**Organization Profile**

Organization Name:Click here to enter text.

Address: Click here to enter text.

Phone: Click here to enter text. Fax: Click here to enter text.

URL: Click here to enter text.

Type of Organization (check only one):

☐ Academic Library

☐Archive

☐For-Profit (corporate) Library

☐Government library / agency

☐Historical Society

☐Other

☐Museum

☐Non-Profit Special Library

☐Public Library

☐School Library

☐Theological Library

If other, please describe: Click here to enter text.

Is the organization part of a larger organization? ☐ Yes ☐No

If yes, please provide the organization name: Click here to enter text.

If the applicant is a library, is your library a member of a public or school library system ☐ Yes ☐No

If yes, provide the system name: Click here to enter text.

**Personnel Resources**

Chief Administrator: Click here to enter text.

Title: Click here to enter text.

Email: Click here to enter text.

Number of professional staff: Click here to enter text.

Number of support staff: Click here to enter text.

Number professional staff with advanced degrees in libraries, archives, museums, etc : Click here to enter text.

Number of volunteers: Click here to enter text.

**Service**

Please provide the organization’s mission statement: Click here to enter text.

Organization’s hours: Click here to enter text.

Is the organization open to the public? ☐ Yes ☐ No

Does the organization have high speed internet access? ☐Yes ☐ No

**Collection Profile**

Describe the subject strengths of the collection: Click here to enter text.

Describe any special collections held: Click here to enter text.

Describe the long term storage plans for special collections: Click here to enter text.

**Access to Your Collection(s)**

Does the organization utilize a discovery tool (e.g., a database, bibliography or other finding aid) to enable the public to identify what is held in its collection(s)?

☐ Yes, please describe: Click here to enter text.

☐ No

Is the organization willing to provide access to materials in its collection(s) -- to the general public served by Southeastern member libraries and cultural heritage organizations? This access can be provided through interlibrary loan, electronically, and/or on-site.

☐Yes ☐ No

If Yes, explain in detail how such access will be provided: Click here to enter text.

Please describe the materials and content your organization plans to digitize and add to HRVH:

| Material Type: | Please describe the contents and quantity you plan to digitize: |
| --- | --- |
| ☐ Audio/Oral Histories | Click here to enter text. |
| ☐Bound Text | Click here to enter text. |
| ☐Diaries | Click here to enter text. |
| ☐Letters | Click here to enter text. |
| ☐Manuscripts | Click here to enter text. |
| ☐Maps | Click here to enter text. |
| ☐Newspapers | Click here to enter text. |
| ☐Objects (3D) | Click here to enter text. |
| ☐Photographs | Click here to enter text. |
| ☐Postcards | Click here to enter text. |
| ☐Video | Click here to enter text. |
| ☐Other | Click here to enter text. |

**Certification**

On behalf of Click here to enter text., I hereby apply for Hudson River Valley Heritage Membership in Southeastern NY Library Resources Council. The organization agrees to adhere to the bylaws and practices of the organization. I understand that this application will be reviewed by the Board of Trustees and will be approved based upon the council’s bylaws and membership criteria. If approved, membership will become effective upon receipt of dues, as outlined in the bylaws.

Date: Click here to enter text.

Print name: Click here to enter text.

Title: Click here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please do not send payment with your application. Southeastern will send an invoice once your application has been approved and processed.*

Send the complete application to:

Executive Director

Southeastern NY Library Resources Council

21 S. Elting Corners Rd.

Highland, NY 12528

Approved for Membership:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Executive Director, Southeastern