

Complete all fields below to complete the online portion of the DHP Collection Assessment Application. Download the Commitment Letters and submit per the links and instructions below. The online application portion must be submitted by no later than 4:00 PM on February 29, 2012. Contact Joshua Ranger (josh@avpreserve.com) with any questions.

**1. Name of Institution**

**2. Mission Statement**

**3. Primary Contact Name and Contact Information**

**4. Name of Supporting Administrator/Manager**

**5. Collection Type**

- Magnetic Media (Audio and/or Videotape)
- Motion Picture Film
- Still Photography

**6. Primary Formats in Collection**

**7. Estimated Size of Collection (Total Item Count)**

**8. Brief Overview of the Collection and Its Importance Historically or Organizationally**

**9. What is your planned follow up to having this assessment performed?**

**10. What role or potential role do you see the collection and the Archives playing in the operations and mission of the larger organization?**

Click on the following links to download PDF templates for the Administrator's Letter of Commitment and the Panel Presentation Commitment Letter. The link will open in a new tab. Submit the letters (as separate documents) with all appropriate letter formatting (salutations, date, etc.), revised fields, and signatures on your organizational letterhead. Letters may be emailed as PDFs to [josh@avpreserve.com](mailto:josh@avpreserve.com) mailed or as a hard copies to:

Joshua Ranger  
AudioVisual Preservation Solutions  
350 7th Avenue, Suite 1603  
New York, NY 10001

[Letter of Commitment Templates](#)

**11. By selecting the button below and submitting this application, I agree to the participation requirements as outlined in the announcement, including timely and responsive participation in the assessment process, provision of necessary access to staff and collections, and organizational participation in the panel and roundtable.**

I agree