

## Archive Report September 2016

My absence for a month this summer, leaving Marilyn Lanctot to do all the technical work, accessioning new materials, finishing checking the booklist against the shelves, as well as answering email and in-person requests, points out the necessity for more staff. We need another volunteer to work with us at the schoolhouse and also someone to keep up the scrapbooks of Solebury Township and Society events, which is work that can be done any time at home.

We have in writing an archive and collection policy which includes our mission and purpose, how we accession and deaccession materials, what our loan policy is, what we need to do to be more secure., etc. But as of now, we can deal with the day-to-day operation but have little time to implement some of the long term plans and policies suggested by CCHA and the Historical Society of Pennsylvania.

We are at a point at which it is necessary to impose some order, logic and continuity on the disparate elements of our archives—which consist mainly of what people have found in their basements, attics and desk drawers—both physically on the shelves and on our website in order to make the collection more accessible and easier to use. For example, The Bucks County Women’s Clubs and the Cuttalossa Temple, both small, minor archives, are the first two listed on our website. The Solebury Farmers Club, school records, and Waring collection are perhaps our most important archives and are way down the list. Ned Harrington and Will Rivinus information and materials should be next to each other. As for the boxes on the shelves, they should be in some logical progression.

For staffing: one more person to work with us; one to keep up the scrapbooks; and volunteers for a specific time to work on a certain project, such as the photographs which need sorting, identifying, labeling and organizing; the miscellaneous files’ contents needs a brief description; deeds which are useless without out a name & date. I am sure you would all agree that we want our collection of archives, books, maps, photographs, family and house files to stand with the best of them.