

**Franklin Historical Museum
Policy and Procedure**



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Mission Statement

The Franklin Historical Museum collects, preserves, and provides access to materials connected to the vibrant history of the Town of Franklin. Through its archives and various collection materials, the FHM seeks to create a greater appreciation for the people and events that came before it and cultivate an understanding that knowledge of the past brings about a better tomorrow.

Vision Statement

The Franklin Historical Museum will be a thriving center for research and learning, complete with scholarly research projects, educational public programming, and access permitted to everyone from the advanced researcher to the novice elementary school student.

The collections housed at the FHM will be arranged and described completely and digital initiatives will be derived which will make it possible to view collections materials and catalog information online. Both goals will lay a smooth path to exploring the past with ease.

The programs and exhibitions of the FHM will continue to tell the stories of the Town, bolstering a great understanding and endearing respect for its history. It will expand public relations and marketing through social media efforts and by providing public programming in the classroom setting. As a result, the FHM will attract increased financial support and donations which will, in turn, allow the museum to grow and provide better services to its constituency.



Collection Policy

The Franklin Historical Museum will collect a comprehensive collection of objects, artifacts, and documents pertaining to the history of the Town of Franklin which meet with its mission statement and collection scope. This includes, but is not limited to, furniture, paintings, textiles, agrarian tools, photographs, instruments, and historical documents.

Because of limited storage space, established goals, and financial and ethical constraints, it is neither feasible nor professionally responsible for the Museum to allow indiscriminate growth of collections. Objects, therefore, must meet the following conditions in order to be accessioned.

- Materials must meet the ongoing research, exhibitions, and education programs of the Museum or fill gaps and improve the comparative series in existing collections.
- Materials must be physically stable and clean of mildew and mold.
- The Museum must be able to properly house and preserve the materials as well as ensure accessibility to them.
- The Museum shall not knowingly and willfully accept or acquire any object that was acquired or imported illegally or that was received under circumstances that would encourage irresponsible damage to or destruction of biota, cultural and natural sites, or human burial places. However, the Museum may accept such objects that have been confiscated and offered to the Museum by government authorities.
- All possible efforts will be made to ensure that the donor has clear ownership of the materials to be acquired and no conflict of interest with the Museum.
- Donations become the legal property of the Museum. Any accompanying copyrights and/or literary property rights are conveyed to the Museum. The donor must be willing to sign the Museum's Deed of Gift with no restrictions concerning use or further disposition of the materials with the exception of the date of public access.
- The Museum staff will not give official, legally binding monetary appraisals of materials. The donor must obtain an independent appraisal.

All documentation will be retained. No object, once accessioned, may be removed from the Museum, except if on temporary basis for loan or conservation purposes. Accession procedure to be as follows:

- At the time an object is donated to the Museum, a copy of the Deed of Gift form will be given to the donor. This will act as the receipt of their donation. Additional acknowledgment may be sent in the form of a business letter.
- The new object will be given an accession number in the form of year.objectnumber (for example, 2019.001) and entered into the Past Perfect database. Information about the object including a title, description of the object, measurements, provenance, dates, and subject headings will also be entered into the database. The database will be backed up periodically.
- The object will then be processed and housed in the proper place.



The Franklin Historical Museum retains complete control over the use of its collections. No commitment, either stated or implied, concerning permanent display, placement, use, or retention within the collection will be made to the donor. The archivist is the final authority of acceptance or rejection of donations into the collection. If an object falls outside of the scope of the Collections Policy, the archivist may call on the Collections Committee for approval.

Objects may be temporarily removed from or received into the collections by loan when the purposes of the Museum can be best served by this action. It is the responsibility of the Museum to obtain full legal documentation of the terms and conditions covering loans.

Donation Procedure

When a potential donor arrives at the museum, first ensure that the materials to be donated fit with the collection scope of the Museum. If they do not fit, the Museum cannot accept the materials. The flow chart on the following page can guide this decision.

If the materials do fit with the collection scope of the Museum, have the donor complete a Deed of Gift form. For legal reasons, this form must be filled out completely in order for the Museum to accept the donation. If the donor declines to fill out the form, we cannot accept the donation. Once the form is completed, it needs to be signed by both the Donor and by the Museum Representative accepting the donation.

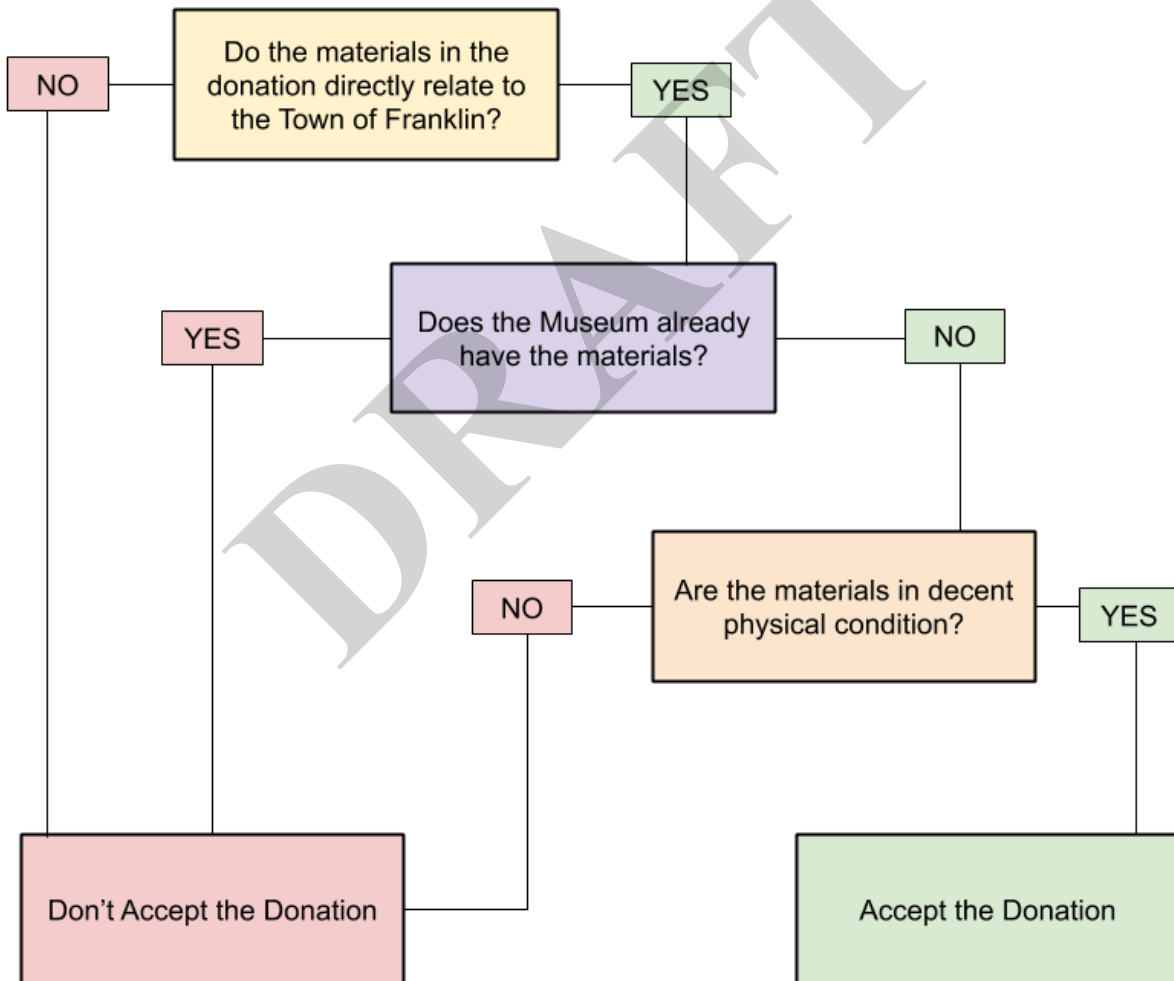
Once the form is signed, make a copy to give to the Donor as a receipt of their donation. Keep the original with the materials. Once the materials have been accessioned completely, the form will be filed appropriately.



FHM DONATION FLOW CHART



Before accepting a donation, please follow the chart below:





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: _____



Cataloging

Once materials have been donated, they need to be catalogued properly. The materials in the Museum are separated into four categories - Library, Archives, Photos, and Collections. Library materials are any bound volumes. They are mostly housed in the Library of the Museum. Archives materials are two-dimensional paper objects. They are housed downstairs in archival folders and boxes. Photos are photographic objects. This can range from actual photographs to negatives to slides. They are housed downstairs in archival sleeves, folders, and boxes. Collections materials are any three-dimensional objects that do not fit in the other three categories. These objects will have individual storage needs.

Each new collection will be numbered sequentially according to the category to which they belong. For example, the Franklin School Registers collection was the fourth library collection catalogued which means it is LIB 004. The category abbreviations are as follows:

Library	LIB xxx
Archives	ARC xxx
Photos	PHT xxx
Collections	COL xxx

Once a collection has been assigned a number, the materials need to be processed. This requires doing a brief scan of the collection, enumerating its needs and history. The template on the following two pages provides a guide to how this should be done.

Once the guide is complete, simply follow the plan until the collection is completely organized. Depending on the size of the collection, this could take anywhere from an hour to six months or more. The archival standard for processing time is four hours per linear foot of materials. So for example, if the collection in question is 3.5 linear feet, it will take approximately 14 hours to organize the materials properly. This applies to paper, photographs, and other such 2-dimensional objects.



Processing Plan

Collection Title:

Accession Number: _____

Extent: _____

Processor: _____ Date: _____

Collection Overview

Biographical Sketch

Scope and Content

Provenance

Restrictions

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Processing Plan

Processing Overview

Arrangement

Collection Needs/Problems

Supplies/Storage

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Complete processing duration: _____

Finding Aids

Once materials have been processed, finding aids will be written for each collection. This will ensure accessibility by both researchers and Museum staff. It is important to note that a finding aid is a guide to a collection, but it is not an inventory list. It helps users navigate the sea of boxes so that they can more readily find what they are looking for without listing every piece of paper in each box.

The template on the following two pages illustrates the Museum's base finding aid. Each section will have its own needs depending on the needs of each individual collection. For example, some collection may have many related collections while others may stand alone. Some collections may require a hefty biographical note to explain the history and provenance of the materials, while others may only need a few sentences. In general, the larger the collection, the longer the finding aid will be.

Once completed, the Museum's finding aids will be made available to the public so that the collections can be used by researchers.

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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.



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:



Controlled Vocabulary

When writing a finding aid or entering information into PastPerfect, it is critical that the words used are uniform. A controlled vocabulary list will ensure that any user from a researcher to a Museum volunteer can find objects with ease and can be absolutely certain that the results are complete. For example, if someone was searching for materials pertaining to Benjamin Franklin, they would have to search for a myriad of things such as

Benjamin Franklin
Ben Franklin
Franklin, Ben
Franklin, Benjamin
Franklin

Because there are so many forms of his name, a researcher will not get the full results of everything we have and thus their research will be incomplete. By having one naming schema, we eliminate this problem. Benjamin Franklin is accurately catalogued as

Franklin, Benjamin, 1706-1790

The Museum, Archives, and Library standard for vocabulary is to use the Library of Congress Subject Headings which can be found [here](#).

Names have a specific cataloging schema which can be found in either the Library of Congress Name Authority File ([LCNAF](#)) or the Virtual International Authority File ([VIAF](#)). VIAF is a conglomeration of authorities from libraries across the globe. Thus, everything that can be found in LCNAF will also be in VIAF, but there is more in VIAF than in the LCNAF. Be wary that not everyone who ever lived is in these systems. When in doubt, the format is *Last name, First name, birth year-death year*.



Deaccession Policy

The Franklin Historical Museum retains materials permanently so long as they continue to meet with its mission statement and collection scope and can be properly housed, preserved, and accessed. Materials may be deaccessioned if they meet any of the following conditions.

- Materials are not relevant or appropriate to the mission of the Museum.
- Materials cannot be housed, preserved, or made accessible in a manner that coincides with professional museum standards.
- Materials serve as a duplicate of objects which are in better physical and/or intellectual condition.
- Materials are deteriorated or damaged to such a point that any potential benefit they may serve to the Museum is lost.
- Materials pose a danger to the health and safety of the patrons, researchers, volunteers, or staff of the Museum.

The Museum must have clear and legal ownership of materials in order to deaccession them. Consideration will be given to deaccessioning materials, whether through gift, exchange, or sale, to another repository wherein the materials will serve as a greater benefit to society. If a proper repository cannot be found, deaccessioned materials will be destroyed or sold in accordance with professional ethical standards. Once the materials have been deaccessioned in the manner deemed appropriate, the date and means will be recorded in Past Perfect.



Deaccession Recommendation

Recommender: _____ Date: _____

Object ID: _____ Donor: _____

Description of Object Archives Collections Library Photos

Current Condition Excellent Good Fair Poor

Documentation Yes No

If yes, is it Deed of Gift Catalog Record Other: _____

If no, why not? _____

Deaccession Criteria

Yes No The Museum maintains clear and legal ownership of the materials in question.

Yes No Materials in question meet at least one of the following:

Yes No Materials are not relevant or appropriate to the mission of the Museum.

Yes No Materials cannot be housed, preserved, or made accessible in a manner that coincides with professional museum standards.

Yes No Materials serve as a duplicate of objects which are in better physical and/or intellectual condition.

Yes No Materials are deteriorated or damaged to such a point that any potential benefit they may serve to the Museum is lost.

Yes No Materials pose a danger to the health and safety of the patrons, researchers, volunteers, or staff of the Museum.

Recommended Disposition

Transfer to Library or other Town facility: _____

Donate to a more appropriate institution: _____

Intentional destruction of damaged or hazardous materials

Disposal of unidentified or duplicate materials

Disposal of materials which fall outside the collection scope of the Museum

Sell and use the proceeds to improve collections

Other: _____

Approval Yes No Date: _____

If no, why not? _____

Name: _____ Signature: _____