Starting May, 2014, applications for Roving Archivist services are now accepted on a rolling basis. Thank you.

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:

- Date
- Institution Name
- Institution Address
- Name and title of person completing the application
- Brief history and description of your organization
- Describe your staff composition
- Describe the types of collections you manage
- Extent of collection holdings (preference given to institutions holding 500 record boxes or less)
- Does your facility close for any extended period of time during the year?
- What are your hours of operation?
- Which category of assistance are you applying for? (see below for descriptions).
- Have you received a Roving Archivist grant previously? If so, in what category?
- What benefits do you expect through participation in this program?
- 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 recommendations provided.

Category 1: Strategic Assessment of the institution
The Roving Archivist will spend between ½ and 1 day with key members of the institution, including the Director or Chair of the Board (for small historical societies). S/he will have a conversation with the group about basic components of running an archives such as the importance of collection policies and disaster planning and then review the condition of the collections. The Roving Archivist will then complete a report of recommendations and a list of resources customized to the needs of the institution within 30 days.

Category 2: Program Review
The second category will include a 2 day site visit. Applicants will be required to have policies for management and processes for arrangement and description in place, the role of the Roving Archivist will be to evaluate these processes and make suggestions for efficiencies and effectiveness. S/He will meet with staff/volunteers, including leadership, to understand the program, although this should not be viewed as a hands-on training session. The Roving Archivist will complete a report that evaluates the current program, makes recommendations for improvements and efficiencies, and provides a customized list of resources for further education, supplies, and funding within 30 days of the visit.
Category 3: Processing Assistance
This category of assistance will provide for the arrangement and description of collections held by small and medium sized institutions. As part of this process, the Roving Archivist will provide rudimentary training to the staffs of the participating institutions in the basics of archival processing, policy and procedure development, preservation steps, and disaster planning. While processing rates vary greatly from collection to collection, the Roving Archivist will employ available More Product, Less Process (MPLP) techniques to allow for relatively streamlined processing of materials with an average rate of about 3 hours per linear foot. Proposed collections for processing should be approximately 10 linear feet in size. Please include a brief description of the collection in your application. Preference will be given to applicants who have previously received services in Categories 1 and 2.

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 john.warner@sec.state.ma.us