

## **Paul E. Curran Historical Collection Five Year Plan 2016-2020**

### Vision

Responsible stewardship for preserving and sharing the history and cultural heritage of the town of Milford.

### Mission

The Paul E. Curran Historical Collection serves as the genealogy and local history center of the Milford Town Library. Collecting, organizing, preserving and conserving vital records and other primary sources of the town's past is our aim. Providing access to this resource to residents and researchers, in person or online, is the goal of this unique repository.

### Values

The Curran Collection houses rare books and ephemera pertaining to Milford and surrounding towns in an environmentally monitored and secure area.

The Collection is available to all people who follow the guidelines of usage.

Trained and experienced staff assist students, researchers, and local residents to find the information sought.

The collection is valuable to this town and important to the narrative of early industrial growth in colonial America. We are committed as stewards to Milford's historic past and future generations.

### Goals and Objectives

#### **Goal 1: Address the physical environment of the Collection**

**Objective 1:** Provide temperature and humidity controlled space for fragile and light sensitive items.

##### Activities:

1. Treat windows with low –UV treatment (completed FY15)
2. Replace fluorescent tubing with low-UV alternative lighting (FY16)
3. Use MBLC environmental data logging monitoring (July, 2016)
4. Rotate display items to forestall light damage (ongoing)
5. Write grant for report of preservation needs assessment from NDCC (completed FY15)

**Objective 2: Prepare for disaster readiness**

Activities:

1. Establish cache of disaster supplies easily accessible in emergency (FY16)
2. Strengthen fire awareness by drills (FY17)
3. Train staff with extinguishers (FY17)
4. Draw up a new disaster plan with current contacts and responsibilities (FY16)
5. Identify and prioritize materials for retrieval in case of disaster (FY16)

**Objective 3: Improve storage practices**

Activities:

1. Continue to replace shelving and storage furniture with chemically inert powder-coated steel or anodized aluminum choices (FY18)
2. Store oversized materials on separate, larger shelves (FY16)
3. Purchase book cradle for use with most fragile volumes (FY17)
4. Discontinue use of 'knifing' bookends and replace with supports with side flanges (FY17)
5. Store damaged volumes in four flap enclosures (ongoing)

**Objective 4: Stabilize framed photographs, maps, etc. on walls**

Activities:

1. Seek advice and quotes from framer with archival experience (FY18)
2. Reframe items needed acid-free matting and non-glare glass (FY18)

**Goal 2: Integration of gift of Curran personal papers and photographs**

**Objective 1: Dedication of time and training**

Activities:

1. Invest in preservation training for any staff directly responsible for collection (ongoing)
2. Schedule fixed hours off reference desk for archival tasks (ongoing)
3. Use Curran volunteer to organize simple projects to help archivist finish more complicated tasks (ongoing)
4. Encourage staff to attend Digital Commonwealth workshops on a variety of related topics (ongoing)
5. Design dedicated work space for processing fragile items (ongoing)
6. Relocate materials stored in Friends' storage room space accessible only to authorized staff (FY18)

**Objective 2: Establish funding**

Activities:

1. Establish line item in library budget for preservation tasks and archival materials (FY18)
2. Draft collection development policy (FY17)
3. Solicit donations to Friends of the Library's Curran Memorial Fund (FY18)

**Objective 3: Increase security of Collection and prevent theft**

Activities:

1. Reinforce and post existing written procedural guidelines for researchers (completed FY16)
2. Improve security by installing cameras (FY17)
3. Introduce first time visitors to acceptable use, finding aids and map of collection in hand out brochure (FY17)
4. Change lock on Curran Room door and limit staff's access to keys if not directly involved with collection responsibility (FY17)
5. Keep sight lines between Curran Room and reference office (ongoing)
6. Keep up to date inventory of non-cataloged items with quantities noted and locations; check status regularly (FY18)
7. Secure back-up copies of inventory in case of disaster or computer failure (FY18)
8. Include in inventories format, quantities and physical locations of items (FY18)
9. Train any staff working at Reference in the sign in / ID requirements protocol (ongoing)

**Goal 3: Improve handling techniques**

**Objective 1: Write manual for processing Curran collection**

Activities:

1. Acquaint assistant librarians who process materials with handling techniques (ongoing)
2. Draw up simple guidelines for minimal markings on rare items (FY16)
3. Suggest proper storage / shelving of materials while in Tech department (FY16)

## **Goal 4: Guard intellectual property rights and ownership of Collection**

### **Objective 1: Prevent conflicts over ownership of materials**

#### Activities:

1. Write and utilize Deed of Gift form in order to have clear paper trail of ownership of materials given to collection (FY17)
2. Include in Deed of Gift types of donations not accepted by library and freedom to de-accession (FY17)
3. Create catalogs, inventories, finding aids and descriptive guides (FY18)

### **Objective 2: Establish policy for intellectual property of library's collection**

#### Activities:

1. Write use and access statement for requested materials (FY19)
2. Draw up payment agreement for use of photographs and works of authorship with stated limitations on use (FY19)
3. Explore through Digital Commonwealth workshops the digital copyright collection issues (FY19)
4. Establish clear ownership of collection (ongoing)

## **Goal 5: Promote website visibility and accessibility**

### **Objective 1: Offer more information online**

#### Activities:

1. Redesign link from research/genealogy link on library web site to show holdings of the collection (FY17)
2. Include a local history 'nugget' in library column to advertise online feature such as *HeritageQuest, LDS Family, Rootsweb, and Mass Historical Society* (FY17)

### **Objective 2: Highlight local history and genealogy**

#### Activities:

1. Offer 'genealogy roadshow' type programs at library (FY18)
2. Encourage patrons to donate, not discard, old photographs, books, pamphlets (ongoing)
3. Host genealogical classes (FY20)
4. Offer online genealogy online links to library patrons (ongoing)

**Goal 6: Seek outside expert assistance**

**Objective 1:** Take advantage of professional archival consultations within consortium

Activities:

1. Apply for Shrub Roving Archivist program through the Massachusetts Archives (FY19)
2. Research and apply for digitization grants through state and federal government (FY20)

**Objective 2:** Prepare for potential disaster

Activities:

1. Encourage staff to attend 'hands on wet' disaster training (FY19)
2. Establish routine schedule for inspection of fire detection and suppression (ongoing)
3. Train staff in disaster response and salvage (FY20)
4. Inspect roof regularly and maintain HVAC system (ongoing)