

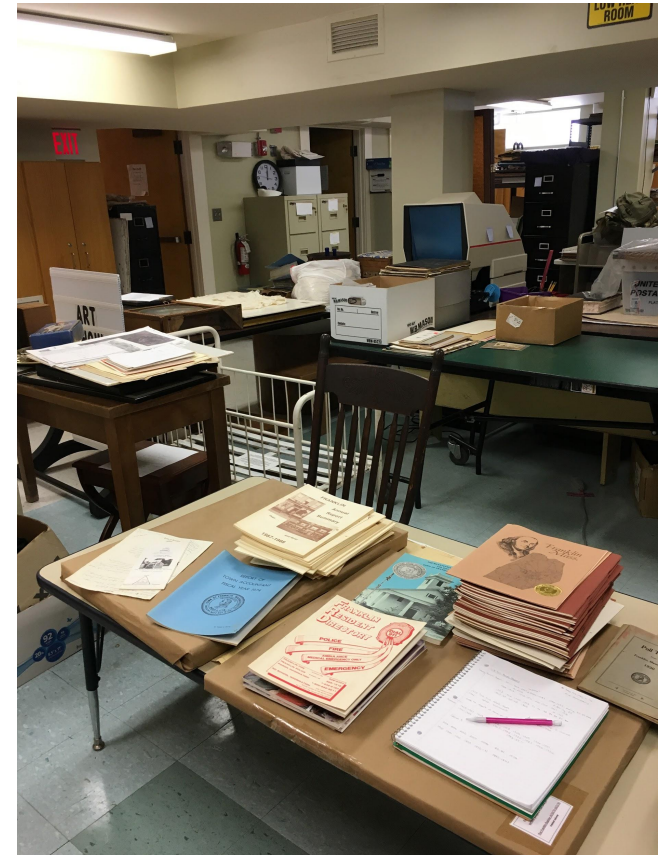
Franklin Historical Museum

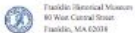
Who we are and where we are going



Where do you start?

- Inventory the collection as a whole
- Write up-to-date museum policies
- Create templates for finding aids and processing plans
- Start creating individual collections





Franklin Historical Museum
80 West Central Street
Franklin, MA 02038

Deed of Gift

Donor Information

Name: _____ Date: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Relationship of donor to the creator or collector of this gift: _____

Description of Materials

Transfer of Ownership and Transfer of Copyright

I/We understand that, by signing this Deed of Gift, the aforementioned materials become the legal property of the Franklin Historical Museum. I/We choose the following copyrights to be transferred to the Franklin Historical Museum:

- Any and all copyrights held by the Donor are transferred to the Franklin Historical Museum.
 Any and all copyrights held by the Donor are transferred to the Franklin Historical Museum except for:

 The Donor shall retain copyrights, but conveys the following rights to the Franklin Historical Museum:

Access to the Collections

I/We understand that access to the materials is governed by the policies and procedures of the Museum, including:

- Materials are housed in secure storage and only used in a supervised environment or via digital platforms.
- Materials will be open for research use and may be used in exhibits as well as reproduced, digitized, and reformatted in order to best accommodate preservation and access needs.
- Sensitive materials which are identified below, or discovered during processing, may be restricted for use by others for a limited and clearly stated amount of time:

Separations

Materials not retained during initial processing or any future reappraisal by the Franklin Historical Museum shall be:

Discarded Returned to me Other: _____

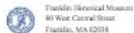
Signatures

I/We understand and agree to the terms and conditions described herein:

Donor
Name: _____ Signature: _____ Date: _____
Franklin Historical Museum Representative
Name: _____ Signature: _____ Date: _____

Deed of Gift

Finding Aid Template



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80 West Central Street
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Collection Title, Dates

Collection Information

Collection Number: _____
Title: _____
Dates: _____
Creator: _____
Extent: X linear feet, X boxes
Repository: Franklin Historical Museum
Language: Material is in English.
Processor: Rebecca Finnigan, MONTH YEAR

Information for Users

Restrictions to Access: No restrictions. Collection is open for research.

Restrictions to Use: No usage restrictions.

Copyright: Copyright is retained by the Franklin Historical Museum.

Preferred Citation: (identification of object), folder [x], box [x], COLLECTION TITLE, Franklin Historical Museum.

Acquisitions Information: Gift of DONOR.

Sensitive Materials Statement: Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state privacy laws and regulations. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals represented in this collection without the consent of those individuals may have legal ramifications for which the Franklin Historical Museum assumes no responsibility.



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Biographical/Historical Note

Collection Overview

The collection is comprised of X objects including... The OBJECT TYPES in this collection portray...

Collection dates/ The bulk of the material is undated.

Subject Headings

People: _____ Formats: _____

Places: _____ Topics: _____

Related Material

Researchers interested in this collection may also find the following resources useful:

Arrangement

The collection is organized...

Contents

SERIES TITLE

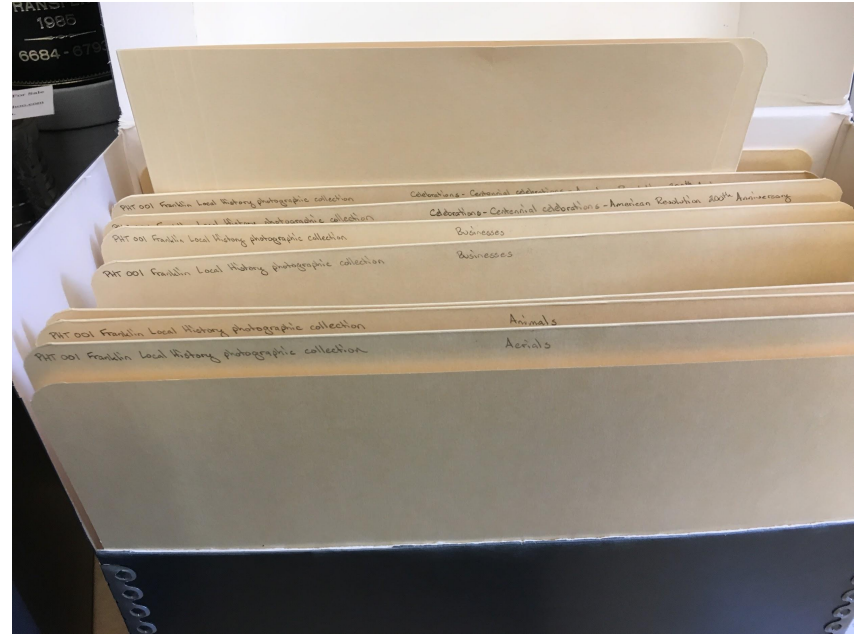
Box: Folder:

Creating Collections



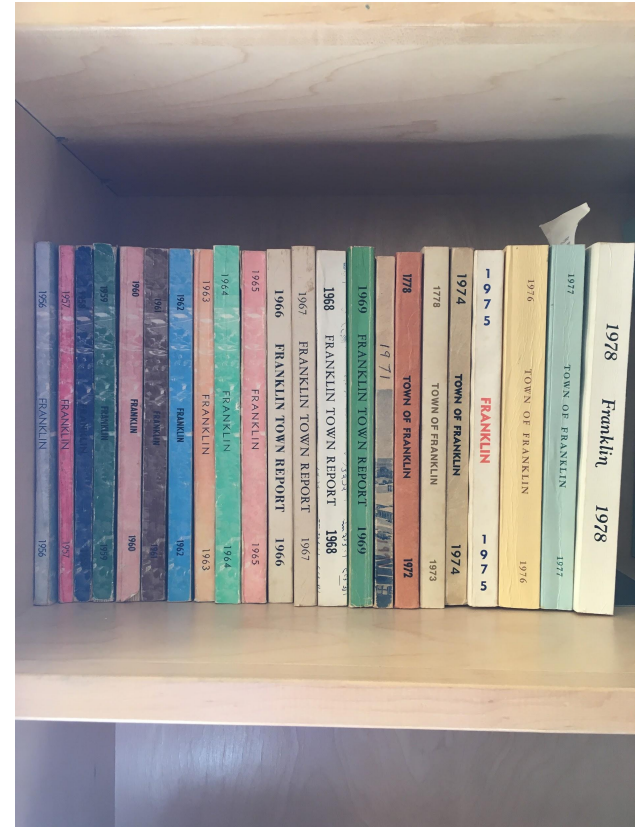
Importance

- Museum collections determine how future historians will see us
- Museum organization determines how easily researchers can find what they are looking for
- Preservation efforts determine how long materials will be useable



Looking Ahead

- Rehouse materials so that the museum is organized, catalogued, and labeled to professional standards
- Create a more prominent digital presence through social media and by putting finding aids online
- Become a thriving community center for everyone from the advanced researcher to the novice elementary school student





Thank You!

