



**Submission Deadline:
Friday, October 15, 2021**

Sponsored by the Burleigh Legacy Alliance of Erie, PA in
partnership with the Erie County Public Library

Introduction and Project Overview

Brief project description and objectives

As a portion of a local, grant funded initiative, the Burleigh Legacy Alliance (BLA) and the Erie County Public Library (ECPL) seek professional care of critically important Northwestern Pennsylvania African-American archival material. The “Ada Lawrence- Johnny Johnson Preservation Project” aims to properly house, preserve, describe, and arrange material in this unexplored and underrepresented collection of Erie African-American primary documents. BLA and ECPL seek qualified and diverse applicants for a short-term contract position to process the Lawrence collection material on-site in the Raymond Blasco M.D. Memorial Library’s Heritage Room, located in Erie, Pennsylvania. Successful candidates must be able to process collections without assistance, exhibit attention to detail, work independently, and have a genuine interest in African-American archive material.

Institutional background

The Burleigh Legacy Alliance, initially named the Harry T. Burleigh Society, was organized in 1991 with the mission to revive and expand the legacy of Erie-born Harry T. Burleigh: America’s first black concert artist and composer. BLA seeks to celebrate his contribution to American and international music and highlight him as a champion and steward of adapted plantation melodies and slave songs which preserved a critical piece of African-American heritage. The BLA works to establish his birthplace of Erie, Pennsylvania as a home for Burleigh scholarship and to develop resources and support programs that advance his legacy and maintain a progressive interest in Burleigh preservation and performance. In addition to Burleigh materials, BLA is in possession of a critical set of primary source material owned by Ada Lawrence, Erie’s second African American school teacher. The Lawrence Papers present an unparalleled view of the region’s history by one of Erie’s most important African-American families.

The ECPL has been in existence since 1898 and has held local historical research material, museum collections, and other resources used by city and county residents to learn about their heritage. Its current local history room, called The Heritage Room, holds over 18,000 books, magazines, rolls of microfilm, and vertical files. It is the area’s only seven-day-a-week free source of local history collections. The Erie County Public Library is committed to supporting the efforts of the BLA by providing a place to safely house the Lawrence papers while they are being processed. ECPL’s future goal is to help the BLA digitize the material once it is safely preserved.

Nature of services to be performed

Neither the BLA nor the ECPL hold archival material or employ trained professionals able to properly process this collection. They seek a trained archivist to process the Lawrence Papers and Burleigh Collection according to Society of American Archivist standards. This includes the following:

- Assessment of the collection in its present state, with documentation
- Proper care and safe housing of the collection in acid-free enclosures
- Detailed description of the collection contents including EAD headings
- Production of an annotated finding aid in order to utilize the collection
- In-depth research of select, high-impact items
- A consultation on the future of the collection, and best practices concerning its long-term preservation
- Assistance in designing a materials display, either physically or digitally
- Possible supervision and mentoring of an undergraduate intern and/ or graduate fellow

Description of the materials to be processed

The Lawrence-Johnson papers including Burleigh materials are comprised of approximately 26 boxes of material in various states of condition, having been gathered and stored in a non-institutional setting. Some of the material may be fragile,

hard to decipher, or low-quality facsimiles. The collection may include documents, photographs, framed items, musical scores, 3D objects and other ephemera.

Box count by dimension: Lawrence-Johnson materials (Burleigh materials additional six boxes)

Size	Number of Boxes
16 x 11	1
16 x 13	3
31 x 14	1
24 x 17	7
17 x 12	1
35 x 18	1
23 x 17	1
16 x 12 banker boxes	5
Total Boxes	20

Proposal Submission Timeline and Information

The proposal timeline is as follows:

Week 1: Announcement and distribution of the RFP.

Week 2: Introductory question and answer session with potential candidates September 17, 2021 at noon ET on Zoom (link sent by reply email). Additional sessions may be scheduled, as needed. Please send a request to info@burleighlegacyalliance.com.

Weeks 2-7: Institution responds to candidate questions and shares responses with all potential candidates via email.

Week 7: Submission deadline for application is Friday, October 15, 2021.

Week 8: Selection committee assesses applications and completes evaluation forms.

Week 9: Candidate selection and written acceptance letter sent. Unsuccessful candidates are also notified.

Submission Instructions

Applications are to be in .pdf format and must include a CV or résumé. Applications and supporting documents must be digitally sent to both representatives listed below:

Andrew Miller
ECPL Adult Services Manager
amiller@eriecountypa.gov
814-490-6932

Johnny Johnson
BLA President
johnnycwjohnson@gmail.com
814-392-5629

Grant funds cannot be retroactively applied to the application process. The time and cost associated with preparing a proposal rest solely with the applicant.

Minimum Qualifications-

- The application is completed in its entirety including CV/resume and submitted electronically.
- A bachelor's degree in a humanities field
- Archival training and experience

Preferred Qualifications-

(Candidates without the following qualifications may still be considered for the position)

- The applicant has a Masters of Library Science with either a concentration in archives or certification through The Academy of Certified Archivists.
- Ability to work on site at the Blasco Library
- Experience working in an archive specializing in Black History
- A degree or coursework in Black Studies, Afro-American Studies, or African American Studies

A selection committee comprised of BLA members and advisors from ECPL will select the candidate based on evaluation criteria. Submission confidentiality will be maintained. Representatives from BLA and ECPL will hold an introductory question and answer session for interested applicants. Questions from this session may be saved for future use and shared with the applicant pool. Once a proposal is chosen, the selection committee will contact the chosen applicant to discuss any remaining questions and request a signed acceptance letter.

Evaluation Guidelines

Applications will be assessed using a balanced point system using the following metrics:

- (20%) Compliance with RFP requirements and quality of response
- (30%) Ability to meet professional requirements
- (20%) Qualifications and experience of staff
- (10%) Fair pricing compared to other proposals
- (10%) References
- (10%) Guarantee of work

Project Timeline

Production Schedule

The project goals for the applicant include:

- 1) Completely process the collection in suitable enclosures.
- 2) Create accurate and annotated finding aids.
- 3) Submit a report on best practices for preserving and growing the collection in the future.
- 4) Prepare an interim display for Burleigh Week 2021, the first week in December.

Work is anticipated to start no later than November 15, 2021 and to conclude no later than March 18, 2022.

Quality Control

Project Supervision will be conducted by ECPL and BLA project staff. Periodic quality checks with partner archive staff ensure proper methods and quality processes are maintained.

Proposed Payment Schedule: \$25,000 Archivist, \$5,000 Materials

- 25% – Upon Selection
- 25% – Six Weeks into project following in-process quality review
- 50% – March/April 2022 following Post Project Evaluation

Payment and project dates may be revised as needed by the Burleigh Legacy Alliance and its partners.

Lawrence-Johnson Preservation Project

Archivist Proposal and Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Education

Graduate/ Post Graduate: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree/ Certification: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree/ Certification: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree/ Certification: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO
☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____