

MARAC SPRING 2023

S9: They're in a Better Place Now:
Navigating Collection Transfers

Thank you to our sponsor





Rehoming the *Reading Eagle*

Jasmine Smith

Alvernia University Library
Archives and Special Collections

Alvernia University Archives and Special Collections

- ◇ Collecting scope
 - ◇ University historical and administrative records
 - ◇ Select artifacts, such as university branded glassware, blazers, and paintings
- ◇ Special collections
 - ◇ John Updike materials
 - ◇ Senator Michael O'Pake
 - ◇ Special collections that will demonstrably support curriculum



The Story of the *Reading Eagle* Collection

- ◆ Small local newspaper purchased by national news company
- ◆ Last minute need for home
- ◆ Administration agreed to take it

Information gathering revealed:

◆ Scope and location of collection



◆ Transfer conditions of collection





Reasons to transfer:

- ◆ Warehouse space
- ◆ Quantity
- ◆ Time limits



More reasons to transfer

- ◇ Scope
- ◇ Resources
 - ◇ Staff
 - ◇ Ease of access

Transfer process

- ◆ Establish whether the collection needs to stay together or can be separated
- ◆ Find willing partner(s)
 - ◆ We went to the best-fit organizations first, then branched out
- ◆ Work with internal stakeholders
 - ◆ We have relied on support from our facilities department
 - ◆ Academic departments have weighed in on possible partners or curriculum support
- ◆ Work out a process with your partner(s) that adheres to your own internal policies and general best practices



Our process

Receipt No. 1447

Temporary Custody Receipt

Historical Society of Berks County, 940 Centre Avenue, Reading, PA 19601

This is to acknowledge receipt of the items listed below by the Historical Society of Berks County from:

Name:	_____
Address:	_____

City:	_____
Work#:	_____
Website:	_____

The items listed below are left in the custody of the Historical Society of Berks County to be considered as:

- ☐ An unconditional donation. The Museum reserves the right to keep, lend, or otherwise dispose of the donated material.
- ☒ To be considered for acquisition.
- ☐ For identification. Does not constitute an authentication; will not include appraisals. Museum reserves the right to photograph.
- ☐ For other. Please specify _____

Disposition if not accepted for accession: *Haverma University and Berks History Center*
☒ Source will pick up ☒ Please dispose of or destroy ☒ May be sold to benefit *will discuss after review of*
Historical Society of Berks County *material.*

Items and Description

Twenty four (24) cu. ft. of newspaper clippings from the Reading Eagle "clip morgue"

- ♦ Moving agreed upon materials in small batches
 - ♦ Keeping partners in Facilities informed of needs and plans
- ♦ Using Temporary Custody Forms to document each batch
- ♦ Document weeding done at partner site via email
- ♦ Final Deed of Gift will be signed when transfer process is complete

End goal



- ◆ The *Reading Eagle* collection will reside in institutions with appropriate space, resources, and constituency for the materials
- ◆ Deeds of gift formally transfer ownership to other repositories
- ◆ Ancillary materials (e.g. filing cabinets) are responsibly disposed of



Jasmine Smith

Jasmine.smith@alvernia.edu

Being the Better Place:

Providing Reference in Transferred Collections

Bethany J. Antos
Rockefeller Archive
Center

MARAC Spring 2023
Virtual Meeting
April 27, 2023

American Conservation Association

Population Council

Rockefeller Brothers Fund

Social Science Research Council

Asia Society

Rockefeller University

General Education Board

Taconic Foundation

China Medical Board

Bureau of Social Hygiene

Near East Foundation

Commonwealth Fund

Rockefeller Foundation



Rockefeller Family

National Committee on US-China Relations

Russell Sage Foundation

International Basic Economy Corporation

Laura Spelman Rockefeller Memorial

“The Rockefeller Archive Center is a repository of historical materials and a research center dedicated to the study of philanthropy and the many domains touched by American foundations, individual donors, and the civil society organizations they support.”



The Reading Room.

Title	Creator	Date	Item Type	Date Ad...▼
The Life and Times of Modern Physics: History of Physics II	Phillips	1992	Book	3/30/202...
เชื้อโรค ร่างกาย และรัฐเวชกรรม: ประวัติศาสตร์การแพทย์สมัยใหม่ในสังคมไทย [Patho...	Phũaksom	2007	Book	3/30/202...
Czas Nielsa Bohra: w fizyce, filozofii i polityce	Pais	2006	Book	3/30/202...
Robots, Machines in Man's Image	Asimov and...	1985	Book	3/29/202...
Edwin Ellen Goldmann (1862–1913)	Adam and ...	2023	Journal Ar...	3/29/202...
Field Station Bahia: Brazil in the Work of Lorenzo Dow Turner, E. Franklin Frazie...	Sansone	2023	Book	3/28/202...
메치니코프와 번역: 현대의학의 흐름을 바꾼 위대한 과학자의 열정과 삶 [Immu...	Vikhanski	2017	Book	3/28/202...
The AIA and Public-Private Collaborations in Response to the 1950 Cusco Eart...	Covert	2023-03	Report	3/27/202...
Dogópolis: Cómo los perros conformaron las ciudades modernas	Pearson	2023	Book	3/27/202...
爱德华·萨丕尔: 语言学家, 人类学家, 人文主义者 [Edward Sapir: Linguist, Anthro...	Darnell	2016	Book	3/27/202...
Niels Bohr: omul și epoca, în fizică, politică și filosofie	Pais	2001	Book	3/26/202...
Refined Material: Petroculture and Modernity in Venezuela	Moncada	2023	Book	3/25/202...
Within International Law's Sistine Chapel: José María Sert y Badia's 'The Lesson...	Villamarín ...	2023	Report	3/25/202...
不同的音调: 自闭症的故事 [In a Different Key: The Story of Autism]	Donvan an...	2019	Book	3/24/202...
"How to Not Win Friends": Mundane Matters, Constant Critique, and the Rock...	Tally	2023	Journal Ar...	3/24/202...

Some recent additions to the Bibliography of Scholarship.

Initial Negotiations

Ford Foundation Transfers Early Records to Rockefeller Archive Center

April 10, 2012

The Ford Foundation has transferred thousands of items in its archives, including grant records, films, oral histories, and unpublished reports, to the Rockefeller Archive Center in Sleepy Hollow, New York, where researchers will be able to access them, the New York Times reports.

Ford Foundation
477 Madison Avenue
New York 22, N. Y.

The Rockefeller Foundation
111 West 50th Street
New York 20, N. Y.

NOVEMBER 29, 1963

Foundation, Richard Magat, Plaza 1-2900
Rockefeller Foundation, Henry Romney, Columbus 5-8100

Lopez Mateos of Mexico will sign papers authorizing
the project, referred to in this release, on the
November 29th. A simultaneous announcement
will be made in Mexico City at that time.

Foundation and the Rockefeller Foundation today
announced a grant of nearly \$4 million for the development, in co-
operation with the Ministry of Agriculture, of a major agricultural-

sciences complex at Chapingo, near Mexico City. President Adolfo Lopez Mateos
was scheduled to sign papers this afternoon authorizing the project.

The Physical Transfer



Lebanon-Ford Foundation Field Office, Beirut, 1965.



Ford microfilm storage at the Archive Center.

Between November 2011 and February 2012, over 1,500 cubic feet of boxes and 10,750 reels of microfilm were packed and shipped to the Archive Center.

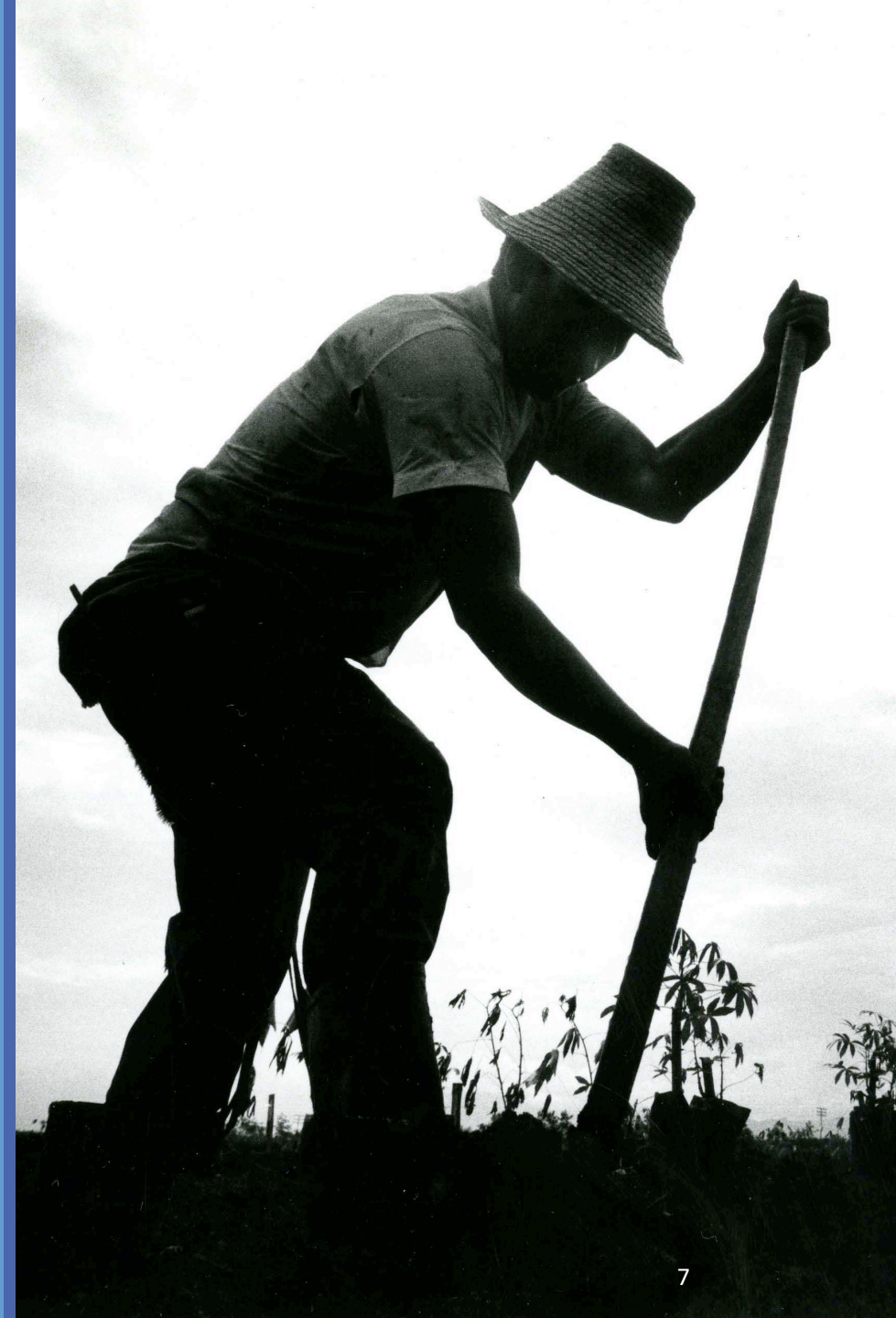
The Ford Archives at the Ford Foundation



University of Manchester, Manchester Business School, 1969.

The Ford Archives at the Ford Foundation

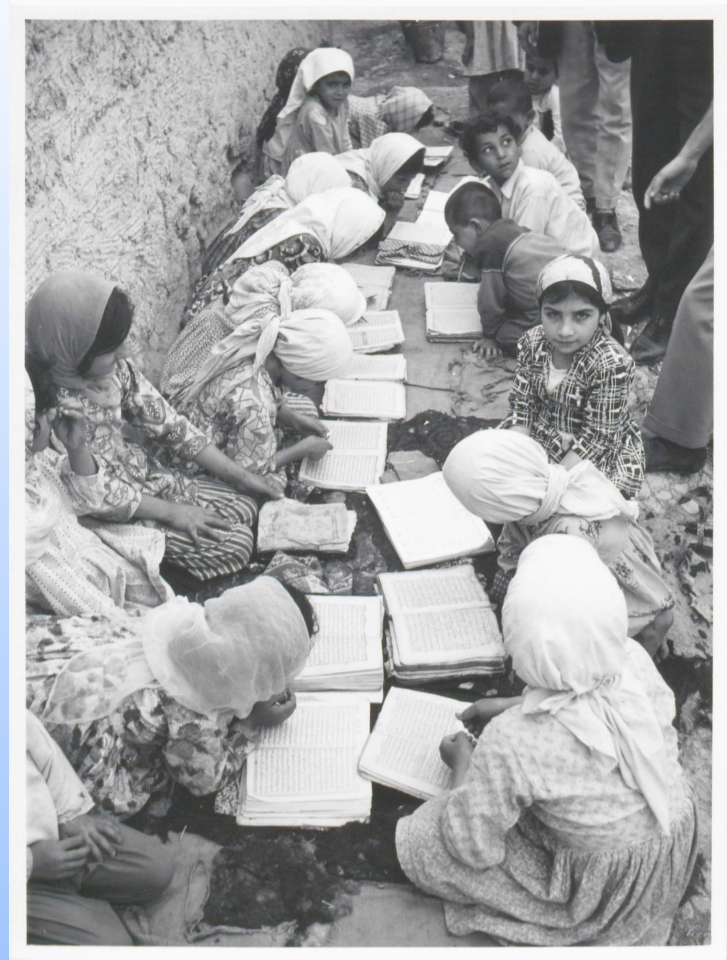
Colombia – International Center for Tropical Agriculture (CIAT).



Reference Tools

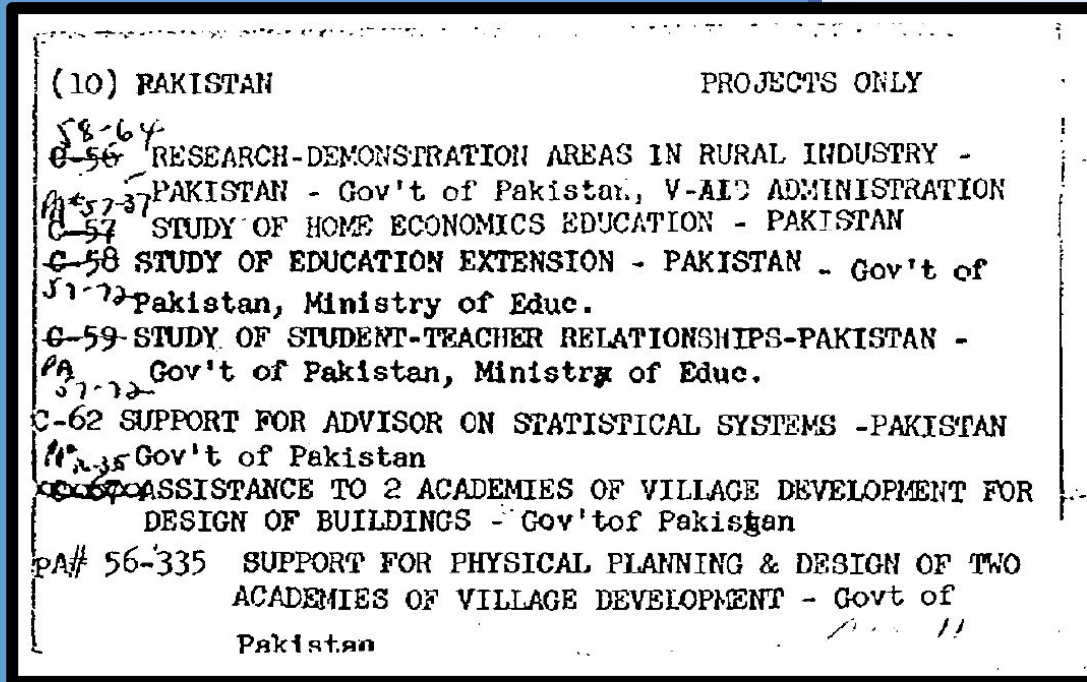
Grant amount (M210)	Reel #	Grant purpose (M211)	Grantee name (M212)	Grant date (M362)	Grant # (M592)
\$2,500.00;\$2,500.00	0165	SUPPORT FOR CONFERENCE ON RESEARCH IN METROPOLITAN GOVERNMENT	Institute of Public Administration	01/31/1957-01/31/1957	05700101
\$30,000.00;\$30,000.00	0511	LANGUAGE TRAINING AND GENERAL ORIENTATION AT ST. MICHAEL'S COLLEGE FOR HUNGARIAN STUDENT REFUGEES	Institute Of International Education, Inc.	02/07/1957-08/06/1957	05700103
\$148,500.00;\$146,923.13	2511;2512;3833	TRAINING OF VILLAGE EXTENSION WORKERS IN METHODS OF ORGANIZING AND SERVICING VILLAGE YOUTH ACTIVITIES	Government of India	04/01/1957-03/31/1965	05700104
\$10,000.00;\$10,000.00	0018	SUPPORT FOR FIFTEENTH INTERNATIONAL CONGRESS OF PSYCHOLOGY	American Psychological Association	02/12/1957-02/11/1958	05700105
\$37,500.00;\$27,244.42	0179	SUPPORT RELEASED TIME OF FACULTY FOR EDUCATIONAL TELEVISION PROGRAMMING	University of Wisconsin-Madison	02/13/1957-02/12/1960	05700107
\$18,000.00;\$18,000.00	0025	SUPPORT OF RESEARCH CONFERENCES AND	The London School Of Economics And Political Science	02/18/1957-02/17/1960	05700108

A reorganized version of the original Ford grants spreadsheet.



Iran – Gorgan Rural Development, Village Development Program, 1963.

Reference Tools

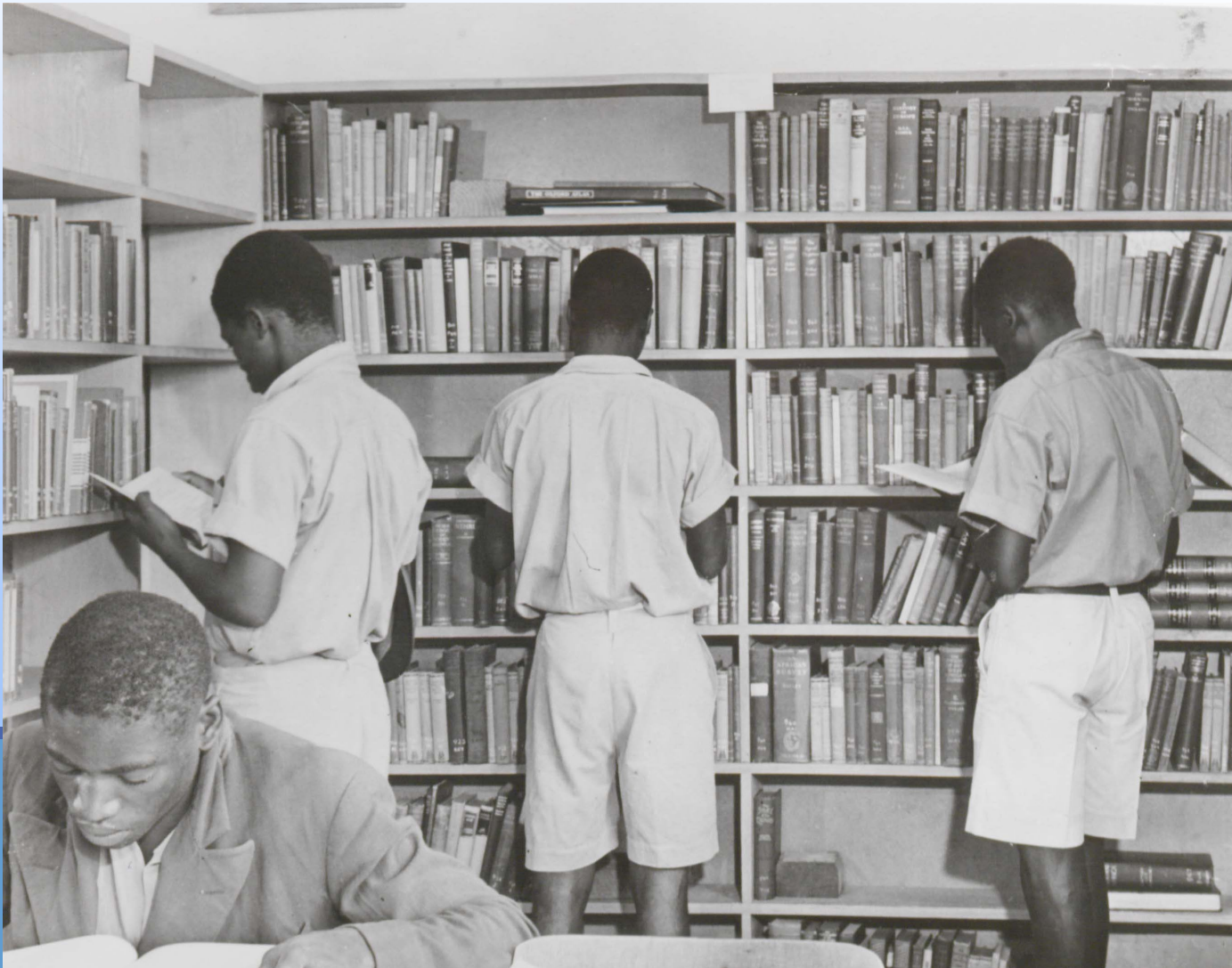


*One of the 450,000+
Ford Foundation Index Cards.*



Lebanon – Ford Foundation Field Office, Beirut, 1965.

Crunch Time!



Library, Munali African Secondary School,
Lusaka, Northern Rhodesia, 1960.

AREA IV (1)

See Gen 54: AREA IV - excerpt from Information Bulletin # 12 of 12/20 re suggested national scholarship program being approved in principle by Trustees

See Gen 55: AREA IV - re criteria for general support of liberal arts colleges

PA # 55-110 NATIONAL SCHOLARSHIP PROGRAM - FF

FUND FILE "R" - EDUCATION PROGRAM - FF

B-536 UNIVERSITY AND COLLEGE INTERNSHIP PROGRAM IN ADMINISTRATION - FF

See Gen 55: AREA IV - re shortage of scientists and engineers

See Gen 55: AREA IV - re question of Financial Aid to private secondary schools (Clarence Faust) ^{DESTROYED 10/8/62}

L6-834 re possible program in Graduate Aid(FF-Area IV) _{DATA 2}

"Decoding" a Ford Foundation index card.

Gen. Corr. File →

Grant File →

Project File →

Log File →

AREA IV (1)

See Gen 54: AREA IV - excerpt from Information Bulletin # 12 of 12/20 re suggested national scholarship program being approved in principle by Trustees

See Gen 55: AREA IV - re criteria for general support of liberal arts colleges

PA # 55-110 NATIONAL SCHOLARSHIP PROGRAM - FF

FUND FILE "R" - EDUCATION PROGRAM - FF

B-536 UNIVERSITY AND COLLEGE INTERNSHIP PROGRAM IN ADMINISTRATION - FF

See Gen 55: AREA IV - re shortage of scientists and engineers

See Gen 55: AREA IV - re question of Financial Aid to private secondary schools (Clarence Faust) ^{DESTROYED 10/8/62}

L6-834 re possible program in Graduate Aid(FF-Area IV) _{DATA 2}

HOME ECONOMICS

(9)

see gen 59: SHEIKH, ANWAR (Mrs.)- re appt. home economics consultant in the Directorate-General of Community Development and Social Welfare

L9-1273 Association of Head Mistresses of Ceylon-Re Establishment of College of Home Economics in Ceylon(M.E. Simon)

see gen 60:BIRKY, PAULINE E.(Mrs.)-re survey of the training ~~PA*60-335~~of overseas personnel(Herman M. Weisman)

~~D-100~~ POST-GRADUATE TRAINING AND RESEARCH IN HOME

~~L0-247~~ SCIENCE - Baroda University

~~D-117~~ HOME SCIENCE EXTENSION - Allahabad Agricultural Inst. India

See Gen 60: AMERICAN ASSOCIATION OF LAND-GRANT COLLEGES AND STATE UNIVERSITIES - re statement of objectives & future directions in Home Eco. in Land-Grant Colleges & Universities (Lela O'Toole) *see # 10*



~~PA*60-335~~of overseas personnel(Herman M. Weisman)
~~D-100~~ POST-GRADUATE TRAINING AND RESEARCH IN HOME
SCIENCE - Baroda University



2912	POSTGRADUATE TRAINING AND RESEARCH IN HOME SCIENCE AT THE UNIVERSITY IN INDIA	Maharaja Sayajirao University of Baroda	07/08/1960- 07/02/1974	06000335
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Reference Tools



India – College of Home Science, Baroda, 1967.

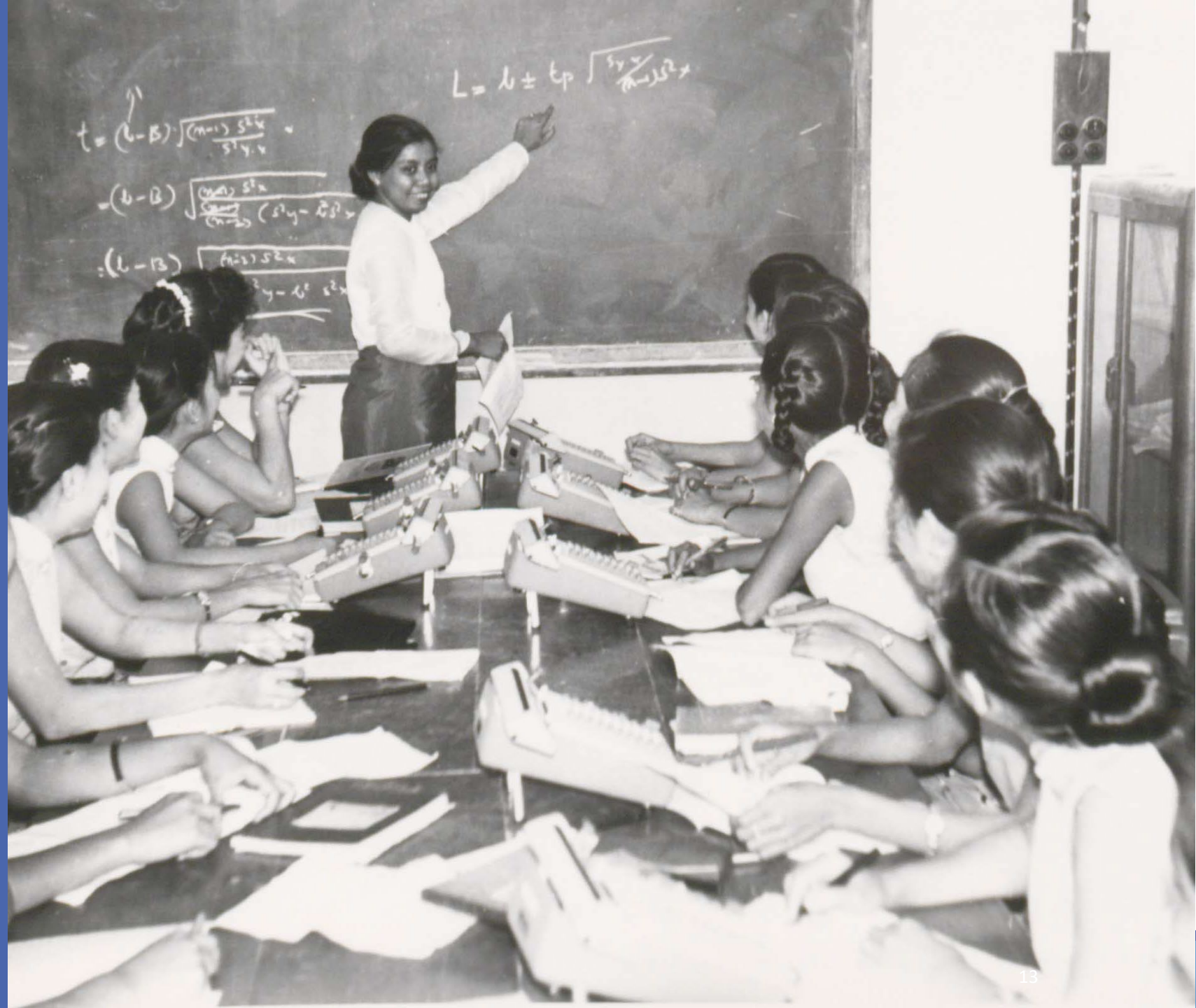
Providing Reference



*Argentina – Torcuato Di Tella Institute,
Office of the Economic Research
Center, 1963.*

Sharing Sessions for Staff

*Burma – University of Rangoon –
Teaching and Research in Statistics and
Agricultural Economics, 1962.*



Dealing with the Unexpected



Mexico – National School of Agriculture, Chapingo, 1963.



Iran – Near East Foundation, Demonstration Project, Mamazon, 1956.

Thank you!

Bethany Antos
Rockefeller Archive Center
bantos@rockarch.org

*University College, Ibadan, campus as seen
through the Library patterned façade, 1963.*



SHOULD IT STAY OR SHOULD IT GO?

Using Reappraisal and Deaccessioning
as Collection Management Tools

Sandra Glascock

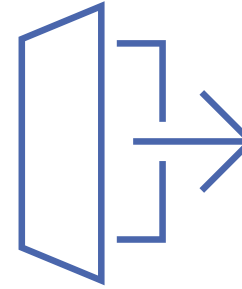
Maryland Center for History and Culture

MARAC Spring 2023



Reappraisal

The process of identifying materials that no longer merit inclusion in an archives and that are candidates for deaccessioning.



Deaccessioning

The process by which an archives, museum, or library permanently removes accessioned materials from its holdings.

Maryland Center for History and Culture

- Collecting materials since 1844
- H. Furlong Baldwin Library holds more than 7 million items
- 2005 when first official Library Collection Development policy written and approved



Backlog and Storage Space

- January 2021 regularly back onsite and time for a collections assessment
- Large backlog of unprocessed materials
- Running out of storage both for processed and unprocessed collections
- Due to lack of collection development policy and appraisal standards

Preparation

- Conversations about procedures with MCHC Museum Department and other institutions such as the Valentine Museum
- SAA's "Guidelines for Reappraisal and Deaccessioning"
- Survey of acquisitions spreadsheet
- Start by reappraising unprocessed collections:
 - Material no longer falls under the current Special Collections Development Policy
 - Over 5 boxes
 - Signed Deed of Gift

Results

- Establishment of workflow and documentation procedures
- Within 2 years approximately 50 linear feet of material has been deaccessioned
- The “Better Places” include:
 - Hagley Museum & Library
 - Baltimore Museum of Industry
 - McDaniel College Archives
 - The original donors



Case Study: Pattison Auction House Records

Reappraisal Form

Who conducted the reappraisal: Sandra Glascock, Special Collections Archivist

Date: 7/15/2021

Name of collection/records series: Pattison Auction House Records

Accession Number or Collection Number: Accession Number 003536 (collection is unprocessed)

Records Retention Schedules: _____

Donor's/Record Creator's Contact Information: Sam W. Rea (died 2003)

Biography/History: Sam W. Pattison established the auction house in 1893 and in 1944 Sam Rea took over as owner of "Sam W. Pattison & Co." located at 407 N. Howard Street. According to a son, Mr. Rea "was willing to auction almost anything. He often said he wouldn't sell food or livestock but would consider anything else." Mr. Rea retired in 1988 and the business closed. (info from Baltimore Sun obituary for Sam Rea, 2003 April 22).

Relationship with/within repository: _____

Correspondence/collection file reviewed? Yes

Agreements (e.g. Deed of Gift, Records Transfer Forms): DOG signed 1988 December 30

Acquisition dates: 1988

Size of collection: approximately 38-40 records boxes, 13 accordion boxes, 26 loose ledgers and 6 large cabinet drawers

Content of collection/series: Sales Records, 1932-1984; Clipping Books (Auction Notices), 1911-1969; Receiving Books, 1918-1923; Daybooks, 1916-1976; Cash Received, 1944-1966; Cash Books, 1927-1965; Journal, 1923-1931; General Ledgers, 1939-1966; Property Sale Contracts, 1917-1964; Appraisals, 1963-1984; Invoices, 1913-1967; Bills of Lading, 1980-1983; Retail Sales Tax Records, 1954-1969; Stores Bills, 1934, 1960s-1970s; Police Department Permits (Pistols), 1949-1961; Correspondence, 1934-1960s; Taylor and Creamer Auction Records, 1883-1888; Dance Instructions, 19th century; Printed Ephemera (business cards)

Has the collection been used? The business cards were processed and housed in the Ephemera Collection and the two dance instructions were processed as manuscript vertical files. The rest of the collection has been in the Enoch Pratt basement probably since 1988.

If yes, how many times and when? _____

Is it cited in a publication or exhibit? _____

Where is the collection described:

Paper finding aid: _____

Online catalog records: _____

EAD: _____

Elsewhere: Only described in the DOG and the acquisitions excel document.

Physical condition and history of conservation treatments: Fair. The boxes are covered in decades of dust but most of the paperwork, though somewhat brittle, is stable. Some of the ledgers may have mold.

World Cat and NUCMC search results: _____

Financial files/Foundation records: _____

Collecting policies from the date(s) of acquisition: _____

Who owns the collection? How? MCHC owns the collection via signed DOG from 1988—"complete title of ownership passes to the Society"

DECISION: Deaccession. The material lacks relevant historical significance or research value and the conservation, processing, and storage requirements for the material are beyond MCHC's capacities or are not commensurate with the importance of the material to our collections.

Case Study: Pattison Auction House Records



DEACCESSIONING FORM

Collection Number: unprocessed

Collection Name: Pattison Auction House records

Accession Number: 003536

Items to deaccession: The entire collection consisting of approximately 38-40 records boxes, 13 accordion boxes, 26 loose ledgers, and 6 large cabinet drawers. Materials include sales records, day books, cash books, store bills, tax records, and invoices from circa 1910-1984.

Donor: Sam W. Rea

Deed on file? Yes

Restrictions? None

Criteria for deaccession: circle all that apply

1. The material no longer falls under the current Special Collections Development Policy
- ☒ 2. The material lacks relevant historical significance or research value as described in the MCHC mission and criteria for accessions.
3. The material is a duplicate or near duplicate of other (or better) examples in the collection.
4. The material has deteriorated to a point that it can no longer be used for exhibition, research, or study purposes.
5. Extensive research has determined that the material is a fake or forgery.
- ☒ 6. Maintenance, care, and storage requirements for the material are beyond MCHC's capacities, or are not commensurate with the importance of the material to the collection.
7. The material is more relevant to another institution where it might receive more exhibition, research, or study opportunities than MCHC can provide.
8. The material is hazardous to people and/or other items in the collection.

Comments

History: Sam W. Pattison established the auction house in 1893 and in 1944 Sam Rea took over as owner of "Sam W. Pattison & Co." located at 407 N. Howard Street. According to a son, Mr. Rea "was willing to auction almost anything. He often said he wouldn't sell food or livestock but would consider anything else." Mr. Rea retired in 1988 and the business closed. (info from Baltimore Sun obituary for Sam Rea, 2003 April 22).

Condition: Fair. The boxes are covered in decades of dust due to being housed in the Enoch Pratt House basement probably since its acquisition. But most of the paperwork, though somewhat brittle, is stable. Some of the ledgers may have mold.

Title and ownership: MCHC owns these items through the donor.

Recommendation by staff: The records only contain very mundane information. The financial records typically just contain the name (sometimes just the last name) of the consigner and do not include an

Confidential

Page 1

11/2/2021



object's history or description. The objects are primarily everyday items such as baskets, stands, blankets, lamps, and chairs.

The recommendation is to deaccession the entire collection and then transfer, sell at auction, or witness destruction.

Form prepared by: Sandra Glascock 7/21/2021
(name) (date)

Date to Library Committee: July 27 2021

☒ APPROVE ☐ DISAPPROVE (circle one)

Signature of Library Committee Chair: Robert W. Schoeberlein
Robert Schoeberlein (date)

Date to Executive Committee/Board of Trustees: July 27 2021

☒ APPROVE ☐ DISAPPROVE (circle one)

Signature of Chairman of the Board: Clinton Daly 12-6-21
Clinton Daly (date)

Method of disposal (please list specific vendor, transfer location, etc.):

Auction:	Date:	Value:
Transfer: Hagley Museum & Library	Date: 11/01/2021	
Exchange:	Date:	Value:
Witnessed destruction:	Date:	
Other:	Date:	

Records to be updated:

Item(s) photographed:	Date:
Accession file:	Date: 11/02/2021

By: Sandra Glascock 11/2/2021
(name) (date)

Confidential

Page 2

11/2/2021

Case Study: Pattison Auction House Records

Off to their new home at the Hagley!



Case Study: Pattison Auction House Records

Deaccessions

▼ Whole

Description	DEACCESSIONED all materials except the business cards and dance instructions which had already been processed sometime prior to the 2021 reappraisal/deaccession. The business cards are in the Ephemera Collection and the dance instructions are cataloged as manuscript vertical files.
Reason	The material lacks relevant historical significance or research value and the conservation, processing, and storage requirements for the material are beyond MCHC's capacities or are not commensurate with the importance of the material to our collections.
Disposition	Deaccession approved by Library Committee on 2021 July 27. Transferred to the Hagley Museum and Library via Kevin Martin, Curator of Archives, 2021 November 1.
Notification Given?	False
Portion	Whole

Deaccession Date

► Deaccession 2021 July 27

Deaccession (4595) Event

Basic Information

Type	Deaccession
Outcome	Fulfilled
Outcome Note	Pattison Auction House records deaccession approved by Library Committee on 2021 July 27. Transferred to the Hagley Museum and Library via Kevin Martin, Curator of Archives, 2021 November 1.

Event Date/Time

Label	Deaccession
Expression	2021 July 27
Type	Range

Agent Links

Agent Links [Maryland Center for History and Culture Library Committee](#)

Helpful Resources

- SAA's Guidelines for Reappraisal and Deaccessioning

https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf

- SAA's Abandoned Property Project

<https://www2.archivists.org/groups/accessioning-acquisitions-appraisal-section/abandoned-property-project>



Thank You!

Sandra Glascock

Special Collections Archivist, H. Furlong Baldwin Library

Maryland Center for History and Culture

sglascock@mdhistory.org