



100 Brickstone Square, Andover, MA 01810-1494
 ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

ASSESSMENT FACT SHEET

NEDCC offers different types of assessments to evaluate collections.

- **Preservation Needs Assessments** (including Pre-Assessments and Community-Based Assessments)
- **Digital Preservation Assessments**
- **Collection-Level and Item-Level Assessments** (including paper-based collections, audio formats, and film base materials such as photo negatives)

Types of Assessments	Community-based Preservation Assessment	General Preservation Assessment	General Preservation Pre-Assessment	Digital Preservation Assessment	Collection Assessment	Item-Level Assessment	Conservation Treatment Proposal
FEATURES OF ASSESSMENTS							
Report with recommendations for long-term preservation	✓	✓	✓	✓	✓	✓	
Evaluation of the general condition of a sample of collection materials	✓	✓			✓		
Recommendations of prioritization for conservation treatment and/or digitization					✓	✓	
“Ballpark” cost estimate of conservation treatment/digitization for budgetary purposes only					✓ For the collection only	✓ For individual items only	
Official estimate of the cost of an item’s conservation treatment/digitization							✓

Letters of Commitment for Grant Applications

NEDCC frequently provides letters of commitment and staff resumes to support grant applications. If you are planning to apply for a grant, please take note of the grant application deadline, and contact NEDCC as early as possible in the process to discuss your project.

Obtaining a Proposal

To obtain an estimate, proposal, or letter of commitment for an assessment, contact NEDCC at 978-470-1010 or info@nedcc.org. Be prepared to provide information about the scope and size of the collections (e.g., linear feet, number of volumes or boxes, etc.) and your goals for the assessment. This will enable NEDCC to determine the personnel needed (e.g. conservator, preservation specialist, or format expert) and the amount of time needed on-site. A written proposal outlining the scope of the assessment and its cost can generally be sent within a few business days.

Scheduling

A signed proposal is required before we can begin work on your project. Once the approval is received, the consultant will contact the client to select a date for the site visit. To allow both the consultant and the client adequate preparation time, site visits are scheduled a minimum of one month in advance. Please allow ample lead-time to plan for your assessment, as consultants' schedules can be fully booked several months in advance.

Preparing for the Assessment

Upon scheduling the site visit, the consultant will send a copy of NEDCC's Pre-Visit Questionnaire, to be completed and returned by the client approximately two weeks prior to the date of the site visit. The Questionnaire is an important component of the assessment process, providing the consultant with information about project goals, local priorities, and basic information about the building, collection management, storage practices, and staffing.

Delivery of the Report

A draft of the report is generally sent to the client 8 to 10 weeks after completion of the site visit. Clients are asked to review the report and communicate any necessary changes or corrections within a month of receipt. The final report will be delivered as soon as possible thereafter.

Fees

Proposals and letters of commitment are provided free of charge. Cost estimates include consulting time (the number of days for the on-site visit and report writing will vary depending on the size and scope of the assessment) and travel expenses.

Financial Terms

Payment is due when an invoice has been issued. This is generally done upon delivery of the final report. Any other payment terms must be authorized through the Center's financial office.

Funding Sources

Funding for collection and preservation assessments is available from a variety of state and federal funding agencies. Visit NEDCC's [Funding Sources](#) for more information and deadlines.

Appraisal and Authentication

NEDCC does not authenticate, appraise, date, or attribute historic and artistic works. If you wish to determine the market value of an object, please consult a professional appraiser. To find an appraiser, please visit the websites of either the Appraisers Association of America at www.appraisersassoc.org or the American Society of Appraisers at www.appraisers.org.