



Marblehead Town-Wide Archival Facility Planning Project

Status Update

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Marblehead Historical Commission



The Project - Summary

- The Town of Marblehead wishes to create a town-wide archival facility
- Preserve artifacts, objects and archival materials related to Marblehead's history
- Single Public-Private facility for multiple organizations
- Planning status: Buy-in of org's, Reqt's doc, Site Reviews
- Planning has progressed to location selection
 - Mary Alley Office Building basement



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

- July 2017 Initiation Meeting with Participating Institutions
- Archives Advisory Committee established and appointed by Selectmen
 - Jason Silva, Robin Michaud, Becky Cutting, Don Doliber, Pam Peterson, Ed Nilsson, Lauren McCormack, Bill Conly, Chris Johnston
- MHC web site updated to include info 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
- 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
 - 33 Town Departments, Non-Profits, Religious Organizations and Others
- Archival Principles adopted by Advisory Committee
- Consultant Physical Facility Requirements document completed
 - Available on MHC web site
 - Includes space requirements: ~ 16,000 sq. ft.
- Potential sites list, site reviews
 - In Marblehead; Affordable; Suitable for Archives
 - Town-owned; School-owned; Privately owned; New construction



Town of Marblehead Archive Facility Principles

1. Mission
 - a) 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:
 - a) The Town Administrator
 - b) The Town Planner
 - c) The Town Clerk
 - d) The Marblehead Historical Commission chair
 - e) The Town Archivist
 - f) The Town Historian
 - g) Plus one member selected by the advisory board and one from the Marblehead Museum

The Archival Facility will also have an advisory board which will include the governing board plus members of each participating organizations.
5. 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.
6. 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.
7. 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.
8. 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.
9. The Archives will establish a loan policy that will detail the conditions for loans, including the frequency of loans and the duration of loans.
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.



Potential Sites List

- **Abbot Library**
 - insufficient space; basement water intrusion unacceptable; parking; delivery access
- **Abbot Hall**
 - Basement humidity unacceptable; structural capability; cost (H); parking; delivery access
- **Medical Office Building**
 - Requires entire building; lose lease revenue; structural capability; cost (M-H)
- **Mary Alley Office Building – Add new floor**
 - Cost (H) and disruption to town offices; structural capability to provide needed space
- **Mary Alley Office Building – Basement**
 - Enough space, lowest cost (L); parking
- **Mary Alley Office Building campus – new construction**
 - Cost (H)

Cost: VH=Very High; H=High; M=Medium; L=Low



Potential Sites List – cont'd

- Gerry School
 - Highest cost (VH); structural capability; delivery access
- Eveleth School
 - Water intrusion; cost (H)
- Coffin School
 - Cost (H); Structural capability
- Privately owned buildings
 - Insufficient space; purchase cost (H)

Mary Alley Office Bldg Basement Chosen for Archives

In Marblehead; Most affordable; Suitable for Archives; Meets Archives requirements



Next Steps

- Institutional readiness for archives
 - Create cataloging tool for institutions (spreadsheet)
 - Create preferred archival storage materials list for institutions
- Facility Operating Requirements document
- Facility Collections and other policies and procedures
- Archives prelim. design
 - RFP for architects – space studies, preliminary “designs”, renderings, and cost estimates
 - Selected site preliminary design and cost
- Finish Master Plan



Archives Site

- Archives planning has progressed to site selection
- Mary Alley Office Building basement best satisfies all requirements: In Marblehead; Most affordable; Suitable for Archives; Meets Archives requirements
- School Dept. offices move required
 - 2 ½ year lead time
 - Opportunity for more desirable offices and location

Your support is crucial to the
Archives Project