

## Caucus Archival Projects Evaluation Service (CAPES)

---

A professional assessment of the conservation needs of the materials 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. CAPES provides professional evaluations of historical collections held by New Jersey archives, libraries, historical societies, and other agencies. **Materials must document the history of New Jersey in some way.** *CAPES does not provide evaluations of artifacts.*

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.

Members of the New Jersey Caucus of MARAC provide this service to eligible agencies and organizations without charge. The service is supported by a grant from the Historical Commission.

After the CAPES consultation, applicants will receive a written report including the survey and, if appropriate, recommendations for changes in archival practices and facilities. The report may also recommend that the repository receive an additional consultation for the purpose of providing training in archival techniques or assistance in writing grant applications. Applicants may apply to the NJHC for grant funds with which to carry out the recommendations in the CAPES report.

### ***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 below and return it to:

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

*There is no application deadline;* return the completed form when convenient. The NJHC's 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) 943-3306.  
Department of State, Cultural Affairs

**NEW JERSEY HISTORICAL COMMISSION**  
**2010-2011 GRANTS AND PRIZES**

---

***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)

1. Name of institution \_\_\_\_\_ 2. Telephone (\_\_\_\_) \_\_\_\_\_

1. Address \_\_\_\_\_

2. Person completing application \_\_\_\_\_

5. Position with applicant \_\_\_\_\_ 6. Email address: \_\_\_\_\_

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

- To evaluate a proposed grant application
- 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
- Other (Please use a separate sheet to describe)

8. Have you had a CAPES survey previously? What action did you take on the recommendations?

9. Title of proposed grant project (if applicable) \_\_\_\_\_

10. Has the institution had contact with an appropriate archival repository regarding the possible transfer of the collection to that repository?

- No  Yes (If yes, please explain in the space below)

11. Number of staff members:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Volunteer \_\_\_\_\_

12. Does the staff include an archivist?

- No  Yes  Full-time  Part-time

Archivist's name \_\_\_\_\_

13. What is the institution's budget for this year? \$\_\_\_\_\_

14. 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

Please answer the questions below as completely as you can. Please send with the application a copy of the organization's most recent annual report or other current information about the organization and its activities.

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: \_\_\_\_\_

In the space below (and on additional pages, if necessary), please describe other material in the collection, including an estimate of its cost and date span.

Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625-0305. If you are not using U.S. mail, include the street address: 225 West State Street. For information, telephone (609) 292-6062.