

WESTERN ARCHIVES INSTITUTE

Application Information and Instructions

APPLICATION QUALIFICATIONS

Participation in the Western Archives Institute is by application only. To be considered for selection to the Western Archives Institute, applicants must be working with historical records or anticipate working with historical records in the next year. Supervised volunteer work and intern experience may be counted as work experience.

Individuals enrolled in graduate programs in history or library science are asked to provide information about their program of study.

Those not meeting these qualifications may apply for special consideration provided they can give evidence of relevant experience and can demonstrate a need for archives education.

GENERAL INFORMATION

- All applications should be fully completed. Applications should be typed or clearly printed in black ink. Applications are available via e-mail as a Word document attachment by contacting the WAI Administrator
- Applications must be **received** no later than **March 30, 2012**. Applications received after that date will not be accepted.
- The Western Archives Institute Joint Management Committee reviews the applications *after* the application deadline. Participants are principally selected based on their urgency of need, prior education, nature and quantity of their present work or anticipated work in caring for archival materials, and any future opportunities for archival education. All applicants receive equal consideration without regard to geographic location or institutional affiliation. To assist the Management Committee in making certain that those with the most urgent need are admitted, it is important for applicants to provide as much information as possible about themselves, their experience, education, institution (if any), and what they hope to learn from the Western Archives Institute.
- Please do not send a resume or curriculum vitae.
- There is a \$100 application fee. Please make the check payable to: SCA-Western Archives Institute. You will receive a full refund if your application is not accepted.
- For any questions about the application, applicant qualifications, or the review process, please contact the Western Archives Institute Administrator:

Administrator
Western Archives Institute
1020 O Street
Sacramento, CA 95814
916/653-7715
FAX: 915/653-7134
ArchivesWeb@sos.ca.gov

COMPLETING THE APPLICATION

I. Personal Information

Name: Give your name as you would wish it to appear on a “Certificate of Completion” if you are admitted to the Western Archives Institute.

Nickname/Name: Give the nickname/name you would prefer on your name badge.

Address: Please indicate whether the address is your home or work address.

Phone Number: Please provide your work and/or home number(s) to easily contact you.

E-mail: Please include an e-mail address, if available. *Please note that initial notification of admission will be sent by e-mail.*

Institution Name: Please provide the name of your institution.

Institution Web Address: If one is available, please provide a web address for your institution.

II. Related Education

A degree is **not** required to attend the Western Archives Institute.

Students presently enrolled in a graduate education program are requested to provide information concerning their course of study including: 1) degree being sought, 2) expected degree date, 3) program description, and 4) whether program includes any courses in archival studies. If the program includes courses in archival studies, please include a brief description of the curriculum or a course outline.

III. Other Relevant Education

Describe any workshops, courses, internships, or other experiences that you have attended that may be relevant to the care of archival records or records management. Workshops may include, but are not limited to, those offered by regional archival associations, the Society of American Archivists, ARMA, historical societies, or other related organizations or institutions.

IV. Related Experience

Please describe your current duties and indicate what percent of your time is spent engaged in the care and management of archival materials. Additionally, describe your previous positions and the percentage of time engaged in care and management of archival records in those positions. Volunteer experience should be included.

V. Essay: What do you expect to learn from the Institute?

Please describe how the training provided by the Western Archives Institute will benefit you or will impact particular records that you may be working with now or in the future. You may include particular questions that you might wish to have answered through the training.

VI. Institutional Information

To assist the Western Archives Institute Management Committee and faculty members in understanding your particular needs, please briefly describe your institution and its holdings. Also, check which types of records you work with or that your institution holds. Please indicate if there is something notable, like a

COMPLETING THE APPLICATION CONTINUED

large audio-visual or photograph collection. However, please be aware that the Institute may not be able to address your particular type of holding in great detail.

VII. Your Experience

To assist faculty in understanding the various levels of experience of potential participants, please indicate the types of archival work that you have performed.

VII. Western Archives Institute Scholarship

Scholarship recipients are selected on the basis of urgency of need. If you are applying for a scholarship, please fill out this section completely.

VIII. Preliminary Housing/Meal Registration Form

To facilitate planning with the conference site, please indicate your housing, meal and parking needs, if you are admitted to the Western Archives Institute. While it may be difficult to know specific needs so far in advance, it is essential that adequate space is reserved for participants.

IX. Letter of Reference

An original letter of reference may be sent separately, or attached to the application; however, the letter must be submitted by the application deadline. The letter should be from someone who is familiar with *your work with archival materials*. Or, if you anticipate working with archival materials, the letter should be from someone familiar with your anticipated responsibilities.

WESTERN ARCHIVES INSTITUTE

Application Form

The application must be completed in full and received no later than March 30, 2012.
Do not attach a resume.

Admission to the Western Archives Institute is by application only. Only those individuals who have applied will be considered for admission.

I. Personal Information

Name: _____
 Nickname/Name you would prefer on a name badge: _____
 Street Address: [] home [] work _____

 City, State, and Zip Code: _____

 Phone Number (home): _____
 Phone Number (work): _____
 E-Mail: _____
 Institution Name: _____
 Institution Web Address: _____

II. Education *(Additional information may be attached on a separate page.)*

Name/Location of School	Major	DegreeDate	Rec'd

Students presently enrolled in a graduate education program are requested to provide information concerning their course of study including: 1) degree being sought, 2) expected degree date, 3) program description, and 4) whether program includes any courses in archival studies.

III. Other Relevant Education (courses, workshops, seminars, etc.)

Workshop, Seminar, etc. Name	Sponsoring Organization	Year

IV. Related Experience

Begin with your *most recent* experience. Include volunteer and intern positions, if applicable.
Please indicate the percentage (%) of time spent on archival work.

Dates	Job Title & Employer	Description of Duties	%

Are you a member of any professional archival organization(s)? If so, please list below.

V. Essay

What do you expect to learn from the Institute? Complete your response in the space provided below.

A large, empty rectangular box with a thin black border, intended for the student to write their essay response.

VI. Institutional Information

- A. Please provide a brief description of the institution you work for, if any. (Example: public library with local government records and papers of prominent citizens). **Do not include pamphlets or other printed materials.**

- B. Institutional Holdings - Please check () the general types of records you work with and the types of records your institution holds.

Records you work with

Records your institution holds

<input type="checkbox"/> Personal papers (diaries, manuscripts) <input type="checkbox"/> Institution records (university, corporate) <input type="checkbox"/> Government records <input type="checkbox"/> Publications <input type="checkbox"/> Oral histories <input type="checkbox"/> Photographs <input type="checkbox"/> Electronic records <input type="checkbox"/> Audio-visual materials <input type="checkbox"/> Artifacts (three-dimensional objects) Other: _____ _____ _____ _____	<input type="checkbox"/> Personal papers (diaries, manuscripts) <input type="checkbox"/> Institution records (university, corporate) <input type="checkbox"/> Government records <input type="checkbox"/> Publications <input type="checkbox"/> Oral histories <input type="checkbox"/> Photographs <input type="checkbox"/> Electronic records <input type="checkbox"/> Audio-visual materials <input type="checkbox"/> Artifacts (three-dimensional objects) Other: _____ _____ _____ _____
---	---

VII. Your Experience

To assist faculty members in planning their sessions, please answer the following questions concerning your experiences. *You may provide more detailed description on a separate page, if you wish.*

1. Are you presently caring for or do you anticipate caring for archival materials? In other words are you/will you be responsible for acquisition, appraisal, arrangement and description of the records?
 yes no
2. Are you responsible or will you be responsible for the physical care of the records, i.e., storage and preservation treatment such as cleaning, mending, etc.?
 yes no
3. Do you or will you provide some type of reference service, either to the public or within your organization?
 yes no
4. Are you, or will you, be responsible for a physical archival facility whether it be a history room, building, or other space designated for archival holdings?
 yes no
5. Do you have guides, card catalogs, or some other finding aid to your institution's holdings?
 yes no If yes, what? _____
6. Are you responsible for the creation and/or maintenance of your institution's web site?
 yes no
7. Do you have documents available on your institution's web site?
 yes no
8. Do you provide reference services through the web site including responding to e-mail inquiries?
 yes no
9. Do you currently use any archives automation software to maintain records of your holdings?
 yes no If yes, what? _____

VIII. Western Archives Institute Scholarship

The Western Archives Institute Scholarship is to assist with tuition and cannot be used to cover other program expenses. Two scholarships will be available for the 2012 program.

Applicants who meet the qualifications for admission to the Western Archives Institute are eligible to apply for the scholarship. Preference is given to those who are actively engaged in archival work, but who have not had the opportunity for formal archival training.

Do you want to be considered for the Western Archives Institute Scholarship?

(A separate application is not required.)

yes no

Using percentages, indicate the level of support you expect to receive from your institution, or other sources, for attending the Institute:

	<u>Total Cost</u>	<u>% of Institutional Support</u>
Tuition	\$700.00	
Room & Board	\$1,000-\$1,500*	
Travel	Variable	

*Actual cost of room and board will be determined by March 1, 2012. See accompanying local arrangements information for details regarding resident and commuter expenses, or contact the WAI Administrator for further details.

IX. Preliminary Housing/Meal Registration Form

Name: _____

If you are admitted to the Western Archives Institute:

Resident Housing and Meals:

1. Will you require on-site housing? If no, skip to question #4.
 yes no

2. If yes, will you want single or double occupancy?
 single double

3. If you require on-site housing, will it be necessary for you to arrive early or stay over?
 Arrive on Saturday, July 7
*The opening program begins on Sunday, July 8 at 4:30 p.m.
Meals will not be provided prior to the opening program*

 Depart on Saturday, July 21
*The closing program will end at about 3 p.m. on Friday, July 20. Meals will not
be provided after the close of the program.*

All resident students will be eating in the dining center. Meals in the dining center are all-you-can eat with a wide variety of food choices, including vegetarian and vegan. The dining center is a fifteen-minute walk from both the WAI classroom and housing facilities.

Commuter Participants

4. If you do not want on-site housing, and you expect to commute, there are two options for lunches:
 - a. purchasing lunch in the dining center or
 - b. bringing lunch

Purchasing meals in the dining center will allow commuter students to have lunch with other WAI participants. **Please note that on most days, there will only be one hour for lunch.**

Resident and Commuter Participants

5. Would you participate in a site visit to an archival repository on Saturday, July 14? This would be a morning site visit therefore leaving you an afternoon for sightseeing. For resident participants, breakfast, lunch and dinner will be provided as usual in the dining center.
 yes
 no
 depends on the location

6. Do you have any special dietary needs?
 yes no **If yes, describe** _____

Preliminary Housing/Meal Registration Form Continued

7. Do you have access needs?

yes no If yes, please describe _____

8. Is there any other information that we should know in planning for facilities for the program?

X. Letter of Reference

To be completed in the space below by someone familiar with your experience and/or need for training. Please include a phone number. If a letter is e-mailed or faxed, the original letter with signature must follow via regular mail.

A separate letter may be attached.

Send completed application and a \$100 application fee to:

**Western Archives Institute
1020 "O" Street
Sacramento, CA 95814
Phone: (916)653-7715**

Make checks payable to *SCA-Western Archives Institute*. **Applications received after March 30 will not be accepted.**

Successful applicants will receive confirmation of their acceptance no later than May 5, 2012. The application fee will be applied to the \$700 tuition, the balance of which is due no later than June 3, 2012. Unsuccessful applicants will receive notification by May 5, 2012 with a full refund of the application fee.

All information submitted on the application will be subject to verification.