



NATIONAL ENDOWMENT FOR THE  
**Humanities**

**DIVISION OF PRESERVATION AND ACCESS**

**SUSTAINING CULTURAL  
HERITAGE COLLECTIONS**

**FREQUENTLY ASKED QUESTIONS**

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**What are the humanities?**

According to the 1965 National Foundation on the Arts and the Humanities Act, “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

**What do you mean by sustainable preservation strategies?**

We realize that the word “sustainability” conjures up a variety of ideas from long-term financial stability to “green” buildings to reducing our carbon footprint, and we are comfortable with the many meanings of the word. When we apply the concept of sustainability to preventive conservation practices, we mean preservation strategies that balance effectiveness, cost, and environmental impact. This kind of balance can contribute to an institution’s financial health, reduce its use of fossil fuels, and benefit green initiatives, while ensuring that significant collections are well cared for and available for use in humanities programming, education, and research.

Just as the word sustainability has many meanings, a sustainable preservation strategy might take many forms, depending on the nature of an institution, its collections, and its location and climate zone. To identify sustainable strategies for your institution, planning is vital. It is more likely to yield useful results if you

- understand your collections and their conditions before defining preservation requirements;

- develop preservation strategies based on the risks to your collections rather than on “ideal” and prescriptive targets;
- understand the characteristics of your building and its systems and their role in moderating interior conditions;
- consider the impact of the local climate on specifying and managing interior conditions;
- look first for passive (non-mechanical) ways to improve and manage collection environments;
- design mechanical systems only after investigating passive approaches for achieving desired conditions;
- develop solutions tailored to the capabilities of your institution and staff; and
- weigh initial and ongoing energy use, costs, and environmental impacts of potential preservation strategies.

Such planning requires a variety of expertise, so it is important to assemble an interdisciplinary team that works collaboratively throughout the process.

### **What do you mean by “passive” approaches to preservation?**

These are non-mechanical measures that can be implemented to improve conditions for collections. Possibilities may vary depending on the type of institution and structure, but these are a few examples of approaches that you might take:

- ensure that moisture is not entering your building because of improper site drainage, poorly functioning gutters, or problems with the building envelope;
- understand conditions throughout your building and assign more sensitive collections to spaces that are naturally more stable;
- explore how historic architectural features of a building can be used to moderate potentially damaging fluctuations in environmental conditions;
- use the buffering capacity of buildings, storage furniture, and object enclosures to moderate the effect of changes in relative humidity and temperature;
- organize collections by material type and specify tighter control of conditions only for collections that require them;
- employ the use of microclimates/sealed-case environments for sensitive items in a collection rather than conditioning large spaces to meet the needs of a small number of objects; and

- reduce lighting, heating, cooling, and ventilation loads by storing collections centrally and separately from work spaces.

For some kinds of collections and institutions, the implementation of passive measures might eliminate or reduce the need for mechanical systems; and for many institutions, implementing passive measures could mean that simpler and less costly mechanical systems would suffice. By employing more “passive” measures, often in combination with “active” mechanized systems, institutions may be able to achieve their preservation goals in ways that are more cost efficient and energy efficient.

### **Where can I read more about sustainable preservation strategies?**

Here is a list of sources about sustainable strategies. It is intended as a starting point for further exploration and is by no means comprehensive.

Proceedings from conferences and meetings:

March 2011: National Archives and Records Administration 25th Annual Preservation Conference: **Conservation<sup>2</sup>** = Preserving Collections x Our Environment  
<http://www.archives.gov/preservation/conferences/2011/>

March 2011: Association for Preservation Technology, Washington DC Chapter, Spring Symposium; abstracts are online for Climate Management in Historic Buildings - the Old, the Cold, and the Mold <http://www.aptdc.org/>

May 2010: Third IIC [International Institute for Conservation of Historic and Artistic Works] Roundtable - The Plus/Minus Dilemma: The Way Forward in Environmental Guidelines from the American Institute for Conservation annual meeting (video of the discussion)  
[www.artbabble.org/video/plusminus-dilemma-way-forward-environmental-guidelines](http://www.artbabble.org/video/plusminus-dilemma-way-forward-environmental-guidelines)

March 2010: National Archives and Records Administration 24th Annual Preservation Conference: Plan for Preservation: Assess, Prioritize, and Manage  
[www.archives.gov/preservation/conferences/2010/](http://www.archives.gov/preservation/conferences/2010/)

May 2009: Sustainable Cultural Heritage, a conference sponsored jointly by the National Endowment for the Humanities and the Consiglio Nazionale delle Ricerche  
<http://www.neh.gov/divisions/preservation/resource/sustainable-preservation-strategies>

September 2008: International Institute for Conservation London Congress roundtable discussion (PDF)  
[http://www.iiconservation.org/dialogues/IIC\\_climate\\_change\\_transcript.pdf](http://www.iiconservation.org/dialogues/IIC_climate_change_transcript.pdf)

November 2007: University of Texas School of Information, From Gray Areas to Green Areas: Developing Sustainable Practices in Preservation Environments  
[www.ischool.utexas.edu/kilgarlin/gaga/](http://www.ischool.utexas.edu/kilgarlin/gaga/)

April 2007: Getty Conservation Institute, Experts' Roundtable on Sustainable Climate Management Strategies

[http://www.getty.edu/conservation/our\\_projects/science/climate/climate\\_experts\\_roundtable.html](http://www.getty.edu/conservation/our_projects/science/climate/climate_experts_roundtable.html)

There are also a number of resources, some freely available online, some available for purchase, with information that could be useful for planning and implementing sustainable preservation strategies. These include the following:

March 2012: PAS198:2012. Specification for managing environmental conditions for cultural collections. The British Standards Institute. This publicly available specification was sponsored by The National Archives, with additional sponsorship from Collections Trust, CyMAL: Museums Archives and Libraries Wales, a division of the Welsh Government, and Museums, Libraries and Archives Council.

<http://shop.bsigroup.com/en/ProductDetail/?pid=00000000030219669>

Energy Savings and Preservation in Libraries and Archives. International Preservation News, a newsletter of the International Federation of Library Associations and Institutions (IFLA). No. 55. December 2011. <http://www.ifla.org/publications/international-preservation-news>

2011 ASHRAE Handbook – HVAC Applications. Chapter 23: Museums, Galleries, Archives and Libraries. American Society of Heating, Refrigeration and Air Conditioning Engineers.

<http://www.ashrae.org/resources--publications/Description-of-the-2011-ASHRAE-Handbook-HVAC-Applications>

Workshops on sustainable preservation:

Canadian Conservation Institute. Framework for the Preservation of Heritage Collections – The Ten Agents of Deterioration. <http://www.cci-icc.gc.ca/caringfor-prendresoindes/articles/10agents/index-eng.aspx>

Image Permanence Institute, Rochester Institute of Technology. Practices for Managing Storage Environments. [www.ipisustainability.org](http://www.ipisustainability.org)

### **What should I consider in discussing my project's significance to the humanities?**

Do not assume that the collections' significance will be evident to readers; the description of the content of the collections should enable evaluators to understand the humanities themes that could be explored through exhibitions, educational programs, and research. Discuss specific exhibitions, educational programs, and research projects that illustrate how the collections have been used in support of the humanities. Explain how the project may enhance your institution's ability to use the collections.

**What kind of detail should I include in the work plan?**

Explain the tasks for the project staff and consultants and provide a schedule for the completion of the work, which may be presented as a narrative or a chart. Depending on the project, the description of the work plan may be organized by type or duration of activity (for example, three- or six-month intervals). The plan should be presented in enough detail to demonstrate that you have thoroughly considered each step of the project and that you are ready to begin. By describing in detail the responsibilities of the project personnel, you will justify the corresponding allocation of staff time, as shown in the project budget, and the qualifications and experience required of the project staff, as reflected in résumés and job descriptions.

**We would like to seek a planning grant. Is it necessary for us to engage advisers outside our own institution?**

This grant program seeks to support planning projects that bring together a variety of experts, including architects, building engineers, conservation scientists, conservators, curators, facilities managers, and others. Although the most important consideration is to assemble a qualified team appropriate to the project, panelists tend to look favorably on teams that include experts from both within and beyond your institution.

**We want to include up to \$10,000 in the budget to carry out recommendations made by the planning team during the course of the project. How do we show this in the budget?**

Under the budget category “Other costs,” include an estimated breakdown (of up to \$10,000) that shows how the funds might be divided among supplies, equipment, and services.

**If we choose to include up to \$10,000 in the budget to carry out recommendations made by the planning team during the course of the project, how much detail do we need to provide about this work?**

We understand that you cannot predetermine the recommendations that the planning process will yield. However, by identifying your consultants and discussing the scope of your planning project with them as you prepare your application, you should be able to suggest a range of possible activities. You can summarize these in your narrative.

**We are planning to construct a new building that will house humanities collections and would like to assemble a team to help us develop realistic plans for providing the necessary environmental conditions for our collections. May we apply for a planning grant for this purpose?**

Yes. Although NEH cannot support the construction of new buildings or the installation of systems (other than storage furniture) in new buildings through Sustaining Cultural Heritage Collections, we are able to support planning related to the preservation needs of collections that would be housed in new buildings or renovated facilities.

**I need a small grant to help me identify the kinds of storage furniture we need to rehouse our collections. May I apply for a planning grant through this program?**

No. You should instead apply to NEH's [Preservation Assistance Grants for Smaller Institutions](#), which offers awards of up to \$6,000 for preservation assessments and consultations on a variety of preservation issues. We expect that planning grants through Sustaining Cultural Heritage Collections will be best suited for relatively complex projects that would require a team of specialists.

**Is completion of an NEH planning grant project a prerequisite for a larger "implementation" request?**

No. You do not have to progress from an NEH planning grant to an NEH implementation grant. But all implementation projects should be based on sound planning. Support for that planning might come from NEH, from other federal or foundation grants, or from an institution's own funds.

**Our building houses exhibition galleries, collection storage rooms, administrative offices, classrooms, a gift shop, and a restaurant. Will NEH support the costs of climate control for the entire building?**

No. You should determine the percentage of the space in your building that is occupied by humanities collections. If humanities collections occupy 60 percent of the building, then 60 percent of the costs of climate control are eligible for support and may be included in the project's budget.

**If we are also planning to upgrade the security and fire protection systems in our existing building, should we use this same percentage to calculate eligible expenses for the grant request?**

It is not necessary to prorate the costs of security and fire protection systems, which must function building-wide to be effective.

**Is there a limit to the size or the types of appendices that I can submit?**

We have not defined precisely the kinds of supplementary materials that applicants should submit as appendices. You should submit supplementary materials that are appropriate for your project. We urge you to submit only limited appendices, because panelists must read many applications. Include only material that is directly relevant to the proposed activity. You might summarize more general reports or plans. Because evaluators receive all applications in electronic form, you may wish in some cases to use hyperlinks within the body of the narrative to relevant online sites or documents.

**If I receive NEH funding, may I also accept money from other sources?**

Yes. Applicants are encouraged to seek other financial support. We do ask that you tell us about proposals to other funding sources, so that we can better understand the project's financial picture.

### **Who will read my grant application?**

Your proposal will be read by humanities scholars, preservation and conservation professionals, museum curators, librarians, archivists, and administrators of cultural organizations. It is just as important to articulate the significance of your collections to the humanities by describing your collections and their uses as it is to present a detailed work plan based on solid planning and the advice of appropriate consultants. NEH staff also comments on matters of fact or on significant issues that otherwise would be missing from the reviews of outside evaluators and then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions.

### **My application was unsuccessful. Is there anything I may do to increase my chances for success next time?**

You may request copies of the comments by evaluators. A revised application should take into consideration the issues that they raised. However, a resubmitted application will be reviewed by persons who will not have knowledge of or access to the previous application file.