



Collections Assessment
for Preservation

Assessor Application

To be added to the Approved Assessor list for the CAP Program, you must meet all of the following eligibility requirements:

- professional training in one or more of the following areas:
 - conservation
 - zoology
 - botany or horticulture
 - architectural conservation/preservation
 - architecture
 - landscape architecture
 - engineering
- at least 5 years of experience in preservation, conservation, or collections care in one of the above fields
- experience conducting general preservation assessments (a broad study of museum policies, procedures, and conditions which relate to and affect collections care)

If you have questions about your eligibility, please contact CAP staff at cap@conservation-us.org.

INSTRUCTIONS

Complete the entire application to the best of your ability. At the end of the application, you will be asked to attach or upload your resume or curriculum vitae.

The Eligibility Confirmation and Assessor's Statement at the end of the application will be used by FAIC to determine eligibility. Please read the statement thoroughly before signing. If you meet the eligibility requirements, you will be added to the Approved Assessor list, and the Assessor Information section of this form, along with your resume, will be supplied to participating institutions. When complete, email to cap@conservation-us.org.

ASSESSOR INFORMATION

Name:	
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Organization:								
Title:								
Address:								
City:				State:			Zip Code:	
Telephone:	(w)			(h)				
E-mail:								

REFERENCES

Please list three professional references who can attest to your work on general collections assessments. Institutions undergoing an assessment will be encouraged to contact these references while interviewing assessors.

Institution Name:			
Address:			
Contact Person:		Phone Number:	

Institution Name:			
Address:			
Contact Person:		Phone Number:	

Institution Name:			
Address:			

Contact Person:		Phone Number:	
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TYPES OF INSTITUTIONS

Indicate the type(s) of institutions you have experience assessing by checking those that apply.

- Aquariums
- Arboreta
- Art Museums
- Botanical Gardens
- Children's/Youth Museums
- General Museums (museums with two or more significant disciplines, such as a museum of art and history)
- Historic Buildings/Sites
- History Museums
- Natural History/Anthropology Museums
- Nature Centers
- Planetariums
- Science/Technology Centers
- Specialized museums (limited to a single distinct subject, such as a maritime museum)
- Zoological parks
- Other (specify):

AREAS OF COMPETENCY

Indicate areas of competency in any of the following collection types by checking those that apply.

For Conservators

- Archaeology/Paleontology
- Arms and Armor/Weapons
- Botany (live)
- Botany (herbaria)
- Ceramics & Glass
- Digital (Born-Digital)
- Ethnography
- Environmental Management
- Furniture
- Geology/Mineralogy
- Historic Objects
- Industrial/agricultural equipment
- Leather/ animal hides
- Library/Archival Material
- Metalwork/Metal Sculpture
- Musical Instruments
- Paintings
- Photographic Materials
- Preventive conservation
- Science/Technology/Medicine
- Sculpture
- Stone objects
- Taxidermy
- Textiles & Costumes
- Time based media
- Transportation Vehicles
- Works on Paper
- Wet Collections/ fluid preserved collections
- Wood objects
- Zoology(live)
- Zoology(preserved)
- Other (specify):

For Architects/Engineers/ Architectural Conservators

- Adaptive reuse
- Building systems
- Landscape Architecture
- Structural engineering
- Structures housing living collections
- Sustainability

ELIGIBILITY CONFIRMATION AND ASSESSOR'S STATEMENT

(For FAIC use)

Eligibility (*check all that apply*)

- I have had professional training in one or more of the following areas:
 - o conservation
 - o zoology
 - o botany or horticulture
 - o architectural conservation/preservation
 - o architecture
 - o landscape architecture
 - o engineering
- I have had at least five (5) years of experience in preservation, conservation, or collections care in one of the above fields.
- I have had experience conducting general preservation assessments (a broad study of museum policies, procedures, and conditions which relate to and affect collections care).

Resume

Please attach or uploaded a copy of your resume or CV that shows that you have met the eligibility requirements.

Statement

As an on-site assessor, I agree to fulfill my role in a complete, timely and confidential manner. This responsibility includes:

- participating in training with FAIC
- participating in a pre-visit phone call with the institution, in coordination with other assessors, to gather background information about the museum prior to the visit
- conducting a thorough and informed on-site visit in coordination with another assessor
- preparing a complete report in coordination with the other assessor that addresses all pertinent aspects discovered during the assessment
- submitting the report(s) promptly, before the deadline provided by FAIC
- performing a one-year follow-up call or videoconference with the museum

Further, I agree that all aspects of the assessments I perform shall and will be held in the strictest confidence. I understand that failure to fulfill these responsibilities may impact FAIC's payment of my professional service fees and/or render me ineligible for future participation as a CAP assessor.

My signature below indicates my agreement the with above Assessor's Statement.

Signature: _____ Date:

