



# Marblehead Town-Wide Archival Facility Status

Consultant Led Archive Study

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Marblehead Historical Commission



# Today's Agenda

1. Project Recap
2. Status of planning project
3. Dashboard Review
4. Letter of Intent review and discussion
5. Marblehead Archives Principles review and discussion
6. Questions



# 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





# Project Status

## Multi-Phase Project = 14 months

1. Organization Selection and Letters of Intent
2. Organizational Requirements of Selected Partners
3. Facility Requirements
4. Facility Location / Cost Options
5. Master Plan

Completing Phase 1



# Needed to Complete Phase 1

- Your Governing Board approval to participate in planning project
  - Includes acceptance of Archive “Principles”
- Letter of Intent approvals
- Initial measurements of holdings

- **Need to complete these to proceed to Phase 2**

Phase 1 Report on [www.marbleheadhistory.org](http://www.marbleheadhistory.org)



# Dashboard

Marblehead Town-Wide Archival Facility Study Dashboard															
Type of Org.	Organization	At July 15th Kickoff Mtg	Contacted Post-Kickoff Mtg	Initial Site Visit	Prelim. Catalog of Holdings Received	Received Gov'ing Board Approval to Participate in Study	Archive Holdings Measurements Received	Archive Holdings CF or LF	3 Dimen. Holdings Measurements Received	3D Holdings Cu. Ft.	Org's Requirements	Letter of Intent Approved	Holdings organized into categories	Holdings Cataloged	Items Stored in Archival Materials
Town	Abbot Public Library	YES		7/12/2017	N/A	N/A	N/A	N/A	N/A	N/A					
Town	Assessors														
Town	Building Commissioner	YES		7/12/2017											
Town	Cemetery Dept.														
Town	Finance Dept.		YES	7/12/2017											
Town	Fire Dept			7/12/2017			Estimated 40 LF								
Town	Harbormaster Dept.														
Town	Historical Commission	YES		7/10/2017	6/28/2017	Yes	6/28/2017	630 LF + 5 Flat Files	6/29/2017	Included in Archives		Yes	Yes	Yes	
Town	Municipal Light Dept.														
Town	Planner	YES													
Town	Police Dept.	YES		7/12/2017											
Town	Selectmen Dept.	YES													
Town	School Dept.		YES	8/3/2017											
Town	Town Clerk	YES		7/10/2017											
Town	Town Engineer	YES		7/12/2017	9/12/2017		9/12/2017	76 Flat File Drawers 2' x 3' 15,000 dwps; 3300 Plan Rolls (1.5" Dia. In 5 Cabs); 16 File Cabs = 128 CF; 2 Notebook File Cabs = 32 CF; 3 hanging Cabs = 48 CF							
Town	Water and Sewer Dept.														
Non-Profit	Female Humane Society														
Non-Profit	Gerry 5 VFA														
Non-Profit	Marblehead Arts Assoc.	YES		7/11/2017	5/26/2017		Estimated 150 CF								
Non-Profit	Marblehead Little Theater		YES												
Non-Profit	Marblehead Museum	YES		7/11/2017	Yes		Estimated Shelves - 765 LF; 5 Flat Files; 5 File cabinets - 50 CF; 10 Bins - 30 CF; Photos - 30 LF; 160 paintings; 580 CF textiles; Other TBD								
Non-Profit	Masonic Lodge		YES												
Non-Profit	MHTV			7/27/2017	Yes		8/4/2017 None 40 CF (Records and Photos)		8/4/2017	81 CF Tapes and DVDs; Digital files on servers; 37 CF playback decks					
Non-Profit	Okos VFA	YES		7/10/2017			Estimated								
Other Org.	Boston Yacht Club														
Other Org.	Corinthian Yacht Club		YES	7/27/2017			7/27/2017 50 LF								
Other Org.	Dolphin Yacht Club														
Other Org.	Eastern Yacht Club														
Other Org.	Marblehead Yacht Club														
Other Org.	Marblehead Racing Association (MRA)														
Other Org.	Marblehead Reporter	YES													
Relig.	Clifton Lutheran Church		YES	8/1/2017	8/9/2017		8/9/2017 42 CF + est. 8 CF + 6 rolls blueprints								
Relig.	Christian Science Church														
Relig.	Grace Community Church														
Relig.	First Church of Christ (Old North Church)	YES		7/12/2017	Yes		Estimated 71 CF + cabinet								
Relig.	St. Andrews Church														
Relig.	St. Michael's Church	YES		7/13/2017	N/A	N/A	N/A	N/A	N/A	N/A					
Relig.	St. Stephens Church		YES												
Relig.	Star of the Sea RC Church		No response		N/A	N/A	N/A	N/A	N/A	N/A					
Relig.	Temple Emanu-El		No response												
Relig.	Temple Sinai	YES		7/11/2017	Yes		Estimated 35 CF								
Relig.	Unitarian Universalist Church		No response												

- Focus is on completing
  - Prelim catalog of holdings
  - Measure size of holdings
  - Governing Board Approvals
  - Letter of Intent Approvals



# Letter of Intent

- Historical Commission and Town commits our support to the development of a Town Archival facility
  - Lol Acknowledges our shared interest in the planning project.
  - We agree to work together with you to develop the project
- You agree to participate in the archival study and the development of shared archives.
  - Participate in meetings and presentations on the project and
  - Provide information and data about your records



# Letter of Intent – cont'd

- The project will evaluate governance structure and define policy and procedures
  - You acknowledge this important benefit, along with the many other project benefits described in this letter
  - You are committed to advancing the Marblehead Archive project, realizing its benefits, and actively engaging in the development of the project

Approvals by your governing board and  
the Board of Selectmen



# Archive Facility Principles

- Defines principles of:
  - Facility ownership, operation, and governance
  - Collection policies including scope, types, rights, access and loans
  - Collection preservation requirements
  - Funding
    - Your costs are primarily for holdings preparation for the Archival Facility
- Planning project will develop more detailed policies

Review Principles carefully



# Final Thoughts

- Letters of Intent, initial measurements needed from you no later than Jan. 22, 2018
- Participating in this project will be only opportunity to join the Archives
- Recommend visiting Danvers Archives
  - 15 Sylvan St.; Hrs: Mon. 1 – 7:30; Wed & Thu 9-12 & 1-5

Questions?