

TOWN OF WELLESLEY



COMMUNITY PRESERVATION COMMITTEE

Wellesley Town Hall, 525 Washington Street, Wellesley, MA 02482

Please email application to: cpc@wellesleyma.gov

Community Preservation Act (CPA) funds may be used for projects in the areas of open space, housing, historical preservation and recreation. CPA funds are generated from a 1% surcharge on our local property tax bills and are matched by the State through increased filing fees at the registries of deeds.

SHORT FORM PRELIMINARY APPLICATION

Date of Application Delivered to CPC	October 29, 2015
Name of Applicant	Wellesley Historical Society, c/o Kathleen Fahey, Curator
Contact Information	
Address:	Wellesley Historical Society 229 Washington Street Wellesley, MA 02481
Telephone:	781-235-6690
Email:	kfahey@wellesleyhistoricalsociety.org
Sponsoring Organization	Wellesley Historical Society
CPA Category(ies)	<input type="checkbox"/> Open Space <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Historical Preservation <input type="checkbox"/> Recreation
Brief Description of Project	The Wellesley Historical Society would like to preserve, arrange, and describe the Wellesley Individual and Family Archival Collection. This collection contains over 150 linear feet of unorganized historical materials created by notable Wellesley residents and families including William Baker, Katharine Lee Bates, Albion Clapp, William Morton, Hunnewell Family, Bunker Family, and the DeFazio Family. These significant collections contain a variety of archival materials such as manuscripts, historical photographs, personal correspondence, diaries, and scrapbooks.

	<p>The scope of this grant would cover the preservation, arrangement, and description of about half of the 156 linear feet of unprocessed materials in the Individual and Family Archival Collection; we hope to apply again for another CPC grant in FY17-18 to complete the remaining materials. Processing half of the collection with a part time contract archivist working 3 days per week is optimal due to our shared workspaces and computers that are needed to accommodate staff, a contract archivist, interns and volunteers.</p> <p>Individual and family collections will be processed in priority order. All collections have been given a “high,” “medium,” or “low” designation based on their significance and research use; processing will start with high priority collections and move on to medium and low priority.</p> <p>Each individual or family unit will be treated as a separate collection and will be processed according to current archival standards, which include:</p> <ul style="list-style-type: none"> • organizing and arranging the collection • labeling of all boxes and folders • creation of a Finding Aid • describing the collection, including a box and folder list • rehousing the materials into acid-free file folders and boxes • providing special enclosures for fragile documents and photos • separation of acid newspaper clippings • removal of damaging materials such as rusting staples and paper clips <p>The Finding Aid created for each individual or family collection will be posted on the Wellesley Historical Society website and will be submitted to the Library of Congress/World Cat search engine.</p> <p>The result will be a series of organized collections that would be accessible to researchers and housed in materials that would promote their long-term preservation.</p>
Goals	<p>The first goal of this project is to ensure the long-term preservation of the Individual and Family Archival Collection at the Wellesley Historical Society by rehousing the collection into acid free folders, enclosures, and boxes; placing fragile documents and photos into special archival enclosures; removing rusted staples and paper clips; and removing highly acidic newspaper clippings into separate folders in order to stop acid migration and damage to adjoining materials.</p> <p>The second goal is to make the Individual and Family Archival Collection accessible to researchers, students, and the community by arranging and</p>

	<p>describing the collection, creating labeled boxes and folders, and creating an online Finding Aid. Once the processing is complete, the collection will be available for research.</p> <p>The third goal is to begin making the Wellesley Historical Society Archival Collections ready for possible future digitization projects. Although digitization is not within the scope of this grant, archival collections must be processed in order to be considered for digitization. By processing this collection, we will be in a position to obtain future grants for digitization from the CPC or other organizations. It should be noted that digitization is a long-term goal that would provide a high level of access to off-site users and will likely not be undertaken until the entire Wellesley Historical Society collection is adequately processed and basic on-site access is provided to the public.</p>
Community Need	<p>The Individual and Family Collection at the Wellesley Historical Society features the papers of notable residents such as William Emerson Baker, sewing machine industrialist and builder of Ridge Hill Farms; real estate developer Albion Clapp who helped create the Cliff Estates; teacher and author Katharine Lee Bates, best known for writing the poem “America the Beautiful;” and William T.G. Morton, who demonstrated the use of ether during surgery.</p> <p>The Wellesley Historical Society currently receives and answers over 140 research inquiries per year via phone and email while also providing on site research appointments to about 40 researchers per year.</p> <p>Researchers often request to use the Individual and Family collections, but it is difficult and time-intensive to research collections that are not processed and described. Researchers must look through boxes of unorganized material to find what they are looking for and are not able to provide adequate references in their bibliography. Sometimes we are forced to restrict access to unprocessed collections as fragile materials that are not housed properly may be damaged by researchers. This project would allow us to make the collection accessible to researchers by providing them with a Finding Aid. It will also help Wellesley Historical Society’s staff navigate the collection more precisely because the materials will be stored in labeled boxes and folders. Most importantly, this project will protect the collection and help to ensure its long-term preservation because the materials will be stored in archival quality enclosures.</p>
Time Line	<p>The processing of approximately half of the Individual and Family Collection is estimated to take 1,200 hours. A project archivist will be hired to process the collection 3 days a week for 12 months.</p>
Maintenance/ongoing costs	<p>No future maintenance or ongoing costs are expected other than the staff time necessary to provide access to the collection. The Curator of the Wellesley Historical Society will provide access to the Individual and</p>

	Family Collection as part of their regular duties.
Other pertinent information (zoning changes, etc.)	
Amount of CPA Request	\$30,600 including salary and materials. Salary: \$27, 600 (1200hrs. x \$23/hr). Materials: \$3,000
Other funding source(s) and amount(s) of funding	Not applicable