

As part of the DHP/METRO Collection Assessment grant process, submit the following letters of commitment (as separate documents) with all appropriate letter formatting (salutations, date, etc.), revised fields, and signatures on your organizational letterhead. Letters may be emailed as PDFs to [josh@avpreserve.com](mailto:josh@avpreserve.com) or mailed in hard copy to:

Joshua Ranger  
AudioVisual Preservation Solutions  
350 7<sup>th</sup> Avenue, Suite 1603  
New York, NY 10001

[TEMPLATE FOR ADMINISTRATOR'S LETTER OF COMMITMENT]

This Letter of Commitment is written in support of the METRO Documentary Heritage Program Collection Assessment Grant application submitted by [NAME OF APPLICANT], [TITLE OF APPLICANT] for assessment of the [NAME OF COLLECTION] at [NAME OF ORGANIZATION]. As [TITLE OF LETTER WRITER], I perform regular administrative and decision-making duties related to the department in which the collection is maintained. As such, I wholly support [NAME OF APPLICANT]'s efforts to obtain this grant and have the necessary assessment work performed onsite by the DHP Consultant.

I understand that the assessment report and planning documents provided are only the first step in a preservation plan, and that implementation of any recommendations will require making decisions on those recommendations and continued support of staff performing the work and managing the collection on a day-to-day basis.

In recognition of these necessary efforts, I will commit to reading the assessment report in order to be aware of the findings and recommendations that will require action. Additionally, if awarded one of the assessment grants, I will commit to participation in an Administrators Roundtable for discussion of preservation issues facing institutions in the METRO service area, as well as committing support to a representative from our institution participating in a panel presentation promoting our organization and the work completed through the grant. I understand that both events will be organized by METRO and will take place in the New York City area in 2012 after completion of the assessments.

[TEMPLATE FOR PANEL PRESENTATION COMMITMENT]

By applying for the DHP/METRO Collection Assessment grant, I agree to commit to the following if awarded:

1. I and my organization will provide access to collections and associated data necessary to perform the onsite collection assessment activities and will provide communication and feedback as needed within any stipulated timelines.
2. I or an assigned representative from my organization will participate in a panel presentation with the other grantees. I understand the panel will be organized by METRO and will take place in the New York City area in 2012 after completion of the assessments. The panel will give the grantees an opportunity to promote their organization and the work completed through the grant.