

# Host Application

Deadline: September 29, 2017

## Quick Guide

Refer to Host Application Guidelines at <http://ndsr-pma.arlisna.org/info-for-hosts/> for complete details about the application process, host requirements, project proposals, and program structure. Project proposal forms should be completed in Acrobat or Adobe Reader. Please e-mail the completed application and supporting documents to: [ndsr@philamuseum.org](mailto:ndsr@philamuseum.org) with the subject "(INSTITUTION NAME) HOST APPLICATION" by **5:00 p.m. on September 29, 2017.**

1. Letter of Commitment — This letter should be created and signed by the executive director and should state their support for the NDSR Art at their institution.
2. Statement of Interest — This brief document (less than one page) should outline why this applicant will make a good host institution. It should describe the nature of digital materials available for projects, including current digital stewardship initiatives and programs at the institution, and identify how the environment will be conducive for resident learning. This is where the applicant institution might identify previous experience hosting interns and/or residents.
3. Identification of Mentor(s) — This document should identify a primary mentor that will be the staff member designated as the resident's "host mentor." This person will serve as the resident's main point of contact and be able to answer questions about the organization, program, and community. In addition, you may want to include additional mentors who make up the project team. Please describe why those individuals will be effective mentors and how they are qualified. Please include the resume of the primary mentor as part of the application package.

Host institutions may identify an additional mentor from their local ARLIS/NA chapter. If the applicant does not identify an ARLIS/NA mentor in advance, one will be selected for them.

4. Project Proposal — Please use the form beginning on page 4 of this document to clearly identify the scope of work that the resident will complete throughout the experience. The proposal should include the nature of the project, the context for the project (the project's role in the bigger picture of the institution and possibly for outside the institution), a proposed timeline for completion (with relevant milestones), a description of the project deliverable(s), and plan for the project's long-term sustainability.
5. Benefits and additional support — Host institutions will hire their resident as either an employee or independent contractor. Applications should indicate how the institutions will hire the resident. Host applicants are encouraged to list if they are able to provide the resident with employee health care benefits and any additional support beyond what is required by the program. Additional benefits may include transportation assistance, supplemental travel funding, or the use of organizational space or facilities for events.

NDSR Art is presented by

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## Checklist

Completed application form

Statement of interest

Institutional letter of commitment

CV of primary mentor

Letter of commitment from ARLIS/NA chapter  
mentor (optional)

## Contact Information

First

Last

Email

Phone

Date

## Organization Information

Name

Location

Primary mentor name

Title

Email

Phone

Additional mentor name(s) if applicable

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## Understanding

In submitting this information to NDSR Art, we certify that the information is true and correct to the best of our knowledge, and understand that if we are selected to host a NDSR Art resident, we are responsible for:

Providing on-site supervision and support for the resident including an orientation and training

Hiring the resident, dispensing the resident's salary, and costs of employment (including taxes and employee benefits)

Providing adequate work space including a desk, computer, phone, and access to a fax and copier

Participation in site visits, NDSR Art evaluations, and NDSR events deemed appropriate

First

Last

Title

Signature

Date

## Project Design

The NDSR Art Advisory Board identified the following topics in art information digital stewardship. Please indicate which areas are addressed in your project and describe these activities in your proposal.

Planning for long-term sustainable access to digital assets, including:

Born digital works of art and time-based media

Electronic publications

Interpretive technologies and apps

In-house produced audio-visual materials

Reformatting, migration, and/or emulation of complex digital objects

Design and planning for content management and metadata systems

Addressing institutional readiness and assessment of digital preservation planning, and policy issues, including:

Intellectual property

Copyright

Access and use

Accessibility

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## Project Proposal

Project Title

Submitted by

Summary

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### Project Proposal

Project goals and objectives

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### Project Proposal

Deliverables and Due Dates

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### Project Proposal

Context

Required Resources

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### Project Proposal

Required Knowledge and Skills

Preferred Knowledge or Experience



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### Project Proposal

Benefits and additional support