Caucus of the Mid-Atlantic Regional Archives Conference (MARAC) has organized the Caucus Archival Projects Evaluation Service (CAPES) to meet this need.

A CAPES evaluation may focus on any of the following:

- 1) The applicant institution's collections policy.
- 2) The institution's methods of assessing, accessioning, and processing materials. This might include the preparation and arrangement of items, the development of storage systems, and the creation of descriptions and finding aids.
- 3) Surveys of the condition of materials and estimates of remedial needs.
- 4) Physical building and environmental conditions

After the CAPES consultation, applicants will receive a written report including the survey and, if appropriate, recommendations for changes in archival practices and facilities.

Eligibility

CAPES serves *only* organizations — either public or private — that need consulting assistance to evaluate the archival needs of their collections and which cannot obtain such assistance in a timely manner using their own funds. Collections must be accessible to the general public. Categories of eligibility (in priority order) follow:

1. Small county and local historical organizations, such as archives, libraries, and historical societies, which do not have full-time staff.
2. Small county and local historical agencies with full-time staff but without professional archivists.
3. Small county and local historical agencies with full-time staff including professional archivists, but without specialists in the collection area.
4. Small college and university archives and libraries.

5. Other repositories of archival and historical materials.
6. Most organizations funded by the state or federal governments are not eligible for the CAPES service; the exception is small colleges and universities, whose eligibility will be determined case by case.

Note: Ordinarily state, county and local government entities should turn to the Division of Archives and Records Management for advice on the care and preservation of their records. There are exceptions to this rule. Consult the New Jersey State Archives, (609) 292-6260, for advice.

To Apply for a CAPES Survey

Complete the CAPES application form on the following page and return it to:

CAPES
NJ Historical Commission
PO Box 305
Trenton, NJ 08625-0305

An accompanying letter outlining the reasons for this survey is useful when reviewing the application.

There is no application deadline; return the completed form when convenient. NJHC staff will assess eligibility and forward the application to the CAPES coordinator who will contact you to arrange a consultation. The coordinator of the CAPES program will send copies of the consultant's survey and recommendations to you and to the NJHC.

If you have questions about the CAPES service or about the application form or process, telephone the Historical Commission at (609) 292-6062.

CAPES: Caucus Archival Projects Evaluation Service
(A service of the New Jersey Caucus, Mid-Atlantic Regional Archives Conference
funded by the Department of State, New Jersey Historical Commission)

APPLICATION FORM

(Please type)

Name of Institution _____ Telephone _____

Website _____

Street Address _____

Town _____ State _____ Zip _____ County _____

Person completing application _____

Position with applicant _____ Email address: _____

Phone Number _____ Cell Phone _____

Purpose of CAPES evaluation. (please check all applicable statements):

Initial CAPES Survey:

- To survey and evaluate environmental conditions
- To survey and evaluate preservation and conservation condition of collections, including storage of materials
- To survey and evaluate arrangement (e.g., storage) and description (e.g., intellectual access) of collection
- To evaluate collections in anticipation of transfer of collection to another repository

Follow up Visit: (Must include CAPES Survey in the application package)

- To evaluate a specific collection or project
- To have a training workshop for staff and volunteers
- To reassess previous CAPES survey due to significant institutional changes
- Other (Please use a separate sheet to describe)

Have you had a CAPES survey previously?

- Yes No

(If yes, please use a separate sheet to describe the recommendations that you have implemented and any major changes to your staff, facility, or collections since your first report.)

Consultant _____

Year Completed _____

Number of staff members:

Full-time _____ Part-time _____ Volunteer _____

Does the staff include an archivist?

No Yes Full-time Part-time

Archivist's name _____

What is the institution's budget for this year? \$ _____

Archives' Budget _____

Is this evaluation preliminary to an application to the NJHC for funds to support any of the archival functions listed in the description of this program?

Yes No

Title of proposed grant project (if applicable) _____

How did you hear about CAPES?

Date you are submitting this application _____

Institution's staff director or chief elected official:

Name _____

Signature _____

Does the material to be evaluated by CAPES include the following? (Check as many types as you have, and estimate the amounts of each kind of material and the date span of each.)

Manuscripts and records

Date span: From _____ to _____

Boxes: Number _____

Dimensions _____

File drawers: Number _____

____ Legal size ____ Letter size

Folders: Number _____

____ Legal size ____ Letter size

Volumes: Number _____

Average thickness _____

Linear feet _____

Other measurement: _____

Newspapers

Date span: From _____ to _____

Bound volumes: Number _____

- Unbound issues: Number _____
- Other measurement: _____

Photographs

Date span: From _____ to _____

- Boxes: Number _____
Dimensions _____

- File drawers: Number _____
Legal size ____ Letter size

- Folders: Number _____
Legal size ____ Letter size

- Other measurement: _____

Books

Date span: From _____ to _____

- Shelves: Number _____
Linear feet _____

- Other measurement: _____

Microfilm

Rolls _____

Digital Resources

In the space below (and on additional pages, if necessary), please describe other material in the collection?