

Archival Consultation Agreement

(existing archive)

Purpose: Wichern Arts Services LLC will inventory, catalog and [deliver]* the (Company Name) collection to the New York Performing Arts Library Dance Division.

Work Place:

- Start Date:
- Proposed Completion Date:
- Proposed Work Schedule:
- Personnel:

Scope of Work: Locating, Sorting, Labeling, Numbering and Boxing of all items.
Creation of a Master Computerized Data Document for:

Programs - (date - current)

Videotapes and Films - (date - current)

Sound Tapes and Scores - (date - current)

Photo Prints and Contact Sheets - (date - current)

Reviews, Articles and Publicity - (date - current)

Flyers and Posters - (date - current)

Touring Files - (date - current)

NYC Season Files - (date - current)

Production Materials - (date - current)

Choreographic and Theatrical Notes - (date - current)

Journals, Writings - (date - current)

Education and Teaching Files - (date - current)

Correspondence - (date - current)

Miscellaneous - (date - current)

Creation of: Chronology of Works, and Master Dancer/Collaborator List

Arranging for pick-up by the Library. {optional}*

Disposal of duplicate items as required.

Estimate Time: hours to complete, weeks, hours per week, personnel.

Estimate Cost: \$.

Plus supplies: archival boxes, markers, tape, sleeves, various labels, etc.

Payment Schedule:

Payable monthly by check upon presentation of W-9 Form.

Computers provided by Wichern Arts Services LLC.

Estimate does NOT include:

- Scanning of any materials
- Archiving: Business records (financial papers, budgets, contracts)
Personnel files
Sets and costume

* Delivery dependent upon organizational arrangements.