University of Delaware  Museum Studies Program
Collections SWAT Self-Nomination Form

Each year during the winter break, MSST program director Dr. Kasey Grier leads a
group of students to small museum for two weeks of hands-on experience. Projects
include inventorying, cataloging and rehousing items. Students follow up these activities
with detailed reports outlining their work and providing recommendations for future
collections management activities.

Name of Organization:
Address:
City:        State:        Zip:

Contact Person:  (name, telephone & email)
Title of Contact Person:

Does your organization have paid staff?  Yes  No
If Yes, please list staff members and their titles:

Describe your collection and the work to be performed in one paragraph:

Do you have a computer & wifi at the site?  Yes  No

Do you use collection management software?  Yes  No
If yes, what software and version?

Do you have a recordkeeping system?  If so please describe briefly:

Do you have staff or volunteers who are willing to be present during all the hours
that the students work onsite?  Yes  No

DO you have volunteers who would like to receive training in collection
management during the SWAT project?

Please return completed form via email to:  jentzsch@udel.edu  by October 1 to be considered
for the following January