

Appendix B
Workshop One VRIF Subsidy/Municipality or Organization

Vital Records Subsidy	Municipality or Org	Workshop1
X	Bedford Public Library	Nashua-Dec 4
X	City of Keene	Keene-Nov 8
X	City of Nashua	Nashua-Dec 4
X	City of Portsmouth-Public Library	Nashua-Dec 4
X	City of Portsmouth-Public Library	Nashua-Dec 4
X	Madison Library	Conway-Nov 16
X	Madison Town Library	Conway-Nov 16
X	Olivia Rodham Memorial Library	Keene-Nov 8
X	Plainfield	Hanover -Nov 30
X	Town of Alton	Nashua-Dec 4
X	Town of Atkinson	Nashua-Dec 4
X	Town of Atkinson	Nashua-Dec 4
X	Town of Bedford	Nashua-Dec 4
X	Town of Bedford	Nashua-Dec 4
X	Town of Charlestown	Keene-Nov 8
X	Town of Charlestown	Keene-Nov 8
X	Town of Conway	Conway-Nov 16
X	Town of Conway	Conway-Nov 16
X	Town of Dublin	Keene-Nov 8
X	Town of Fitzwilliam	Keene-Nov 8
X	Town of Fitzwilliam	Keene-Nov 8
X	Town of Gilsun	Keene-Nov 8
X	Town of Grantham	Hanover -Nov 30
X	Town of Hancock	Keene-Nov 8
X	Town of Hebron	Plymouth-Nov 28
X	Town of Hill	Plymouth-Nov 28
X	Town of Jackson	Conway-Nov 16
X	Town of Jaffrey	Keene-Nov 8
X	Town of Langdon	Keene-Nov 8
X	Town of Madison	Conway-Nov 16
X	Town of Nelson	Keene-Nov 8
X	Town of Nelson	Keene-Nov 8
X	Town of New Durham	Nashua-Dec 4
X	Town of Peterborough	Keene-Nov 8
X	Town of Richmond	Keene-Nov 8
X	Town of Richmond-Archives [Richmond Public Library]	Keene-Nov 8
X	Town of Richmond-Archives [Richmond Public Library]	Keene-Nov 8
X	Town of Swanzey,	Keene-Nov 8
X	Town of Troy	Keene-Nov 8
X	Town of Unity	Keene-Nov 8
X	Town of Weare	Nashua-Dec 4
X	Town of Weare	Nashua-Dec 4
X	Town of Wolfeboro;	Plymouth-Nov 28
X	Weare Police Department	Nashua-Dec 4
	Bedford School District	Nashua-Dec 4
	Brewster Academy	Plymouth-Nov 28
	Center Harbor Historical Society	Plymouth-Nov 28
	City of Cambridge	Nashua-Dec 4
	City of Cambridge, Massachusetts	Nashua-Dec 4
	Dartmouth College	Hanover -Nov 30
	Enfield Shaker Museum	Hanover -Nov 30
	Franklin Pierce College. Library	Keene-Nov 8

Vital Records Subsidy	Municipality or Org	Workshop1
	Franklin Pierce College, Library	Keene-Nov 8
	Hampstead Public Library	Nashua-Dec 4
	Hill Historical Society	Plymouth-Nov 28
	Hudson Historical Society	Nashua-Dec 4
	Hudson Historical Society	Nashua-Dec 4
	Hudson Historical Society	Nashua-Dec 4
	Hudson, NH-Historical Society	Nashua-Dec 4
	Lyme Historical Society	Hanover -Nov 30
	Lyme Historical Society	Hanover -Nov 30
	Nashua	Nashua-Dec 4
	Nashua Historical Society	Nashua-Dec 4
	Nature Compass, LLC	Hanover -Nov 30
	New Hampshire State Historical Resources Council	Hanover -Nov 30
	NH Dept. of Health & Human Services	Keene-Nov 8
	Orford Free Library	Hanover -Nov 30
	Orford Historical Society	Hanover -Nov 30
	Orford Social Library; Historical Collection Committee	Hanover -Nov 30
	Sequential-Information Management/Publication	Nashua-Dec 4
	State House 303	Hanover -Nov 30
	State of New Hampshire	Keene-Nov 8
	State of New Hampshire	Keene-Nov 8
	Thompson Ames Historical Society	Plymouth-Nov 28
	Town of Harrisville	Keene-Nov 8

WORKSHOP EVALUATION FORM Fall 2001

Workshop location **Keene, Nashua, Conway, Plymouth, Hanover**
Attendance: 76 (6 Advisory Board members)
Evaluations returned: 57

[Evaluations ranked 5 (high) to 1 (low)]

Workshop one is what I expected	4.5
Session 1 (historical records) gave me an orientation	4.4
Session 2 (environment and storage) gave me an orientation	4.4
Session 3 (reformatting) gave me an orientation	4.5
Session 4 (disaster) gave me an orientation	4.5
I have a baseline understanding to improve the care of historical records	4.7
Useful ideas, techniques, and skills were presented	4.6
The information was relevant to me personally/professionally	4.6
I can recommend this workshop to others	4.7

I need more information about the following topics that were introduced today: Disaster plan formation

1. Digitizing collections for access for the public. 2. Mounting digitized collections on the web. 3. Possibilities for solving permanent access to digitized collections. 4. Elements of, planning for excellent user front ends to digitize collections; Glass negatives; Web address for grant information

I need more background in the following areas in order to improve the care of historical records in my organization: More focus on how to clean the records if dirty and what supplies to use

Instructor Evaluation

[Evaluations ranked 5 (high) to 1 (low)]

Instructor	Co-instructor
4.8 Subject knowledge	-
4.6 Effectiveness	
4.8 Responsive to questions	
4.4 Teaching style	

SITE EVALUATION: [1,2,3 evaluation]

Our room was	<input type="checkbox"/> 1 Comfortable	<input type="checkbox"/> Uncomfortable
I had a sight line to the instructor:	<input checked="" type="checkbox"/> 1 Yes	<input type="checkbox"/> No
Directions to the locations were:	<input checked="" type="checkbox"/> 1 Clear	<input type="checkbox"/> Fine <input type="checkbox"/> Impossible
Parking was:	<input checked="" type="checkbox"/> 1 Sufficient	<input type="checkbox"/> Insufficient
Snacks were:	<input checked="" type="checkbox"/> 1 Sufficient	<input type="checkbox"/> Insufficient

What suggestions do you have to improve the workshop for future attendees:

About an hour too long; less on disaster plan

Preferred day(s) for second workshop:

4 Sunday 21 Monday 39 Tuesday 37 Wednesday 35 Thursday 31 Friday
 8 Saturday

How did you hear about this workshop? (please check all that apply)

- _26_ Brochure I received _7_ Brochure colleague or friend received
7 E-mail notice _3_ Newspaper article
2 Web site _4_ Friends of DC Newsletter
11 Word-of-mouth _10_ Prof. assoc. meeting (clerks mtg.)
0 Radio

I am attending the workshop as:

- _10_ Town Clerk _3_ Deputy Town Clerk _6_ Town clerk/Tax collector
2 Public librarian _2_ College librarian _2_ School librarian
2 Library trustee
1 Trustee of town trust fund(s)
12 Historical society curator or volunteer
2 Interested citizen and community member
4 Town archivist/Assistant town archivist
8 Other: Town secretary; legislative aide; MLS student; Historic Distric Commission;

I expect to use the information offered in the workshop to (please check all that apply):

- _36_ Work with the town records (please specify if relevant):
21 Organize historical records at my historical society
11 Organize historical records at my library
5 Organize historical records at my church
25 Teach others how to organize historical records
18 Organize my own family papers

Are there any particular topics or historical records issues you would like covered in Workshop Two?
(e.g. Records Survey, Photographs, Collection Development, Security, Public Access, Records Description) Preservation what to save and how [appraisal]; Relationship between town administration and library over custody and protection of materials; Organizing Records; systems for cataloguing books, papers
More specific examples of preservation --ideas to solve 'value' of item
Copyright/ownership issues; Photographs, electronic media, cataloging, Image of materials; Photograph conservation; Care of photographs including glass plate negatives; Reformatting options and how to work recovering damaged documents or photos.

[Will use information to work] with other library employees--work w/other city departments and other local organizations to preserve Portsmouth records; Records management program; Collection development

Any grants for preservation other than for assessments?; I have an archival room thru the state preservation program and recently acquired an archivist that is doing a great job with the records; I attended a workshop several yrs ago in Manchester put on by the Town Clerks Association.

Directions to site were incorrect; A shorter lunch break, perhaps. But it was wonderful otherwise!; Be more aware of possible food allergies (sandwiches were excellent, but better perhaps to separate ingredients and build your own).

Appendix D
Workshop Regions/City/Municipality or Organization

Municipality or Org	City	Vital	Workshop1	Workshop1 Region
Bedford Public Library	Bedford	X	Nashua-Dec 4	4. Merrimack Valley Region
City of Keene	Keene	X	Keene-Nov 8	5. Monadnock Region
City of Nashua	Nashua	X	Nashua-Dec 4	4. Merrimack Valley Region
City of Portsmouth-Public Library	Portsmouth	X	Nashua-Dec 4	4. Merrimack Valley Region
City of Portsmouth-Public Library	Portsmouth	X	Nashua-Dec 4	4. Merrimack Valley Region
Madison Library	Madison	X	Conway-Nov 16	7. White Mountains Region
Madison Town Library	Madison	X	Conway-Nov 16	7. White Mountains Region
Olivia Rodham Memorial Library	Munsonville	X	Keene-Nov 8	5. Monadnock Region
Plainfield	Meriden	X	Hanover -Nov 30	1. Dartmouth Sunapee Region
Town of Alton	Alton	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Atkinson	Atkinson	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Atkinson	Atkinson	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Bedford	Bedford	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Bedford	Bedford	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Charlestown	Charlestown	X	Keene-Nov 8	5. Monadnock Region
Town of Charlestown	Charlestown	X	Keene-Nov 8	5. Monadnock Region
Town of Conway	Conway	X	Conway-Nov 16	7. White Mountains Region
Town of Conway	Conway	X	Conway-Nov 16	7. White Mountains Region
Town of Dublin	Dublin	X	Keene-Nov 8	5. Monadnock Region
Town of Fitzwilliam	Fitzwilliam	X	Keene-Nov 8	5. Monadnock Region
Town of Fitzwilliam	Fitzwilliam	X	Keene-Nov 8	5. Monadnock Region
Town of Gilsum	Gilsum	X	Keene-Nov 8	5. Monadnock Region
Town of Grantham	Grantham	X	Hanover -Nov 30	1. Dartmouth Sunapee Region
Town of Hancock	Hancock	X	Keene-Nov 8	5. Monadnock Region
Town of Hebron	Hebron	X	Plymouth-Nov 28	3. Lakes Region
Town of Hill	Hill	X	Plymouth-Nov 28	3. Lakes Region
Town of Jackson	Jackson	X	Conway-Nov 16	7. White Mountains Region
Town of Jaffrey	Jaffrey	X	Keene-Nov 8	5. Monadnock Region
Town of Langdon	Langdon	X	Keene-Nov 8	5. Monadnock Region
Town of Madison	Madison	X	Conway-Nov 16	7. White Mountains Region
Town of Nelson	Nelson	X	Keene-Nov 8	5. Monadnock Region
Town of Nelson	Nelson	X	Keene-Nov 8	5. Monadnock Region
Town of New Durham	New Durham	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Peterborough	Peterborough	X	Keene-Nov 8	5. Monadnock Region
Town of Richmond	Richmond	X	Keene-Nov 8	5. Monadnock Region
Town of Richmond-Archives	Richmond	X	Keene-Nov 8	5. Monadnock Region
Town of Richmond-Archives	Richmond	X	Keene-Nov 8	5. Monadnock Region
Town of Swanzey,	Swanzey	X	Keene-Nov 8	5. Monadnock Region
Town of Troy	Troy	X	Keene-Nov 8	3. Lakes Region
Town of Unity	Unity	X	Keene-Nov 8	5. Monadnock Region
Town of Weare	Weare	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Weare	Weare	X	Nashua-Dec 4	4. Merrimack Valley Region
Town of Wolfeboro;	Wolfeboro	X	Plymouth-Nov 28	3. Lakes Region
Weare Police Department	Weare	X	Nashua-Dec 4	3. Lakes Region
Bedford School District	Bedford		Nashua-Dec 4	4. Merrimack Valley Region

Municipality or Org	City	Vital	Workshop1	Workshop1 Region
Center Harbor Historical Society	Center Harbor		Plymouth-Nov 28	3. Lakes Region
City of Cambridge	Woburn		Nashua-Dec 4	4. Merrimack Valley Region
City of Cambridge, Massachusetts	Cambridge		Nashua-Dec 4	4. Merrimack Valley Region
Dartmouth College	Hanover		Hanover -Nov 30	1. Dartmouth Sunapee Region
Enfield Shaker Museum	Hanover		Hanover -Nov 30	1. Dartmouth Sunapee Region
Franklin Pierce College, Library	Rindge		Keene-Nov 8	5. Monadnock Region
Franklin Pierce College, Library	Rindge		Keene-Nov 8	5. Monadnock Region
Franklin Pierce College, Library	Rindge		Keene-Nov 8	5. Monadnock Region
Hampstead Public Library	Hampstead		Nashua-Dec 4	4. Merrimack Valley Region
Hill Historical Society	Hill		Plymouth-Nov 28	3. Lakes Region
Hudson Historical Society	Hudson		Nashua-Dec 4	4. Merrimack Valley Region
Hudson Historical Society	Hudson		Nashua-Dec 4	4. Merrimack Valley Region
Hudson Historical Society	Hudson		Nashua-Dec 4	4. Merrimack Valley Region
Hudson, NH-Historical Society	Hudson		Nashua-Dec 4	4. Merrimack Valley Region
Lyme Historical Society	Lyme		Hanover -Nov 30	1. Dartmouth Sunapee Region
Lyme Historical Society	Lyme		Hanover -Nov 30	1. Dartmouth Sunapee Region
Nashua	Nashua		Nashua-Dec 4	4. Merrimack Valley Region
Nashua Historical Society	Nashua		Nashua-Dec 4	4. Merrimack Valley Region
Nature Compass, LLC	Hanover		Hanover -Nov 30	1. Dartmouth Sunapee Region
New Hampshire State Historical	Orford		Hanover -Nov 30	1. Dartmouth Sunapee Region
NH Dept. of Health & Human	Concord		Keene-Nov 8	5. Monadnock Region
Orford Free Library	Orford		Hanover -Nov 30	1. Dartmouth Sunapee Region
Orford Historical Society	Orford		Hanover -Nov 30	1. Dartmouth Sunapee Region
Orford Social Library; Historical	Orford		Hanover -Nov 30	1. Dartmouth Sunapee Region
Sequential-Information	Portsmouth		Nashua-Dec 4	4. Merrimack Valley Region
State House 303	Bristol		Hanover -Nov 30	1. Dartmouth Sunapee Region
State of New Hampshire	Concord		Keene-Nov 8	5. Monadnock Region
State of New Hampshire	Concord		Keene-Nov 8	5. Monadnock Region
Thompson Ames Historical	Gilford		Plymouth-Nov 28	3. Lakes Region
Town of Harrisville	Harrisville		Keene-Nov 8	5. Monadnock Region

Appendix E
Preservation Assessment Survey Application Form

NEW HAMPSHIRE LOCAL RECORDS EDUCATION PROJECT PRESERVATION PLANNING ASSESSMENT APPLICATION

The Preservation Planning Assessment will help you identify the risks to your collections due to environmental limitations, storage considerations, handling practices, and potential disasters. Applicants will benefit from spending time with the consultant during his/her site visit. Please plan on spending 1-2 hours with the consultant during the visit. The results will provide you with guidance on improving the environmental conditions, implementing a holdings maintenance plan, and identifying areas to strengthen in records handling practices. The Assessment does not examine specific holdings nor recommend treatment needs.

NAME:

ADDRESS:

PHONE:

EMAIL:

I am applying on behalf of (name of organization or municipality):

My role with the organization/municipality is:

My organization/municipality paid for my attendance at the NHLREP workshops

yes no

I have talked with other organizations that hold historical records in my town about the potential to work jointly to preserve and improve access to the community's historical records.

yes no

(If yes) These organizations are:

I attended the NHLREP Workshop at

on

(over)

Using what you have learned at *Essentials of Preserving and Providing Public Access to Records*, please identify three preservation actions you would like your organization to take. Please explain the priorities. This information will help the consultant use her/his on-site time efficiently,

1.

2.

3

Please mail completed form to: Julie Blain, Registrar, NHLREP, Dartmouth College, 6065 Webster Hall,
Hanover, NH 03755-3519