



# Marblehead Town-Wide Archival Facility

Consultant Led Archive Study

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Marblehead Historical Commission



# The Project

- 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' & other town-wide archival facilities (<http://www.danverslibrary.org/archive/>)



# Project Objectives

- Create an environmentally controlled archival facility
- Store historical town records, artifacts and objects
  - from the Historical Commission’s holdings, as well as
  - other town functions such as the Town Clerk, Fire, Police, Engineer, Buildings, Library, and
  - other town organizations with historical archives and other objects related to the Town of Marblehead and its history
- Serve as a primary storage and research facility for archives and artifacts broadly related to the history of Marblehead.
- Define options for the archival facility, which collaborating organizations are included, along with their requirements.
- Define a Master Plan defining the steps and timing to create a town-wide archival facility.



# Why an Archival Facility?

- Many Marblehead organizations have historical holdings
- Most of them do not 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



# Why an Archival Facility?

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

**Protection and accessibility  
are two key issues**



# Terrien Gift Provides Impetus

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

## Much preparation required

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



# Our Consultant

- **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



# Ralph and Rita Terrien Archival Facility

The Marblehead Archival  
Facility needs your support