



WESTERN NEW YORK LIBRARY RESOURCES COUNCIL

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

Archival & Preservation Services

[Archival Assistance Program](#)

[Request for Service Form](#)

[Completed Projects](#)

[WNYLRC Preservation Committee](#)

[Discount on Archival Supplies Purchases](#)

[Disaster Preparedness Response Planning Documents](#)

[Annual Archives Month](#)

[Western New York Archivists](#)

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 Request For Service 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.

Upon receipt and review of the member request for service, WNYLRC and the Archival Services Coordinator will arrange to meet with the applicant and other staff to discuss the application and potential scope of work needed to complete the project. The site visit may result in modifications to the original request. Any modifications will be discussed with the site before a written proposal is submitted by WNYLRC. WNYLRC and the member will determine the final project costs which may or may not include a subsidy from WNYLRC. This program is designed to provide temporary archival services that assist members who may not have the resources to complete the work.

This is a new and limited service available through June 2020. The program's effectiveness and value to WNYLRC

members will be reviewed and assessed to determine whether or not the program should be continued.

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.

Completed Projects: Coming soon!

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.

[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. The [Society of American Archivists](#) maintains information on annual events.

Western New York Archivists (WNYA)

Western New York Archivists was formerly known as Religious Archivists of Western New York. It was organized in 1982 for archivists of religious collections, but as the group developed, other special archival repositories have been incorporated into the association. These collections include records of educational institutions, religious bodies, and social services such as colleges, dioceses, religious communities, hospitals, etc. located on the Niagara Frontier. New members are always welcome! More information can be found at: <http://archives.sbu.edu/wnya/index.html>

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

Contents copyright © 2020 Western New York Library Resources Council.

