

Collection Management Strategy

This Strategy was formally approved and adopted by the Board of Trustees of the Bleecker Historical Society, hereafter referred to in this document as the “Society,” at a meeting held at the Bleecker Town Hall, 575 County Highway 112, Gloversville, NY 12078 on 18 November 2013.

Eliza Jane Darling
President

Kathryn Evans
Secretary

Table of Contents

COLLECTION MANAGEMENT PLAN	2
COLLECTION MANAGEMENT POLICY	3
COLLECTION MANAGEMENT PROCEDURES	6
CODE OF ETHICS	9
DISASTER PLAN	12
FORMS	15
DONATION APPLICATION	16
DEED OF GIFT	17
ACCESSION RECORD	18
PURCHASE AUTHORIZATION	19
DEACCESSION RECORD	20

Collection Management Plan

The *Collection Management Plan* provides the general mandate for the development of the collections of the Society. This Plan is pursuant to the Society's Constitution and By-Laws, providing the parameters by which the Society's obligation to collect, preserve, and make accessible to the public artifacts of historical significance is effectively shaped.

I. Scope

The Society collects materials pertaining to the Town of Bleecker, a small rural community founded in 1831 and located in northern Fulton County in the southern foothills of the Adirondack mountains of New York State.

II. Strengths

The Society hopes to build a collection reflecting the histories of a rural working people whose lives and livelihoods have been shaped by the shifting nature of the rugged local landscape, from wilderness to industry and back to wilderness again.

A. Resource Extraction. We seek artifacts documenting the heyday of Bleecker industry, including logging, tanning, farming, and ice harvesting, as well as associated manufacture and trade.

B. Wilderness Subsistence. We seek artifacts documenting informal subsistence activities, including hunting, fishing, trapping, gardening, canning, sugaring and household handicraft.

C. Mountain Tourism. We seek artifacts documenting the accommodation, recreation and travel industry, including camping, hiking, guiding, fishing, hunting, painting, photography and travel writing.

D. Built Environment. We seek artifacts documenting the vernacular architecture of residential homes and seasonal camps, as well as our largely vanished industrial landscape of mills and factories.

E. Social Life. We seek artifacts documenting social institutions, including churches, dance halls, social clubs, and youth groups, as well as local music, folklore, myths and legends.

F. Public Works. We seek artifacts documenting public transport, common schools, cemeteries, waste disposal, emergency response, town governance, and the Adirondack Forest Preserve.

G. Local Landscape. We seek artifacts documenting the shifting character of the town landscape, particularly related to forest clearance and regrowth with the vagaries of industry and development.

H. Military Service. We seek artifacts documenting the service of local veterans, their lives, memories, stories, images and memorabilia.

III. Limitations

A. Space. Due to spatial constraints, the Society currently acceptions only small artifacts with a focus on paper-based objects including photographs, postcards, diaries and journals, maps, and books.

B. Overlap. Due to the proximity of two rural schoolhouse museums, the Society aims to collaborate on matters related to the history of rural education, a theme already covered by nearby institutions.

Collection Management Policy

The *Collection Management Policy* establishes authority, responsibility, rules and criteria for the acquisition, accession, care, use and deaccession of artifacts in the collections of the Society. This policy is pursuant to the Society's Collection Management Plan, providing the guidelines by which this Plan is effectively governed.

I. Authority

A. Museum Committee. The Museum Committee shall recommend acquisitions and deaccessions to the Board of Trustees, and oversee the care and preservation of artifacts in the collections within the budget set by the Board of Trustees. The Committee shall meet as necessary to conduct collections business, and execute an annual inventory of the collections prior to the Society's business meeting.

B. Board of Trustees. The Board of Trustees shall make all final decisions to acquire and deaccession artifacts in the collections. The Board shall set an annual budget for collections management at the Society's annual meeting, and authorize any single purchase exceeding \$100 during the ensuing year. The Board shall meet on an ad hoc basis to process decisions as advised by the Museum Committee.

C. General Membership. The General Membership of the Society shall advise the Museum Committee and Board of Trustees in the shaping of collections content, utilize the collections to provide educational programs, staff the Office and the Archive during public hours, and be sufficiently familiar with collections management to respond to basic inquiries from the general public.

II. Acquisition

A. Acquisition Rules

1. *Method*. The Society shall acquire artifacts for its collections through donation or purchase.
2. *Venue*. Potential acquisitions may be brought to the Office, or viewed on-site by appointment.
3. *Application*. An application must be completed for any artifact under consideration.
4. *Appraisal*. No artifact shall be appraised for monetary value by a Society Member.
5. *Negotiation*. The Museum Committee may negotiate for the acquisition of part of a collection.
6. *Funding*. Prospective donors may be asked to provide funds to conserve and maintain a donation.
7. *Record*. An artifact file shall be established for any acquisition application.

B. Acquisition Criteria

1. *Mandate*. The artifact should be consistent with the mandate of the Collection Management Plan.
2. *Strengths*. An artifact that fulfills the needs of one of our emphasized strengths shall be prioritized.
3. *Gaps*. An artifact that fills a gap in our collection shall be prioritized.
4. *Singularity*. The artifact should not duplicate items already held by the Society.

5. *Care*. The Society must be able to adequately house and conserve the artifact.
6. *Title*. The applicant must own clear title to the artifact.
7. *Restrictions*. The applicant may impose no restrictions on use, display, storage or disposition.
8. *Legality/Ethics*. The artifact should entail no irresolvable legal or ethical considerations.
9. *Budget*. The purchase or conservation of the artifact should not exceed the designated budget.

III. Accession

- A. Title. No artifact will be accessioned until a Deed of Gift or sales receipt is received.
- B. Timeliness. Acquisitions shall be accessioned in order of Board approval.
- C. Record. A complete and thorough accession record shall be maintained for each artifact.
- D. Evaluation. The accession process shall include an evaluation of an artifact's initial condition.
- E. Prioritization. Artifacts requiring conservation shall be triaged in order of priority.
- F. Conservation. Artifacts in need of conservation shall be treated before placement in the collections.
- G. Reproduction. Delicate artifacts shall be reproduced for public access and the original stored.
- H. Designation. Each artifact in the collection shall be recorded in a catalogue and labelled.

IV. Care

- A. Environment. The ambient environment of the Archive shall be monitored and regulated to protect collections from excessive light, heat, humidity, pollutants and pests.
- B. Housing. Objects in the collection shall be insulated from atmospheric damage by archival materials while stored in the Archive, during transport, and while on loan for exhibit.
- C. Housekeeping. Housekeeping in the Archive shall be conducted only by Members using approved archival cleaning materials. Food, beverages and trash shall be prohibited from the Archive.
- D. Contingencies. All materials shall be protected and insured against theft, fire, and other disasters by a written Disaster Plan.
- E. Conservation. All artifacts in the collection shall be monitored regularly for conservation needs, and conserved according to professional standards.
- F. Proprietorship. The Society's collections shall be maintained in the public trust unless deaccessioned, and shall not be capitalized, mortgaged or used as collateral for a loan.

V. Public Access

- A. Borrowing. Patrons may access the collections only at the Archive.

- B. Restrictions. The Society may restrict the use artifacts deemed too fragile for frequent handling.
- C. Catalogue. A catalogue of the collections shall be available to facilitate public access.
- D. Assistance. Society Members shall be available to assist patrons at the Archive.
- E. Hours. The Archive shall be open to the public during regular hours and by appointment.
- F. Reproduction. Artifacts in the collection may be reproduced in accordance with US copyright law.
- G. Dissemination. The Society will utilize the collections for educational programs and materials.

VI. Deaccession

A. Deaccession Rules

1. *Initiation*. Deaccession may be proposed by the Museum Committee.
2. *Timeline*. No donated material shall be deaccessioned for two years after its acquisition.
3. *Record*. A complete record of deaccession containing all related documentation shall be kept.
4. *Proceeds*. Proceeds derived from deaccession shall be used only for collections care/acquisition.
5. *Disposal*. Cultural organizations shall be the preferred recipients for deaccessioned artifacts.
6. *Transfer*. Materials deaccessioned shall not be transferred to Society Members.
7. *Report*. The Society will notify the State of any items deaccessioned in its Annual Report.

B. Deaccession Criteria

1. *Mandate*. The artifact is no longer consistent with the mandate of the Collection Management Plan.
2. *Identity*. The artifact has failed to retain its identity.
3. *Redundancy*. The artifact duplicates an item already in the collections.
4. *Care*. The Society cannot provide for the artifact's conservation, housing or environmental needs.
5. *Refinement*. The artifact is being deaccessioned to accomplish refinement of collections.
6. *Authenticity*. It has been established that the artifact is inauthentic.
7. *Repatriation*. The Society is repatriating the artifact or returning it to its rightful owner.
8. *Hazard*. The artifact poses a hazard to people or other collections items.
9. *Loss*. The artifact has been lost or stolen and has not been recovered.

Collection Management Procedures

The *Collections Management Procedures* establish sequential protocols for the acquisition, accession, care, use, and deaccession of artifacts in the collections of the Society. These procedures are pursuant to the Society's Collection Management Policy, providing the plan of action by which this Policy is effectively executed.

I. Acquisition

A. Application. Donation and Purchase Applications may be obtained from the Office or downloaded from the Society website, and once completed should be submitted to the Museum Committee.

B. Documentation. The Museum Committee will create a file for each artifact under consideration and retain all related documentation in this file.

C. Evaluation. The Museum Committee will consider all pending applications at the next Committee meeting, employing the documentation in the artifact file.

D. Recommendation. The Museum Committee will forward each application to the Board for consideration.

E. Assessment. The Board will return all applications to the Museum Committee, indicating rejection or approval.

G. Approval. The Museum Committee will issue a written notice of acceptance to any applicant whose artifact has been approved by the Board, along with a Deed of Gift form.

H. Rejection. The Museum Committee will issue written notice of rejection to any applicant whose artifact has been declined by the Board.

II. Accession

A. Title. The Museum Committee will place the signed Deed of Gift in the artifact file.

B. Storage. An artifact undergoing accession will be stored on the Accession Shelf in the Archive.

C. Record. The Museum Committee will complete an Accession Record for the artifact.

D. Conservation. The Museum Committee will conserve any artifact requiring minor treatment.

E. Outsourcing. An artifact requiring extensive treatment will be sent to a conservator pending funding.

F. Housing. The Museum Committee will obtain archival storage materials appropriate to the artifact.

G. Reproduction. The Museum Committee will reproduce any artifact deemed fragile.

H. Triage. The Museum Committee will triage any artifact awaiting treatment, housing or reproduction.

I. Catalog. The Museum Committee will enter the artifact into the catalog.

J. Label. The Museum Committee will label each artifact or its duplicate with its catalogue number.

K. Placement. The Museum Committee will place any artifact or its duplicate in the collections.

L. Storage. The Museum Committee will place any redundant artifact on the Restricted Shelf.

III. Care

A. Environment. The Museum Committee will evaluate atmospheric conditions in the Archive during the annual inventory, and replace or repair protective equipment as necessary. Members will monitor atmospheric conditions while on duty at the Archive, and notify the Museum Committee of any problems. The Museum Committee will discuss such issues at its next meeting, and take the appropriate action to correct environmental conditions.

B. Housekeeping. The Museum Committee will inspect the cleanliness of the Archive during the annual inventory, and undertake an annual cleaning using archivally safe products. Members on duty will undertake basic housekeeping as necessary.

C. Housing. The Museum Committee will inspect archival housing during the annual inventory, and replace or repair as necessary. Members will inspect the condition of archival housing while on duty at the Archive, and notify the Museum Committee of any problems. The Museum Committee will evaluate such issues at its next meeting, replace or repair degraded housing as necessary, and make a note of this action in the relevant artifact file.

D. Conservation. The Museum Committee will inspect the condition of the collections during the annual inventory. Members on duty shall inspect artifacts as they are accessed by patrons, notify the Museum Committee of any problems. The Museum Committee will discuss any problems at its next meeting. Any artifact requiring treatment will be removed from the collections, triaged and placed on the Treatment Shelf. Minor treatment will be undertaken by the Museum Committee; extensive treatment will be outsourced to a professional conservator, pending funding. Artifacts that have become too fragile will be reproduced and stored on the Restricted Shelf. The Museum Committee will note any conservation in the relevant artifact file.

E. Transport. If an artifact must be moved from the Archive for conservation or exhibition, the Museum Committee will discuss the most appropriate method, route and packaging at the next committee meeting. The Museum Committee will ensure that the artifact is properly prepared for transport, and note any such transfers in the relevant artifact file.

F. Exhibition. The Museum Committee will discuss venues for exhibiting artifacts as such opportunities arise. The Museum Committee will approve exhibitions and oversee transport and display.

G. Contingencies. The Museum Committee will inventory the collections annually. Members on duty will notify the Museum Committee if an item goes missing. The Chair of the Museum Committee will notify similar organizations and law enforcement agencies in the event of suspected theft. The Museum Committee will maintain a list of missing artifacts, review this list at each annual inventory, and deaccession any artifact deemed irrecoverable. In the event of a disaster, Members will follow the procedures outlined in the Disaster Plan.

IV. Public Access

A. Research. The Member on duty will assist patrons with research at the Archive, collect any fees for the reproduction of materials, observe all laws pertaining to copyright, and ensure that borrowed materials are handled with care and replaced safely in the collections.

B. Dissemination. The Museum Committee will discuss the public dissemination of materials in the collection as a regular agenda item at its meetings. The Museum Committee Chair will report on potential public programs at the Society's monthly meetings.

V. Deaccession

A. Recommendation. The Museum Committee will initiate a Deaccession Record and forward this to the Board of Trustees.

B. Assessment. The Board of Trustees will return the Deaccession Record with its approval or rejection to the Museum Committee.

C. Rejection. If a deaccession is declined by the Board, the artifact will remain in the collections and the Museum Committee will maintain the Deaccession Record in the artifact file.

D. Approval. If a deaccession is approved by the Board, the Museum Committee will place the completed Deaccession Record in the artifact file and initiate deaccession as appropriate:

1. *Sale*. The Museum Committee will contact a professional appraiser to determine fair market value of an artifact approved for sale.

2. *Transfer*. The Museum Committee will nominate potential recipients and notify regional institutions of an artifact approved for transfer.

3. *Repatriation*. The Museum Committee will locate and correspond with relevant parties pertaining to an artifact approved for repatriation.

E. Disposal. Once the method of deaccession has been arranged, the Museum Committee will dispose of the artifact as follows:

1. *Destruction*. Artifacts slated for destruction shall have all identification numbers removed, and be destroyed beyond recognition in order to prevent future confusion or rediscovery of the artifact.

2. *Loss*. If a missing artifact is determined irretrievable, it shall be deaccessioned as "lost" or "stolen" depending on the circumstances.

3. *Transfer/sale/repatriation*. The Museum Committee will oversee the delivery of the artifact to the recipient, and make a note of this action in the artifact file. This file will be retained as inactive.

Code of Ethics

The *Code of Ethics* describes the standards of personal and corporate conduct pertaining to the collections of the Society. This Code is pursuant to the Society's Collection Management Plan, Policy and Procedures, providing the specific ethical guidelines, the extant legal regulations, and the general moral spirit by which these are effectively implemented.

I. Public Trust

The Society holds its collections in the public trust rather than for its own private institutional benefit, or the personal benefit of its Members. The Society will therefore:

A. Maintain artifacts in the public domain at a location that provides the best balance of care, context and access.

B. Safeguard the collections from physical harm through a written disaster plan, security measures, appropriate insurance coverage, and established methods of conservation and care.

C. Treat collections as non-negotiable assets, and refuse to mortgage, capitalize or offer them as security for a loan.

D. Sustain the financial viability of the collections irrespective of any valuation placed on artifacts therein.

E. Give preference to other public cultural institutions in the disposal of any artifacts in the collections through the process of deaccession, that they may remain in the public domain.

II. Public Conduct

Because the Society acts in the public trust, it recognizes its obligation to conduct itself according to the highest standards of individual and institutional integrity. The Society will therefore:

A. Account for its actions and decisions, be willing to justify them and take responsibility for the consequences that flow from them.

B. Abide by its own rules as delineated by its official policy documents, which shall be composed and revised according to legal standards and established practices pertaining to collections management.

C. Encourage its Members to avoid any conflict of interest or the appearance of same, and to disclose any potential conflicts to the Board of Trustees and seek its advice in negotiating them.

D. Prevent individual Members from assuming autonomous powers for decisions and actions unless formally delegated to do so by established policy or ad hoc decisions both approved and recorded.

E. Continually recognize the public purpose of the Society and its collections, and put the public interest before other interests.

III. Public Access

The Society recognizes its obligation to make its collections available to scholars, students and the general public for purposes of research. The Society will therefore:

- A. Hold regularly-scheduled public hours throughout our active year (April-November), and additional hours in the off-season by appointment, for the public use of the collections at the Society Archive.
- B. Maintain a complete catalogue of all artifacts held by the Society to facilitate the navigation of the collections.
- C. Ensure that Members are available to assist researchers in the use and navigation of the collections, both on-site and remotely.
- D. To the greatest extent possible, facilitate access to its collections by people with disabilities, utilizing the guidelines for cultural institutions outlined by the Americans with Disabilities Act.
- E. Balance the requirements of public access and the long-term preservation of the collections, including, when appropriate, reproducing particular artifacts and restricting access to originals.

IV. Public Education

The Society recognizes its obligation to utilize its collections not only for the preservation of history, but for its interpretation and dissemination. The Society will therefore:

- A. Maintain an active schedule of public programs including lectures, slide shows, workshops and other presentations using collections-based research conducted by its Members.
- B. Whenever possible, exhibit portions of its collections in publicly accessible spaces beyond the Society's own Archive, along with appropriate interpretive materials.
- C. Dedicate a portion of the Society website to online galleries for the display of images of artifacts in the Society collections, and their interpretation, and make use of online social media for this purpose.
- D. Publish guides to the collection in the form of pamphlets, checklists, workbooks and tutorials both online and in hard copy.
- E. Maintain an educational outreach program with local colleges, schools, scout troops and other institutions which serve the social and educational needs of local youth, or continuing education.

V. Public Collaboration

The Society recognizes its obligation to consult with the public it serves in the shaping of its collections. The Society and its Members will therefore:

- A. Solicit ongoing comment on the content of collections from the general public both through the Society website and through other forms of communication.
- B. Consult with local community groups (including social-interest, site-specific or faith-based) as well as the Town Board to promote a sense of shared ownership of the collections.
- C. Collaborate rather than compete with proximate cultural institutions, including museums, archives, libraries and historical societies, respecting their expertise and domain in the process of acquisition.
- D. Cooperate with New York State's public historians, including town, county, and city, to the mutual benefit of the Society and these officials, and the general benefit of the public.

E. Invite volunteers from the general community to assist with research projects, exhibits, and outreach programs, and provide clear guidelines for volunteers.

VI. Public Accountability

The Society recognizes that transparency and accountability are key to maintaining public confidence in its trusteeship of the collections. The Society and its Members will therefore:

A. Make the Society's collections management documents publicly available online and in hard copy at the Office.

B. Review and update its collections management documents regularly to ensure they continue to meet the needs of the collections, and post public notification of revisions.

C. Make Members available to explain our collections management rules and guidelines, and to answer questions about same.

D. Maintain clear and timely communication with donors and potential donors, accounting for its decision to accept or reject artifacts for the collections.

E. Recognize and publicly acknowledge the interests of people who made, used, owned, collected or donated artifacts in the collections.

VIII. Legal Obligations

The Society recognizes that the management of collections is subject to both state and federal law. The Society will therefore:

A. Educate its Board of Trustees, Museum Committee, Archive volunteers and general Membership in all relevant laws, and any changes to the laws, governing collections management.

B. Abide by all applicable state and federal laws in the deaccession of artifacts in the collections, including timelines and manner of disposition.

C. Acquire no artifacts for the collection without clear legal title, and respect all laws and treaties pertaining to the acquisition, ownership and disposal of antiquities.

D. Meet and strive to exceed all legislation pertaining to equal opportunity, diversity, and the fair and non-exploitative treatment of volunteers.

E. Ensure that its written policies and procedures adhere to the law by seeking expert consultation when appropriate.

Disaster Plan

The *Disaster Plan* establishes the contingency preparations and protocols of the Society. This Plan is pursuant to the Society's Collection Management Procedures, as well as the regulations of the Bleecker Town Board, providing the plan of action by which the collections and assets of the Society shall be protected in the event of a disaster at our headquarters in the Bleecker Town Hall.

I. Facilities

The Bleecker Town Hall (575 County Highway 112, Gloversville, NY 12078) is a renovated 1.5 story schoolhouse attached to two additions, the Town Barn and Annex. All inhabited spaces are on the ground floor. The Society occupies two rooms within the Hall, an Office and an Archive. Our collections are stored in the Archive, while business assets and records are stored in the Office. The Hall itself comprises a main Classroom with three exits, one at the front leading to the lawn, one at the back leading through the Town Barn to the Barn parking lot, and one at the side leading through the Annex to the Hall parking lot. The Classroom opens onto three small rooms, including the Society Office and Archive as well as the Clerk's Pantry. The Classroom, Archive and Office contain windows providing emergency egress to the grounds. The Archive and Office are equipped with smoke detectors. A fire extinguisher, inspected annually, is located in the Classroom near the front entrance between the Society Office and Archive. The Town Hall, as well as our Archive and Office, are locked while not in use, and the Archive contains a security camera allowing for remote monitoring of our space, including video streaming, motion detection and image/video capture. Keys to the Hall are possessed only by Town officials, the Society's President and Vice President and Archive volunteers. The Town Hall's electrical system was updated in 2011 and has presented no problems to date. All emergency shut-off systems are controlled and maintained by the Highway Department. All fuels and chemicals are stored outside the Town Hall, either in external tanks or within the Town Barn. While at least some Members of the Town Highway Department can usually be found in the Town Barn during weekdays, the complex has no 24-hour personnel. Public use of the complex is sporadic, and the Society's Archive is staffed only periodically by Society Members.

II. Disaster Supplies

The Society maintains a small disaster kit tailored to the type of objects in our collections (primarily paper-based). These supplies are located in the Society Office off the main classroom of the Hall, and include the following items: flashlight, batteries, rubber gloves, mop and bucket, electrical tape, plastic sheeting, garbage bags, ziplock bags, clothespins, rope, fire blanket, freezer paper, and Lysol.

III. Potential Disasters

The Town Hall complex is not situated in a disaster-prone area. The facility is not located near any major water threat (coastal or riparian), while earthquakes, hurricanes, tornadoes and wildfires rarely afflict our area. Primary weather threats include snow, ice, rain and thunderstorms, whose worst outcomes typically entail brief power outages. The Society's assets are not housed near any source of potential structural threat except for water pipes feeding the radiators in the Archive and Office, and no materials are stored on the floor, or in any unconditioned, inaccessible, or unstable space. The most realistic threats to the collections are therefore fire, theft, water damage from the proximate heating pipes, or prolonged power outage exposing the collections to extremes of temperature.

IV. Plan Management

A. Coordination. Because the Society's facilities are located within the Bleecker Town Hall, this plan shall be reviewed and approved by the Bleecker Town Board. All Society disaster and emergency actions shall be planned and executed in coordination with the Town Board.

B. Revision. This plan shall be reviewed and updated by the Board of Trustees at the Society's annual meeting to maintain current information on responsible personnel, contact information, facilities information and procedures. The President shall update the Bleecker Town Board with any changes.

C. Dissemination. A copy of this plan shall be available on the Society website and posted prominently in the Archive and Office. A copy shall be filed with the Bleecker Town Clerk. All Society Trustees and Members staffing our space shall be issued copies of the plan, and shall be familiar with its contents.

V. Disaster Priority

A. In response to an emergency, human life and safety are more important than the collections and assets of the Society.

B. No person associated with the Society shall take action that endangers human life or safety, even when the Society's collections and assets are at stake.

C. In the event that collections salvage does not endanger human life or safety, Society Members are authorized by the Board of Trustees to initiate the salvage plan outlined in section VII.

VI. Disaster Procedures

If a disaster occurs while the Town Hall is in use by the Society, evacuate the building employing the exits described in Part I and assemble in the parking lot, then notify the authorities described below in the order they are listed. Any Society Member who becomes aware of an imminent or ongoing disaster at the Town Hall during such times as the complex is unoccupied shall notify the authorities described below in the order they are listed:

A. Emergency Services. In the event of a disaster which threatens human life or the buildings of the complex (such as a fire), *first* contact emergency services by dialling 911.

B. Town and Society Officials. In the event of a disaster which threatens human life or the buildings of the complex, *next* notify an official from the Town Board, an official from the Town Highway Department, and an official from the Society, as follows. *Only* these officials should be contacted in the event of a less serious problem (such as a power failure or a water leak) that does not endanger human life or the buildings of the complex, but poses material damage to the collections or the buildings. These officials shall be notified in the following order, as available:

The first Town Board Member available on the following list:

Town Supervisor: Dave Howard, 518-725-0168

Town Clerk: Toni Brown, 518-773-0405

Town Board Member: George Becker, 518-725-7824

The first Town Highway Department Member available on the following list:

Town Highway Superintendent: Paul Brink, 518-773-1054

Town Highway Crew Member: Dan Brink, 518-725-3531

The first Society Officer available on the following list:

President: Eliza Jane Darling, 518-725-7830
Vice President: Lorraine Bleyl, 518-725-6684
Secretary: Kathy Evans, 518-725-4363

In the event that none of these personnel are available, any Member who becomes aware of an emergency at the Town Hall should endeavor to contact any Member of the Town Board, any Member of the Town Highway Department, and any of the Society Officers or Trustees.

VII. Collections Salvage

A. Authority. No salvage of the collections in the wake of a disaster shall be undertaken if such action will compromise human life or safety, interfere with the public operation of the Town Hall complex, or hinder investigation by authorities. This determination is to be made by the Bleecker Town Board. The Town Board will communicate its decision to the Society President, who will then authorize and direct any salvage procedures in consultation with the Museum Committee and the Board of Trustees.

B. Documentation. After any source of ongoing damage (such as a water leak) has been contained, but before any objects are removed from the Hall, make as a detailed a damage assessment as possible. Work quickly to create a complete visual record of the damage by photographing and/or filming the Archive and Office – if possible, dictating notes as you work (most mobile phones are equipped to photograph, film and record audio). Once the damage is recorded, preliminary salvage may begin.

C. Priority Salvage Items.

Within the Archive, original artifacts shall take precedence over reproductions. Reproduced images are backed up on remote digital servers as well as off-site hard drives and can be printed again at need; therefore salvage priority shall be directed to original objects and particularly those which have not been made redundant through reproduction. Within the Office, prioritize machinery including our digital projector and scanner, and also Society records contained in the filing cabinet.

D. Immediate First-Aid.

1. Because the Town Hall is primarily used for other public purposes, any collection items requiring post-disaster treatment or storage will be moved to the President's home (134 Lake Drive, Gloversville, NY 12078). A large conditioned basement is available in this space if objects are able to be kept in an inhabited space; otherwise a dry garage and pole barn are available.

2. If this space is not immediately available, protect damaged and undamaged objects alike, in situ, until objects can be removed from the Archive and Office. Use the materials in the Society's emergency kit to protect the area, especially from water. Separate damaged objects from undamaged objects and maintain the status quo for both (i.e., keep dry objects dry and wet objects wet).

3. Once emergency first-aid procedures have been followed and objects stabilized, the Museum Committee will oversee packing and removal to our off-site space. The President will notify the Society's insurance company and file a full report, and the Museum Committee will organize volunteers to treat objects according archivally-safe procedures, taking professional advice as necessary.

Forms

The following *Collection Management Forms* provide space for the consistent, systematic and regular recording of collection management information. These Forms are pursuant to the *Collection Management Procedures*, providing the means by which these procedures are effectively documented.

Donation Application
Deed of Gift
Accession Record
Purchase Authorization
Deaccession Record

Bleecker Historical Society
575 County Highway 112
Gloversville, NY 12078
www.bleeckerhistoricalsociety.org
bleeckerhistoricalsociety@gmail.com

Donation Application

Donor: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

I hereby declare that I own clear title to the above-named OBJECT or COLLECTION (circle one), and wish to donate it to the Bleecker Historical Society.

Signature

Date

Please use the back of this page to provide a description of the object or collection. For a collection, include the number of individual objects the collection contains.

The Museum Committee recommends this acquisition to the Board of Trustees.

The Museum Committee does not recommend this acquisition to the Board of Trustees.

Museum Committee Chair

Date

The Board of Trustees approves this acquisition.

The Board of Trustees declines this acquisition.

Board of Trustees Chair

Date

Bleecker Historical Society
575 County Highway 112
Gloversville, NY 12078
www.bleeckerhistoricalsociety.org
bleeckerhistoricalsociety@gmail.com

Deed of Gift

Description of object or collection:

Donor Name: _____

Donor Institution (if applicable): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

I hereby give and donate, without limiting conditions, the above object(s) to be the absolute property of the Bleecker Historical Society. I also transfer any applicable copyrights to the Society. The Society may store, exhibit, conserve, and dispose of the above property as they see fit and without limitations. I affirm that I own said object(s) and that to the best of my knowledge I have complete and clear legal title, right and interest to give:

Donor Signature

Date

The gift described above is gratefully accepted for the Bleecker Historical Society by:

Museum Committee Chair

Date

Bleecker Historical Society
Museum Committee

Accession Record

Accession Number

Accession Title

Accession Date

Means of Acquisition

Provenience

Dates Covered

Condition

Please describe the initial condition of the object and any conservation efforts undertaken:

Housing

Please describe the type of archival housing in which this object has been stored:

Bleecker Historical Society
Museum Committee

Purchase Authorization

To be submitted to the Board of Trustees for the purchase of an artifact for the collections, or otherwise for any single collections purchase over \$100.

Description

Purpose:

- Artifact
- Archival materials
- Professional conservation
- Equipment
- Other

Details:

Vendor

Price

Authorization

- The Board of Trustees approves this purchase.

Board of Trustees Chair

Date

Bleecker Historical Society
Museum Committee

Deaccession Record

Accession Number

Accession Title

Deaccession Date

Deaccession Reason

Disposition

Recipient (if applicable)

Notes:

- The Museum Committee recommends this deaccession to the Board of Trustees.
- The Museum Committee does not recommend this deaccession to the Board of Trustees.

Museum Committee Chair

Date

- The Board of Trustees approves this deaccession.
- The Board of Trustees declines this deaccession.

Board of Trustees Chair

Date