

COLLECTION MANUAL



MAYNARD TOWN CLOCK

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# Introduction

The purpose of this manual is to create a set of policies and procedures to ensure that the Maynard Historical Society has a registration system that will develop a collection that will serve the purposes of the Society, that will register the collection properly, that will preserve all the information on each object, and that will be in conformance with the highest standards of the museum profession.

## Statement of Purpose

The Statement of Purpose of the Maynard Historical Society is:

**The collection, preservation, promotion and development of the historical heritage and artifacts of the Town of Maynard.**

To direct these aims, the Board of Trustees has adopted the following collection management policy.

## Collection Management Policy

The Maynard Historical Society will collect only those items related to the purposes of the Society, for which it has an ultimate use, and that the Society can properly store, preserve, and protect. There will be a Collections Committee with the responsibility for developing and implementing a set of registration and collection care practices for the Society. The manual developing this will be the collections policy of the Society, and will contain the necessary procedures. At the annual meeting the Collections Committee will report for the Board's approval on the state of the collection and on all new accessions, loans, and deaccessions for the year. In pursuance of these policies the Collections Committee submits this manual to the Board of Trustees.

This policy was adopted by the Maynard Historical Society Board of Trustees on \_\_\_\_\_.

## State of this Manual

*Jan 1, 2009 - Version 0.1*

This document is currently in DRAFT state and subject to review by the Society's Board of Trustees and other interested parties. This is also the Society's first attempt at a Collections Manual and many aspects of it will be refined in the coming year (e.g., worksheets, procedures, etc.) and significant updates should be anticipated in 2009.

# Collection Management

## **Collections Committee**

There will be a Collections Committee composed of at least four members. The Chairperson of this Committee must be a member of the Board of Trustees, but any member of the Society is eligible to serve on the Committee. The Committee will have the general supervision of the collection. The Collections Committee is a standing committee of the Maynard Historical Society.

## **Curator or Registrar**

The Collections Committee, with the approval of the Board, may appoint a Curator and/or Registrar, who shall be members of the Committee. The Curator will be responsible for the care of the collection, and the Registrar will be responsible for the care of the records of the collection. These people will serve an indefinite term at the pleasure of the Board.

## **Collection Management System**

The Collection Management System<sup>1</sup> will be the official record-keeping system of the Collection for the Society. Access to the Collection Management System will be carefully managed with passwords changed as needed and rights within the system appropriate to the individuals using it.

Backup and disaster recovery policies for the Collection Management System will require at least three (3) copies of the data be kept with at least one (1) copy maintained in an “off-site” location, preferably a significant distance from Maynard. At least one of the copies should retain a time history of at least one year so that system or human errors can be corrected with a minimum loss of effort.

Metadata and dictionary (terminology) conventions for records within the Collection Management System will be the responsibility of the Collections Committee and should reflect current and accepted best practices in the field of small museum management.

The Society’s Collection Management System is “*Omeka*” (<http://omeka.org>).

## **Accession Master File**

The Collections Committee will be responsible for the creation and maintenance of the Accession Master File. The official version of this file will be contained within the Collection Management System, but unofficial “working” copies can be maintained outside as needed (e.g., a paper register and file cabinet may be used to facilitate record-keeping as our facilities are currently rather limited) and then transcribed into the Collection Management System.

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<sup>1</sup> Sometimes referred to as the Collection Database  
Maynard Historical Society

The Committee will be sure to record all accessions in the Accession Master File including the address of the source of the accession and the date of acquisition.

The Committee will take the items existing in the collection at the time this manual is adopted and try to correlate them with existing records and list them in the Collection Management System in the same fashion as the new accessions.

A locked file cabinet shall contain all paper records/forms related to the Registration and Accession process.

### **Acquisition**

When a donor offers to donate to the Society an item or items, the Committee will have him or her sign a Deed of Gift Form<sup>2</sup>. No object(s) may be taken into the collection rooms unless this form is signed. All measurements in the description will be in the inch/foot system.

There shall be three (3) copies of this form: one for the donor, one for the Society, and one (the original) for the Committee. All donors should be informed that items are accepted *subject to the approval of the Committee*. The original form should be filed in the Accession File.

If any of the items are not accepted (i.e., they do not meet the criteria for accession) the donor should be offered the opportunity to take the items back and, if they do, the Deed of Gift appropriately updated<sup>3</sup>.

No member of the Board of Trustees, or of the Collections Committee, may evaluate the value of an object offered for gift. Where such evaluations are requested, the Society will confine itself to cooperating with a qualified appraiser, who is retained by the donor. It should be noted, however, that as a collector of historical objects, the monetary value of objects are essentially irrelevant: many objects of historical import are one of a kind and cannot be replaced with with a “better” version.

### **Accession Number**

The Committee will assign an accession number consisting of the 4-digit year, a period, followed by a numerical sequence: the number one (1) to the first object acquired that year, the number two (2) to the second, number three (3) to the third, and so on:

Example Accession Number: 2009.23 (the 23rd accession in 2009)

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<sup>2</sup> A sample of this form is available in a later section of this manual.

<sup>3</sup> This is a particularly tricky area and these policies require careful consideration.  
Maynard Historical Society

Only one person will have full access to the Accession Master File and assign numbers, and if there is a Registrar, it will be that person. No one may use a number unless the number before has been used.

Accession numbers will be assigned to the existing collection. The *Sheridan Card Catalog* will form the base of a large set of items. Because the Sheridan catalog did not record accession dates, the year "1999" will designate all items from this catalog and the Sheridan card number will be used as the sequence (e.g., 1999.604 is the accession number for card catalog #604). 2000 will be used for all items existing in the collection prior to January 1, 2010 with sequence numbers assigned as cataloging is done.

### **Accession Record**

Each object accessioned will have a Worksheet filled in for it. The Worksheet reflects the type of information stored in the Collection Database. These are to be kept in the Accession File Cabinet until the objects have been entered into the Collection Management System and properly reviewed. [Note: The current collection team enters information directly into the Collection Management System. We currently have no need for this intermediate step with the current workflow.]

### **Cataloging and Quality Control**

The information on each Worksheet will be copied on to a catalogue record into the Collection Database. A second person (or persons) will review the catalog record versus the worksheets to assure that the information has been properly and accurately transcribed. A field in the Collection Database will denote if the object record has been reviewed and by who.

### **Donor File**

The Collection Management System should be capable of producing a Donor File at any time. If not, at the end of each calendar year, the Registrar shall make up a list of donors and other sources. The list shall contain the donor's or source's name and the accession number associated with each name.

Only one record shall be made about any one donor.

### **Acknowledgement of Gift**

Each gift to the collection shall be acknowledged by the Collections Committee, either with a Deed of Gift Form, or by a letter, thanking the donor for the gift on behalf of the Society. A copy of this form or letter, with the accession number(s) on it, shall be placed in the Accession File. All gifts displayed in the collection must bear the name(s) of the donor(s) in this fashion, "Gift of XYZ."

From time to time, the Committee shall supply the newsletter editor with a list of donors for publication in the newsletter, “Maynard Memories”. Acknowledgements can also be listed on the Historical Society web site ([web.maynard.ma.us/history/society](http://web.maynard.ma.us/history/society)).

## **Digitization**

While the acquisition and preservation of historical materials remains the primary focus of the Society, the availability of high-resolution digital imaging/recording technologies provides us with a powerful set of tools to help manage, preserve, and display the Collection.

There are three reasons to digitize artifacts:

1. Create a digital surrogate.
2. Digital reconstruction of artifacts.
3. Cataloging and Public access.

The first two reasons require high-resolution, high-fidelity digital copies, while the third allows for less rigorous copies. All three represent differing investments in time and dollars that itself needs to be protected with the appropriate set of procedures for creation and backup of the resulting files. Digital reconstructions and, to a lesser extent, digital surrogates will require policies on the disposition of the original artifacts<sup>4</sup>.

The Society’s current digitalization priority for the general Collection is *cataloging and access*. During the survey and cataloging process we may decide that some sub-collections or even individual objects might require digital surrogates and/or reconstruction. However, the general digitization will be done at a level of care and detail such that the digital files could serve as “respectable” digital surrogates in the case of a disaster.

### **“Born-Digital” Objects**

The Society recognizes that artifacts of historical significance will increasingly be digital in nature (so-called “born digital”). The proliferation of word processors and electronic publishing tools, digital still cameras, digital video cameras, digital audio recordings, etc. will mean that current and future donations to the Society may well not have any original physical existence. Unlike digitized versions of physical objects, these digital files are the primary object and must be preserved with the same degree of care as the documents and artifacts currently under the care of the Society. The Collection Database will note whether the digital file is the primary object or a copy so this distinction is clear.

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<sup>4</sup> That will need to be addressed in a future revision of this manual.

Standards for the authentication and preservation of digital assets is an evolving field and we will do our best to keep up with them. Our policies for preservation of digital assets will focus on the principles of “multiple copies” (i.e., at least 3 copies of any digital asset, at least one of which is “off site”) and “continuous validation and migration” (i.e., digital assets are periodically checked and possibly moved from one media to another to assure that intact copies exist).

### **Deaccessioning**

It is the policy of the Society to deaccess as few items from the collection as possible. From time to time, the Collections Committee may wish to remove items from the collection for the following reasons: the item is not germane to the collection; it duplicates a better example; it is a fake or not as represented; its condition threatens itself or the rest of the collection; or the Society cannot take care of the object properly. The process for deaccession should be cautious, deliberate, and ethical.

In all instances of potential deaccessioning, the historical significance of an object shall be considered of primary importance and will override any of the other criteria. Material from the society’s collections to be considered for deaccessioning must meet at least one of the following criteria:

1. The material is outside the scope of, or is irrelevant to the mission of the Maynard Historical Society and its collection policies.
2. The material lacks physical integrity. (It is incomplete, broken, or in poor and unsalvageable condition).
3. The material has failed to retain its documentation or authenticity, or has been lost or stolen and remains lost for longer than two years.
4. The material is discovered not to be authentic.
5. The material is duplicate in that the society’s collections contain other examples of the same type of material which are sufficient or better-suited to the needs of the society.
6. The historical society is unable to preserve the material properly.
7. The material has deteriorated to the degree that it cannot be used for exhibit or research purposes.
8. The material has doubtful potential use in the foreseeable future.
9. There exists a more appropriate repository for the material.
10. Compliance under a legal requirement (i.e., NAGPRA<sup>5</sup>).

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<sup>5</sup> Native Americans Graves Protection and Repatriation Act of 1990  
Maynard Historical Society

A deaccessioning committee composed of the appropriate staff and/or board members is authorized to recommend the deaccessioning of material from the society's collections based on the above criteria. Outside experts may be asked to serve on the committee as appropriate. Before any material from the society's collections is recommended to be deaccessioned, reasonable efforts shall be made to determine whether the Historical Society has the legal authority to do so.

A deaccessioning committee may recommend deaccessioning of material from the society's collections if, in its judgement, one or more of the deaccessioning criteria have been met. Material from the collections will be reviewed by the appropriate deaccessioning committee and it will determine if the material should remain in the collections of the historical society. On the Committee's recommendation, the Board, with two-thirds of the total membership in attendance approving, may declare an item deaccessioned. The deaccessioned item should be sold at public auction, traded, or donated to another educational agency, or destroyed. No deaccessioned item may be conveyed in any manner to a member of the Board of Trustees, a member of the Collections Committee, or to anyone holding a post or trust or honor in the Society. Funds acquired from deaccessioning must be used to purchase other objects for the collection, or to conserve items in the collection.

Documentation will be maintained by the Society on the disposition of all deaccessioned material or objects. Material or objects approved for deaccessioning from the society's collections will be handled or disposed of in one of the following methods:

1. Sold at public auction or sale.
2. Exchanged with individuals, organizations, institutions, or other sources for objects needed in the collection.
3. Re-designated as prop or educational tool.
4. Transferred to another museum, library, archives, or public educational institution.
5. Returned to the donor or donor's family.
6. Destroyed.

In the event of an auction or sale, the Historical Society will properly notify the public, its donors, and its members that Society collections will be sold. A list of all materials and collections which have been deaccessioned from the collections within the past five years shall be kept current and may be distributed in response to any responsible inquiry.

If sold, deaccessioned material from the Society's collections will be publicly auctioned. The Society may contract with a qualified appraiser to assure the best price. All proceeds resulting from the sale of deaccessioned material from the collections of the Society shall be deposited to

the credit of a collections trust fund to be used solely for the acquisition, conservation, or preservation of the Society's collections.

### **Loans**

Loans to Museums or other Societies shall only be for the purpose of enhancing the Museum's exhibits. The lending party will sign the properly executed loan form. The loan will be insured, using the Museum's carrier. The loan will be approved by the Collections Committee and submitted for approval to the Board of Trustees at their next regular meeting.

Loans from the Society may only be made for purposes of display in an exhibit that enhances the Society's purpose. The borrower will sign a properly executed loan form. The borrower shall furnish proof of insurance or of financial responsibility. Loans from the Society must be approved in advance by the Board of Trustees.

Objects may not be borrowed or lent for a period of more than one year, but may be renewed from year to year for a total period of three years.

### **Report to the Board of Trustees**

The Collections Committee shall submit a report to the Board of Trustees, at the Annual Meeting, stating all new accessions for the year, all outstanding loans, the general condition of the collection, a statement of work achieved, and any other matter they deem necessary.

### **Protection of Intellectual Assets**

For the purposes of this policy, the intellectual assets of the Society, consist of the images of objects and documents in the collection, the image of the Society /Museum building, the images and content of programs, physical copies of objects in the collection, and similar devices. When permission is made to photograph, copy, or otherwise use this intellectual property, permission is limited to a one-time use for specific purposes. A blanket, long-term, or unlimited use of intellectual property may not be granted under any circumstances.

### **Ethics**

All actions of the Board should be such that they avoid an apparent as well as actual conflict of interest with any aspect of the museum operation and its collection. The members of the Board will follow the practices in Code of Ethics for Museums (Washington, DC: AAM, 1994) or the Statement of Professional Ethics (Nashville: AASLH, 1996).

### **Amending the Registration Manual**

The Collections Committee may suggest amendments to this manual to the Board. Upon approval these amendments will become part of this manual.

# Collection Policies

## Purpose of the Collection

When determining if any particular object should be in the collection it is useful to start with “mission statement” of the Historical Society:

**The collection, preservation, promotion and development of the historical heritage and artifacts of the Town of Maynard.**

This mission statement tells us where we want to go, but it doesn't provide insight into the details of that journey. What is an “artifact of the Town of Maynard”? A photograph of Main Street from 1892? Certainly! A letter from a Maynard resident while serving in the Army in World War II? Certainly! A portrait of a Maynard Resident's grandmother (who also lived in Maynard), but who has no other historical significance? Why not? A set of 8mm movies of a Maynard resident's vacation in Florida? Hmmm.....

As a Society we are often the recipients of various items found in people's attics or closets: a relative passes away and the family discovers a bunch of old photographs. The photos often have no markings on them or any other provenance other than they belonged to someone who lived in Maynard. It is difficult to turn away such donations, and it may be difficult to assess the historical value at the outset -- but does that mean they automatically belong in the Collection?

To answer these questions we have to consider the purpose of the Society having a collection and consider the accession of new items into that context. Here is a, perhaps incomplete, set of reasons for adding an object to the Collection:

- Record of Historical Significance
- Rounding out or completing a set of similar objects or providing an example in superior condition to one already in the Collection.
- Supporting Research
- Supporting Educational Programs

If a donated object doesn't seem support any of these reasons, then there should be a question as to whether it should be accepted.

## Other Factors Affecting Accession to the Collection

When considering what should be in the Society's collection we cannot ignore the practical concerns of cost and our ability to house, protect, and preserve the Collection. A real example is

that Clock Tower Place removed the old hydro-powered generator from Building 4. This artifact was surely of historical import to Maynard, but weighing several tons there simply is no place for us to house it. Another real example is that an old fire engine that was sold to a volunteer fire department in Alabama had been retired there and they offered to let Maynard have it again. There would be considerable expense returning the vehicle, and no way to garage or care for it here. These expenses outweighed the historical value to Maynard.

These may seem to be extreme examples, but consider the wide variety of computers Digital Equipment Corporation produced in its 40 year history and they would easily fill our current space several times over. We must choose with care.

Public interest also factors into what goes into the Collection. If the Society received attention and support because the public was attracted to, say, items related to the farms in the area - we would be well-served to solicit and accept items that would improve the Collection in this dimension.

The following lists attempt to capture the extremes of what should and should not be in the Collection. Unfortunately a great number of objects will fall in between these extremes and we will likely err on the side of inclusion. It is the job of the Collections Committee to monitor the accessions and refine the criteria in this manual so that it becomes easier to determine whether or not any particular object should become part of the Society's collection.

### **What should be in the Maynard Historical Society's Collection?**

- Artifacts and records that have direct ties to any of the Society's official sub-collections (see separate section for these).
- Those records and artifacts with a clear provenance to Maynard and/or its residents (i.e. includes dates, names, ownership, etc. that tell the story behind the object).
- Items showing a clear connection of Maynard to larger world or national events (e.g., wars, Great Depression, immigration, natural disasters), trends, fads, or cultural or technological shifts.

### **What should not be in the Maynard Historical Society's Collection?**

- Photographs, movies, or audio recordings of personal/family vacations/trips outside of Maynard unless there is some well established historical significance to the people, place, or time of the excursion.
- Personal scrapbooks, hobby collections, book collections, etc. unless there is a well-established historical tie to Maynard by both the content of the collection and the collector.

- Notes, drafts, proofs, records, etc. of projects related to the Collection or Society. These items can be maintained and stored by the Society, but not as part of the Collection. Final versions of these projects may be accepted as items in the Collection.
- Documents, reports, photographs, etc. for another town unless some connection to Maynard is clearly established. These should be candidates for deaccession and transfer to a more appropriate home.
- Artifacts in such a state of disrepair that the expense of preserving them outweighs their importance (assuming they can even be repaired).

# Collection Prioritization

## The Feasibility vs Impact Matrix

A good portion of this manual is dedicated to the process of bringing a new object into the Collection. However, as of January 2009 we have several thousand documents, photographs, and artifacts in storage that have not been subject to the accession policies. A strategy is required for working on this immense set of items.

The following diagram provides a quick guideline to determining how any particular item should be handled. This matrix is not meant as an arbiter of whether or not the item should be in the Collection, but rather what order items should go into the Collection and where we should be focusing our energy and time first.

	High	A	C
<b>Feasibility</b>	Low	B	D
		High	Low
		<b>Impact</b>	

Feasibility refers to the Society's ability to preserve the item. Items in good condition, clearly identified, etc. have a higher feasibility rating. Likewise, Impact refers to how important the item appears to have to the mission of the Society. There is also a "wow" factor here that needs to be considered: we have hundreds of anonymous portraits but only a handful of landscape shots of the town -- the latter is bound to foster greater interest and support in the Society.

Items in category A should immediately be admitted to the Collection as they have a high impact to the Society and pose few or any impediments to preservation.

Items in category B should be reviewed for condition or other storage factors. Since they have a high impact on the Society they will almost certainly be added to the Collection but they may require additional funding or expertise to properly store and conserve them. We need to identify them for planning and budgeting purposes.

Items in category C are in good condition but have limited value to the Society. They should probably set aside until the category A and B items are found and processed.

Items in category D need to be carefully reviewed to see if they belong in the Collection. A percentage of these will become candidates for deaccession.

## Cataloging and Digitization Selection

The prioritization of items from the “Feasibility / Impact” decision matrix will still result in a large number of objects that will require a lot of work to catalog, and there are very limited resources to process them.

Cataloging an object, when properly done, is not a simple task. Care must be given in composing the description of the object, measuring it, evaluating its relevance and association to Maynard history, determining what dates it represents, etc. Cataloging a photograph, for example, need to describe both the physical object itself (relatively easy) and the specifics of the scene (often hard to impossible).

Varying degrees of additional effort is needed to digitize artifacts. While it is standard practice to catalog every object, it is questionable as to whether digitizing every object is useful, especially given the time needed to do that properly. Also, some items may have copyright restrictions on them, further complicating digitization.

Here are some considerations for determining what items should be cataloged before others:

- How do the materials relate to the Society’s collecting policy and to its other digital resources?
- Are they rare or unique?
- Do they provide accurate information in their subject area or contribute to broader or deeper coverage? Do they relate to areas poorly documented online?
- Is there a legal need to preserve the materials and make them widely accessible?
- Are they important for the functioning of the institution?
- Do they support current or new high-priority activities?
- Is there an active, current audience for the materials?

For digitization, the above selection criteria apply equally and the following additional criteria can be applied:

- Are they aesthetically appealing? Will they display well on-screen?
- Is current access to the original materials inadequate, perhaps owing to heavy use of popular items or to restricted access to fragile or costly items?
- If current demand is low, will digitization attract enough new viewers to justify the cost?
- Content and demand together may be insufficient to justify the expense of digital conversion.

A third important component is the value added by digitizing. What additional steps can be

taken to enhance the materials' content? For example, search capability can be added via optical character recognition (OCR) of bit-mapped images of books or other printed materials and through manual transcribing and keying of handwritten materials. Search capacity can then be added to archival or graphic collections through.

- Can the item be digitized? Is it cost-effective to digitize the item? Will enhancement or reconstruction be required for the digital asset to be of value?

As with the Collection Policies, the Collections Committee will need to monitor the cataloging and digitization process and update this manual to “fine tune” the selection criteria to best serve the needs of the Society and the resources available.

## Official Sub-collections

The following “areas of interest” comprise sub-collections within the Collection of the Maynard Historical Society and therefore records and artifacts pertaining to these sub-collections have priority for accession (in no particular order):

- The Maynard Family - Descendants and ancestors of Amory Maynard.
- The Mill
- The Assabet River
- American Woolen Company
- Digital Equipment Corporation
- Union Co-op Society
- The Maynard Centennial
- Regarding the incorporation and governance of the Town of Maynard (Town Reports, lists of voters, strategic plans, surveys, etc.)
- The Maynard Public Schools
- The Churches of Maynard
- Ethnic groups including, but not limited to those of Finnish, Irish, Polish, Russian, and Italian descent.
- “Assabet Village” and the land that was here before Maynard was incorporated.
- The current Wildlife Refuge (former Ammo Dump / Annex).
- Postcards - MHS has a relatively large collection. These often show town scenes accompanied by personal notes.
- (others?)

# Cataloging Software, Metadata and Dictionary Standards

*[This section is a very rough proposal. Some more to come.]*

We are using Omeka to manage our collection at <http://collection.maynardhistory.org>

Omeka manages information on each item in the collection using the “Dublin Core” metadata<sup>6</sup> standards. Dublin Core is easy to understand and very flexible. However that flexibility means that we need to establish our own set of conventions for describing and cataloging items. We have also added some fields (attributes) that we find useful.

Note: Omeka is primarily geared to the public display of items rather than as a full-fledged collection management system. We’ve found it to be far less daunting to use than other systems and we can very easily make the items available to the public on the website -- one of our primary goals. It’s not perfect, but we’re adapting it to our needs.

Each object will have the following data recorded if it is available:

- Title - Short description.
- Description - As much information regarding the object as possible, including dimensions, materials, subject, style, etc.
- Contributor - Name, address, phone, email of the donor.
- Creator - The creator (artist, craftsman, publisher, printer, manufacturer, etc.)
- Identifier - This is the Object Number for the item. Typically it is the MHS Accession Number (e.g., 1999.274) but takes on other forms for grouped items.
- Item Type - Document, Still Image, Movie, Audio, Oral History, etc.
- Storage - The location of the item in the archive.

The following fields are considered optional:

- Association - One or more standardized phrases or keywords describing how this object is related to Maynard (or other) history (e.g., “American Woolen Company”, “Digital Equipment Corporation”, “Maynard Public Schools”, “WWII”, “Colonial Period”).
- Coverage - Information that helps determine when and where the item was located.

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<sup>6</sup> Metadata is just a fancy word for “information describing information”. For example, when you add someone’s information to your address book you fill in certain fields: name, address, phone number. Those fields are technically known as “metadata”.

- Condition - Some codes reflecting the general condition of the object: Urgent, Serious, Requires Treatment, Exhibit-able, Good.
- Gift notation - How the attribution for the donation should be displayed.
- Accession Information - When it was accepted into the collection, by who, etc.
- Comment - Other information beyond what would be in the Description. Comments will be for collection management and normally not disclosed in any public access to the object information.
- Reviewed By - Initials of the person who performed the quality-control review of the object worksheets versus the catalog record.
- Rights - Information on copyrighted materials.
- Language - Noted when the source material is in a language other than english.
- Subject - This is a formal categorization of the item using a so-called "controlled vocabulary" (i.e., Library of Congress). We hope to have the resources to do this one of these days, but for now this is way too much work so we're leaving it blank.

Being a Historical Society we can posit that the monetary value of an object is irrelevant, so there's no particular need to determine and/or record that information.

Omeka also has the concept of "tagging" items. Tagging is an informal way of categorizing items and we hope to expand this to allow the community to participate. Basically you simply associate a set of words with the item that you think are appropriate. There are no rules and tagging is completely optional. To see what tags we currently have, visit the Collection website, click on "Browse Items" and then "Browse by Tag". The size of the tag is relative to how often it is in the collection.

# Deed of Gift

**Maynard Historical Society, 195 Main Street, Maynard, MA USA 01754**

Name: _____	Date: _____
Address: _____	
City: _____	State: ____ Zip: _____
Phone: _____	Email: _____

I own the personal property described below and desire to give said personal property to the Maynard Historical Society. I do hereby irrevocably and unconditionally give and transfer to the Maynard Historical Society all rights, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of Gift:

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

This gift is given in memory of: \_\_\_\_\_

Dated: \_\_\_\_\_ Donor/agent: \_\_\_\_\_

Donor/agent: \_\_\_\_\_

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Accepted by the Maynard Historical Society by: \_\_\_\_\_ on \_\_\_\_\_

# Accession Form

Accession # _____	Date received: _____
Source: _____	Received by: _____
Address: _____	Accessioned by: _____
_____	Date accessioned: _____
Phone: _____	
Email: _____	
Received as: _____	Price or value: \$ _____

## Description

## Remarks

Total Objects: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Recorded: \_\_\_\_\_