



MASSACHUSETTS
EYE AND EAR

Five-Year Preservation Plan for the Abraham Pollen Archives
FY 2021-2025



From the collection of the Abraham Pollen Archives:
Opera Omnia Anatomica et Chirurgica, Andreas Vesalius, 1725.
Inscription on pedestal reads “Genius lives on, all else is mortal.”

Introduction:

In October 2019 the Abraham Pollen Archives was fortunate enough to receive a federal grant from the Library Services and Technology Act funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. Two Preservation Specialists from the Northeast Document Conservation Center (Becky Geller and Stephanie Garafolo) came to the Archives later that month. During their visit, the Specialists evaluated the building and environments as they related to the needs of the collection; examined current policies, storage, and handling procedures; and assessed the general conditions of the materials in the collection. Their observations and recommendations were based on a pre-site visit questionnaire, a full-day site visit, and discussions with Archives staff.

The result of their visit was a 56-page document, "Report of a Preservation Needs Assessment". This Five-Year Preservation Plan for the Abraham Pollen Archives is based on their assessment and recommendations. The goals, objectives, and activities outlined here were drafted with the intent of balancing impact with feasibility. Focus was placed on actions that provide the broadest possible benefit to all collections and could realistically be carried out given the limited funds and staff. The plan will be reviewed annually and modified as preservation needs are addressed and new ones identified.

Brief history of Massachusetts Eye and Ear:

In 1824, two young doctors named John Jeffries and Edward Reynolds decided to take it upon themselves to treat the eye diseases of the Boston poor at a free public clinic. They recognized that if people could have early access to quality eye care, many eye diseases leading to blindness could be completely prevented, or the degree of vision lost could be greatly decreased. They rented one room, one afternoon a week, in the old Scollay Building, and the Boston Eye Infirmary was born. It quickly became apparent that the need was great and that they should expand the endeavor in terms of space, manpower, and services. Jeffries and Reynolds were able to rally a group of Boston's wealthy donors to support their dream of a new hospital, and in 1827 Governor Levi Lincoln approved an Act of Incorporation for the Massachusetts Charitable Eye and Ear Infirmary. The hospital soon became a magnet for ophthalmologists and otolaryngologists who wanted to practice the highest quality medicine and surgery. The hospital is today recognized as an international leader in clinical care, research, and education.

Brief history of the Howe Library:

In 1926, after a long career as an ophthalmologist, Dr. Lucien Howe gave a large part of his fortune to Harvard University to be used to endow a laboratory of ophthalmic research. Realizing that cutting-edge research could not be done without access to the latest literature, Dr. Howe wisely required that a library be established as part of the lab. An agreement was reached between Harvard and Massachusetts Eye and Ear (MEE) that both the lab and the library would be housed at MEE. The library was originally made up of the small collection of books and journals belonging to the hospital and the large personal library of Dr. Howe. It also had the great good fortune to enjoy the active interest of Dr. Howe's wife, Elizabeth. She was a fierce champion of her husband's library, making it her mission to ensure that MEE had as comprehensive a collection of ophthalmology literature as possible. Otolaryngologist Dr. Moses Lurie donated his library of texts and encouraged other doctors in the otolaryngology department to do the same. Thanks to the foresight and generosity of Dr. and Mrs. Howe and Dr. Lurie, the library became the intellectual hub of the hospital and continues to thrive into the 21st century.

Mission: The mission of the Libraries of Massachusetts Eye and Ear is to provide the highest quality information resources and services available for evidence-based decision making. Guided by the mission of the hospital, the library supports the patient care, educational, and research needs of the Mass. Eye and Ear community. Through its Archives and Rare Book Library, the library also preserves and promotes the rich heritage of the hospital.

The Abraham Pollen Archives:

One of the often-overlooked values of the Library lies in the priceless knowledge that has been gathered and preserved for future generations. The Abraham Pollen Archives contains the historical records and papers of the hospital, including Annual Reports from the 1800s to the present, many old case reports, an extensive photograph collection, a medical instrument collection, board records, and other hospital records.

Users of the Archives are doctors, researchers, descendants of previous staff doing genealogical research, current MEE staff, and administrators. These users are interested in our institution, our historic collections, and the local, national and international work supported by MEE and documented in our collections over the past 200 years.

Environment

Goal 1: Maintain environmental conditions that meet conservation standards for the long-term preservation of all collections.

Objective 1.1: Establish an environmental monitoring program for the Archives to accurately record temperature and relative humidity over time.

Activity 1.1.a: Research environmental monitoring equipment (datalogger). (FY 2021)

Activity 1.1.b: Purchase datalogger. (FY 2021)

Activity 1.1.c: Set up datalogger in Archives. (FY 2021)

Activity 1.1.d: Create a schedule to check data every month. (FY 2021)

Activity 1.1.e: Monitor and document temperature and relative humidity of the Archives. (FY 2021)

Activity 1.1.f: If issues are discovered through monitoring, work with Maintenance to calibrate and leverage the building HVAC systems to best maintain a stable and sustainable environment. (FY 2021)

Objective 1.2: Establish an integrated pest management program

Activity 1.2.a: Purchase sticky traps. (FY 2021)

Activity 1.2.b: Place sticky traps in Archives. ((FY 2021)

Activity 1.2.c: Monitor traps regularly, spreadsheet made with dates and initials of person checking. (FY 2021)

Activity 1.2.d: If issues are discovered through monitoring, work with Housekeeping/Maintenance to correct. (FY 2021)

Objective 1.3: Establish a policy to enclose and isolate any incoming materials to inspect them for mold damage and pests.

Activity 1.3.a: Research for how long various materials should be quarantined, and what sort of containers in which to enclose them. (FY 2021)

Activity 1.3.b: Write policy. (FY 2021)

Activity 1.3.c: Purchase appropriate enclosures. (FY 2021)

Activity 1.3.d: Create spreadsheet to document what was isolated, where it came from, when it arrived, how long it was quarantined, and results of the quarantine. (FY 2021)

Storage: Facilities and Containers

Goal 2: Provide for the proper housing and storage of collections.

Objective 2.1: Ensure that boxes/drawers/folders are not over or under filled.

Activity 2.1.a: Create a schedule for checking each shelf in the Archives for improper filling. (FY 2023)

Activity 2.1.b: Create a spreadsheet of which boxes/drawers/folders are improperly filled and exactly where they are located. (FY 2023)

Activity 2.1.c: Check each shelf. (FY 2023)

Activity 2.1.d: Purchase additional enclosures and spacers to correct improper filling. (FY 2023)

Activity 2.1.e: Use additional enclosures and spacers to correct improper filling, and note on spreadsheet. (FY 2023)

Objective 2.2: Ensure that all regular-sized volumes are shelved upright with no slumping.

Activity 2.2.a: Purchase more bookends. (FY 2022)

Activity 2.2.b: Use bookends to properly shelf regular-sized volumes. (FY 2022)

Objective 2.3: Assess binders and spiral bound documents for retention in the collection.

Activity 2.3.a: Review binders and spiral bound documents for rehousing. (FY 2025)

Activity 2.3.b: Discard any duplicates. (FY 2025)

Activity 2.3.c: Remove contents from binders/spiral binding if feasible, and transfer to folders or document cases. (FY 2025)

Objective 2.4: Protect damaged or fragile books that have a high priority for preservation.

Activity 2.4.a: Determine which books have a high priority for preservation. (FY 2023)

Activity 2.4.b: Investigate costs/pros/cons of purchasing vs. making custom boxes. (FY 2023)

Activity 2.4.c: Purchase or make custom boxes. (FY 2023)

Activity 2.4.d: Place books in custom boxes. (FY 2023)

Objective 2.5: Ensure books are not damaged by knifing bookends.

Activity 2.5.a: Purchase non-knifing bookends. (FY 2022)

Activity 2.5.b: Replace knifing bookends with non-knifing bookends. (FY 2022)

Objective 2.6: In the flat file case, ensure that folders are used to protect documents.

Activity 2.6.a: Inspect each document in the case. (FY 2024)

Activity 2.6.b: Research appropriate enclosures for disparate objects (photographs, drawings, blueprints, etc.). (FY 2024)

Activity 2.6.c: Purchase appropriate enclosures. (FY 2024)

Activity 2.6.d: Place each document in the appropriate enclosure, ensuring the enclosure is fitted to the size of the drawer. (FY 2024)

Objective 2.7: Rehouse glass stereoscopic slides in protective enclosures or boxes.

Activity 2.7.a: Research appropriate enclosures. (FY 2023)

Activity 2.7.b: Purchase enclosures. (FY 2023)

Activity 2.7.c: Rehouse slides in new enclosures. (FY 2023)

Objective 2.8: Rehouse photographs in chemically and mechanically stable enclosures.

Activity 2.8.a: Research types of enclosures. (FY 2025)

Activity 2.8.b: Purchase enclosures. (FY 2025)

Activity 2.8.c: Rehouse photos in new enclosures. (FY 2025)

Objective 2.9: Digitize and create finding aids for photographs.

Activity 2.9.a: Recruit volunteers and/or Simmons Archives Management students for this project. (FY 2021)

Activity 2.9.b: In consultation with the Library Director, start by weeding poor quality or irrelevant photos. (FY 2021)

Activity 2.9.c: Make sure all photos are in an appropriately labeled folder (e.g., a photo of an adult patient should not be in a folder labeled "Pediatric Patients"). (FY 2021)

Activity 2.9.d: Create list of potential subject headings for metadata tagging of all photos. Use Library of Congress Subject Headings. (FY 2022)

Activity 2.9.e: Scan and tag each photo. Tagging should also include location of original photograph for ease of access if necessary. (FY 2022 through completion)

Activity 2.9.f: Create finding aids. (FY 2025)

Activity 2.9.g: Upload finding aids and scanned photographs into Omeka/ArchivesSpace. (FY 2025)

Objective 2.10: Establish intellectual control over medical instrument collection.

Activity 2.10.a: Label all shelves in the Archives. (FY 2021)

Activity 2.10.b: Arrange and process the collection. (FY 2021)

Activity 2.10.c: Write DACS-compliant finding aid. (FY 2021)

Activity 2.10.d: Research unknown objects for relevance to collection. (FY 2021)

Objective 2.11: Rehouse instrument collection.

Activity 2.11.a: Order supplies to support rehousing/preservation needs. (FY 2021)

Activity 2.11.b: Identify and weed out duplicates. (FY 2021)

Activity 2.11.c: Rehouse instruments. (FY 2021 through completion)

Objective 2.12: Digitally reformat unstable media such as VHS tapes.

Activity 2.12.a: Research digital repository programs. (FY 2025)

Activity 2.12.b: Purchase digital repository program. (FY 2025)

Activity 2.12.c: Transfer unstable media. (FY 2025)

Activity 2.12.d: Research how best to store originals. (FY 2025)

Goal 3: Improve collection storage facilities.

Objective 3.1: Provide a clear space for staff to work.

Activity 3.1.a: Clear a workspace on top of flat file case and safe to process and stage collections. (FY 2021)

Objective 3.2: Improve safety conditions in the Archives.

Activity 3.2.a: Purchase stepstool to facilitate safe retrieval of materials on high shelves. (FY 2021)

Activity 3.2.b: Contact Maintenance to repair carpet to prevent tripping hazard and the potential malfunction of the compact shelving unit. (FY 2021)

Goal 4: Reorganize collections to best utilize the space available.

Objective 4.1: Use the collection management policy to guide acceptance and retention decisions.

Activity 4.1.a: Remove out-of-scope materials and duplicates. Focus on quality, not quantity. (FY 2021 through completion)

Objective 4.2: Relocate some collections to the Harvard Depository to more efficiently use the space available.

Activity 4.2.a: Determine which collections are rarely/never used. (FY 2022)

Activity 4.2.b: Send these collections to the Harvard Depository. (FY 2022)

Objective 4.3: Improve handling policies and practices.

Activity 4.3.a: Create written handling and use procedures guide for staff and researchers. (FY 2022)

Activity 4.3.b: Provide safe handling supplies for all researchers accessing collections, including book supports and nitrile glove for photographs. (FY 2022)

Activity 4.3.c: Capture use and patron statistics. (FY 2022)

Exhibitions

Goal 5: Address the specialized needs of collections on exhibit.

Objective 5.1: Create a policy for exhibits.

Activity 5.1.a: Research exhibit policies from other similar institutions. (FY 2023)

Activity 5.1.b: Write policy. (FY 2023)

Objective 5.2: Monitor light damage to materials on exhibit.

Activity 5.2.a: Purchase blue wool cards. (FY 2023)

Activity 5.2.b: Set up a light exposure test with blue wool cards, keep records of results. (FY 2023 – ongoing)

Objective 5.3: Document which original items have been on display and for how long.

Activity 5.3.a: Create spreadsheet. (FY 2023)

Security and Access

Goal 6: Strengthen systems and procedures for protecting collections from theft, vandalism, fire, and natural disasters.

Objective 6.1: Protection from water.

Activity 6.1.a: Raise all materials at least 3 inches off the floor. (FY 2021)

Activity 6.1.b: Raise the height of the lowest compact shelving. (FY 2022)

Activity 6.1.c: Move unprotected items resting on top of shelving units down to a more protected location. If an item is too big to reside anywhere but the top shelf, ensure it is adequately protected. (FY 2024)

Objective 6.2: Protection from fire.

Activity 6.2.a: Schedule an annual fire drill to help promote orderly and efficient response in the event of a real emergency. (FY 2023 – ongoing)

Activity 6.2.b: Purchase fire extinguisher for the Archives, have Maintenance mount it in an accessible place. (FY 2023)

Activity 6.2.c: Create a map of fire extinguisher locations near collections areas and ensure they are regularly inspected and recharged. (FY 2023)

Objective 6.3: Document the locations of priority materials.

Activity 6.3.a: Using the collection management policy, decide which materials have the highest value to the institution. (FY 2024)

Activity 6.3.b: Create a document detailing exactly where the priority materials are located within the Archives. (FY 2024)

Objective 6.4: Create a formal, written plan to respond to collections-related disasters.

Activity 6.4.a: In the short term, create a PReP plan for special collections, including the Rare Book Room. (FY 2022)

Activity 6.4.b: Create a full disaster plan. (FY 2022)

Objective 6.5: Create a cache of disaster supplies that will be easily accessible in an emergency.

Activity 6.5.a: Research supplies needed. (FY 2023)

Activity 6.5.b: Purchase supplies. (FY 2023)

Activity 6.5.c: Place supplies in an easily accessible place. (FY 2023)

Activity 6.5.d: Ensure all staff are trained on accessing and using supplies. (FY 2023 - ongoing)

Activity 6.5.e: Check cache annually, replacing any supplies as needed. (FY 2023 – ongoing)

Objective 6.6: Establish protocols to monitor researchers using materials from the Archives.

Activity 6.6.a: Create written policy. (FY 2024)

Activity 6.6.b: Inform staff of new security policies and communicate their importance. (FY 2024)

Activity 6.6.c: Create a spreadsheet of date, researcher name, what they used, condition before given to researcher, condition when done. (FY 2024)

Policies and Practices

Goal 7: Develop appropriate policies to ensure that collections are appropriately stored, preserved, and accessed.

Objective 7.1: Create mission and vision statements specific to the Abraham Pollen Archives.

Activity 7.1.a: Write mission and vision statements. (FY 2021)

Objective 7.2: Create a collection management policy for the Abraham Pollen Archives.

Activity 7.2.a: Write collection management policy. (FY 2021)

Objective 7.3: Create a disaster/emergency action plan.

Activity 7.3.a: Write disaster/emergency action plan. (FY 2022)

Objective 7.4: Create a policy for items on exhibit, both in Rare Book Room and in cases by elevators.

Activity 7.4.a: Write exhibit policy. (FY 2023)

Objective 7.5: Create a policy for quarantining incoming materials for mold and insects.

Activity 7.5.a: Write quarantine policy. (FY 2021)

Objective 7.6: Create a policy for researchers using materials from the Archives.

Activity 7.6.a: Write policy. (FY 2024)

Funding

Goal 8: Continue efforts to secure grants and special funding for high priority preservation projects.

Objective 8.1: Investigate grant funding.

Activity 8.1.a: Compile a list of local and national grants, with application deadlines. (FY 2021)

Activity 8.1.b: Decide which grants would be most feasible for the Archives. (FY 2021)

Activity 8.1.c: Apply for grants. (FY 2021)

Objective 8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives collections.

Activity 8.2.a: Recruit Simmons students as needed. (FY 2021 – ongoing)

Objective 8.3: Continue to pursue funding for conservation treatment on an item-by-item basis through the Adopt a Book program.

Activity 8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program. (FY 2021 – ongoing)

List of preservation actions to date:

- Hired a Simmons Archives Management student to survey, arrange, describe, and re-house the instrument collection.
- The Simmons student has created an Acquisition Form and a Deed of Gift form.
- Working with the Boston Public Library and Digital Commonwealth, have digitized the following: Massachusetts Eye and Ear Annual Reports, Howe Laboratory Annual Reports, Charles Snyder's book *Massachusetts Eye and Ear: Studies on its History*.
- Thanks to a federal grant from the Library Services and Technology Act funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners, were able to have two Preservation Specialists from the Northeast Document Conservation Center assess the Archives and create a Report of a Preservation Needs Assessment.
- Purchased book supports for exhibition and researcher use.
- Created an Adopt a Book program in an effort to generate donations to preserve high impact monographs.

Five-Year Timeline

Year	Objective	Activity	Outcome	Target Date
1	1.1: Establish an environmental monitoring program for the long-term preservation of all collections.	1.1.a: Research environmental monitoring equipment. 1.1.b: Purchase datalogger. 1.1.c: Set up datalogger in Archives. 1.1.d: Create a schedule to check data every month. 1.1.e: Monitor and document temperature and relative humidity in the Archives. 1.1.f: If issues are discovered through monitoring, work with Maintenance to calibrate and leverage the building HVAC systems to best maintain a stable and sustainable environment.	1.1.a: Research completed. 1.1.b: Datalogger purchased. 1.1.c: Datalogger set up. 1.1.d: Schedule created. 1.1.e: Monitoring and documenting done regularly. 1.1.f: Work with Maintenance when necessary.	1.1.a: Oct. 1.1.b: Nov. 1.1.c: Dec. 1.1.d: Dec. 1.1.e: Dec. – ongoing. 1.1.f: ongoing, as necessary.
1	1.2: Establish an integrated pest management program.	1.2.a: Purchase sticky traps, or obtain from Housekeeping. 1.2.b: Place sticky traps in Archives. 1.2.c: Monitor traps regularly, record results on spreadsheet. 1.2.d: If issues are discovered through monitoring, work with Housekeeping/Maintenance to correct.	1.2.a: Sticky traps obtained. 1.2.b: Sticky traps set up. 1.2.c: Spread sheet created, monitoring and documenting done regularly. 1.2.d: Work with other departments as necessary.	1.2.a: Nov. 1.2.b: Nov. 1.2.c: Nov. – ongoing. 1.2.d: ongoing, as necessary.
1	1.3: Establish a policy to enclose and isolate any incoming materials to inspect them for mold damage and pests.	1.3.a: Research for how long various materials should be quarantined, and what sort of containers in which to enclose them. 1.3.b: Write policy. 1.3.c: Purchase appropriate enclosures. 1.3.d: Create spreadsheet to document what was isolated, where it came from, when it arrived, how long it was quarantined, and results of quarantine.	1.3.a: Research completed. 1.3.b: Policy written. 1.3.c: Enclosures purchased. 1.3.d: Spreadsheet created.	1.3.a: Jan. 1.3.b: Feb. 1.3.c: March 1.3.d: April
1	2.9: Digitize and create finding aids for photographs.	2.9.a: Recruit volunteers/Simmons Archives Management students. 2.9.b: Start by weeding poor quality or irrelevant photos. 2.9.c: Make sure all photos are in appropriately labeled folders.	2.9.a: Volunteers/students recruited. 2.9.b: Weeding completed. 2.9.c: All photos in appropriate folders.	2.9.a: Dec. 2.9.b: May 2.9.b: May
1	2.10: Establish intellectual control over medical instrument collection.	2.10.a: Label all shelves in the Archives. 2.10.b: Arrange and process the collection. 2.10.c: Write a Describing Archives: A Content Standard (DACS) compliant finding aid. 2.10.d: Research unknown objects for relevance to collection.	2.10.a: Shelves labeled. 2.10.b: Collection arranged and processed. 2.10.c: Finding aid written. 2.10.d: Unknown objects identified.	2.10.a: Oct. 2.10.b – d: Oct. – Sept.
1	2.11: Rehouse instrument collection.	2.11.a Order supplies to support rehousing/preservation needs. 2.11.b: Identify and weed out duplicates. 2.11.c Rehouse instruments.	2.11.a: Supplies ordered. 2.11.b: Duplicates weeded. 2.11.c: Instruments rehoused.	2.11.a: Oct. 2.11.b: Feb. 2.11.c: Oct.– completion.

1	3.1: Provide a clear space for staff to work.	3.1.a: Clear a workspace on top of flat file case and safe to process and stage collections.	3.1.a: Workspace cleared.	3.1.a: Oct.
1	3.2: Improve safety conditions in the Archives.	3.2.a: Purchase a stepstool to facilitate safe retrieval of materials on high shelves. 3.2.b: Contact Maintenance to repair carpet to prevent tripping hazard and the potential malfunction of the compact shelving unit.	3.2.a: Stepstool purchased. 3.2.b: Carpet repaired.	3.2.a: Oct. 3.2.b: Nov.
1	4.1: Use the collection management policy to guide acceptance and retention decisions.	4.1.a: Remove out-of-scope materials and duplicates, focusing on quality not quantity.	4.1.a: Out-of-scope materials and duplicates removed.	4.1.a: Oct. – completion.
1	6.1: Protection from water.	6.1.a: Raise all materials at least 3 inches off the floor.	6.1.a: Materials raised off floor.	6.1.a: May
1	7.1: Create mission and vision statements specific to the Abraham Pollen Archives.	7.1.a: Write mission and vision statements.	7.1.a: Mission and vision statements written.	7.1.a: Oct.
1	7.2: Create a collection management policy for the Abraham Pollen Archives.	7.2.a: Write collection management policy.	7.2.a: Collection management policy written.	7.2.a: Oct.
1	7.5: Create a policy for quarantining incoming materials for mold and pests.	7.5.a: Write quarantine policy.	7.5.a: Quarantine policy written.	7.5.a: Feb.
1	8.1: Investigate grant funding.	8.1.a: Compile a list of potential local and national grants, with application deadlines. 8.1.b: Decide which grants would be most feasible for the Archives. 8.1.c: Apply for grants.	8.1.a: List compiled. 8.1.b: List honed specifically for Abraham Pollen Archives. 8.1.c: Grants applications submitted.	8.1.a -c: Oct – ongoing.
1	8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives.	8.2.a: Recruit Simmons students as needed.	8.2.a: Students recruited.	8.2.a: Oct. – ongoing.
1	8.3: Continue to pursue funding for conservation treatment through the Adopt a Book program.	8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program.	8.3.a: Potential donors informed.	8.3.a: Oct. – ongoing.
Year	Objective	Activity	Outcome	Target Date
2	2.2: Ensure that all regular-sized volumes are shelved upright with no slumping.	2.2.a: Purchase more bookends. 2.2.b: Use bookends to properly shelf regular-sized volumes.	2.2.a: Bookends purchased. 2.2.b: Volumes shelved properly.	2.2.a: Oct. 2.2.b: Nov.
2	2.5: Ensure books are not damaged by knifing bookends.	2.5.a Purchase non-knifing bookends. 2.5.b: Replace knifing bookends with non-knifing bookends.	2.5.a: Bookends purchased. 2.5.b: Knifing bookends replaced with non-knifing bookends.	2.5.a: Oct. 2.5.b: Nov.
2	2.9: Digitize and create finding aids for photographs.	2.9.a: Recruit volunteers and/or Simmons Archives Management students.	2.9.a: Volunteers +/- students recruited. 2.9.d: Subject heading list created.	2.9.a: Oct. – ongoing. 2.9.d: Oct. 2.9.e: Oct. –

		2.9.d: Create list of potential subject headings for metadata tagging of all photos. Use Library of Congress Subject headings. 2.9.e: Scan and tag each photo. Tagging should also include location of original photograph for ease of access, if necessary.	2.9.e: Photos scanned and tagged.	completion.
2	2.11: Rehouse instrument collection. (Continued)	2.11.c: Rehouse instruments.	2.11.c: Instruments rehoused.	2.11.c: Oct.-completion.
2	4.1: Use the collection management policy to guide acceptance and retention decisions. (Continued)	4.1.a: Remove out-of-scope materials and duplicates, focusing on quality not quantity.	4.1.a: Out-of-scope materials and duplicates removed.	4.1.a: Oct. – completion.
2	4.2: Relocate some collections to the Harvard Depository to more efficiently use the space available.	4.2.a: Determine which collections are rarely/never used. 4.2.b: Send these collections to the Harvard Depository.	4.2.a: List of rarely used collections created. 4.2.b: Collections sent to Harvard Depository.	4.2.a: March 4.2.b: April
2	4.3: Improve handling policies and practices.	4.3.a: Create written handling and use procedures guides for staff and researchers. 4.3.b: Provide safe handling supplies for all researchers accessing collections. 4.3.c: Capture and use patron statistics.	4.3.a: Procedure guides written. 4.3.b: Supplies purchased. 4.3.c: Spreadsheet created.	4.3.a: May 4.3.b: June 4.3.c: June – ongoing.
2	6.1: Protection from water	6.1.b: Raise the height of the lowest compact shelving.	6.1.b: Shelving raised.	6.1.b: June
2	6.4: Create a formal written plan to respond to collections-related disasters.	6.4.a: Create a PReP plan for special collections, including Rare Book Room. 6.4.b: Create a full disaster plan.	6.4.a: PReP plan created. 6.4.b: Disaster plan created.	6.4.a: March 6.4.b: Sept.
2	7.3: Create a disaster/emergency action plan. See Objective 6.4 above.	7.3.a: Write disaster plan.	7.3.a: Disaster plan created.	7.3.a: Sept.
2	8.1: Investigate grant funding.	8.1.a: Compile a list of potential local and national grants, with application deadlines. 8.1.b: Decide which grants would be most feasible for the Archives. 8.1.c: Apply for grants.	8.1.a: List compiled. 8.1.b: List honed specifically for Abraham Pollen Archives. 8.1.c: Grants applications submitted.	8.1.a - c: Oct – ongoing.
2	8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives.	8.2.a: Recruit Simmons students as needed.	8.2.a: Students recruited.	8.2.a: Oct. – ongoing.
2	8.3: Continue to pursue funding for conservation treatment on an item-by-item basis through the Adopt a Book program.	8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program.	8.3.a: Potential donors informed.	8.3.a: Oct. – ongoing.
Year	Objective	Activity	Outcome	Target Date
3	2.1: Ensure that boxes/drawers/folders are not over or under filled	2.1.a: Create a schedule for checking each shelf in the Archives for improper filling.	2.1.a: Schedule created. 2.1.b: Spreadsheet created. 2.1.c: Shelves checked.	2.1.a: Oct. 2.1.b: Oct. 2.1.c: March

		2.1.b: Create a spreadsheet of which boxes/drawers/folders are improperly filled and exactly where they are located. 2.1.c: Check each shelf. 2.1.d: Purchase additional enclosures and spacers to correct improper filling. 2.1.e: Use additional enclosures and spacers to correct improper filling, and note on spreadsheet.	2.1.d: Supplies purchased. 2.1.e: Improper filling corrected.	2.1.d: April 2.1.e: Sept.
3	2.4: Protect damaged or fragile books that have a high priority for preservation.	2.4.a: Determine which books have a high priority for preservation. 2.4.b: Investigate cost/pros/cons of purchasing vs. making custom boxes. 2.4.c: Purchase or make custom boxes. 2.4.d: Place books in custom boxes.	2.4.a: List of high priority books created. 2.4.b: Research completed. 2.4.c: Boxes created/purchased. 2.4.d: Books placed in custom boxes.	2.4.a: Jan. 2.4.b: Feb. 2.4.c: March 2.4.d: Sept.
3	2.7: Rehouse glass stereoscopic slides in protective enclosures or boxes.	2.7.a: Research appropriate enclosures. 2.7.b: Purchase enclosures. 2.7.c: Rehouse slides in new enclosures.	2.7.a: Research completed. 2.7.b: Enclosures purchased. 2.7.c: Slides rehoused.	2.7.a: Nov. 2.7.b: Dec. 2.7.c: March
3	2.9: Digitize and create finding aids for photographs. (Continued)	2.9.a: Recruit volunteers and/or Simmons Archives Management students. 2.9.e: Scan and tag each photo. Tagging should also include location of original photograph for ease of access, if necessary.	2.9.a: Volunteers +/- students recruited. 2.9.e: Photos scanned and tagged.	2.9.a: Oct. – ongoing. 2.9.e: Oct. – completion.
3	2.11: Rehouse instrument collection. (Continued)	2.11.c: Rehouse instruments.	2.11.c: Instruments rehoused.	2.11.c: Oct.-completion.
3	4.1: Use the collection management policy to guide acceptance and retention decisions. (Continued)	4.1.a: Remove out-of-scope materials and duplicates, focusing on quality not quantity.	4.1.a: Out-of-scope materials and duplicates removed.	4.1.a: Oct.-completion.
3	5.1: Create a policy for exhibits.	5.1.a: Research exhibit policies from other similar institutions. 5.1.b: Write policy.	5.1.a: Research completed. 5.1.b: Policy written.	5.1.a: May 5.1.b: June
3	5.2: Monitor light damage to materials on exhibit.	5.2.a: Purchase blue wool cards. 5.2.b: Set up light exposure test with blue wool cards, keep record of results.	5.2.a: Blue wool cards purchased. 5.2.b: Blue wool cards placed in all exhibits.	5.2.a: April 5.2.b: May
3	5.3: Document which original items have been on display and for how long.	5.3.a: Create spreadsheet.	5.3.a: Spreadsheet created.	5.3.a: Nov.
3	6.2: Protection from fire.	6.2.a: Schedule an annual fire drill to help promote orderly and efficient response in the event of a real emergency. 6.2.b: Purchase a fire extinguisher for the Archives, have Maintenance mount it in an accessible place. 6.2.c: Create a map of fire extinguisher locations near collections areas and ensure they are regularly inspected and recharged.	6.2.a: Fire drill scheduled. 6.2.b: Fire extinguisher purchased and mounted. 6.2.c: Map created.	6.2.a: July 6.2.b: July 6.2.c: July

3	6.5: Create a cache of disaster supplies that will be easily accessible in an emergency.	6.5.a: Research supplies needed. 6.5.b: Purchase supplies. 6.5.c: Place supplies in an easily accessible place. 6.5.d: Ensure all staff are trained on accessing and using supplies. 6.5.e: Check cache annually, replacing any supplies as needed.	6.5.a: Research completed. 6.5.b: Supplies purchased. 6.5.c: Supplies in place. 6.5.d: Staff trained. 6.5.e: Cache checked annually.	6.5.a: May 6.5.b: June 6.5.c: July 6.5.d: Aug 6.5.e: Sept.-ongoing.
3	8.1: Investigate grant funding.	8.1.a: Compile a list of potential local and national grants, with application deadlines. 8.1.b: Decide which grants would be most feasible for the Archives. 8.1.c: Apply for grants.	8.1.a: List compiled. 8.1.b: List honed specifically for Abraham Pollen Archives. 8.1.c: Grants applications submitted.	8.1.a -c: Oct – ongoing.
3	8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives.	8.2.a: Recruit Simmons students as needed.	8.2.a: Students recruited.	8.2.a: Oct. – ongoing.
3	8.3: Continue to pursue funding for conservation treatment on an item-by-item basis through the Adopt a Book program.	8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program.	8.3.a: Potential donors informed.	8.3.a: Oct. – ongoing.
Year	Objective	Activity	Outcome	Target Date
4	2.6: In the flat file case, ensure that folders are used to protect documents.	2.6.a: Inspect each document in the case. 2.6.b: Research appropriate enclosures for disparate objects (photographs, drawings, blueprints, etc.). 2.6.c: Purchase appropriate enclosures. 2.6.d: Place each document in the appropriate enclosure, ensuring the enclosure is fitted to the size of the drawer.	2.6.a: Documents inspected. 2.6.b: Research completed. 2.6.c: Enclosures purchased. 2.6.d: Documents placed in enclosures.	2.6.a: March 2.6.b: May 2.6.c: June 2.6.d: Sept.
4	2.9: Digitize and create finding aids for photographs. (Continued)	2.9.a: Recruit volunteers and/or Simmons Archives Management students. 2.9.e: Scan and tag each photo. Tagging should also include location of original photograph for ease of access, if necessary.	2.9.a: Volunteers +/- students recruited. 2.9.e: Photos scanned and tagged.	2.9.a: Oct. – ongoing. 2.9.e: Oct. – completion.
4	2.11: Rehouse instrument collection. (Continued)	2.11.c: Rehouse instruments.	2.11.c: Instruments rehoused.	2.11.c: Oct.-completion.
4	4.1: Use the collection management policy to guide acceptance and retention decisions. (Continued)	4.1.a: Remove out-of-scope materials and duplicates, focusing on quality not quantity.	4.1.a: Out-of-scope materials and duplicates removed.	4.1.a: Oct. – completion.
4	6.1: Protection from water.	6.1.c: Move unprotected items resting on top of shelving units to a more protected location. If an item is too big to reside anywhere but the top shelf, ensure it is adequately protected.	6.1.c: Items protected.	6.1.c: March

4	6.3: Document the locations of priority materials.	6.3.a: Using the collection management policy, determine which materials have the highest value to the institution. 6.3.b: Create a document detailing exactly where the priority materials are located.	6.3.a: Priority materials determined. 6.3.b: Document created.	6.3.a: Sept. 6.3.b: Sept.
4	6.6: Establish protocols to monitor researchers using materials from the Archives.	6.6.a: Create written policy. 6.6.b: Inform staff of new security policies and communicate their importance. 6.6.c: Create a spreadsheet of date, researcher name, what they used, condition before given to researcher, condition when done.	6.6.a: Policy written. 6.6.b: Staff aware of policy. 6.6.c: Spreadsheet created.	6.6.a: Dec. 6.6.b: Dec. 6.6.c: Dec.
4	7.6: Create a policy for researchers using materials from the Archives, see Objective 6.6 above.	7.6.a: Create written policy.	7.6.a: Policy written.	7.6.a: Dec.
4	8.1: Investigate grant funding.	8.1.a: Compile a list of potential local and national grants, with application deadlines. 8.1.b: Decide which grants would be most feasible for the Archives. 8.1.c: Apply for grants.	8.1.a: List compiled. 8.1.b: List honed specifically for Abraham Pollen Archives. 8.1.c: Grants applications submitted.	8.1.a -c: Oct – ongoing.
4	8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives.	8.2.a: Recruit Simmons students as needed.	8.2.a: Students recruited.	8.2.a: Oct. – ongoing.
4	8.3: Continue to pursue funding for conservation treatment on an item-by-item basis through the Adopt a Book program.	8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program.	8.3.a: Potential donors informed.	8.3.a: Oct. – ongoing.
Year	Objective	Activity	Outcome	Target Date
5	2.3: Assess binders and spiral bound documents for retention in collection.	2.3.a: Review binders and spiral bound documents for rehousing. 2.3.b: Discard any duplicates. 2.3.c: Remove contents from binders/spiral binders if possible, and transfer to folders or document cases.	2.3.a: Documents reviewed. 2.3.b: Duplicates discarded. 2.3.c: Contents rehoused.	2.3.a: March 2.3.b: March 2.3.c: Sept.
5	2.8: Rehouse photographs in chemically and mechanically stable enclosures.	2.8.a: Research types of enclosures. 2.8.b: Purchase enclosures. 2.8.c: Rehouse photos in new enclosures.	2.8.a: Research completed. 2.8.b: Enclosures purchased. 2.8.c: Photos rehoused.	2.8.a: Nov. 2.8.b: Dec. 2.8.c: Sept.
5	2.9: Digitize and create finding aids for photographs. (Continued)	2.9.e: Complete scanning and tagging of photos. 2.9.f: Create finding aids. 2.9.g: Upload finding aids and scanned photographs into Omeka/ArchivesSpace.	2.9.e: Scanning and tagging completed. 2.9.f: Finding aids completed. 2.9.g: Finding aids and photos uploaded.	2.9.e: March 2.9.f: June 2.9.g: Sept.

5	2.12: Digitally reformat unstable media such as VHS tapes.	2.12.a: Research digital repository programs. 2.12.b: Purchase digital repository program. 2.12.c: Transfer unstable media. 2.12.d: Research how best to store originals.	2.12.a: Research completed. 2.12.b: Digital repository program purchased. 2.12.c: Media transferred. 2.12.d: Research completed.	2.12.a: Dec. 2.12.b: Jan. 2.12.c: Sept. 2.12.d: Sept.
5	4.1: Use the collection management policy to guide acceptance and retention decisions. (Continued)	4.1.a: Remove out-of-scope materials and duplicates, focusing on quality not quantity.	4.1.a: Out-of-scope materials and duplicates removed.	4.1.a: Sept.
5	8.1: Investigate grant funding.	8.1.a: Compile a list of potential local and national grants, with application deadlines. 8.1.b: Decide which grants would be most feasible for the Archives. 8.1.c: Apply for grants.	8.1.a: List compiled. 8.1.b: List honed specifically for Abraham Pollen Archives. 8.1.c: Grants applications submitted.	8.1.a -c: Oct – ongoing.
5	8.2: Bring in student interns to assist with the preservation of and access to Abraham Pollen Archives.	8.2.a: Recruit Simmons students as needed.	8.2.a: Students recruited.	8.2.a: Oct. – ongoing.
5	8.3: Continue to pursue funding for conservation treatment on an item-by-item basis through the Adopt a Book program.	8.3.a: Work with the Communications, Marketing, and Development departments to ensure potential donors know about the program.	8.3.a: Potential donors informed.	8.3.a: Oct. – ongoing.