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HISTORICAL COLLECTION ASSESSMENT AND RECOMMENDATIONS

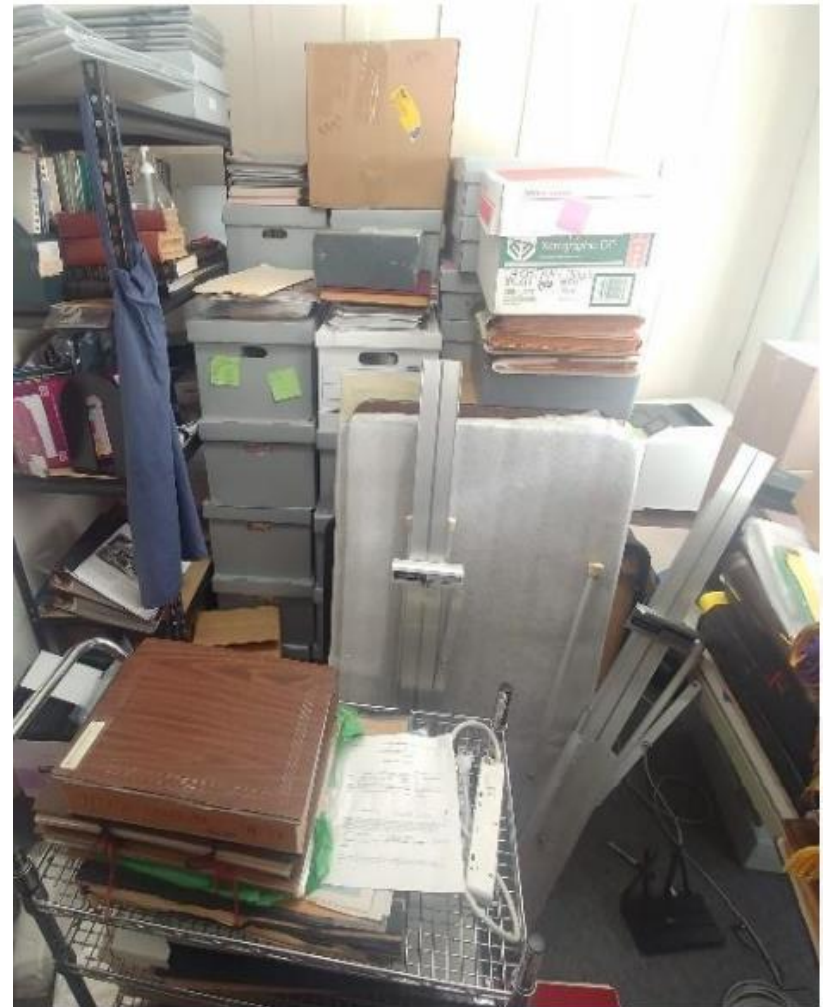
JULY 19, 2022



BACKGROUND

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- CC directed staff to hire part-time archivist to organize and digitize historical collection



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- Staff completed some cataloging of items and rehoused the Metlox collection
- Without appropriate education and experience, staff were unable to complete work on the extensive and diverse collection



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- History Associates Incorporated (HAI) was hired to create a professional assessment of the entire collection
- HAI examined collection materials at the Red House, rented trailer, storage facility, MBAC, and MB Library
- HAI interviewed stakeholders, including Manhattan Beach Historical Society members and staff



DISCUSSION

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- HAI observations:
 - Lack of collection policy and procedures
 - Out of scope materials
 - Backlog of uncatalogued materials
 - Limited staffing resources
 - Inadequate exhibit conditions



DISCUSSION

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- Proposed 5 Phase Plan:
 - *Phase I* – Develop Policy
 - *Phase II* – Inventory and Survey Collections
 - *Phase III* – Process, Catalog, Rehouse Collections
 - *Phase IV* – Digitize Identified Items
 - *Phase V* – Maintain Collections



NEXT STEPS

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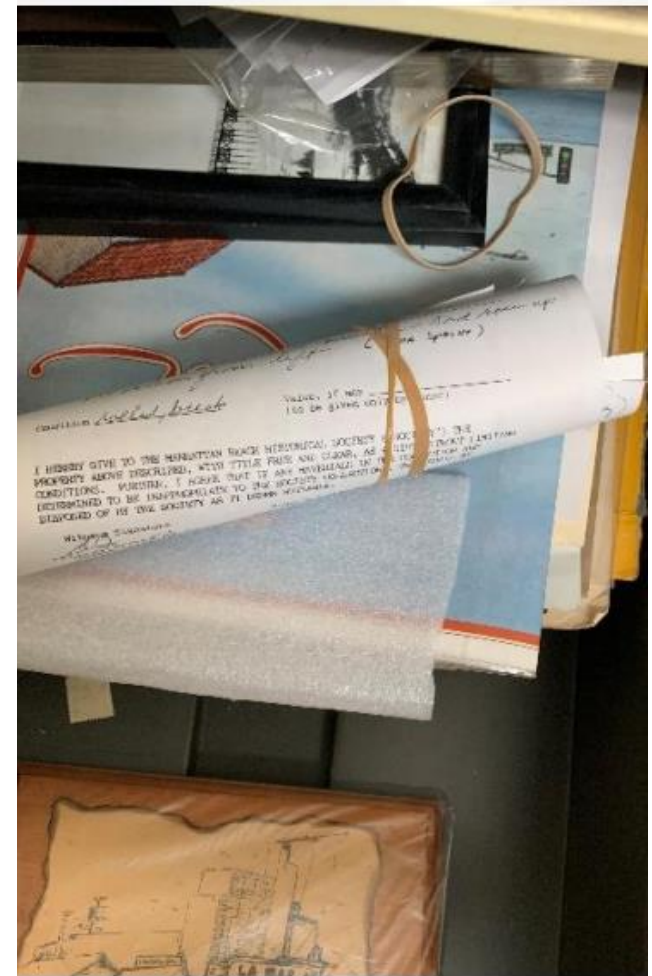
- Proceed with Phases I and II to develop a comprehensive set of policies and direction for the collection as well as create a usable survey and inventory of owned objects, photographs, newspapers, and records
- Phase I and II timeline – 5-6 months
- Target completion date – March 2023
- Return to City Council for future direction on Phases III, IV, V



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- Phase I – Develop Policy
 - Scope of Collections Statement (SOCS) – specific statement of purpose for the collection
 - Deaccession Plan – guiding document for permanently removing items from the collection
 - Standard Operating Procedures (SOPS)



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- Phase II – Inventory and Survey Collections
 - Survey collections to identify and sort materials, remove obvious non-collection items, such as decorations, items for sale, etc.
 - Research items to ensure legal ownership and copyright
 - Create processing plan



LOOKING FORWARD

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- Phase III – Process, Catalog, Rehouse
 - Prepare collection for long term display, storage, and preservation
 - Identify key items for digitization



LOOKING FORWARD

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- Phase IV– Digitize Identified Items
 - Prepare collection for digitization by inventorying, cataloging, and identifying SOCS to allow for faster, more efficient, and cost effective digitization
 - On average, 30% of any collection does not need to be digitized due to out of scope materials
 - Digitization requires substantial labor and equipment costs, preparing the collection ahead of time yields an engaging, in-scope collection at a lower cost



CONCLUSION

- Consideration of a Resolution Approving an Agreement for Phases I and II of the Action Plan and Funding for Improving the Care and Management of the City of Manhattan Beach's Historic Artwork, Objects, and Archives, and Direction to Implement Key Immediate and Short-Term Recommendations

Staff recommends that City Council:

- Approve Agreement for Phases I and II
- Adopt Resolution 22-0107
- Allocate Funds

