



Marblehead Town-Wide Archival Facility Planning Project

Status Update

April 25, 2018

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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, Finance, Assessor, 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.
- Create a Master Plan defining the steps to create a town-wide archival facility, including all requirements, site selection and architectural review, cost, timeline.

**\$700,000 Terrien Gift Provides
Archival Facility Impetus and Seed Funds**



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
- 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



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



Project Status

- Consultant, Michele Pacifico, hired
- July 2017 Initiation Meeting with Participating Institutions
- Archives Advisory Committee established and appointed by Selectmen
 - John McGinn, Robin Michaud, Becky Cutting, Don Doliber, Pam Peterson, Ed Nilsson, Lauren McCormack, Bill Conly, Chris Johnston
- MHC web site updated to include page on Archives project
- Reviews of other town multiple-institution archives and visits to Danvers and Lincoln
- Viewing of most institutions' holdings by consultant and/or Advisory Committee member
- Initiation of archival holding measurements of institutions



Project Status – cont'd

- Consultant's Phase 1 report completed – available on MHC web site
- Letter of Intent with participating institutions completed
 - Assures the institutions' support for the planning project
- Archival Principles adopted by Advisory Committee
- Consultant Physical Facility Requirements document in process – draft in June, 2018
- Summer intern job posted (Simmons College and SAA web site) – Master Plan support



Next Steps

- Complete archival materials space needs assessments
- Institutional readiness for archives
 - Create cataloging tool for institutions (spreadsheet)
 - Create preferred archival storage materials list for institutions
- Finalize Physical Facility Requirements document
- Facility Operating Requirements document
- Establish facility policies and procedures
- Site Selection
 - Initial list of potential sites
 - Screening of potential sites vs requirements, down select to two best options
 - RFP for architects –assessment of two best sites, preliminary “designs”
 - Selected site preliminary design and cost
- Finish Master Plan



Project Timeline

- Intern start work June 4, 2018
- Next consultant visit June 13/14, 2018
- Initial site list June, 2018
- Architect RFP July, 2018
- Complete institution archival materials measurements Aug., 2018
- Physical Facility Requirements document Sept., 2018
- Initial site screening Oct., 2018
- Facility Operating Requirements document Nov., 2018
- Architect review Dec., 2018 – May, 2019
- Site selection June, 2019
- Preliminary design and cost Aug., 2019
- Master Plan Sept., 2019



Town of Marblehead Archive Facility Principles

1. **Mission**
 - We live in a unique and historic town – Marblehead’s places, structures, people and stories are the history of New England in a microcosm. The Marblehead Town-wide Archival Facility, sponsored by the Marblehead Historical Commission, exists to hold, preserve, protect, and make accessible archival materials directly related to Marblehead’s history. It is intended to be a primary research site (physical and on-line) for Marblehead history.
2. The Archival Facility will be owned by the Town of Marblehead.
3. The Archival Facility will be operated by the Town of Marblehead.
4. The Archival Facility will have a governing board comprised of the following or alternates appointed by them:
 - The Town Administrator
 - The Town Planner
 - The Town Clerk
 - The Marblehead Historical Commission chair
 - The Town Archivist
 - The Town Historian
 - Plus one member selected by the advisory board and one from the Marblehead Museum
5. The Archival Facility will also have an advisory board which will include the governing board plus members of each participating organizations.
6. The Archives will be a separate Town Dept. and the facility will have a paid archivist who reports to the Town Administrator. The Town Clerk, the Historical Commission and the governing board will provide advisory input to the Town Administrator regarding the Archives.
7. All Town records appraised as permanent will be added to the Archives by accession on a schedule determined by the archivist and the Town Clerk.
8. The Archives will establish a Collection Policy that defines the scope of the facility. The Archives will accept materials solely related to Marblehead and its history subject to the limitations of the facility. Materials unrelated to Marblehead history cannot be accepted.
9. Archival materials and objects will be donated to the facility by a Deed of Gift. Gifts to the Archives will be accepted at the Selectmen’s discretion subject to the Collection Policy and subject to consultation with the Town Archivist and the governing board.
10. The facility will accept materials from donors with a donor supplied list of material descriptions and in Archives specified container(s)
11. Archival materials housed within the facility are accessible and available for use only with the assistance of the archivist or trained and “certified” volunteers.
12. All materials to be accepted are for permanent storage. No temporary storage will be provided, and current records cannot be accepted.
13. Materials that will be accepted include the archival records and all objects from the Town of Marblehead Historical Commission’s holdings related to Marblehead and its history. Archival records accepted from other organizations will be subject to the Collections Policy and acceptance by the Board of Selectmen. Three-dimensional objects from other organizations will be accepted at the Selectmen’s discretion in consultation with the archivist and the governing board. Considerations will include the object’s condition, preservation needs and space requirements. Objects accepted for permanent storage must be historical in nature and related to Marblehead history.
14. The archival facility will provide preservation and access to the collections. Its storage areas will be environmentally controlled (temperature and relative humidity) and the facility will provide the appropriate security, fire protection, pest protection, and equipment to protect the holdings.
15. The facility’s non-recurring costs will be funded with a combination of donated funds (Terrien and other bequests, plus any other funds from private donors), grants (if available) and town-appropriated funds.
16. The facility will be operated with town-appropriated funds. This includes staff, facility operating costs, supplies and equipment depreciation.
17. Private funds may be raised in a separate fund to improve and support the facility and archives programs.



Ralph and Rita Terrien Town-Wide Archival Facility

The Marblehead Archival
Facility needs your
continuing support