

“Adopt an Archive” Repository Information Form

Repository Information

Repository Name	
Contact Name	
Street Address	
City ST ZIP Code	
Phone	
E-Mail Address	
Web address/URL	

Hours of Operation

List the hours of operation and days/times when volunteers are welcome.

Collections

Provide a brief description of your repository and your collecting focus (ie. library with local history collections, agriculture). Please describe the types of materials you collect (ie. paper, photographs, film, etc.).

Assistance Needed

Tell us which areas you are in need of assistance:

Advice/Mentoring/Training

Supplies

Processing collections

Preservation

Other: Please describe-

Inventory/Cataloging

IT support

Digital projects

Policies and Procedures

Summary of Needs

Describe the repository's needs or special projects with which you need assistance.

Staff and volunteers

List the current number of staff or volunteers at your repository and their duties.

Please send a paper copy or email form to :

Cynthia Ghering
Michigan State University
Archives & Historical Collections
101 Concord Hall
East Lansing, MI 48824
Phone: 517-432-4434
Email: ghering@msu.edu