

# 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** absolutely no later than **February 16, 2018**. 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](mailto: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 must be attached. 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 February 16, 2018.  
*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	Degree	Date 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.

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**V. Essay**

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

## 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 <u>you</u> work with	Records your institution holds
<input type="checkbox"/> Personal papers (diaries, manuscripts)	<input type="checkbox"/> Personal papers (diaries, manuscripts)
<input type="checkbox"/> Institution records (university, corporate)	<input type="checkbox"/> Institution records (university, corporate)
<input type="checkbox"/> Government records	<input type="checkbox"/> Government records
<input type="checkbox"/> Publications	<input type="checkbox"/> Publications
<input type="checkbox"/> Oral histories	<input type="checkbox"/> Oral histories
<input type="checkbox"/> Photographs	<input type="checkbox"/> Photographs
<input type="checkbox"/> Electronic records	<input type="checkbox"/> Electronic records
<input type="checkbox"/> Audio-visual materials	<input type="checkbox"/> Audio-visual materials
<input type="checkbox"/> Artifacts (three-dimensional objects)	<input type="checkbox"/> Artifacts (three-dimensional objects)
Other: _____	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. Three scholarships will be available for the 2018 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	\$725.00	
Room & Board	\$1,500-\$2,000*	
Travel	Variable	

\*Actual cost of room and board will be determined by March 1, 2018. 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 #3.  
 yes  no
  
2. If you require on-site housing, will it be necessary for you to arrive early or stay over?  
 **Arrive on Saturday, June 9**  
*The opening program begins on Sunday, June 10 at 5:00 p.m.*  
*Meals will not be provided prior to the opening program*  
  
 **Depart on Saturday, June 23**  
*The closing program will end at about 2:00 p.m. on Friday, June 22. 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 healthy options. Advance notice is required to accommodate vegetarian, vegan and gluten-free diets. The dining center is a short walk from both the WAI classroom and housing facilities.

#### Commuter Participants

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

If time allows, meals can also be purchased off-campus. **Please note that on most days, there will only be one hour for lunch.**

#### Resident and Commuter Participants

4. Would you participate in a site visit to an archival repository on Saturday, June 16? This would be a morning site visit that leaves you an afternoon for sightseeing. For resident participants, breakfast and dinner will be provided as usual in the dining center.  
 yes  
 no  
 depends on the location
  
5. Do you have any special dietary needs?  
 yes  no **If yes, describe** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preliminary Housing/Meal Registration Form Continued**

6. Do you have access needs?

[ ] yes [ ] no If yes, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. 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. The letter of reference must be signed.

*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 February 16 will not be accepted.**

Successful applicants will receive confirmation of their acceptance no later than March 9, 2018. The application fee will be applied to the \$725 tuition, the balance of which is due no later than April 13, 2018. Unsuccessful applicants will receive notification by March 9, 2018 with a full refund of the application fee.

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