

Dear Colleagues,

I am Elizabeth Shepard, coordinator of the CAPES program. CAPES is funded by the New Jersey Historical Commission and operated by members of MARAC (Mid-Atlantic Regional Archives Conference) New Jersey Caucus. CAPES offers free archival general assessment surveys of archival collections held by non-profit organizations in New Jersey.

The general assessment survey includes reviewing and providing recommendations for improvement in the following areas: physical facility (environmental factors, fire and security protection), storage (shelving and containers), reformatting materials (microfilm/digitalization), arrangement and description, and policies.

A detailed report will be provided. The report can be useful in strategic planning for your archives and can provide valuable documentation for NJHC grant applications. All consultants are professional archivists who can provide you with expert advice regarding your archives.

To be eligible, you must have collections that are open to the public and relate to the history of New Jersey. Only archival materials (books, papers, photos, maps, audio-visual) are surveyed. Government archives are not eligible.

Already had a CAPES visit? Follow up visits are available to those who already had their first CAPES visit. Follow up visits can include a staff training workshop, collection focus survey (just focus on one collection i.e. maps, photos etc), or a reassessment of your original report if the visit was many years ago.

To apply visit the New Jersey Historical Commission website at <http://www.state.nj.us/state/home/grants.html>

This is a free service to you.

Questions contact Elizabeth Shepard at capescoordinator@gmail.com