

# **Policies, manuals, and inventory of the City of Manhattan Beach Historical Collections**

History Associates, Incorporated

Total linear feet inventoried: 370

- Collection material: 290 LF
- Non-collection material: 80 LF

Total number of objects surveyed: 1,121

- Collection objects: 923
- Non-collection objects: 198

Notable collection areas: Newspapers, Metlox ceramics, scrapbooks

Non-collection items: Duplicates, merchandise, reproductions, “education collection”

## Processing Plan:

Recommendations for ways to approach processing collections moving forward. Provides suggestions for organization schemes, preservation steps, and physical processing of archival collections.

## Cataloging Manual:

Provides step-by-step instruction for processing and cataloging objects from the collection into the content management system, Re:Discovery Proficio Elements.

## Summary of Findings:

Discusses the results of the inventory process. Highlights strengths, weaknesses, and recommendations. Helps to explain the thought process behind the manuals and policies.

The Collection Policy outlines all the elements of routine collection management, including:

- Scope of collections
- Acquisitions and accessions
- Deaccessioning and disposal
- Loans
- Documentation
- Access and use
- Collections care

The Collection Policy is a living document that should be revisited, edited, and updated at regular intervals.

- We recommend full processing of the collections to get more intellectual control and increase accessibility.
- Digitization first step: Newspapers
  - Confirm copyright eligibility
  - Remote vs. Onsite
  - OCR capabilities
  - Hosting and access
- Digital content and collection documentation hosting
  - Finding aids and inventory summary available online
  - Research appointment booking
  - Remote research capabilities