

## INSTITUTIONAL APPLICATION Roving Archivist Program

The Roving Archivist Program was developed by the Massachusetts State Historical Records Advisory Board (MA SHRAB) as part of its mission to provide leadership, advocacy, and guidance to help ensure the identification, preservation, and use of the Commonwealth's historical resources, both public and private. The Roving Archivist Program connects stewards of historical records with a professional archivist to assist in setting priorities, drafting policies, and developing strategies and procedures for processing, preserving, and cataloging collections for their institution. Any cultural heritage repository may apply; preference will be given to repositories that do not have a professional archivist and have limited resources. Applications for the Roving Archivist Program are now accepted on a rolling basis. The Roving Archivist Program provides the following categories of assistance:

### **Strategic Assessment of Your Institution and Program Review**

This category of assistance is for institutions that are assessing their needs or would like an outside review of their policies, procedures and workflows. The Roving Archivist (RA) will engage with staff/volunteers, including leadership, to understand the program. The RA will review the condition of the collections and address the basic components of running an archives, such as the importance of collection development policies, disaster planning, and preservation. The RA will complete a report of recommendations and a list of resources customized to the needs of the institution within 30 days of the visit. All institutions receiving these services will be listed in the Commonwealth Historical Collaborative directory ([chc.library.umass.edu](http://chc.library.umass.edu)).

Applicants will also receive follow-up services from the RA, such as assistance in creating appropriate policy and procedure statements, support in addressing the issues raised in the report, and review of grant proposals.

### **Arrangement and Description Training**

This category of assistance will provide guidance and training for the arrangement and description of collections held by small and medium sized institutions. The materials being processed are chosen by the applicants, but the SHRAB recommends that collections of 10 linear feet or less be used for this training. The Roving Archivist (RA) will provide rudimentary training to the staff/volunteers of the institution in the basics of archival processing. Collections arranged and described through this category will be added to the institution's catablog (an online catalog) that is linked from the Commonwealth Historical Collaborative directory.

### **Building your CHC Catablog**

The Roving Archivist will provide training to institutions that want to create or update their entry in the Commonwealth Historical Collaborative (CHC) directory. The CHC provides a single, comprehensive interface for the public to locate information about cultural and historical materials in Massachusetts. In addition to having an entry in the directory, the CHC provides an opportunity for institutions to create a free catablog, or an online catalog, to provide access to descriptions of their collections. This category is intended for institutions that have already described at least some of their collections and need help getting them online and discoverable.

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### How to Apply

To apply for services through the Massachusetts SHRAB Roving Archivist Program, please submit a document, not to exceed 10 pages in length, which provides the following information:

1. Which category of assistance are you applying for (refer to categories listed above)
2. Application date
3. Institution name
4. Institution address
5. Name, title and contact information of person completing the application
6. Brief history and description of your organization
7. Description of your staff/volunteer composition
8. Description of the types of collections you manage
9. Extent of collection holdings (preference given to institutions holding 500 record boxes of materials or less)
10. Does your facility close for any extended period of time during the year?
11. What are your hours of operation?
12. How did you find out about the Roving Archivist Program?
13. Have you received a Roving Archivist grant previously? If so, in what category?
14. What benefits do you expect through participation in this program?
15. Please also include a letter from your institution's CEO/Director or Chair of the Board providing a Statement of Commitment to participate in this program and follow through with the recommendations provided.

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### Submission Information:

Please send this information to Massachusetts SHRAB  
c/o Massachusetts Archives - Secretary of the Commonwealth  
220 Morrissey Blvd  
Boston, MA 02125  
Attn: Dr. John Warner  
Or via email to [SHRAB@sec.state.ma.us](mailto:SHRAB@sec.state.ma.us)

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### Expectations and Outcomes:

- Upon notification of the grant award, or at the time of the visit of the roving archivist it is suggested that your organization submit press releases to the local media – print, TV, radio, as well as publicizing the visit on your institution's website, and/or Facebook page. Press releases need to include the following:  
    "This grant award was made possible through the Massachusetts State Historic Records Advisory Board (MA SHRAB) and the National Historical Publications and Records Commission (NHPRC) grant program."
- Copy of the press release and any online publicity should be submitted to the SHRAB along with the expressed permission allowing SHRAB to use the publicity to promote SHRAB and other SHRAB programs.
- Six months after receipt of your report from the Roving Archivist, SHRAB would welcome a brief one page narrative of what your institution has been able to accomplish with the direction of the RA's recommendations, along with any challenges you have met, and projected work plan.