

Collections Committee Activity Report, 2011

Collections Committee Goals: In order to achieve and maintain the goals expressed in our Mission and Vision Statements, my vision for the Collection Committee's aims has been to develop public and professional recognition of the Museum for the unique historical information it contains in its archives and in its exhibits; and to continue to collect and preserve a well documented, thorough and highly informative body of information for all who wish to access our Collection.

1. Collections Room Physical Arrangement:

The room has been cleared and arranged so that items may be easily located and identified. Necessary work space has been arranged, and the overall establishment of a professional, well-designed workspace has been achieved.

2. Archiving:

a. The Calarco File #2009.2: This very significant, scholarly collection of valuable research materials is being given the time and devotion it deserves. Progress is slow, yet I can report that a database, consisting of 3/4 of the information housed in the Collection, is ready for the public.

b. Organization of the records in the Collections file cabinet: These files contain research of any kind done, related to the history and development of the Museum, advertising, publicity, photographs, published articles, forms, contacts, programs, documents, etc. Any information that is not of an office/business nature will be housed in this file.

3. Budget:

The Collections Committee has justified a need for a budget to be spent on archive materials such as interleaving paper, boxes, envelopes, any stationery necessary and technology required to meet our goals.

4. Forms & Procedures:

Any forms necessary for Collections procedures to operate in an orderly fashion, have been created. A notebook containing all of these forms and procedures, is now available.

5. Meetings:

The Committee has decided to meet on an as needed basis, rather than on a specific schedule. My Committee chairman is always available, and our work together has been very satisfying. We have met several times throughout this period.

6. Library:

I would like to include our newly established research library under the umbrella of Collections, as the materials fold and blend so easily with the concept of Collections. These initial holdings are scholarly and unique and they deserve care and monitoring. Shelving will be built and items will be placed in orderly and accessible fashion. Signage and rules for using the room have been developed. It is my vision to focus on adding more important literature to this collection, over time.

7. NNYLN (The Northern New York Library Network & New York Heritage Site):

A major step toward our Museum gaining scholarly recognition is our decision to become a part of the northern New York library and museum network. This network reaches a huge population of viewers and we are prepared and proud to be counted among our peers. We are in the process of joining. This will afford us broad visibility among those who seek information related to our mission and materials.

8. NCUGRHA Website:

This item is still in the "wishing" stages. It is my vision that over the next year, Collections may meet with the website committee to discuss adding a Collections a link to our website. I have developed photos and text that I believe may contribute even more depth and information to what already is a beautifully designed and informative layout.

Respectfully submitted,
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