

# *New York State Archives*

## Strengthening Archives

### Working with a Conservator Assessment Objectives

- All document treatments, beyond basic cleaning and repairs are done by a qualified conservator.
- You have an established relationship with a conservator qualified to offer advice on collection care and handling.
- Conservation is included in your preservation plan and budget.

| Assessment Question  | Yes | No | Needs Improvement | Areas for Improvement  |
|--|-----|----|-------------------|--|
| Do you have a relationship with a qualified conservator for ongoing service, advice, and assistance? |     |    |                   | <ul style="list-style-type: none"><li>• Contact other local repositories for recommendations for local conservators.</li><li>• Consult the American Institute of Conservators member directory to find a local conservator.</li><li>• Review your handling procedures and preservation practices with a conservator</li><li>• Have a conservator survey your collection to identify materials in need of special storage, handling, or enclosures.</li></ul> |
| Do you use a conservator's services to repair or stabilize valuable or unstable documents?           |     |    |                   | <ul style="list-style-type: none"><li>• Hire a conservator to repair or stabilize important fragile or damaged documents.</li><li>• Consult with a conservator before undertaking document repairs in-house.</li></ul>   |

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| <b>Assessment Question</b>  | <b>Yes</b> | <b>No</b> | <b>Needs Improvement</b> | <b>Areas for Improvement</b>  |
|---|------------|-----------|--------------------------|---|
| Do you have a preservation plan or collection assessment that includes conservation treatments? |            |           |                          | <ul style="list-style-type: none"><li>• Work with a conservator conduct to a collection assessment and identify items that may benefit from more extensive treatment.</li><li>• Include funds for conservation in your annual budget.</li></ul> |