

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 & Wi-Fi 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: mhutch@udel.edu by October 1st