

**Appendix K**  
***Inventory* Fall/Winter 2003 View From**

## NH Local Records Education Project Report

### View from the site: Cook Memorial Library, Tamworth, NH

Chris Clyne, Genealogy & History Librarian

The successful first phase of an expansion and renovation project at the Cook Memorial Library in Tamworth was completed in December 2001. Still ahead is the second phase: finish, furnish and arrange a basement room to house a collection of historical materials including maps, diaries, letters and genealogical research information and equipment. Temporarily, this collection is kept on the first floor of the library, in the oldest part of the building, in a cramped space at the bottom of a clock tower. A much-needed catalyst to begin work on the second phase came in November 2002, after a library staff member attended The New Hampshire Local Records Education Project workshop, Stewardship: Collecting and Making Historical Records Available in Historical Societies and Libraries. The workshop provided information and a comprehensive guidebook for collecting and preserving historical materials. In addition, participation in the workshop included the opportunity to work at no cost with a consultant who would visit the library and provide guidance through a preservation planning assessment.

In preparation for the site visit library staff invited local people and organizations to discuss the storage, care, and collection of Tamworth's historical documents. Many organizations such as the Tamworth Historical Society and The Barnstormers Theatre have collections of organized materials that are accessible to at least some people. Other groups are looking for ways to organize and store their collections. As part of planning for the new genealogy and history center at the library, the staff wanted to determine what needs for document storage, organization, and access could be met at the library in a newly renovated space.

In April 2003 Cynthia Swank and Peter Parker from the Inlook Group of Portsmouth, NH visited Cook Memorial Library for three hours and met with staff and a volunteer to discuss how to design the new physical space. They reviewed policies and building plans, and examined the library's genealogy and history collection, as well as the unfinished basement. A month later the Inlook Group provided a comprehensive report to the library. They provided a preliminary floor plan and detailed information such as flooring specifications, how to test for temperature and humidity, and where to place bookshelves. Their design and suggestions have been reviewed by the library trustees and will be a helpful resource throughout the development of plans for the renovation project.

---

Hurricane coming? What do you do?

[www.themasterofdisaster.com/](http://www.themasterofdisaster.com/) features a one hour disaster plan.

[www.heritagepreservation.org/](http://www.heritagepreservation.org/) the special disaster section of their site has good advice if you are in the path of the hurricane.

## View from the Consultants: Inlook Group, Portsmouth, NH Peter Parker and Cynthia Swank

We had the pleasure of visiting Tamworth and providing advice to three community organizations – the Remick Country Doctor Museum and Farm, Tamworth Historical Society, and Cook Memorial Library. We visited the first two over a two day period in the Fall 2002 and then returned in the Spring 2003 for a site visit to the Library.

We did not have to make noises about cooperation among community organizations because they already were doing so! It was clear the very first day that Tamworth is one of those communities where cooperation and citizen involvement remain high, and not just modeling for the famous Women of Tamworth calendar. For instance, the Director of the Remick volunteers at the Historical Society has provided house room for processing some of the Historical Society's collections. During the Winter, the Library circulated a questionnaire and hosted a "local-records meeting" of community organizations, including the Barnstormers and Wonalancet Out Door Club, to begin the effort of identifying, preserving, and making more easily available the historical records that exist throughout town.

Rather than just listening and nodding at us, representatives of all three organizations made their concerns very clear. They were fully prepared before our arrival with what they wished us to comment upon and provided written policies, prior reports, and plans for us to review. While the three are very different organizations, the involvement of so many people from each of the organizations bodes well for their continued collaborative efforts.

## The Moose Comes Through

Editor

For those of you who proudly display a moose on your license plate, the payoff is finally here. The Moose license plate fund is reviewing applications for its first round of grants as you read this. Grants will be given in three areas: Historic Property project, Arts projects, and the NH State Library has funds called the Conservation Grant Program for non-profit publicly owned institutions to implement and to conduct preservation and conservation activities on materials that are significant to New Hampshire's cultural heritage and that are normally collected by libraries. As we understand it at present this includes books, photographs, manuscripts, and even artifacts. The successful grants announced in October will tell us a great deal more about what a successful project might look like. Since most of us were unaware of this first round, we should expect the August 2004 process to be highly competitive. For further information [check](http://www.state.nh.us/nhsl/moose.html) [www.state.nh.us/nhsl/moose.html](http://www.state.nh.us/nhsl/moose.html).

**Appendix L**  
**Publicity and Outreach**





**Appendix M**  
**Comments from Participants, Consultants**

## Comments from Participants

### Stratham Historical Society

Barbara K. Mann, Three of us attended both sessions. [The consultant s] report was excellent. It was very thorough, and she made suggestions as to how we can improve, that are sensible and do-able for us. Her report brought the entire workshop together for us. We have done some things for our disaster control plan, as a direct result of attending the workshop. It is a continual learning process, and you have enabled us to take a large step forward.

### Orford, NH

Carl Schmidt, influenced my thinking with respect to my participation as a member of the New Hampshire State Historical Resources Council, to my work at the local level with the Orford Historical Society, and to my plans to put my own family records and materials into order. [T]hank you and all those involved in sponsoring and arranging this important initiative. And I hope that it will be possible to continue and build on this effect in the future.

### Annon.

This project was the most worthwhile continuing education program any staff attended from our library because of the excellent follow up.

### Merrimack, NH

Consultant was wonderful and gave good recommendations for our limited budget.

### Deerfield Historical Society

Mel Grayhin, I also found the outreach and funding ideas to be very helpful, we have already started to implement some of them with encouraging results, and plan to do more. The 2<sup>nd</sup> workshop in particular was extremely energizing and helpful. Lynn Aber and Elizabeth Slomba did an excellent job.

### Anon

This was an excellent project with far-reaching results for NH! Although we struggle w/financial & personnel constraints we are attempting to implement as many recommendations as feasibly possible. We lack formal training and expertise in this area but can rise above this in certain areas thanks to these workshops. Well Done!

### Pillsbury Free Library, Warner

We plan to apply for a Conservation Grant in Aug 2003 to implement some of the recommendations of the Assessment. [The workshops] were very well put together and useful and inspiring.

### Dover City Clerk

Judy Gadette, After Lynn Aber did a records assessment of our vaults we have formed a municipal records committee per City Council resolution. Also we have applied for a records preservation grant through the NEH Grant Program. The classes I attended were extremely helpful and certainly pointed us in the right direction as we had done nothing before these as far as records preservation goes!

October 2003

M

Bedford Public Library

This workshop did heighten our awareness of the steps we need to begin to take. We are putting historical items in a locked room and they are being catalogued.

Jaffrey, NH

Robert Stephenson, My motive for participating was to spark an interest in Jaffrey for better care of town and historical society records. The foundation for this was established by my encouragement of our town clerk to attend sessions (different from mine). She was reasonably enthusiastic.

Tuck Museum/Hampton Historical Society

The presenters understand the limitations of small organizations. Our organization is looking into installing a HVAC system because of the recommendations of this project and a MAP assessment.

Thompson-Ames Historical Society of Gilford

Entered into a Historical Document Committee with the Town Clerk, Librarian, and the Historical Society.

Keene Public Library

We have transferred some [local history materials] to the Historical Society Of Cheshire County, since they do have climate control.

Holderness Historical Society

Mary Elizabeth Nielsen, workshops of much value and thank the Dartmouth College Library for sharing it with all of us in NH.

Holderness Historical Society

The consultant strongly recommended we make our storage area more environmentally safe. We have engaged a contractor to complete this project.

Cheshire County Registry of Deeds

Embrittled pages have been reinforced with acrylic coated Japanese Mulberry paper (reversible & acid-free). As soon as architects set up meetings they will receive a copy of the preservation assessment to be incorporated in renovation project!

Charleston (Trustee of Trust Funds)

Have used my new knowledge at the Fort at No. 4 and Charlestown Historical Society.

Dublin, NH

Dublin was doing a lot of these things already, but I always like to know what other people are doing.

Dudley-Tucker Library Raymond, NH

Created a list of priorities and a cost for implementing them. Both workshops were excellent.

### **Comments from Consultants**

Make a mailing list of assessment applicants available to NHAG for meetings; get NEA to do so for its Worcester meeting

Workshop guidelines — can they go online somewhere?

Workshops — Depended on who was there!

Establish a minimum and maximum attendance beforehand. Find out about the audience before starting!

Right way to do it: cooperation within the community/organization — we were assigned projects with 3 organizations in Tamworth, 2 organizations in Berlin, 3 departments and library in Concord.

It would be wonderful if I had both the town clerk and historical society/library person from the same town.

Too little time for site visits for some jobs.

Larger organizations should be treated differently. CT grant program bases maximum grant on population of town.

Not as positive as jobs where client is paying — already have sold boss, selectmen on need. Success may be less likely. Free advice will it be taken seriously?

Have endorsement of board of selectmen/head person as part of application. Also encourage applicant at time of site visit to have consultant meet selectmen. Ask the question: for whom is the report written? Provide basic information about the town, organization in advance web site, town report, brochure, collections policy.

Need to stress policies more in the workshops, particularly collection development and management.

**Appendix N**  
**Preservation Assessment Awards**

	Type of organization	Consultant	Attended Wkshop @	Date	Date of Completion
Town of Troy. Clerk's Office	Local Government	Barbara Miles	Keene	Fall 2001	6/6/02
Town of Richmond. Clerk's Office	Local Government	Melissa Mannon	Keene	Fall 2001	5/23/02
Richmond Archives	Library	Melissa Mannon	Keene	Fall 2001	5/29/02
Town of Peterborough	Local Government	Melissa Mannon	Keene	Fall 2001	9/12/02
Town Of Madison. Clerk's Office	Local Government	Inlook Group	Conway	Fall 2001	6/20/02
Conway Public Library	Library	Inlook Group	Conway	Fall 2001	5/9/02
Thompson-Ames HS, Gifford	Historical Society	Melissa Mannon	Plymouth	Fall 2001	7/1/02
Town of Gifford. Clerk's Office	Local Government	Melissa Mannon	Plymouth	Fall 2001	8/6/02
Gifford Public Library	Library	Melissa Mannon	Plymouth	Fall 2001	8/6/02
Hill Historical Society	Historical Society	Lianne Hanson	Plymouth	Fall 2001	6/16/02
Centre Harbor Historical Society	Historical Society	Melissa Mannon	Plymouth	Fall 2001	9/13/02
Converse Free Library (Lyme Historians, Inc.)	Library	Selene Colburn	Hanover	Fall 2001	7/30/03
Hudson Historical Society	Historical Society	Melissa Mannon	Nashua	Fall 2001	n.d.
Hills Memorial Library (Hudson)	Library	Melissa Mannon	Nashua	Fall 2001	5/17/03
Town of Hudson. Clerk's Office	Local Government	Melissa Mannon	Nashua	Fall 2001	
City of Nashua. Develop. Div.	Local Government	Inlook Group	Nashua	Fall 2001	2/1/03
Nashua Historical Society	Historical Society	Eva Garcelon	Nashua	Fall 2001	6/-/03
Salisbury Historical Society	Historical Society	Lianne Hanson	Concord	Spring 2002	10/1/02
Belknap County Registry of Deeds	Local Government	Inlook Group	Concord	Spring 2002	7/6/02
City of Merrimack. Clerk's Office/Tax Co.	Local Government	Melissa Mannon	Concord	Spring 2002	n.d.
Concord Public Library	Library	Inlook Group	Concord	Spring 2002	1/13/03
Pillsbury Free Library (Warner)	Library	Barbara Miles	Concord	Spring 2002	10/31/02
City of Concord. General Services	Local Government	Inlook Group	Concord	Spring 2002	8/6/02
City of Concord. Engineering Dept.	Local Government	Inlook Group	Concord	Spring 2002	8/6/02
City of Concord. Clerk's Office	Local Government	Inlook Group	Concord	Spring 2002	8/6/02

Tamworth Historical Society	Historical Society	Inlook Group	Berlin	Spring 2002	11/11/02
Town of Errol. Clerk's Office	Local Government	Inlook Group	Berlin	Spring 2002	10/2/02
Berlin & Coos Co. Historical Soc.	Historical Society	Inlook Group	Berlin	Spring 2002	10/4/02
Northern Forest Heritage Park	Museum	Inlook Group	Berlin	Spring 2002	10/21/02
Remick Museum	Museum	Inlook Group	Berlin	Spring 2002	11/4/02
City of Dover. Clerk's Office	Local Government	Lynn Aber	Portsmouth	Spring 2002	3/13/03
Stratham Historical Society	Historical Society	Lynn Aber	Portsmouth	Spring 2002	5/18/03
Chesterfield Historical Society	Historical Society	Barbara Miles	Portsmouth	Spring 2002	2/1/03
Exeter Historical Society	Historical Society	Lynn Aber	Portsmouth	Spring 2002	4/6/03
Bennington Historical Society	Historical Society	Dan Daily	Manchester	Spring 2002	11/15/03
Nesmith Library (Windham)	Library	Melissa Mannon	Manchester	Spring 2002	8/16/02
Griffin Free Public Library	Library	Melissa Mannon	Manchester	Spring 2002	n.d.
Raymond Historical Society	Historical Society	Elizabeth Slomba	Manchester	Spring 2002	6/27/03
Town of Goffstown. Support Serv.	Local Government	Elizabeth Slomba	Manchester	Spring 2002	2/19/03
Cheshire Co. Registry of Deeds	Local Government	Inlook Group	Manchester	Spring 2002	1/31/03
Coos County Registry of Deeds	Local Government	Dan Daily	Littleton	Fall 2002	9/8/03
Town of Hampton. Clerk/HHC	Local Government	Lynn Aber	Portsmouth	Fall 2002	5/26/03
Dover Public Library	Library	Lynn Aber	Portsmouth	Fall 2002	2/24/03
Tuck Museum/ Hampton Hist. Soc.	Historical Society	Lynn Aber	Portsmouth	Fall 2002	6/24/03
NH Division of Hist. Resources	State Government	Inlook Group	Concord	Fall 2002	5/19/03
Town of Gilmanton. Clerk's Office	Local Government	Inlook Group	Concord	Fall 2002	3/10/03
Cook Memorial Library (Tainworth)	Library	Inlook Group	Concord	Fall 2002	5/16/03
Town of Warner. Clerk's Office	Local Government	Barbara Miles	Concord	Fall 2002	1/30/03
Laconia Public Library	Library	Lianne Hanson	Concord	Fall 2002	3/--/03
Sanbornton Historical Document Fdn.	Historical Society	Elizabeth Slomba	Concord	Fall 2002	6/27/03
Holderness Historical Society	Historical Society	Elizabeth Slomba	Concord	Fall 2002	6/--/03
Unity Historical Society	Historical Society	Barbara Miles	Manchester	Fall 2002	completed, although rep
City of Rochester. Clerk's Office	Local Government	Inlook Group	Exeter	Fall 2002	3/23/03