

Marblehead Town-Wide Archival Facility

Consultant Led Archive Study

What, Why, Who, How, When & Where

- The Town of Marblehead wishes to create a town-wide archival facility
- Preserve artifacts, objects and archival materials related to Marblehead's history
- Single facility for multiple organizations
- Public-Private facility
 - Conceptually similar to Danvers' town-wide archival facility (<http://www.danverslibrary.org/archive/>)

Project Objectives

- The Town of Marblehead Historical Commission desires to create an environmentally controlled archival facility to store historical town records, artifacts and objects from the Historical Commission's repository, as well as other town functions such as the Town Clerk, and other non-profit town organizations with historical archives and other objects related to the Town of Marblehead. It is the Commission's intent that this facility will serve as a primary storage and research facility for archives and artifacts broadly related to the history of Marblehead.
- The Historical Commission wishes to hire consultant services to assist in defining options for the archival facility and which collaborating organizations are to be included, along with their requirements. The Commission also wishes to obtain a Master Plan defining the steps and timing to create a town-wide archival facility.

What, Why, Who, How, When & Where

- Potential Contributing Marblehead Organizations:
 - Public: Historical Commission, Town Clerk, Town Engineer, Building Commission, Police & Fire
 - Private: Marblehead Museum, Marblehead Arts, Oko's Veteran Fireman's Assoc., Gerry Five Veteran Fireman's Assoc.
 - Churches

**Many Organizations, Varying
degrees of need and complexity**

What, **Why**, Who, How, When & Where

- Many Marblehead organizations have historical holdings
- None of them have
 - environmentally controlled storage
 - adequate space, collections storage types & methods
 - adequate collection accessibility and security
- Most of them do not have adequate cataloging capabilities or archival staff

What, **Why**, Who, How, When & Where

- All organizations have examples of deteriorating holdings
- Those interested in Marblehead history must go to multiple organizations and sites
 - Widely varying finding aids (if any)
 - Uncertain extent of holdings

**Protection and accessibility
are two key issues**

What, Why, Who, **How**, When & Where

- Ralph & Rita Terrien gift to Marblehead Historical Commission provides seed funds
 - ~\$700K to create an archival facility

Much preparation required

- **Contributing Organizations**
- **Individual and Overall Facility Requirements**
- **Location & Costs**

What, Why, **Who**, How, When & Where

- **MHC has hired an experienced Archival consultant**
 - Michele Pacifico – 35 years experience
 - Specialist in archival facilities, policy and planning
 - Society of American Archivists Co-chair Technical Subcommittee on Archival Facility Guidelines
 - Author: **Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers**
 - Archival planning, design and management of national, state and local archival facilities
 - Public-Private Archive Facility Experience

What, Why, Who, **How**, When & Where

- Multi-phase project to:
 - Obtain agreement of contributing organizations
 - Define requirements of each organization
 - Define overall facility requirements
 - Consider potential siting and recommend “best”
 - Create Master Plan

Project Phases

- Phase 1 – Organizations Selection and LOI
- Phase 2 – Organizational Requirements Definition
- Phase 3 – Facility Requirements Definition
- Phase 4 – Facility Location and Cost Options
- Phase 5 – Master Plan

Public Process with Public Meetings
throughout the Project

Then the real work begins

What, Why, Who, How, **When** & Where

- Consultant begins June 1, 2017
- 14 month project
- Phase 1: June 1 – Sept. 30, 2017
- Phase 2: Oct. 1 – Dec. 31, 2017
- Phase 3: Jan. 1 – Feb. 28, 2018
- Phase 4: Mar. 1 – May 31, 2018
- Phase 5: June 1 – June 30, 2018
- Final Report & Public Meetings: July, 2018

Final Products

- The end product will be a final report addressing options and recommendations for the following considerations, as a minimum:
- Organizations to be included, their unique requirements and how to address each of their requirements
- Collection types to be stored and the environmental requirements for each
- Collection management, inventory , cataloging and storage/access for multiple contributing organizations
- Recommended cataloging software options considering those presently used by contributing organizations
- Intermixing of collections versus separate spaces for some contributing organizations
- Facility staffing requirements
- Co-location requirements for contributing organization
- Office space requirements for facility staff, contributing organizations staff, guests and researchers
- Facility size requirements, including future needs for a 100 + year facility
- Equipment and furnishings required – environmental; security; office, researcher and guest furnishings; collections storage furnishings; fire-proof safe requirements and size; computer equipment and networking requirements
- Facility environmental control requirements and recommended methods to achieve
- Fire prevention and protection for collections
- Pest and insect management
- Facility security requirements
- Facility location options
- Cost estimates for various facility options
- Cost estimates for facility operation, including staffing
- Master Plan defining the steps and timing leading to creation and operation of the facility

What, Why, Who, How, When & **Where**

- The Project will be conducted with participant meetings
 - In Marblehead
 - Over the Phone or Skype
 - Via e-mail

What, Why, Who, How, When & **Where**

- The primary “Where” is the location of the Archival Facility
- Recommendation by Consultant & Architects

Archival Facility Location is that
which best meets all
requirements at the lowest cost

Archive Facility Funding

- Non-recurring funding
 - Expected to exceed Terrien bequest
 - Requires added public and/or private funds
 - Contributing organizations expected to assist fund raising efforts – but not contribute own funds
- Recurring Funding
 - Defined by Master Plan
 - Sources – Public or Private

Ralph and Rita Terrien Archival Facility

The Marblehead Archival
Facility needs your support