



Collections Assessment
for Preservation

Assessor Application

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

- professional training in one or more related fields, which may include:
 - o conservation
 - o zoology
 - o botany or horticulture
 - o architectural conservation/preservation
 - o architecture
 - o landscape architecture
 - o engineering
- at least 5 years of experience in preservation, conservation, or collections care in one of the above fields (fellowships may count toward experience, but internships may not)
- experience conducting general conservation assessments (a broad study of museum policies, procedures, and conditions which relate to and affect collections care). A general conservation assessment is different from a condition assessment or building assessment in that it focuses on preventive conservation measures that can be undertaken to preserve the collection.

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

REFERENCES

Please list up to three references from institutions for which you have performed general collections assessments. Institutions undergoing an assessment will be encouraged to contact these references while interviewing assessors.

Institution Name:			
Contact Person:		Phone Number:	
City:		State:	
Year of Assessment:			

Institution Name:			
Contact Person:		Phone Number:	
City:		State:	
Year of Assessment:			

Institution Name:			
Contact Person:		Phone Number:	
City		State	
Year of Assessment			

TYPES OF INSTITUTIONS

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

- Aquariums
- Arboreta
- Archaeological Sites
- Archives/Libraries
- 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
- Sculpture Parks
- Specialized Museums (limited to a single distinct subject, such as a maritime museum)
- Tribal Museums
- 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)
- Emergency Planning and Response
- Ethnography
- Environmental Management
- Furniture
- Geology/Mineralogy
- Glass Objects
- Historic Objects
- Industrial/agricultural equipment
- Leather/ animal hides
- Library/Archival Material
- Metalwork/Metal Sculpture
- Musical Instruments
- Paintings (panel/canvas)
- Photographic Materials
- Plastic Objects
- Preventive conservation
- Science/Technology/Medicine
- Sculpture
- Stone objects
- Taxidermy
- Textiles & Costumes
- Time-based and Film-based media
- Transportation Vehicles
- Tribal Collections
- Works on Paper
- Wet/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
- Other (specify):

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:
 - conservation
 - zoology
 - botany or horticulture
 - architectural conservation/preservation
 - architecture
 - landscape architecture
 - 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 upload 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 the CAP program orientation
- 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) by the contractual deadline
- completing program evaluations
- performing a one-year follow-up call or videoconference with the museum

I agree to adhere to the applicable professional or legal code(s) of ethics governing my profession(s) and/or license(s).

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: _____

