



Lighting the Way Forum: Application Form

NOTICE: Please submit all applications through the online application form linked from the announcements and project website. This PDF of the application form is provided for your reference only.

Start of Block: Background and Call for Participation

Stanford University Libraries invites archives, library, and technology workers and those in related fields to self-nominate as participants for [Lighting the Way: A National Forum on Archival Discovery and Delivery](#), funded by IMLS grant LG-35-19-0012-19. The forum event will take place at Stanford University in Stanford, California from February 10-12, 2020, with approximately 50 participants. Grant funds will allow us to fund partial to full travel costs, meals during the event, and lodging for most participants.

To apply, please complete the following application form, which requests information about you, your responsibilities, and your work related to focus of the project. Please answer all questions to the best of your ability. The application should take 15-20 minutes to complete. The initial call for participation will be open from November 13 to December 15, 2019. Our project team will then review the nominations on a rolling basis, and will respond no later than January 10, 2020.

Information gathered in this application form will be used to select participants for the Forum, to inform Forum planning, and to identify opportunities for the project team to follow up with you. **Your responses will not be shared beyond the [project team and its participant advisors](#).** If you have any questions or feedback about the application process or the project, please contact Mark A. Matienzo, the Project Director, at matienzo@stanford.edu.

End of Block: Background and Call for Participation

Start of Block: Background information

Background information

The following information is about you and your affiliation with an organization or project.

Contact information

Name (1) _____

E-mail address (2) _____

Primary affiliation (e.g. employer or project) (3)

Position title at primary affiliation (4)

Which of the following best describes your primary affiliation?

- 2 year college/university (1)
- 4+ year college/university (2)
- Other academic institution (3)
- Government agency (4)
- Tribal agency (5)
- Nonprofit organization (6)
- For-profit organization (7)
- Community archives (8)
- Self employed/Consultant (9)
- Other (please specify) (10)
- Don't know (11)



How would you describe your primary affiliation?

Examples: "A small special collections library within a large public library system"; "a vendor focusing on digital collections systems"

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In which US state or territory do you currently reside?

▼ Alabama (1) ... I do not reside in the United States (58)

Display This Question:

If 50 States, D.C. and Puerto Rico = I do not reside in the United States



In which non-US country do you currently reside?

Please note that while we welcome applications from potential participants outside of the United States, international travel support is only available on a case by case basis.

▼ Afghanistan (1) ... Zimbabwe (1357)

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We strongly encourage self-nominations from individuals who identify with or whose work directly serves underrepresented and/or marginalized populations, including those not well-represented within libraries, archives, or technology (e.g. women, people of color, LGBTQ+, ability/disability, non-binary gender identities, etc.) We also encourage applications from members of underrepresented and/or marginalized groups that don't fit into the categories listed above.

Do you identify as a member of any underrepresented or marginalized populations?

- Yes (1)
 - No (2)
 - Don't know (3)
-

Does your work support underrepresented or marginalized populations?

- Yes, it directly supports underrepresented or marginalized populations (1)
 - Yes, it indirectly supports underrepresented or marginalized populations (2)
 - No (3)
 - Don't know (4)
-

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Do you receive travel support from your employer or primary affiliation for meetings, conferences, or other professional travel?

- Yes, I receive full support (1)
 - Yes, I receive partial support (e.g. lodging only; flights only; no meals) (2)
 - No (3)
 - Don't know (4)
-

If selected, will you need the Lighting the Way Forum to fund your travel to attend in person?

- Definitely yes (1)
 - Probably yes (2)
 - Might or might not (3)
 - Probably not (4)
 - Definitely not (5)
-

Regardless of funding, are you otherwise able to attend the Lighting the Way Forum, to be held February 10-12, 2020 at Stanford University in Stanford, California?

- Definitely yes (1)
- Probably yes (2)
- Might or might not (3)
- Probably not (4)
- Definitely not (5)

End of Block: Background information

Start of Block: Information about your current role

Information about your current role

The following sets of questions relate to your current role or position at [CURRENT_AFFILIATION](#).

How would you describe your current role or position at [CURRENT_AFFILIATION](#)? (Select all that apply.)

- Archives or library worker (1)
- Technology worker (2)
- Legal, copyright, or risk management worker (3)
- Managing a program that employs archives or library workers (4)
- Managing a program that employs technology workers (5)
- Managing a program that employs legal, copyright, or risk management workers (6)
- Teaching in an archival, library, or technology-related education program (7)
- Studying to be an archives, library, technology, or legal/risk management worker (8)
- Working in another profession or occupation, but with archives or library-related responsibilities (9)
- Working in another profession or occupation, but with technology-related responsibilities (10)
- Working in another profession or occupation, but with legal, copyright, or risk management-related responsibilities (11)

Administering a program serving archives or library interests but not working directly with collections (e.g., consortium, vendor, granting agency, education provider, professional association) (12)

Administering a program serving technology interests but not working directly with archives and special collections (e.g., consortium, vendor, granting agency, education provider, professional association) (13)

Administering a program serving legal, copyright, or risk management interests but not working directly with archives and special collections (e.g., consortium, vendor, granting agency, education provider, professional association) (14)

Other (Please specify) (15)

Display This Question:

*If How would you describe your current role or position at \${q://QID3/ChoiceTextEntryValue/3}?
(Sele... = Other (Please specify)*



Briefly describe your current role or position at **CURRENT_AFFILIATION**:

Select that which best describes your current employment status in regards to role or position at **CURRENT_AFFILIATION**:

▼ Employed, full time (1) ... Other (please describe) (8)

Display This Question:

*If Select that which best describes your current employment status in regards to role or position at...
= Employed, full time*

*Or Select that which best describes your current employment status in regards to role or position at...
= Employed, part time*

Please indicate whether your position is a permanent position or a term, temporary, or contingent position:

- Permanent (1)
- Term, temporary, or contingent (2)
- Rather not say (3)

Display This Question:

*If Select that which best describes your current employment status in regards to role or position at...
= Other (please describe)*

Please describe your current employment status:

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What are your primary duties that relate to **archives/library work** at **CURRENT_AFFILIATION**?
(Select all that apply).

- Public services (reference, instruction, outreach, exhibits) (1)
- Technical services (arrangement, description, accessioning, metadata, cataloging) (2)
- Collection development (acquisition, appraisal, donor relations) (3)
- Digital library projects (including digitization) (5)
- Preservation (conservation; physical materials only) (6)
- Born-digital archives or digital preservation (7)
- Other (please describe) (4)

Display This Question:

If What are your primary duties that relate to archives/library work at \${q://QID9/ChoiceTextEntry} = Other (please describe)

Specify any additional duties that relate to **archives/library work** at **CURRENT_AFFILIATION**:

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What are your primary duties or responsibilities that relate to **technology work** at **CURRENT_AFFILIATION**?

- Software development (1)
- User experience design (2)
- Project management (3)
- Product management (4)
- Support (5)
- Systems administration (6)
- Other (please describe) (7)

Display This Question:

If What are your primary duties or responsibilities that relate to technology work at ... = Other (please describe)

Specify any additional duties that relate to **technology work** at **CURRENT_AFFILIATION**:

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What are your primary duties or responsibilities that relate to **legal/ethical/risk management work** at **CURRENT_AFFILIATION**?

- Policy development (1)
- Privacy issues (2)
- Copyright/intellectual property (3)
- Legal compliance (4)
- Policy compliance (5)
- Cultural protocols (6)
- Other (please describe) (7)

Display This Question:

If What are your primary duties or responsibilities that relate to legal/ethical/risk management wor... = Other (please describe)

Specify any additional duties that relate to **legal/ethical/risk management work** at **CURRENT_AFFILIATION**:

End of Block: Information about your current role

Start of Block: Information about your work and projects

Information about your work and projects in relation to archival discovery and delivery

This section focuses on getting information about the work that you or your organization/project is doing in relation to the Forum. Please be as specific as you can within the character limits for each question.

"Archival discovery and delivery" is how we describe what people and systems do to find, access, and use material from archives and special collections. Systems that support archival discovery and delivery include but are not limited to those supporting search and presentation of archival description, delivery and presentation of digital objects, request management systems, and interpretation and crowdsourcing.



Please describe your (or your organization/project's) work on past, current or planned projects or needs related to archival discovery/delivery.



Please list any systems (e.g. software, tools, etc.) that you use in your work to support archival discovery/delivery.

Successes and challenges

For each question below, please include any detail about specific technologies (systems or tools), how staff across job function work together, institutional contexts, or other issues that describe how your work on archival discovery and delivery has been successful or is challenging.



Please describe any **successes** you have made in archival discovery/delivery.



Please describe any **current/continuing challenges** you face around archival discovery/delivery.

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Would you be willing to present or write about your work (or that of your institution/project) in relation to the forum?

- Yes (1)
- No (2)
- Don't know (3)



Please describe any other areas of expertise, interests, topics, or perspectives you could bring to the Forum.

End of Block: Information about your work and projects

Start of Block: Feedback

Feedback to the Project Team

This is the final section of the application, and is optional. It allows you to provide additional feedback to the project team, such as recommending other potential participants or suggesting particular topics for discussion. If you have specific suggestions about people or topics, please identify both who/what they are, and why you are proposing them.



Do you have other suggestions about potential participants?



Are there specific topics you want the Forum to cover?



Are there specific topics you want the Forum to avoid?



Do you have other questions/feedback for us about the project?

End of Block: Feedback
