



## WESTERN NEW YORK LIBRARY RESOURCES COUNCIL

Questioning existing practices.  
Testing new ideas.  
WNYLRC: a leader in library innovation.

# Archival & Preservation Services

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## Archival Assistance Program

WNYLRC is pleased to announce our newest service, the Archival Assistance Program, available to all Governing and Patron Organizational member libraries and library systems. Affiliate members (schools and public branch libraries) must apply through the member library system to which they belong. WNYLRC seeks to meet WNYLRC member needs for archival support services and that also complements assessment work by Documentary Heritage Program Services NY (DHPSNY) and Greater Hudson Heritage Network.

To request the service, members must complete the WNYLRC Archival Assistance Program Request Form. Members should provide as much information as possible on the type of service being requested to ensure the archival needs of the member library can be met. Member libraries also have the ability to upload documents that might be helpful in assisting the Archival Services Coordinator and WNYLRC staff who review all incoming applications and determine which applications can be accepted. Members who apply for assistance through the Program should anticipate contributing an hourly rate negotiated in advance upon acceptance of the project for services received. WNYLRC also pays a portion including travel expenses for the duration of the project.

This is a new and limited service available January through June 2019. The program's effectiveness and value to WNYLRC members will be reviewed and assessed to determine whether or not the program should be continued. Applications can be submitted beginning Monday, January 7, 2019.

Examples of the types of services that may be requested include:

- Consulting with and assisting members in evaluating collections to be added to of the Empire State Library Network digital platforms: New York Heritage, New York State Historical Newspapers, and Empire ADC.
- Supporting and assisting in the arrangement and description of materials, leading to the creation of online finding aids, including creating Encoded Archival Description (EAD) finding aids and contributing them to the Empire Archival Discovery Cooperative platform (<http://www.empireadc.org>)
- Assisting in developing strategic plans and essential archival policies and procedures

- Developing and supervising re-housing projects for archival materials
- Assessing and recommending collections for digitization projects, grant projects
- Consulting and assisting with and developing digitization projects, including scanning materials and creation of metadata
- Conducting records inventories of collections
- Consulting with and assisting in marketing archival programs, including in social media outlets
- Assisting in developing programming initiatives to strengthen support for archival collections, such as Archives Month, workshops and other topics.

*About the Archival Services Coordinator:*

This service is staffed by Jessica A. Johnson, who has served in various capacities in museum and archives settings since 1999. Jessica received her BA in History from the University of Puget Sound; her MA in Museum Studies from SUNY Oneonta's Cooperstown Graduate Program; a Paralegal Research and Legal Writing Certificate from SUNY Buffalo. Ms. Johnson has worked at the Buffalo Niagara Heritage Village, the Margaret L. Wendt Archives at Forest Lawn Cemetery, Las Cruces City Museums (New Mexico) and the Archives at Canisius College, located at the Andrew Bouwhuis Library.

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[Fill out my Wufoo form!](#)

## WNYLRC Preservation Committee

The [WNYLRC Preservation Committee](#) is charged with assessing the need in Western New York for preservation and conservation. If you are a member of WNYLRC, you are eligible to request to join the committee.

## Discount on Archival Supplies Purchases

WNYLRC invites member organizations to avail themselves of the business discount received when ordering archival supplies from Gaylord. Discounts vary based upon the type of order (item or items and quantity) and other existing special offers (generally cannot be combined), but expect to receive an average of 20% off your total purchases, plus free shipping. If interested in this opportunity, you must first contact WNYLRC and provide information about your order. Once we have the pricing information available from Gaylord, we will contact you for your approval and confirm the order. When the materials are delivered to WNYLRC, you will be expected to make payment with your pickup.

## Disaster Preparedness Response Planning Documents

The WNYLRC Preservation Committee has endorsed use of the [Disaster Response Plan template](#) available from the New York State Archives.

# Annual Archives Month

Archives Month takes place every October. Stay tuned for 2019 theme and events!

## Preservation Environment Monitor (PEM)

Due to rapidly rising costs of maintaining the PEM software and equipment, WNYLRC has suspended the PEM program, and is looking into alternatives to providing member libraries with more cost-effective ways to monitor their collection environments.

Check back periodically for updates.

Airport Commerce Park East, 4950 Genesee Street, Suite 170, Cheektowaga, NY 14225  
phone 716-633-0705, fax 716-288-9400

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