



Master Plan for the Preservation of and Access to Hingham's Historical Collections

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Master Plan for the Preservation of and Access to Hingham's Historical Collections

Introduction

In 2008 the Hingham Public Library and Hingham Historical Society began a planning effort to ensure the preservation of and access to their collections of historical materials. With the encouragement of the Board of Selectmen, three other participants with significant holdings and interest in the project joined the effort: the Hingham Town Clerk, Hingham School Department, and Hingham Historical Commission / Historic Districts Commission.

After the Community Preservation Committee and voters approved funding, the participants hired the Northeast Document Conservation Center [NEDCC] to conduct a Preservation Assessment. NEDCC is a non-profit regional conservation center specializing in the preservation of paper-based materials. Angelina Altobellis, NEDCC's Assessment Program Coordinator, prepared a *Report of a General Preservation Assessment* in 2009, describing the current situation in each area, and making recommendations. She agreed with the participants and emphasized the importance of the Town developing a Master Plan to preserve and catalog its historical materials with the long-term view of digitizing selected materials to make them more widely accessible.

The participants followed through by preparing a Request for Proposals for such Master Planning, and selecting Cynthia Swank and Peter Parker, *d.b.a.* Inlook Group, through the bid process. We have worked together for the past twenty years to provide historical collections, archives, and records management consulting services to municipalities, libraries, cultural organizations, businesses, and colleges and universities. Swank is a Certified Archivist and Certified Records Manager whose business career included establishing and running the Archives and Records Management Department of J. Walter Thompson, a multi-national advertising agency. Parker was Curator at the Historical Society of Pennsylvania, a major research library and museum in Philadelphia, where he was responsible for a nationally known collection of manuscripts, prints, drawings, photographs, maps, a/v materials, paintings, and artifacts. He later became the Society's Director.

Because of the number of participants, we separated the project into three assessment and recommendations efforts: the Hingham Historical Society, the Hingham Public Library, and the Town and School Departments. We prepared three "draft" reports that provide detailed information about best practices relating to the preservation of

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and access to historical materials and management of records, describe the current situation, make recommendations, and include inventories and numerous resources to assist the participants. Incorporated within the draft reports are observations and recommendations made in Angelina Altobellis's Preservation Assessment Report. These individual reports were shared with all the participants; we recommend that they be read by anyone requiring a more thorough understanding of the current situation and the Master Plan goals, objectives, and tasks.

We have incorporated what we have learned into this Master Plan that describes what the participants, the town, and other organizations can and should do, how to proceed, resources required, and potential funding sources.

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Master Plan Summary

Every place has unique characteristics often based upon a combination of geography and inhabitants. Hingham's location on the seacoast, with a harbor, and near Boston all impacted who settled, lived, and worked here. The diversity of industry – farming, fishing, shipping, and milling – let Hingham develop into a multi-faceted community rather than a “company” town. External forces such as the advent of commuter transportation, the “discovery” of Hingham as a summer resort, and the arrival of the US Navy, have all caused changes to the Town but much of its manmade and natural environment has survived.

Anyone driving or walking through town will notice numerous structures – houses, churches, commercial buildings, schools – that illustrate the layers of Hingham's past and present. Indeed, the Town website notes *Hingham today looks to the future with an eye to preserving its rich history, so evident in the remarkable architecture preserved in both public and private buildings, and in the protection of its open space.* But these structures, often beautiful to see, cannot talk.

To learn from the past - and to determine what is possible and prudent in the future - requires the preservation of and improved accessibility to the Town's documentary heritage. These materials of enduring historical, informational, legal, fiscal, or administrative value may be in paper, film, magnetic, or electronic format. They include textual records, photographs, moving images, maps, plans, prints, paintings, ephemera, and artifacts. They date from Hingham's beginnings more than three hundred seventy five years ago to the present.

The Town has been blessed with individuals and town officials who have saved the documentary heritage of organizations, families, businesses, and local government. Some materials have been retained by the creator while others were donated to local organizations – the Hingham Historical Society, Hingham Public Library, Hingham Historical Commission, and Hingham Town Clerk – or to other repositories, notably the Massachusetts Historical Society and Massachusetts State Library. However, just *having* these materials is not enough.

It was clear from our surveys and NEDCC's conclusions that Hingham's wealth of archival materials are not being preserved adequately. None of the participants at present can provide sufficient and suitable space for the long-term preservation of paper, let alone, other types of media.

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Nor are the materials being used to their enormous potential. Some remain totally hidden, still in their nineteenth century wooden crates, while others, including what might be considered "founding documents", have never been adequately sorted, arranged, and described. At present research is more difficult than need be, and the many educational and interpretative opportunities lost. None of the participants have existing staff with the training, experience, or time to do the labor-intensive work of making these materials the information assets they can be.

We think Hingham has the potential to become a model community for the preservation of and access to its archival materials. If Hingham cannot accomplish these goals, what community can? Much depends upon the project participants cooperating with one another and selling Town officials, voters, and other institutions on the value of a multi-organizational approach.

To accomplish the basics and make rapid progress in as few years as possible, we recommend two parallel initiatives:

- 1) the Hingham Historical Society and Hingham Public Library, the primary collecting organizations, concentrate on preserving and improving access to their own collections, and encouraging other organizations with historical collections to join in a community effort; and
- 2) the Town, including the School Department, devote its efforts to developing an Archives and Records Management Services program that includes not only its archival records but also the universe of records it creates or collects and the many recordkeeping issues apparent from the NEDCC and our surveys.

We call the first the *Hingham History Hub* and the second *ARMS [Archives and Records Management Services]*.

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Master Plan Summary

Hingham History Hub

The initial goals of the *Hingham History Hub* are to preserve and to improve access to the archival materials that exist in the Historical Society and Public Library by

- improving storage conditions,
- providing archival quality enclosures,
- arranging and describing the materials, and
- publicizing and encouraging use of these materials via finding aids, catalog records, public programs, exhibits, and Web 2.0 tools

Accomplishing these objectives will require two or three years of work by a professional Archivist, assisted by volunteers and staff. The Historical Society and Library collections will then be more readily available, necessary policies and procedures in place, and staff and volunteers more knowledgeable about archival principles and techniques.

The project participants then can devote time to the next goal, a community-wide Documentation Strategy endeavor.¹ The Archivist will inventory the archival records held by other organizations who wish to join the *Hingham History Hub* effort. The inventory will assist in determining the volume and condition of the materials, and in estimating the storage and preservation needs of the organizations' archival materials. The inventory also will point out where there are gaps in the existing documentation. The participants would develop a strategy for filling those gaps through collecting efforts and even creating historical resources through an oral history program and other means.

Once funding becomes available, the Archivist, working with volunteers or staff of the organizations can begin appraising, preserving, arranging and describing the materials either at the Library, Historical Society, or *in situ* if feasible. These materials also would be publicized, at minimum *via* finding aids available from the organization itself as well as the Library and Historical Society.

¹ Documentation Strategy is a "a methodology that guides selection and assures retention of adequate information about a specific geographic area, a topic, a process, or an event that has been dispersed throughout society." *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses at <http://www.archivists.org/glossary/>

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We hope the information learned during the Documentation Strategy stage and the support and input gained from the various organizations will enable the participants to plan and gain funding for two types of repositories:

- a *physical repository* for the storage, preservation, and use of permanent records and other archival materials; and
- a *digital repository* where those records of particular significance or interest are available online.

Such repositories, the products of public and private organizations and individuals working together, will result in well-coordinated efforts, shared focus, enhanced funding opportunities, and operational economies of scale. We also think such a shared enterprises can elicit community support and excitement.

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Master Plan Summary

Archives and Records Management Services [ARMS]

The goal of *ARMS* is to develop and implement an Archives and Records Management Services operation for Town government.

The Archives Management goals are similar to those of the collecting organizations, to preserve and improve access to those records of permanent legal, fiscal, administrative, and informational value by

- improving storage conditions,
- providing archival quality enclosures,
- arranging and describing the materials,
- reformatting, and
- publicizing and encouraging use of these materials via finding aids, exhibits, and Web 2.0 tools

In 2001 the International Organization for Standardization [ISO] published ISO 15489 in which it defined Records Management as

Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

ISO 15489 describes the benefits of such programs, noting

A systematic approach to the management of records is essential for organizations and society to protect and preserve records as evidence of actions . . . that can support subsequent activities and business decisions, as well as ensuring accountability to present and future stakeholders

Initial goals for the Records Management portion of *ARMS* are:

- Creation of policies and procedures for the transfer and storage of inactive records
- Inventory of office records
- Development of a town-specific records retention schedule, based upon the State's minimum recordkeeping requirements, other State and Federal laws or regulations, and the Town's own needs
- Disposition of those records that need not be retained and have no continuing value
- Development of a Disaster Preparedness Plan and an Essential Records Protection Plan

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These efforts will help lay the groundwork for managing electronic records based upon retention rules and classification schemes. It also will enable the Town to make more informed decisions about records storage needs as well as reformatting endeavors, both scanning and filming.

We anticipate that a full-time Archivist with Records Management experience and a part-time Archives Assistant, assisted by volunteers, could accomplish the Archives Management goals within three years. The Archivist would be devoting significant time during the period to developing and implementing a Records Management program which is the reason to have an Archives Assistant and others, supervised by the Archivist, concentrate on the historical materials.

ARMS will need the support and participation of the Board of Selectmen, Administration, an Archives and Records Management Services Committee, and Records Coordinators assigned by each department. We expect that several members of the *ARMS* Committee also will participate in the *Hingham History Hub* to ensure good communication and coordination between the two endeavors, especially as both the physical repository and digital repository will include town records.

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Master Plan Summary

Funding and Estimated Costs

We are assuming that the Town government participants and Library will have limited funds available for the coming calendar year until July 2012. The Historical Society, too, except for the fund-raising effort to purchase shelving, will be unable to fund a major undertaking. Nevertheless, all the participants have tasks they can and should do during 2011 and the first half of 2012 before funds become available for the ambitious program we outline.

As the Community Preservation Fund financed this Master Planning project, we would hope that the Community Preservation Committee and voters would look favorably upon providing some of the funding for both the Hingham History Hub and those aspects of ARMS relating to the preservation of and access to the Town's archival records.

The National Endowment for the Humanities' Preservation Assistance Grants of \$6000 might supplement or substitute for some of the Community Preservation funds if the Historical Society and / or Public Library submit successful applications.

We also think it worthwhile to investigate obtaining grant funding from the National Historical Publications and Records Commission [NHPRC] for the start-up of the Town's Archives and Records Management Services [ARMS]. Note that NHPRC will only provide up to 50% of the costs. If that funding is not available or a grant unlikely, the Town will need to seek Community Preservation or other local funding for the amount indicated in the NHPRC column below.

If the initial Hingham History Hub efforts are successful, a significant grant might be sought from the National Endowment for the Humanities, most likely from its Public Programs Division or possibly a Challenge Grant. Matches are necessary.

We expect the Boards of both the Hingham Historical Society and Hingham Public Library will allocate funds for some of the tasks outlined in the Master Plan. In addition, other local funding from foundations, organizations, and individuals should be sought.

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Our estimate of funds needed and the possible sources are:

	Local funding	NHPRC	Town budget	Total
FY 2012-2013	\$121,400	\$39,500		\$160,900
FY 2013-2014	\$ 98,500	\$39,500	\$ 1,000 +	\$139,000
FY 2014-2015	\$ 64,000		\$71,500	\$135,500
FY 2015-2016	\$ 64,000*		\$61,500	\$125,500
FY 2016-2017	\$ 64,000*		\$61,500	\$125,500

* Might be reduced by more than half if major NEH grant obtained.

Note that these estimates do not include the capital costs of improvements for existing records storage areas the engineers may recommend, capital costs for a new facility, or some specific reformatting efforts.

The rest of this Master Plan Report contains the following segments:

Comments about Summary of Recommendations and Work Plans

Table 1	Summary of Recommendations – All Participants
Table 2	Work Plan – Hingham Historical Society - Work Plan
Table 3	Work Plan – Hingham Public Library
Table 4	Work Plan – Hingham Town Clerk, Historical Commission / Historic Districts Commission, School Department

Approximate Costs - Details

Federal Grant Funding Agencies

Federal Grants for Similar Projects in Massachusetts and Nearby States

Similar Efforts in Other Municipalities

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Comments about Summary of Recommendations and Work Plans

The tables that follow are intended to provide the participants (and readers) with a sense of the work that will be required by each participant over the next five years. The time commitment will vary among the participants and, in some cases, be significant.

We assume the current participants will all be involved in the *Hingham History Hub* and that one person, probably from the Historical Society or Library, will be the lead in coordinating joint efforts and fund-raising. Perhaps the coordinator / lead could be a Board member with the time, talent, and inclination. A real time saver would be the addition of someone with grant-writing experience, a Town or School Department staffer if there is one, or perhaps a community volunteer.

The *Archives and Records Management Services [ARMS]* efforts will require the support of the Board of Selectmen. An Archives and Records Management Committee is essential for the Records Management effort. The Town Clerk, Historical Commission / Historic District Commission, and School Department all would be members of the Committee as well as representatives of such key departments as Town Accountant, Public Works, Human Resources, and the Land Use departments. The Department of Public Works and Information Systems are listed as actors in some of the specific tasks.

We have attempted to list recommendations in the first table, and tasks in the other tables in a logical progression. Some may be performed at the same time; others will be on a continuing basis.

Table 1 Summary of Recommendations and Participants' Involvement

Key to abbreviations used in all tables

P = Policies, planning

S = Space

E = Equipment

AS = Archival Supplies, Svcs

L = Labor

C = Collections or records

O = Outreach

RS = Records Management Supplies, Svcs

HHS = Hingham Historical Society

HPL = Hingham Public Library

HTC = Hingham Town Clerk

HHC / HDC = Hingham Historical Commission / Historical Districts Commission

HSD = Hingham School Department

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
P	Review, revise Master Plan; determine how to proceed; who does what	✓	✓	✓	✓	✓
P	Discuss w/ Board, staff, volunteers; Town Administration, likely supporters	✓	✓	✓	✓	✓
P	Determine feasibility of Archives & Records Management Program. If feasible, set up Archives & Records Management Services Committee [ARMS Committee]			✓	✓	✓
P, C	Review, revise existing policies	✓	✓			
P, C	Revise Collections Policy; collaborate on collecting goals, possible exchange of some materials in collections	✓	✓			
P, C	Develop policies for accepting donations or directing potential donors to a suitable repository				✓	

Table 1 Summary of Recommendations and Participants' Involvement

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
P, C	Begin to develop policies, procedures for storage of inactive records			✓	✓	✓
P, C	Establish rules for use of historical records; fees			✓	✓	
S, E	Monitor temperature & humidity w/ datalogger	✓	✓	✓	✓	✓
S	Inspect / repair HVAC to Historical Collections Rooms		✓			
S	Hire environmental engineer to determine feasibility of improving storage areas, approximate costs	✓	✓	✓	✓	✓
S	Hire structural engineer to determine feasibility of reinforcing Town Hall attic floor to make it a viable records storage area			✓	✓	✓
S, E	Purchase water detectors and connect to alarm system if possible		✓ (for town vault, vault off Whiton Room)	✓ (for Town Hall vault)		
S, E	Purchase & install UV filters on fluorescent lights		✓	✓	✓	
S, E	Install security mirrors			✓		
S, C	Housekeeping / pest management	✓	✓	✓		
S	Find / create space in which to do archives processing tasks		✓	✓	✓	✓
S, E	Exhibit space & equipment	✓	✓			

Table 1 Summary of Recommendations and Participants' Involvement

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
S, E	Storage equipment	✓	✓	✓	✓	✓
S, E	Shelving	✓	✓	✓ Clerk's Office Back Room, vault off Whiton Room		
S, E	Step up stool, ladder	✓		✓ Town Hall vault	✓ Office	
S, E	Book cart	✓	✓ use of one during project	✓ use of one during project at Library; one in Town Hall		
AS	Archival Supplies	✓ Map folders, others when needed	✓ Folders, boxes	✓ Folders, boxes	✓ Folders, boxes	✓ Folders, boxes
L	Professional Archivist	1 f-t or 3 days/ per week	1 p-t 2 days / per week	1 f-t w/ RM experience for town records	See HTC. Share the person	See HTC. Share the person
L	Volunteers	✓	✓	✓	✓?	
L	Interns	✓				
P, S, C, O	Ask Gregor Trinkaus - Randall, MBLC, to conduct workshop re COSTEP (Coordinated Statewide Emergency Preparedness, an Emergency Response Framework for the Cultural Community) for participants, representative of Fire Department, others	✓ participate	✓	✓ participate	✓ participate	✓ participate

Table 1 Summary of Recommendations and Participants' Involvement

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
P, S, C	Develop disaster preparedness plan for collections, records	✓	✓	Part of ARMS effort, not individual depts	Part of ARMS effort, not individual depts	Part of ARMS effort, not individual depts
S, C	Have Fire Department conduct a using a fire extinguisher hands-on demo	✓	✓			
C	Develop / revise / update Processing Manual	✓	✓	Part of ARMS effort, not individual depts	Part of ARMS effort, not individual depts	Part of ARMS effort, not individual depts
C	Accession any backlog of materials	✓	✓			
C	Photocopy old accession, donor logs w/ one as working copy	✓				
C	Determine location, components of collection files	✓	✓			
C	PastPerfect clean-up	✓				
C	Revise, maintain, keep up to date inventory/shelf list	✓	✓	✓	Part of ARMS effort	✓
C	Data entry / type Bicentennial Microfilm Collection Finding Aid , and create searchable PDF; put on website		✓			
C	Inventory microfilm; contract to have at least 100 rolls inspected for deterioration		✓	✓		
C	Glass plate negatives: ID, scanning & prints		✓			

Table 1 Summary of Recommendations and Participants' Involvement

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
C	Put link to Holbrook Index to Town Records / Vital Records on website			✓		
C	Work w/ New England Archives Center to make available CDs of scanned microfiche			✓		
C	Film & scan Town Record Books that have not been filmed			✓		
C	Preservation photocopy of School Board minute books or film / scan					✓
C	Conservation of some bound volumes as noted in survey spreadsheet or determined by Archivist	✓	✓	✓		
C	Put in folders, organize materials in flat file drawers, label drawers	✓	✓	✓		
C	Develop Record Group scheme for own records; organize	✓	✓	✓	✓	✓
C	Measure eighteenth & nineteenth century bound volumes in upper vault, Library's HC2; purchase custom-sized clamshell boxes and / or use phase box kits		✓	✓		
C	Undertake Archives processing project under supervision of professional Archivist	✓	✓	✓	✓	✓
P, S, E, AS, C, RS	Design and implement Records Management program after hiring Archivist/Records Manager or Records Manager <i>Note: Details in Table 4</i>			✓	✓	✓

Table 1 Summary of Recommendations and Participants' Involvement

Code	Recommendations	HHS	HPL	HTC	HHC/HDC	HSD
O	Exhibits - real and virtual when projects underway	✓	✓			
O	Presentations about history, hidden collections/ workshops on preservation, photographs	✓	✓			
O	Blog when projects underway – discovery of the week, diary entries, did you know, etc.	✓	✓	✓	✓	✓
O	Flickr when projects underway – help in IDing photos	✓	✓		✓ ?	
L, O, C	LATER ACTIVITIES FOR <i>HINGHAM HISTORY HUB</i> Development of town-wide Documentation Strategy: inventory, processing, outreach	✓	✓	✓ participate	✓ participate	✓ participate
S, C	Creation of physical facility for storage of permanent, historical records for Town and Town organizations, w/ work and reference / research space. <i>If Town has ARMS in place, not just historical records component, facility may include ordinary storage for scheduled inactive records.</i>	✓	✓	✓	✓	✓
L, O, C	Digital repository effort	✓	✓	✓	✓	✓

Table 2 Work Plan -- Hingham Historical Society

Key for abbreviations in *Who* column

SB = Suzanne Buchanan

A= Archivist

DC = Dennis Corcoran

AD = Anne Dalton

Code	Tasks	Who	When	Resources
S	Continue to use datalogger to monitor temperature & humidity in Storage Room	SB	On-going	Time
P	Review report and Master Plan Revise where necessary; communicate changes to other participants	SB, other participants	2011	Time
P	Review, revise HHS Mission as it relates to historical collections	SB & Board	2011	Time
P	Review, revise Collections Policy	SB & Board	2011	Time
C	Have inventory placed on Archives desktop; revise; keep up to date. Send to HPL, HHC/HDC, HTC so they are aware of holdings	SB, volunteer	2011	Time
S, C	Have Fire Department conduct a hands-on fire extinguisher demo; invite HPL, other orgs' staff to attend	SB	2011	Time
C	Photocopy old accession, donor logs w/ one as working copy	SB, volunteer	2011	Time
C	Determine location, components of collection files	SB, volunteer	2011	Time
C	Accession any backlog materials	Volunteers, reviewed by SB	2011	Time
C	PastPerfect clean-up begins <i>if there is a volunteer who feels comfortable doing so and SB has time to review work.</i> Otherwise, not until Archivist hired.	Volunteer, supervised by SB	2011 and on-going	Time
E	Purchase step stool or ladder to access shelving	SB	2011	Time; approx \$50 - 300
E	Purchase book cart for moving boxes	SB	2011	Time: approx \$200-300

Table 2 Work Plan -- Hingham Historical Society

Code	Tasks	Who	When	Resources
E, C	Purchase and install shelving. Major effort of removing collections, installing shelving, and returning collections. <i>May wish to wait until Archivist hired to assist.</i>	SB, Board, volunteers, paid movers?, Archivist?	2011 OR Town FY 2012 - 2013	Time; approx \$15k for shelving; mover \$?
AS	Purchase archival supplies as needed	SB, volunteer	2011	Time; approx \$500
S	Hire environmental engineer to determine feasibility of improving storage areas, approximate costs. <i>Paid for by CPFund money or perhaps NEH Preservation Assistance grant</i>	SB & other participants	Town FY 2012 - 2013	Approx \$500-1500 share of est. \$5-10k
L	Obtain services of professional Archivist for at least 3 days/ week (may share same person w/ HPL & offer benefits). Assume \$45 - 50k plus benefits if f-t. <i>Paid for by CPFund money for 3 years.</i>	SB & DC?, AD?	Town FY 2012 - 2013 through FY 2014 - 2015	Time; approx \$30 - 35k p.a., HHS share; or \$27k if p-t w/ no benefits
L, C	Archivist's efforts will include: Clean up Past Perfect database	A, vol?		Time
L, C, P	Develop / revise / update Processing Manual	A		Time
L, C	Work with and supervise volunteers, possible interns in appraising, accessioning, arranging, preserving, describing archival materials	A, vols, interns		Time
L, C, P	Develop Record Group scheme for HHS's own records; process	A, vols, interns		Time
L, P, C, O	Provide assistance to volunteers in answering inquiries, develop procedures for tracking reference requests	A, SB, vols		Time
L, P, S, C	Develop disaster preparedness plan for collections, records	A coordinating w/ AD		Time

Table 2 Work Plan -- Hingham Historical Society

Code	Tasks	Who	When	Resources
L, O	Enhance HHS website or participate in separate Hingham History Hub website. may include: finding aids in PDF, blog, Flickr	SB, A, vols; other participants		Time: \$\$? for website design, hosting, etc.
L, O	Exhibits - real and virtual	SB, A, vols; other participants?		Time; \$\$?
L, O	Presentations about history, hidden collections/ workshops on preservation, photographs	SB, A, vols; other participants?		Time; \$\$?
L, O, C	LATER ACTIVITIES FOR <i>HINGHAM HISTORY HUB</i> Development of town-wide Documentation Strategy: inventory, processing, outreach	A and participating orgs, staff, vols.	Beginning FY 2014- 2015 through FY 2015 - 2016	Time
S, C	Creation of physical facility for storage of permanent, historical records for Town and Town organizations, w/ work and reference / research space	Participants	FY 2015- 2016 ??	Time; \$\$?
L, O, C	Digital repository effort	A and participating orgs, staff, vols.	Beginning FY 2016 - 2107	Time; \$\$?

Table 3 Work Plan – Hingham Public Library

Key for abbreviations in the *Who* column

DC = Dennis Corcoran

AD = Anne Dalton

PT = Peter Thornell

KL = Kathleen Leahy

OCLN = Old Colony Library Network

A = Archivist

SB = Suzanne Buchanan

Code	Tasks	Who	When	Resources
P	Review report and Master Plan Revise where necessary; communicate changes to other participants	DC, AD, other participants	2011	Time
S	Try to have HVAC fixed in Loring, Wilder Rooms	DC	2011	\$\$??
S	Monitor temperature and humidity in both rooms; at present using existing equipment if operable; temp, humidity gauge and manually record on daily basis; or purchase datalogger and software (now or later)	AD	2011	Time; \$50 - \$350
S	Purchase UV filters for fluorescent lights in the two rooms	DC	2011	about \$68
C	Gather together collection files; keep in Loring Room file cabinet	DC, AD	2011	Time
C, P	Review, revise Mission, Collections Policy relating to historical collections	DC, AD, KL, Board	2011	Time
C	Begin to deaccession materials that do not fit Collections Policy; if possible, income earned from sales to be used for the Library's Historical Collections	DC, AD, KL, Board	2011	Time
AS	Purchase archival quality records storage boxes for new accessions, rehousing of existing accessioned but unprocessed materials that HPL expects to retain	AD	2011	25 for about \$160
C	Keep inventory up-to-date; revise as needed; send to HHS, Town Clerk, Historical Commission	AD	2011 and On-going	Time

Table 3 Work Plan – Hingham Public Library

Code	Tasks	Who	When	Resources
C	Enter Bicentennial Microfilm Collection finding aid onto computer; create searchable PDF document; put on website	AD, PT	2011	Time
C	Catalog any uncataloged books in Wilder Room that are being retained.	AD, OCLN	2011 and on-going	Time
C	Create Accession Records for those materials that are not part of the Bicentennial Collection, are not the Library's own records, or are not Town and School Records that are or were widely available <i>i.e.</i> Street lists, Yearbooks	AD	2011	Time
P, S, C, O	Ask Gregor Trinkaus - Randall, MBLC, to conduct workshop re COSTEP (Coordinated Statewide Emergency Preparedness, an Emergency Response Framework for the Cultural Community) for participants, representative of Fire Department, others	DC, AD, KL	2011	Time
P, S, C	Begin to develop Disaster Preparedness Plan for Library <i>Note: for other organizations, not likely to occur until Archivist(s) hired</i>	AD; coordinate w/ others	2011 and on-going	Time
S	Hire environmental engineer to determine feasibility of improving Loring and Wilder Rooms areas, approximate costs. <i>Funded by CP Fund or perhaps NEH Preservation Assistance grant.</i>	DC & other participants	FY 2012 - 2013	Approx \$ 500-1500 share of est. \$5-10k
S	Purchase new steel shelving to replace some shelving now in Wilder Room; purchase new steel flat file cabinet if possible to <u>replace</u> wooden one. <i>Funded by CP Fund; maybe the map file via NEH Preservation Assistance grant.</i>	DC, AD, KL	FY 2012 - 2013	Approx \$2000 for shelving; \$2300 for map file
AS	Purchase map folders. <i>Might be included in CP Fund request or an NEH Preservation Assistance Grant</i>	AD	FY 2012 - 2013	75 for \$300- 450

Table 3 Work Plan – Hingham Public Library

Code	Tasks	Who	When	Resources
L	Obtain services of professional Archivist for at least 2 days/ week (may share same person w/ HHS & offer benefits). Assume \$45 - 50k plus benefits if f-t. <i>Expect person will be needed for up to two years for existing collections at Library; then a third and fourth year to survey, process archival records in other organizations.</i>	DC, AD & SB?	FY 2012 - 2013 through FY 2015- 2016	Time; approx \$20 - 25k p.a., HPL share; or \$18k if p-t w/ no benefits
L, P, C	Archivist's efforts will include: Revise / update Processing Manual	A, AD		Time
L, AS	Determine what archival supplies needed, order	A, AD		Time, about \$3000 1 st year \$1000 thereafter
L, C, P	Work with Dalton and ideally another Reference Librarian in appraising, accessioning, arranging, preserving, describing archival materials; train volunteers, interns (Librarians to devote at least ½ day each on the archival work)	A, AD, vols, interns		Time
L, C, P	Develop Record Group scheme for HPL's own records; process	A, AD, vols, interns		Time
L, C, P	Put together project for the glass plate negatives, determining procedures, costs for scanning (rehousing costs included in supplies)	A, AD		Time; \$\$?
L, C, O	Prepare finding aids for MARC cataloging by OCLN cataloger	A, AD, OCLN cataloger		Time
L, C, O	Add to HPL website or participate in separate Hingham History Hub website, including finding aids in PDF, blog, Flickr	A, AD, vols; other participants		Time: shared \$\$? for website design, hosting, etc.

Table 3 Work Plan – Hingham Public Library

Code	Tasks	Who	When	Resources
L, C, O	Exhibits - real and virtual. <i>May need to purchase exhibit case, wall board.</i>	A, AD, vols; other participants?		Time; \$\$?
L, C, O	Presentations about history, hidden collections/ workshops on preservation, photographs	A, AD, vols; other participants?		Time; \$\$
L, O, C	LATER ACTIVITIES FOR <i>HINGHAM HISTORY HUB</i> Development of town-wide Documentation Strategy: inventory, processing, outreach	A and participating orgs, staff, vols.	Beginning FY 2014- 2015 through FY 2015 - 2016	Time; \$\$
S, C	Creation of physical facility for storage of permanent, historical records for Town and Town organizations, w/ work and reference / research space	Participants	FY 2015- 2016 ??	Time; \$\$?
L, O, C	Digital repository effort	A and participating orgs, staff, vols.	Beginning FY 2016 - 2107	Time; \$\$?

Table 4 Work Plan – Town Clerk, Historical Commission / Historic Districts Commission, School Department

Key to abbreviations in *Who* column

EMC = Eileen McCracken

AY = Andrea Young

DG = Dorothy Galo

DPW = Department of Public Works

A = Archivist

RM Comm = Archives & Records Management Advisory
Committee

IS = Information Systems

Code	Tasks	Who	When	Resources
P	Review report and Master Plan Revise where necessary; communicate changes to other participants. Discuss w/ Town Administration, other likely supporters.	EMC, AY, DG, other participants	2011	Time
P	Gauge interest of Town Administration, Department Heads, Boards in an Archives & Records Management effort (management of all records, storage, retrieval, disposition, email, filing systems, <i>etc.</i>)	EMC, AY, DG	2011	Time
P	If sufficient interest in Archives & Records Management effort, seek key dept heads and rep of Town Administration to participate in planning. (We call it ARMS - Archives & Records Management Services) <i>NOTE: Chair of the group (Archives and Records Management Committee) likely will be the person who would be lead on the Town-wide tasks listed in this table</i>	EMC, AY, DG	2011	Time
S, C	Purchase and use dataloggers in Town Hall attic and vault. <i>Note: Library will have monitoring of the vaults next year provided by the MA Board of Library Commissioners.</i>	Town Admin, DPW	2011	About \$200 for each logger; \$100 for software
S, C	Purchase UV filters for fluorescent lights in School Dept conference room, Town Clerk's Office, Historical Commission / Historic Districts Commission Offices	EMC, AY, DG; Town Admin, DPW	2011	About \$70 for School & HC / HDC; \$140 for TC
E	Have DPW determine if security mirrors could be placed in Town Clerk's Office to permit staff to view actions of researchers; if yes, purchase and install	EMC, DPW	2011	Time; about \$75 each

Table 4 Work Plan – Town Clerk, Historical Commission / Historic Districts Commission, School Department

Code	Tasks	Who	When	Resources
E, C	Purchase step up stool or a ladder to access upper shelves in Historical Commission / Historic Districts Commission office	AY	2011	About \$50 - 300
E, C	Request DPW provide HEPA filter vacuum w/ variable speed and brush for use on shelves, bound volumes (to be used by DPW or individual departments)	EMC	2011	Time; about \$300 up
C, P	Establish rules for use of materials; fees	EMC, AY	2011	Time
S	Hire environmental engineer to determine feasibility of improving storage areas to make them suitable for the storage of permanent records (Town Hall attic, vault; vaults in Library) and approximate costs. <i>Funded by Community Preservation Fund.</i>	Chair, Town Admin, DPW and other participants	FY 2012 - 2013	Approx \$3-7k share of est. \$5-10k
S	Hire structural engineer to determine feasibility, costs for reinforcing attic floor to continue use as records storage area for inactive, scheduled records.	Chair, Town Admin, DPW	FY 2012 - 2013	\$\$?
C	Have the microfilm masters inspected. <i>Funded by Community Preservation Fund.</i>	EMC, DC	FY 2012 - 2013	\$\$?
E	Decide upon, purchase & install steel shelving for the Upper Vault (Whiton Room) in Library. Re-hinge, or preferably, replace wooden door with metal one. Fixed or moveable shelving for inner vault; fixed shelving for outer vault, replacing shelving where supplies now kept. <i>Funded by Community Preservation Fund.</i>	EMC, DC	FY 2012 - 2013	Inner vault, fixed - about \$2000; moveable - about \$5000. Outer vault, fixed - about \$900
E	Purchase step up stool, at minimum, but preferably platform ladder for Lower Vault in Library. <i>Funded by Community Preservation Fund.</i>	EMC	FY 2012 - 2013	Platform ladder about \$300
E	Purchase three units of steel shelving for Town Clerk's Office Back Room. <i>Funded by Community Preservation Fund.</i>	EMC	FY 2012 - 2013	About \$900

Table 4 Work Plan – Town Clerk, Historical Commission / Historic Districts Commission, School Department

Code	Tasks	Who	When	Resources
L	Hire Professional Archivist. If RM included, one w/ RM experience. F-T for at least 2 years if historical / permanent materials only; 4 yrs if in charge of implementing ARMS. If RM included, add p-t Archives Assistant (likely from pool of Simmons students) 14 hrs @ \$20/hr during the first two years. <i>Possibly funded by NHPRC grant for 2 years; if includes RM, next two years CP Fund and operating budget.</i>	Admin	FY 2012 - 2013 through 2013 - 2014. FY 2014- 2015 through 2015- 2016 if includes RM	Archivist: About \$45 - 55k plus benefits p.a. Archives Asst: about \$14k
	Archivist's responsibilities may relate to both Archives [A] and Records Management [RM]. Likely responsibilities are:			
C	Create Processing Manual [A]	A	Year 1	
AS	Determine what archival supplies needed, order [A]	A	Both years & on-going	About \$2500 Year 1; \$1500 Year 2 OR stretched out over four years
C	Appraise, arrange, preserve, describe archival materials; train and supervise any volunteers; supervise p-t Archives Assistant [A]	A, vols, AA	Both years	Time
C	Develop Record Group scheme for Town Clerk, Historical Commission / Historic Districts Commission, School Department, and other "historical collections" that originated in other Town departments [A, RM]	A, EMC, AY, DG, other dept heads	Year 1	Time
C	Create list of reference books in Historical Commission / Historic Districts Commission and in Town Clerk's Office; share w/ Library & Historical Society [A]	A	Year 1	Time
C	Develop appraisal criteria for Historical Commission / Historic Districts Commission records [A, RM]	A	Year 2	Time

Table 4 Work Plan – Town Clerk, Historical Commission / Historic Districts Commission, School Department

Code	Tasks	Who	When	Resources
C	Have Town Record Books that have not been filmed scanned and filmed [A]; determine if any should be conserved at same time	A, EMC	Year 2	Time; \$\$?
O	Publicize historical materials by posting finding aids on the Town website and sharing them with other collecting institutions in the town and region; and by participating in Web 2.0 endeavors with Historical Society and Library [A]	A, vols, AA	Both years & on-going	Time
O	Answer internal and external reference requests [A, RM]	A, vols, EMC and Clerk's staff, AY, DG or School Dept staff	Both years & on-going	Time
O	Collaborate with other organizations in Hingham to establish a central archives facility and a digital repository. [A, RM]	A, EMC, AY, DG		Time
C	Collaborate with other organizations in Hingham in developing a documentation strategy to ensure that materials of enduring value about Hingham's people, places, events, organizations, and town government from the past and present [A]	A, EMC, AY, DG		Time
P, RS	IF RM COMPONENT: Develop policies and procedures for the transfer and storage of inactive records , including type of boxes to be used, box labels, transfer forms [RM]	A, RM Comm	Year 1	Time
C	Inventory office records [RM]	A, RM Comm, all depts	Both years	Time
C	Develop Town-specific records retention schedule [RM]	A, RM Comm, all depts	Year 2 and & on-going	Time

Table 4 Work Plan – Town Clerk, Historical Commission / Historic Districts Commission, School Department

Code	Tasks	Who	When	Resources
C	Organize clean-up days during which departments review and prepare disposal authorization forms for those records they no longer need and are past the state's minimum recordkeeping requirement and Town's agreed upon retention period [RM]	A, RM Comm, all depts	Both years and on-going	Time; shredding services \$\$?, boxes for reboxing materials being retained about \$3.20 each (have at least 200 on hand)
C	Develop with IS a database or recommend a dedicated records management application for maintaining control over all boxed inactive records in the vaults, attic, and other storage areas used by the Town and School Department [RM]	A, RM Comm, IS	Year 3	Time; minimal \$ if use Town's database - \$10k
C	Manage daily operations relating to inactive records storage	A, DPW	Year 3 - on	Time
C	Assist departments in improving recordkeeping systems - both manual and electronic [RM]	A, IS, RM Comm	Year 4 - on	Time
C	Identify record series for digitization and filming; determine feasibility, costs, and manage project	A, IS, RM Comm	Year 4 - on	Time; \$\$?
C	Work with IS to establish email archiving policy & procedures, select email archiving application, and train staff	A, IS, RM Comm	Year 5 - on	Time; \$\$?
C	Work with IS on any electronic content management system to ensure that electronic records management component present, classification system based upon retention rules and names of records set up	A, IS, RM Comm	Year 6 - on	Time; \$\$?
S, C	Creation of physical facility for storage of permanent, historical records for Town and Town organizations, w/ work and reference / research space. <i>If Town has ARMS in place, not just historical records component, facility may include ordinary storage for scheduled inactive records.</i>	Participants	FY 2015- 2016 ??	Time; \$\$?

Approximate Costs - Detail

Calendar Year 2011 or FY 2010-2011 for town if possible; otherwise FY 2011-2012

Library

Archives Supplies & equipment	Max \$600
Repair of HVAC	Unknown

	\$ 600 ++

HHS

Shelving	\$15,000
Other equipment	Max \$800
Archives Supplies	Max \$500

	\$16,300

Town/ School

Dataloggers	\$500
UV filters	\$70 - School
	\$210 - Town Clerk, HHC / HDC
Security mirrors	Max \$150 - Town Clerk
Other Equipment	\$600

	\$1530

FY 2012-2013

Possible NHPRC grant

Archivist/Records Manager & p-t Archives Asst for Town (½ cost)	\$37,000
Archival supplies - Town	\$2,500

	\$39,500

If no NHPRC grant, would need to seek funds from Town operating budget and /or Community Preservation Fund. If effort limited to historical materials, \$32,500.

Seek from Community Preservation Fund, other local funding, NEH Preservation Assistance grants

Environmental engineer for all	\$10,000
Structural engineer	Unknown
Library - shelving & map file	\$ 4,300
Archivist shared by HHS, HPL	\$60,000
Archival supplies - Library	\$3,000
Website costs	Unknown
Microfilm inspection	Unknown
Archivist/ Records Manager for Town and P-t Archives Assistant for Town	\$37,000
<i>Note: ½ cost with NHPRC picking up other half</i>	
Town Vaults in Library - shelving	\$5,900
Town Vaults in Library - other equipment	\$300
Town Clerk's Office - shelving	\$900

	\$121,400 ++

Note: We think NEH Preservation Assistance grants up to \$6,000 might assist in paying for shelving, supplies, environmental engineering services

Approximate Costs - Detail

FY 2013-2014

Possible NHPRC grant *continuing*

Archivist/Records Manager & p-t Archives Asst for Town	\$37,000
Archival supplies - Town	\$2,500

	\$39,500

If no NHPRC, Community Preservation Fund - add costs if *ARMS*, \$7,000 less if limited to historical materials

Seek from Community Preservation Fund, other local funding, NEH Preservation Assistance Grants, MBLC Digitizing Historical Records (for Library)

Archivist shared by HHS, HPL	\$60,000
Archival supplies - Library	\$1,000
Archival supplies - HHS	\$500
Filming, scanning of Town Record Books	??
Glass plate negatives possible scanning, project - Library	??
Archivist/Records Manager & p-t Archives Asst for Town	\$37,000

	\$98,500 ++

Town Operating Budget

Records Storage Boxes, other supplies	\$1,000
Shredding of records as part of records clean-up	??
Shelving for Town Hall attic if deemed safe and upgraded for storage of inactive, schedules records	??

	\$1,000 ++

Town Budget (for the Town Hall attic portion) and Community Preservation Fund

Repair, improvements to vaults in Library, Town Hall attic	??
------------------------------------------------------------	----

FY2014 - 2015

Community Preservation Fund, other local funding, possibly NEH Challenge Grant

Archivist shared by HHS, Library & other orgs to work on <i>Documentation Strategy</i> (fill gaps in historical record; collect 20 th and 21 st century) and arrange, describe holdings	\$60,000
Archival supplies	\$1,000
Conservation work selected bound volumes of Town, Library, HHS	\$3,000

	\$64,000

Town Operating Budget

Archivist/Records Manager	\$60,000
RM software?	10,000?
<i>ARMS</i> supplies	1,500

	\$71,500

Approximate Costs - Detail

FY 2015 - 2016

Community Preservation Fund, other local funding, possibly NEH Challenge Grant

Archivist shared by HHS, Library & other orgs to work on *Documentation Strategy* (fill gaps in historical record; collect 20th and 21st century) and arrange, describe holdings \$60,000

Archival supplies \$1,000

Conservation work selected items of Town, Library, HHS, other orgs \$3,000

\$64,000

Town Operating budget

Archivist / RM \$60,000

ARMS supplies 1,500

\$61,500

Community Preservation Fund, other local funding, possibly NEH Sustaining Cultural Heritage

Collections matching grants (planning, implementation), Town Budget

If Archives (permanent records only) might be Community Preservation Fund, local funding, and NEH; if includes storage for inactive, scheduled records, Town Capital budget

New or renovated building or space for the storage and use of permanent and historical materials owned by the Town, HPL HHS, and other organizations. Unknown

FY2016 - 2017

Community Preservation Fund, other local funding, NEH, NHPRC, MBLC funding

Digital repository effort, including digitization / scanning efforts for Town records Unknown

Federal Grant Funding Agencies

Network with some potential external supporters for your efforts: the Massachusetts Board of Library Commissioners, the Massachusetts Archives, and the Massachusetts Historical Records Advisory Board. Gregor Trinkaus-Randall at MBLC² and John Warner, Archivist of the Commonwealth, point person for NHPRC grants, should know about your efforts.

National Historical Records and Publications Commission [NHPRC] is a small agency within the National Archives. It usually has about \$10m available each year for funding archives and historical editing projects. Of the three Federal programs we describe, this one is the likeliest to fund the development of a municipal Archives and Records Management Program. The NHPRC, like other funding agencies, has some preferred projects for which it encourages applications. At present electronic records is one of the favorites that receives larger sums and longer terms than many others.

The final deadline for archives projects is usually in October with funded projects starting no earlier than July 1 of the following year. Hingham would fall under the Archives - Basic Projects category. Awards are for one or two year periods with grant amounts up to \$200k. The NHPRC provides no more than 50% of project costs; cost sharing can include direct and indirect expenses, in-kind contributions, and non-Federal contributions.

The NHPRC is likely to be under attack in the new Congress and its entire budget cut so beware of this additional risk. "Before beginning the process, applicants are encouraged to contact Alexander Lorch, Archives Program officer, (alexander.lorch@nara.gov) or (202) 357-5101, at the NHPRC who may:

- * Advise the applicant about the review process;
- * Answer questions about what activities are eligible for support;
- * Supply samples of successful applications;
- * Read and comment on a preliminary draft. Applicants should submit a draft at least 2 months before the deadline.

Applicants should also contact their State Historical Records Advisory Board about the proposal and seek the board's advice. Many state boards encourage applicants to

² Gregor is MBLC Preservation Specialist, gregor.trinkaus-randall@state.ma.us or 617-725-1860 x 236; John Warner, State Archivist john.warner@sec.state.ma.us or 617-727-2816

Federal Grant Funding Agencies

submit draft proposals in advance of NHPRC deadlines.” State Archivist John Warner would be the contact.

NHPRC, like other agencies, likes collaborative efforts.

See <http://www.archives.gov/nhprc/apply/program.html>

The **National Endowment for the Humanities** [NEH] offers a number of grant programs. See <http://www.neh.gov/grants/grantsbydivision.html#preservation>

The one used by archives, and usually awarded to major university and research libraries rather than small organizations, is the Preservation and Access to Humanities Collections.

Of the grant programs now offered in the Preservation and Access Division (and the deadlines have passed) the three most relevant ones are:

1) Sustaining Cultural Heritage Collections (deadline passed)

There are planning grants available up to \$40k for two years where a multi-disciplinary team is necessary. It would cover no more than 80% of the costs.

“may encompass such activities as site visits, planning sessions, monitoring, testing, project-specific research, and preliminary designs for implementation projects. Planning grants focused on exploring sustainable preventive conservation strategies are especially encouraged.

These grants might be used to

- * examine passive and low-energy alternatives to conventional energy-intensive mechanized systems for managing environmental conditions;
- * analyze existing climate control systems and the performance characteristics of buildings and building envelopes to develop a plan for improved operation, effectiveness, and energy efficiency; or
- * evaluate the effectiveness of preventive conservation strategies previously implemented, including energy-efficient upgrades to existing systems and performance upgrades to buildings and building envelopes.

Planning projects must involve an interdisciplinary team appropriate to the goals of the project. The team may consist of consultants and members of the institution’s staff and might include architects, building engineers, conservation scientists, conservators, curators, and facilities managers, among others. “

Then there are implementation grants up to \$400k over a five year period. They will cover no more than 50% of the costs.

“might be used to

- * manage interior relative humidity and temperature by passive methods such as creating buffered spaces and housing, controlling moisture at its sources, or improving the thermal and moisture performance of a building envelope;
- * install or re-commission heating, ventilating, and air conditioning systems;
- * install storage systems and rehouse collections;
- * improve security and the protection of collections from fire, flood, and other disasters; or
- * upgrade lighting systems and controls, to achieve energy efficiency and levels suitable for collections.

Federal Grant Funding Agencies

Implementation grants may also cover costs associated with renovation required to implement preventive conservation measures. Because SCHC grants may not fund new construction, the costs of installing climate control, security, and fire protection systems in a building under construction are not eligible. However, grants may support the purchase of storage furniture and the rehousing of collections that will be moved into a new building.

2) Humanities Collections and Reference Resources. Maximum award is \$350,000 for up to three years. It would not cover more than 50 - 67% of the costs. Next deadline is July 20, 2011. Four of the eligible activities are:

- * arranging and describing archival and manuscript collections;
 - * cataloging collections of printed works, photographs, recorded sound, moving images, art, and material culture;
 - * providing conservation treatment for collections (including mass deacidification);
 - * digitizing collections;
- etc.

3) Preservation Assistance Grants. Up to \$6000 outright for an 18 month period. The next deadline is May 3, 2011. These grants are the easiest to obtain and “Small and mid-sized institutions that have never received an NEH grant are especially encouraged to apply.” Eligible purposes include:

Purchase of storage furniture and preservation supplies

Purchase of environmental monitoring equipment for humanities collections

Education and training

Applicants may request support to send staff members who work with humanities collections to workshops and training courses addressing both preservation and access topics.

Applicants may also hire a consultant to conduct on-site training for staff and volunteers. On-site workshops may be tailored to meet specific needs and holdings of the institution. Staff and volunteers from neighboring organizations may also be invited to participate in on-site workshops.

We think at present the Library and Historical Society are more likely to obtain Preservation Assistance Grants than the larger grants offered in the Preservation and Access Division.

The other division within NEH of potential interest is Public Programs. It may fund the planning and implementation of exhibits, up to \$400,000. Keep in mind for the future.

There also are smaller grants available for public programs at libraries – this year Louisa May Alcott and next year probably the Sesquicentennial of the Civil War Reading Program where up to \$2500 will be available to libraries. Be on the lookout. Grant announcement likely in the Spring with a July deadline. If the Library obtains such a grant, a small exhibit or additional programming incorporating the wealth of Civil War

Federal Grant Funding Agencies

materials at the Historical Society, Library, as well as Town records might elicit interest in the *Hingham History Hub* project.

Another possibility are NEH Challenge Grants, most likely again for the Historical Society or Public Library or a collaborative entity. These grants are to “help institutions and organizations secure long-term support for, and improvements in, their humanities programs and resources.” The recipients must match NEH funds on a three-to-one basis. The NEH seems to be encouraging “small and mid-sized institutions” and those that have not received a challenge grant since 1990. The Office of Challenge Grants administers this program at NEH. Deadlines appear to be in May.

Grants may be used to establish or enhance endowments or spend-down funds (that is, funds that are invested, with both the income and the principal being expended over a defined period of years) that generate expendable earnings to support ongoing program activities. Funds may also be used for one-time capital expenditures (such as construction and renovation, purchase of equipment, and acquisitions) that bring long-term benefits to the institution and to the humanities more broadly.

If there is sufficient community interest in and support for the Historical Society, Library, or *Hingham History Hub*, we could see a Challenge Grant for endowing an Archivist / Curator position, and / or assisting in the construction of an Archives facility that included storage, exhibit space, work, researcher, and maybe meeting space. Check out the NEH Sustaining Cultural Heritage Collections grant program for the facility, too.

Institute of Museum and Library Services [IMLS] administers both the Museum Assessment Program and Conservation Assessment Program. There are many grant programs and ones that call for museum - library collaboration may be a good fit for Hingham sometime. At present, none hit us as possible funding sources. See <http://www.ims.gov/applicants/institution.shtm> for listed under “archives” category.

IMLS also distributes LSTA (Library Services and Technology Act) funds through the **Massachusetts Board of Library Commissioners**.

Possible grants for this project include:

Digitization of Historical Records for one or two year period (4:1 match). Range is \$5000 to \$40,000 but projected funding is only \$25,000 for FY2012 and \$15,000 for FY2013.

Open Projects. Range is \$5000 to \$30,000. Projected funding is \$125,000 for FY2012 and \$70,000 for FY2013. Includes “grants from the past”, one of which is manuscript arrangement and description.

Federal Grants for Similar Projects in Massachusetts or Nearby States

See <http://mblc.state.ma.us/grants/lsta/opportunities/index.php>

National Historical Publications and Records Commission [NHPRC] grants to municipalities, libraries, regional or local historical societies in Massachusetts over the past twenty years

City of Boston, Boston, MA (just announced 12/2010)

Archives - basic processing

\$91,604 - A two-year project to consolidate the city's archival records in one location and establish procedures for the systematic transfer of records from government offices to the city archives.

City of Boston, Boston, MA

\$113,400 to implement a city-wide archives and records management program, including the creation of a general finding aid to all 14,000 linear feet of records. (RA10057)

City of Boston, Boston, MA

\$113,861 to arrange, describe, and publish a finding aid on the Internet to approximately 250 cubic feet of records relating to the desegregation era of the Boston City Schools. (2005-085)

City of Newton, Newton, MA

\$20,237 to preserve and make accessible to the public three centuries of municipal records in the Newton City Archives. (2005-042)

City of Somerville, Somerville, MA

\$15,400 to help develop a strategic plan for managing the city's records and ensuring that records with enduring value are properly preserved. (2003-101)

City of Boston, Boston, MA

\$79,701 for its Public Schools Desegregation-Era Records Project to arrange, describe, and publish a Web-based finding aid to some 400 cubic feet of records relating to the desegregation era in city schools. (2003-070)

Immigrant City Archives, Lawrence, MA [now called Lawrence History Center]

Advertising for an Archivist w/ Records Management experience

\$24,663 for its Essex Company Collection Preservation Project to organize, describe, and

Federal Grants for Similar Projects in Massachusetts or Nearby States

make available its Essex Company Collection; to deal with photographic images in the collection; and to produce a curriculum unit based on the collection. (2002-081)

Concord Free Public Library, Concord, MA

\$59,487 to improve local control over, physical storage of, and national and regional access to the 800 linear feet of archival and manuscript materials that comprise the Vault Collection. The Vault Collection includes the papers of Henry David Thoreau and Ralph Waldo Emerson, as well as account books, parish records, and diaries depicting everyday life in Concord since the 18th century. Collection descriptions will be entered into RLIN (Research Libraries Information Network), OCLC (Online Computer Library Center), and the regional Minuteman Library Network. (95-048)

Berkshire County Historical Society, Pittsfield, MA

\$27,965 for a 15-month project to develop an archival program for the society's collections. (94-052)

City of Gloucester, Gloucester, MA

\$30,333 to develop an archives and records management program for the city's records. (92-114)

Connecticut

City of Bristol, Bristol, CT

\$26,013 to support its city-wide records management and archives initiative and create online access to information about its archival holdings. Through this grant, historic 19th and 20th century records will be surveyed and relocated to standard storage, finding aids to collections will be created, and public access to these materials will be provided. (RB50039-09)

Litchfield Historical Society, Litchfield, CT

\$31,200 to support a three-year project to improve access to its backlog of 200 linear feet of uncatalogued collections, including the papers of a Civil War chaplain, the records of the 2nd Connecticut Heavy Artillery, and the redesign of the town green by the landscape architect Frederick Law Olmstead. (RB50051-09)

Federal Grants for Similar Projects in Massachusetts or Nearby States

Maine

City of Lewiston, Maine

\$37,352 for its Bates Manufacturing Company Records Processing Project to arrange and describe the records of the Bates Manufacturing Company, 1852-1980. (2002-085)

New Hampshire

City of Manchester, Manchester, NH

\$35,489 for a one-year project to continue an archival project to process and rehouse over 150 years of municipal records dating from the mid-19th century. (97-046)

Vermont

Bennington Museum, Bennington, VT

\$30,754 to support a project establishing guidelines for managing its archival collections and to process some of the most important collections of this regional museum for the art and history of Southern Vermont, including holdings on Grandma Moses, documents of a Revolutionary War battle, and papers of civil war soldiers. (RB50079-09)

Shelburne Farm Resources, Inc., Shelburne, VT

\$17,551 to address preservation and access issues relating to its 3,000 original prints and 2,750 nitrate negatives. (2000-113)

Fairbanks Museum and Planetarium, St. Johnsbury, VT

\$143,191 for a project to arrange, describe, and catalog the documentary holdings of the Fairbanks Museum, the St. Johnsbury Athenaeum, the Town of St. Johnsbury, St. Johnsbury Academy, and St. Johnsbury Historical Society. (99-054)

Aldrich Public Library, Barre, VT

\$30,421 to make accessible to researchers a collection of documentary materials concerning the history and heritage of the town of Barre, Vermont. (93-073)

New York

Staten Island Historical Society, Staten Island, NY

\$29,679 to improve access to a portion of its collections. (93-103)

Federal Grants for Similar Projects in Massachusetts or Nearby States

National Endowment for the Humanities [NEH] grants in Massachusetts for the past five years where organizations are libraries, towns, or smaller historical societies/cultural organizations. Those in bold face and with an asterisk [*] are for larger amounts than the \$5 or \$6k Preservation Assistance grants. Four were Challenge Grants, the others from the Public Programs division.

Grants announced on 20 Dec 2010 are listed first; then previous ones.

Framingham

Framingham Historical Society Outright: \$5,820

[Preservation Assistance Grants]

Project Director: Dana Ricciardi

Project Title: Large Format Works on Paper: Upgrading Care*

Project Description: The purchase of storage furniture, supplies, and training for staff to rehouse 200 large-format works on paper documenting the history of Framingham.

Highlights of the collection include 17th-century land ownership records, documents detailing the involvement of Framingham citizens in the Revolutionary War, and photographs of the changing landscape, peoples, and industries of the town from the late 19th century to the present. Improved access to these materials would increase their use in regular exhibitions and public programs.

Hingham

Hingham Public Library Outright: \$2,500

[Small Grants to Libraries: Louisa May Alcott]

Project Director: Kathleen Leahy

Project Title: Louisa May Alcott: The Woman Behind *Little Women* - Library Outreach Programs*

Project Description: To support public humanities programs in libraries that explore Louisa May Alcott's untraditional life, her varied body of published work, and her place in American culture.

Holyoke

Holyoke Public Library Outright: \$6,000

[Preservation Assistance Grants]

Project Director: Penni Martorell

Project Title: Holyoke History Room Preservation Storage and Training Project

Project Description: The purchase of storage equipment and preservation supplies and

Federal Grants for Similar Projects in Massachusetts or Nearby States

training conducted at the library on care and handling of archival materials. The collections of the Holyoke History Room include photographs and artifacts depicting the city's street car from the late 19th to early 20th centuries; glass plate negatives and prints from the late 1800s illustrating local transportation, industry, and homes; and the business records of the Parsons Paper Company located in Holyoke, nicknamed "Paper City" and known as one of America's first planned industrial communities.

Natick

Historical Natural History and Library Society of South Natick Outright: \$4,961
[Preservation Assistance Grants]

Project Director: Jennifer Hance

Project Title: Collections Storage Planning for the Historical Natural History and Library Society of South Natick*

Project Description: The purchase of preservation supplies and the hiring of a consultant to plan the move and storage of the museum's collection during exhibit renovations. contains over 25,000 objects, 156 linear feet of archival records, 12,000 photographs, and 125 linear feet of printed materials documenting the history of Natick, Massachusetts, and includes artifacts from the first Praying Indian community settled by John Eliot in the 17th century, as well as other materials from the colonial, industrial, and world war eras.

* **New Bedford Whaling Museum** (New Bedford, MA)

Outright: \$0

[Challenge Grants] Matching: \$500,000

Project Director: Gregory Galer

Project Title: New Bedford Whaling Museum Humanities Endowment Challenge*

Project Description: Endowment for humanities staff salaries, interpretive exhibitions, and humanities programs, as well as fundraising costs.

North Adams

North Adams Public Library Outright: \$5,293

[Preservation Assistance Grants]

Project Director: Katharine Westwood

Project Title: Preservation of and Access to Historical Collections

Project Description: The purchase of environmental monitoring equipment and preservation supplies for oversized materials in the library's special collections

Federal Grants for Similar Projects in Massachusetts or Nearby States

department, as recommended in a recent preservation assessment, along with on-site workshops on flattening and framing large historical documents, photographs, and posters. Among the library's collections are more than 80 World War I-era posters; approximately 100 rolled maps and oversized architectural drawings depicting the historical landscape and built environment of North Adams, Massachusetts, in the 19th and 20th centuries; and three dozen large photographs, paintings, and prints illustrating prominent local residents and sites from the early 1900s.

Sandwich

Heritage Museums and Gardens Outright: \$6,000

[Preservation Assistance Grants]

Project Director: Jennifer Madden

Project Title: Disaster Response and Collections Salvage Workshop

Project Description: Specialized training in disaster response and collection salvage for staff of the museum, which has approximately 13,000 historical objects, including a carousel, antique automobiles, military miniatures, early firearms and tools, and various types of American art, such as bird carvings, ceramics, glass, baskets, lithographs, and paintings. Staff from neighboring historical organizations would be invited to attend the workshop.

Waltham

Gore Place Society, Inc. Outright: \$6,000

[Preservation Assistance Grants]

Project Director: Lana Lewis

Project Title: Improving Humanities Collections Storage in the 1806 Gore Mansion

Project Description: Consultation with a conservator to develop a plan for improving the storage of nearly 6,600 American, European, and Asian fine and decorative art objects in the Gore mansion, the residence and country estate of Christopher Gore (1758-1827), governor and later senator from Massachusetts.

Previously announced grants.

Nichols House Museum, Inc. (Boston, MA 02108)

Flavia Cigliano PG-51035-10

Collection Storage Planning and Improvements: Preserving a Beacon Hill Legacy

Funding supports the development of a plan for the storage of collections in Nichols House, an 1804 brick townhouse attributed to architect Charles Bulfinch. Ninety percent

Federal Grants for Similar Projects in Massachusetts or Nearby States

of the museum's household furnishings, decorative and fine arts, textiles, and archives are original to the Nichols family, who lived in the house from 1885 to 1960.

Project field: Museum Studies or Historic Preservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,239

Grant period: 1/1/2010 – 6/30/2011

Ipswich Historical Society (Ipswich, MA 01938)

Katherine Chaison PG-50918-10

Preserving the Papers and Manuscripts in the Ipswich Historical Society's Archives

A preservation assessment of the society's historical manuscripts and an in-house workshop on basic archival preservation. The collections, currently maintained at risk in three separate locations, include personal papers, business records, photographs, and poetry dating to the 17th century and documenting the rich history and culture of Ipswich.

Project field: Archival Management and Conservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$4,800

Grant period: 2/1/2010 – 7/31/2011

***Lexington Historical Society (Lexington, MA 02173)**

Susan Bennett BP-50141-09

Interpreting Munroe Tavern as the "Museum of the British" in Lexington, MA

Planning for a new interpretation of Munroe Tavern as the "Museum of the British" to broaden the understanding of Lexington, Massachusetts, at the beginning of the Revolutionary War.

Project field: Humanities

Program: Interpreting America's Historic Places Planning

Division: Public Programs

Total awarded: \$39,694

Grant period: 10/1/2009 – 9/30/2010

***Springfield Library and Museums Association (Springfield, MA 01103)**

Federal Grants for Similar Projects in Massachusetts or Nearby States

Holly Smith-Bove CH-50569-09
The New Museum of Springfield History

Renovation of a recently acquired building into a new Museum of Springfield History.

Project field: American History

Program: Challenge Grants

Division: Challenge Grants

Total awarded: \$575,834

Grant period: 6/1/2007 – 7/31/2012

See the result at

http://www.springfieldmuseums.org/the_museums/springfield_history/about

Heritage Museums and Gardens (Sandwich, MA 02563-2147)

Jennifer Yunginger Madden PG-50498-09

Purchase of Environmental Monitoring Equipment

The purchase of equipment for monitoring environmental conditions and caring for a 13,000-item collection that documents the history of art, culture, industry, and horticulture in Nantucket. The museum's holdings include decorative and fine arts, prints and drawings, basketry, tools, and other objects of material culture.

Project field: Museum Studies or Historic Preservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,135

Grant period: 1/1/2009 – 6/30/2010

Needham Free Public Library (Needham, MA 02494-3268)

Susan Priver PG-50646-09

Preservation Assessment of Local History Collections

A preservation assessment of the library's local history collections, which include maps, photographic prints, art on paper, and newspapers. With particular strengths in documenting the city's built environment, the collection attracts a variety of use from individuals interested in architectural, community, and family history as well as historic preservationists and New England area community planners.

Project field: Museum Studies or Historic Preservation

Program: Preservation Assistance Grants

Federal Grants for Similar Projects in Massachusetts or Nearby States

Division: Preservation and Access

Total awarded: \$4,795

Grant period: 2/1/2009 – 7/31/2010

Heritage Museums and Gardens (Sandwich, MA 02563-2147)

Jennifer Yunginger Madden PG-50297-08

Purchase of Storage Furniture for 39 Large Three-Dimensional Objects

The purchase of storage cabinets and shelving for large objects in the institution's American history collection, including carousel figures, carved birds, ship models, weathervanes, furniture, and tools.

Project field: Museum Studies or Historic Preservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2008 – 6/30/2009

City of Methuen (Methuen, MA 01844-3179)

Tina Touma-Conway PG-50229-08

Preservation of Methuen City Records

A general preservation assessment and staff training in the care and handling of documents. The City of Methuen's archive of public records includes town meeting proceedings; tax lists; police reports; voter registrars; birth, death and marriage records; assessor's records; treasurer's records; deeds; annual reports; resolutions; atlases; school site plans; and a set of the Massachusetts Acts and Resolves dating from the town's inception in 1726 through the early twentieth century.

Project field: Archival Management and Conservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$4,844

Grant period: 2/1/2008 – 7/31/2009

***Martha's Vineyard Historical Society** (Edgartown, MA 025398)

Keith P. Gorman GI-50024-08

Laura Jernegan: Girl on a Whaleship

Federal Grants for Similar Projects in Massachusetts or Nearby States

Implementation of a virtual exhibition for family audiences about the social and economic history of New England whaling, using as its centerpiece a shipboard journal written by a child during a voyage in 1868-71.

Project field: American History

Program: America's Historical & Cultural Organizations Implementation

Division: Public Programs

Total awarded: \$208,550

Grant period: 9/1/2008 – 3/31/2011

House of Seven Gables Settlement Association (Salem, MA 01970)

Anita Blackaby PG-50382-08

Disaster Planning Project

A risk assessment, emergency planning, the purchase of disaster recovery supplies, and the training of staff at the House of the Seven Gables. Disaster preparedness will help protect the site's six historic homes, including the house where Nathaniel Hawthorne was born and the Turner-Ingersoll-Mansion (1668). The collections include 18th- and 19th-century American furniture, textiles, decorative and fine arts, works on paper, and literary materials.

Project field: Museum Studies or Historic Preservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2008 – 9/30/2010

Hull Lifesaving Museum (Hull, MA 02045)

Victoria Catherine Stevens PG-50439-08

Disaster Planning Project

Consultation with preservation specialists on the preparation of a disaster preparedness and response plan and purchase of emergency supplies to protect rare books, photographs, and artifacts documenting the history of maritime lifesaving in America. The museum's historic structure and location make it especially vulnerable to coastal flooding and storms.

Project field: American History

Program: Preservation Assistance Grants

Division: Preservation and Access

Federal Grants for Similar Projects in Massachusetts or Nearby States

Total awarded: \$5,000

Grant period: 1/1/2008 – 6/30/2009

Barnstable Historical Society (Barnstable, MA)

Robert D. Stewart PG-50267-08

Barnstable Historical Society Preservation Assessment

A general preservation assessment of Barnstable Historical Society's manuscript collections, including documentation of early American glassmaking, New England's cranberry and fishing industries, and rare Native American land sale documents. These collections reflect the history of one of the earliest established communities in colonial America.

Project field: Archival Management and Conservation

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$4,999

Grant period: 2/1/2008 – 7/31/2009

***Wistariahurst Museum / City of Holyoke** (Holyoke, MA 01040)

Kate Navarra Thibodeau BP-50055-07

Creating Holyoke: Immigrants' and Migrants' Search for Community

Planning for three coordinated exhibits in Holyoke, Massachusetts, that approach urban history through the experiences of immigrant groups.

Project field: American History

Program: Interpreting America's Historic Places Planning

Division: Public Programs

Total awarded: \$44,900

Grant period: 4/1/2007 – 1/31/2008

***Lexington Historical Society** (Lexington, MA 02173)

Susan Bennett BK-50059-07

Interpreting Munroe Tavern as the "Museum of the British" in Lexington, Massachusetts

Consultation for a reinterpretation of Munroe Tavern that would tell the story of the British military and soldiers during the American Revolution.

Project field: American History

Federal Grants for Similar Projects in Massachusetts or Nearby States

Program: Interpreting America's Historic Places Consultation

Division: Public Programs

Total awarded: \$10,430

Grant period: 4/1/2007 – 3/31/2008

Brewster Ladies Library Association (Brewster, MA 02631-1892)

Suzanne Teuteberg PG-50063-07

The Brewster Ladies' Library Archives and Special Collections Preservation Project - Phase One: A preservation assessment of records, manuscripts, and oral histories relating to the history of the town of Brewster from 1799 to the present, with additional support for archival supplies and workshop training for staff in the care of photographs and scrapbooks.

Project field: American History

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$4,998

Grant period: 1/1/2007 – 6/30/2008

Billerica Public Library (Billerica, MA)

Kathleen Meagher PG-50019-07

Local History Room Preservation

The purchase of storage supplies and environmental monitoring equipment for archival records, books, pamphlets, microfilm, audiotapes, and newspapers that document the town's history, including the development of its early mills and canals.

Project field: Humanities

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2007 – 6/30/2008

Littleton Historical Society, Inc. (Littleton, MA 01460-2721)

Carolyn L. Mueller PG-50092-07

Organizing and Preserving Littleton's Legacy

Purchase of storage furniture and preservation supplies for manuscripts, scrapbooks, genealogies, maps, and other records related to the history of Littleton, Massachusetts

Federal Grants for Similar Projects in Massachusetts or Nearby States

and surrounding areas from the early 18th century to the present. There would also be a preservation training for staff of local institutions.

Project field: American History

Program: Preservation Assistance Grants

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 2/1/2007 – 7/31/2008

***New Bedford Whaling Museum (New Bedford, MA 02740)**

Madelyn Shaw BR-50019-06

From Pursuit to Preservation: The Global Story of Whales and Whaling

Implementation of a permanent core exhibition with an audio tour about the human fascination with whales and the history of whaling in New Bedford, Massachusetts, within a global context.

Project field: Humanities

Program: Interpreting America's Historic Places Implementation

Division: Public Programs

Total awarded: \$300,000

Grant period: 10/1/2006 – 9/30/2009

Stephen Phillips Memorial Trust House (Salem, MA 01970)

Meagan Louise MacNeil PA-51550-06

Purchase Storage Materials to Preserve Works of Art

The purchase of materials to rehouse 250 works of art in the collection of the Stephen Phillips Trust House.

Project field: Museum Studies or Historic Preservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$4,970

Grant period: 1/1/2006 – 6/30/2007

Andover Historical Society (Andover, MA 01810)

Elena Sarni PA-51602-06

Rehousing the Photograph Collection of the Andover Historical Society

Federal Grants for Similar Projects in Massachusetts or Nearby States

The purchase of archival supplies to rehouse a collection of 2,000 photographs and stereopticon views dating from 1840 to the present that document the history and culture of Andover, Massachusetts.

Project field: American History

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$2,023

Grant period: 1/1/2006 – 6/30/2008

Fitchburg Historical Society (Fitchburg, MA 01420)

Susan Roetzer PA-51552-06

Preservation Assessment for Storage Improvement

Consultation with a preservation professional to plan for improved storage of artifacts, art, and archival materials that document the history of Fitchburg (known as "Machine City") from its settlement in 1735 to the present and that reflect the city's industrial history.

Project field: American History

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2006 – 12/31/2006

***Trustees of Reservations** (Beverly, MA 01915-1530)

Susan Edwards CH-50211-06

Establishing The Archives and Research Center

Endowment for a full-time archivist and a part-time historic resources manager as well as direct support for equipment purchases and reproduction costs.

Project field: Archival Management and Conservation

Program: Challenge Grants

Division: Challenge Grants

Total awarded: \$450,000

Grant period: 6/1/2004 – 1/31/2009

For result, see

<http://www.thetrustees.org/what-we-care-about/history-culture/archives-research-center.html>

Federal Grants for Similar Projects in Massachusetts or Nearby States

There is an Archivist but well hidden on the website, and real info about materials.

***Wistariahurst Museum / City of Holyoke (Holyoke, MA 01040)**

Carol P. Constant MC-50022-06

Opportunity & Security in Holyoke: From Past to Present

Consultation to develop a multi-site interpretation of Holyoke, Massachusetts, emphasizing the experiences of migrants and immigrants.

Project field: American History

Program: Museums Consultation

Division: Public Programs

Total awarded: \$10,000

Grant period: 3/1/2006 – 10/31/2006

Rehoboth Antiquarian Society (Rehoboth, MA 02769)

Stacey Anne Garretson PA-51666-06

Staff Training and General Preservation Assessment of the Archive Collection

A general preservation assessment and training workshops to preserve manuscripts, correspondence, books, and other materials related to the local history of Rehoboth, Massachusetts, from the 17th through the 19th century.

Project field: American History

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$3,300

Grant period: 1/1/2006 – 7/31/2006

City of Gloucester (Gloucester, MA 01930)

Robert D. Whynott PA-50993-05

General Preservation Survey

A preservation assessment of archives that document the local history of Gloucester, Massachusetts, from 1634 to 1874.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$3,500

Federal Grants for Similar Projects in Massachusetts or Nearby States

Grant period: 1/1/2005 – 6/30/2006

Town of Winchester (Winchester, MA 01890)

Carolyn Ward PA-51116-05

Preservation Needs Assessment of Historical Collections

A preservation and access assessment at three sites for archival, artifact, and special library collections that reflect the history of Winchester, Massachusetts, from the 18th to 20th centuries.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2005 – 6/30/2006

Lincoln Public Library (Lincoln, MA 01773)

Jeanne M. Bracken PA-51119-05

General Preservation Survey of Archival Collections

A preservation assessment of books, archives, photographs, maps, newspapers, and audio and videotapes related to the history of Lincoln, Massachusetts, from 1754 to the late 20th century.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$3,500

Grant period: 1/1/2005 – 6/30/2006

***Martha's Vineyard Historical Society** (Edgartown, MA 025398)

Lynne Whiting GM-50440-05

Laura Jernegan: A Girl on a Whaleship

Consultation to plan both an online exhibition and a permanent exhibition around a diary kept by a six-year-old girl on a whaling voyage from New Bedford, Massachusetts, to the South Seas in 1868.

Project field: American History

Program: Museums and Historical Organizations, Humanities Projects in

Federal Grants for Similar Projects in Massachusetts or Nearby States

Division: Public Programs

Total awarded: \$10,000

Grant period: 5/1/2005 – 4/30/2006

Reuben Hoar Library (Littleton, MA 01460)

Marjorie H. Oakes PA-51133-05

Environmental Improvements and Staff Training at Three Repositories

Consultation to develop policies and procedures for the care and use of records that document the municipal history of Littleton, Massachusetts, from 1715 to the present.

The grant would also support the purchase of environmental monitoring equipment, a HEPA vacuum, ultra violet light filters and other supplies, and provide staff training.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2005 – 6/30/2006

Billerica Public Library (Billerica, MA)

Kathleen Meagher PA-50342-04

General Preservation Assessment

The preservation assessment and the purchase of boxes, folders and other supplies needed to re-house the library's special collection of archives and reference publications on the local history of Billerica, MA, a town established in Colonial America.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$4,914

Grant period: 1/1/2004 – 6/30/2005

Lenox Library Association (Lenox, MA 02166)

Denis Lesieur PA-50524-04

Rockwell Collection Preservation

Two workshops on basic preservation processing of archival records and the purchase of metal shelving and storage enclosures and supplies, as well as an environmental

Federal Grants for Similar Projects in Massachusetts or Nearby States

monitor, in order to preserve the manuscript papers of a prominent 19th- century Massachusetts politician and judge, Julius Rockwell.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2004 – 6/30/2006

Ipswich Historical Society (Ipswich, MA 01938)

Amanda Nelson PA-50378-04

General Preservation Assessment and Preservation Training

A survey to assess the preservation and conservation needs of the bound volumes that comprise the first lending library in Ipswich, and a workshop attended by members of the staffs of the Historical Society, the Ipswich Public library, and the Ipswich Town Clerk's Office, that would address preservation issues in small institutions.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$3,035

Grant period: 1/1/2004 – 6/30/2005

Sheffield Historical Society (Sheffield, MA 01257)

Joanne E. Hurlbut PA-50389-04

Textile Preservation Through Rehousing, Equipment Purchase, and Training

Purchasing storage equipment and hiring a conservator to conduct training for the museum's staff and volunteers to rehouse textile collections.

Project field: Archival Management and Conservation

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$5,000

Grant period: 1/1/2004 – 6/30/2005

Forbes Library (Northampton, MA 01060)

Janet G. Moulding PA-50445-04

Purchase Environmental Monitoring Equipment

Federal Grants for Similar Projects in Massachusetts or Nearby States

The purchase and installation of dataloggers to provide information about the fluctuation of temperature and humidity in the areas housing special collections.

Project field: Area Studies

Program: Preservation/Access Projects

Division: Preservation and Access

Total awarded: \$1,420

Grant period: 1/1/2004 – 6/30/2005

***Historic Northampton** (Northampton, MA 01060)

Kerry W. Buckley CZ-50039-04

Education Endowment - Special Initiative for Local History

Endowment for the position of Education Coordinator.

Project field: Humanities

Program: Special Initiatives

Division: Challenge Grants

Total awarded: \$100,000

Grant period: 12/1/2001 – 7/31/2006

Hingham Public Library (Hingham, MA 02043)

Kathleen J. Leahy GL-50371-03

The Sixties: America's Decade of Crisis and Change

Project field: American History

Program: Libraries and Archives, Humanities Projects in

Division: Public Programs

Total awarded: \$1,000

Grant period: 9/1/2003 – 12/31/2004

***Gore Place Society, Inc.** (Waltham, MA 02154)

Susan Lois Katz GM-50014-03

Of Senator and Servant: A New Interpretation for Gore Place

Consultation and site visits to plan the reinterpretation of the home of statesman Christopher Gore (1758-1827) and the workplace of his servant, the abolitionist/author Robert Roberts (ca. 1780-1860).

Project field: American History

Federal Grants for Similar Projects in Massachusetts or Nearby States

Program: Museums and Historical Organizations, Humanities Projects in

Division: Public Programs

Total awarded: \$10,000

Grant period: 4/1/2003 – 12/31/2003

***New Bedford Whaling Museum** (New Bedford, MA 02740)

Michael Jehle GM-50024-03

Whaling History Core Exhibition Planning

Planning of a permanent exhibition with related public and educational programs about the impact of whaling on United States social and economic history, technology, literature, and art.

Project field: Humanities

Program: Museums and Historical Organizations, Humanities Projects in

Division: Public Programs

Total awarded: \$40,000

Grant period: 5/1/2003 – 5/31/2004

***Nantucket Atheneum** (Nantucket, MA 02554)

W. Curtis Livingston CH-20987-03

Engaging Larger Audiences

Endowment for a humanities program manager, humanities programming, visiting scholars, and humanities acquisitions.

Project field: Humanities

Program: Challenge Grants

Division: Challenge Grants

Total awarded: \$375,000

Grant period: 12/1/2000 – 7/31/2006

Similar Efforts in Other Municipalities

Municipal Archives/ Records Management Programs

Bedford, MA

Archivist reporting to Town Clerk and performing Archives and Records Management function, including electronic records retention & reformatting. Records Management Committee also exists.

Boston, MA

Archives and Records, reporting to the City Clerk and staffed by several professional archivists and others, including volunteers. Archives and Records Management Advisory Commission also exists that “oversees the work of The Office of City Clerk Archives and Records Management Division and approves retention and disposition schedules and preservation records.” Open daily 9:30 to 4:30.

Burlington, MA

Municipal Archives and Records Center staffed by a full-time professional Archivist.

“The purpose of the archives and records management program is to preserve and protect the town's history and to enable the town to fulfill its legal records management responsibilities. The archives organizes, preserves and provides easy access to records in a variety of media; administers information resources; transfers inactive and permanent records to the Archives; and disposes of obsolete records that do not have long-term value.”

(General Bylaw 7.1)

Gloucester, MA Archives

Managed and organized by an all-volunteer Archives Committee since 1987. Open daily 9 - 12. See <http://gloucester-ma.gov/index.aspx?NID=72>

Somerville, MA Archives & Records Management

Part-time Archivist(s) reporting to City Clerk

Three other notable nearby ones:

Enfield CT Records Management Department reporting to the Town Clerk. Two full-time staff members, one a professional.

Keene NH Records Manager, Deputy City Clerk in charge of Archives and Records Management Program, including off-site storage facility for which space available for regional state and municipal agencies.

Similar Efforts in Other Municipalities

Manchester NH Archivist and Records Manager reporting to City Clerk.

Local History (Archives, Special Collections, Genealogy) Rooms w/ staff person(s) who are members of New England Archivists

Cambridge Public Library, Cambridge Room

Closed at present while “being prepared by our newly hired Archivist”

See blog <http://thecambridgeroom.wordpress.com/>

See also the Cambridge Archives Project website

<http://www.cambridgearchives.org/index.html>

Concord [MA] Free Public Library, Special Collections at

<http://www.concordlibrary.org/scollect/scoll.html>

Person called “Curator” and several additional staff members. Open regular Library hours. Finding aids available on line.

Peabody Institute Library of Danvers [MA] Danvers Archival Center

<http://www.danverslibrary.org/archives/archivesgeneral2.html>

Archival Center encompasses Library, Historical Society holdings, archives of organizations, and the Town Archives. No finding aids.

Town Archivist, one part-time staff person, and volunteers.

Kingston [MA] Public Library

Archivist, appears to be full time. (Member of Society of American Archivists, not NEA)

Lawrence [MA] Public Library, Special Collections

Archivist

http://www.lawrencefreelibrary.org/special_collections.htm

Catablog at <http://queencityma.wordpress.com/>

Leominster [MA] Public Library, Local History and Genealogy Collections

Person called Local History and Genealogical Collections Coordinator

Waltham [MA] Public Library, Local History & Genealogy, including Archives & Special Collections

Similar Efforts in Other Municipalities

Woburn [MA] Public Library, Archives/Local History

Archivist and one staff person. Two collections of books are available via Reference Librarian while the Archive Collection is accessed by making appointment w/ Archivist

Local Historical Societies

Beverly Historical Society and Museum <http://www.beverlyhistory.org/collection.htm>

Has Library / Office Assistant

“The library is a member of NMRLS (Northeast Massachusetts Regional Library System) and we are in the process of cataloging our book collection. To search for titles online, please use the MASSCAT Library Catalog, part of a union catalog for a diverse group of Massachusetts libraries.”

Beverly [MA] Archive Project – outgrowth of MA Historical Records Advisory Board [MHRAB] collaboration/documentation grant <http://www.beverlyarchivesproject.org/>
Involves Clerk, churches, Historical Society. Appears to be all- volunteer. Supporting organizations at <http://www.beverlyarchivesproject.org/supportingorgs.htm>

Dedham Historical Society, Dedham MA

Person called Librarian / Archivist. Website indicates that MARC records created for collections, available via Library of Congress, National Union Catalog of Manuscript Collections [NUCMC]

Duxbury Rural and Historical Society, Drew Archives at <http://drewarchives.org/about/>
Archivist. Regular hours, catablog, some finding aids online as PDFs

Lawrence History Center, Lawrence, MA <http://www.lawrencehistorycenter.org/about>
Advertising for an Archivist. Collections include some non-current government records (appear to be modest).

Marlborough Historical Society

All - volunteer but three members of New England Archivists

<http://www.historicmarlborough.org/Archives.html>

Newton, MA <http://www.ci.newton.ma.us/jackson/membership/index.asp>

Historic Newton is a public-private partnership between a City department (the Jackson Homestead/Newton History Museum) and a private nonprofit organization (the Newton Historical Society).

Similar Efforts in Other Municipalities

Has a Curator of Manuscripts and Photographs

Collections descriptions at

<http://www.ci.newton.ma.us/jackson/research/collections/index.asp>

Community Preservation Program pending proposals at

<http://www.ci.newton.ma.us/cpa/projects/museum/museum.htm>

Old Colony Historical Society, Taunton, MA

person called Archivist and Library Manager

<http://www.oldcolonyhistoricalsociety.org/Genealogy%20and%20Local%20History%20Research%20at%20OCHS.htm>

Historical Commissions

Brookline Preservation Commission

Staff member is an NEA member but does not appear to have a Community Preservation Fund

See Cambridge Public Library description

Sandwich Town Archives and Historical Center

CPA fund for planning, and later professional Archivist(s) to process historical materials, many of which appear to have been generated by the Historical Commission. List of types of materials located in the Archives are on website but no details or finding aids. Books appear to have been cataloged, not manuscripts. Long-time resident has been "Town Archivist" for twenty years. Physically located in Library; and when Archivist not present, Reference Librarian provides access. Four member committee includes the Archivist and Town Clerk. Also a Friends of the Sandwich Town Archives (\$20 membership).

Archivist also hired with CPC funds to process records of other organizations in Town. Finding aids have been produced and are on CDs and in PDF but not clear if all with the Archives. Funding for NEDCC preservation survey of the Town Clerk's early records planned.

<http://www.sandwichpubliclibrary.com/archives.html>

<http://www.sandwichmass.org/DepartmentDetail.asp?ID=10>

Similar Efforts in Other Municipalities

West Boylston Historical Commission has two archival projects

Organizing and cataloging the Historical Commission and Societies Archival records

Cleaning the MDC glass plates of the building of the Wachusett Reservoir

(No CPA funding seems to have been sought for these projects but shelving, supplies, digitization for some Town Clerk records was funded last year).

Member is an NEA member

http://www.westboylston.com/Pages/WBoylstonMA_HistComm/projects

Weston Historical Commission

Historical Archives Committee 2007 report at <http://www.westhistcomm.org/>

CPA funding for town archives voted down after funding feasibility study

2008 \$85,00 for Architectural study feasibility adaptive reuse of historic building (“Old Library”)

2008 \$2,500 for feasibility adaptive reuse of part of same building for centralized Town Archives

2009 \$750,000 for Final Design tavern and building mentioned above

2009 Special Town Meeting additional \$300,000 to complete design work - VOTED DOWN

Emailed CPA administrator - back to square one