



City of Manhattan Beach Historical Collection

# COLLECTION POLICY

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PRESENTED BY:

**HAI** | History Associates  
Incorporated

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# I. INTRODUCTION

## A. PURPOSE OF THE COLLECTION POLICY

The purpose of this document is to provide guidance for the types of records and objects the City of Manhattan Beach (City) will collect for the Historical Collection and the process for collecting new material. The policy will address various aspects of collections management, including acquisition, accession, deaccession, documentation, loans, collection care, and access.

## B. MISSION

### 1. City of Manhattan Beach Mission

The City of Manhattan Beach's mission is to protect life, property and liberty while providing excellent service and developing problem solving partnerships with the community.

### 2. Manhattan Beach Historical Society (MBHS) Mission

The mission of the Manhattan Beach Historical Society is to research, document, collect, preserve, and display the City's rich history; to honor the people who created our community; and to educate the next generations.

### 3. Historical Collection Program Mission

The Historical Collection program functions to collect and share the City's history with Manhattan Beach residents and researchers everywhere. Professional collections management and archival services work to improve public access to and use of the collections as well as provide proper storage and preservation for future generations.

## **C. STATEMENT OF GOVERNING AUTHORITY**

The City of Manhattan Beach is the legal owner of the collections. The Parks and Recreation Director has responsibility regarding the overall stewardship of the collections and reports directly to the City Manager. Collection items are administered and cared for by the Archivist in accordance with guidelines outlined in this policy. The Archivist is responsible for day-to-day administration of collection-related activities including managing acquisitions, housing, storage, and conservation of materials as well as providing support for exhibition planning and development.

Decisions regarding collections acquisitions and deaccessions will be made by the Archivist with input from the Historical Collection Committee, which includes the Parks and Recreation Director or designee, Archivist, two (2) board members of the Manhattan Beach Historical Society, and one (1) member of the Cultural Arts Commission. When necessary, acquisition and deaccession decisions may be reviewed by the City Council for final approval. Quarterly Historical Collection updates will be shared with the City Council.

A further breakdown of collection management roles can be found in the Roles and Responsibilities document (see Appendix A).

## **D. POLICY REVIEW AND REVISION**

In collaboration with the Historical Collection Committee, the Archivist shall review the collection policy every five (5) years and revise when necessary to reflect substantive changes in management decisions. Any revision to the collection policy requires the approval of the Parks and Recreation Director.

## II. SCOPE OF COLLECTIONS

### A. COLLECTION OBJECTIVES

All collection material within the historical collection should reflect the following collection objectives:

- Illustrate the evolution and dynamic growth of the City of Manhattan Beach.
- Capture the interests, events, and activities of the local community.
- Support wider appreciation of Manhattan Beach history.
- Maintain an engaging and focused collection of archives and objects that provides a basis for in-house exhibits and educational programming to promote Manhattan Beach history as well as lending opportunities to outside organizations.

### B. SPECIAL DESIGNATION

The City of Manhattan Beach designated the Beach Cottage, located in Polliwog Park, as a Manhattan Beach Historic Landmark.

### C. SELECTION CRITERIA

The following thematic criteria provide general guidance for selecting and accepting potential material into the historical collection.

#### 1. City Development and Growth

Reflects significant patterns of development contributing to the creation and expansion of Manhattan Beach. Conveys personal stories specific to Manhattan Beach (e.g., photographs, personal effects, diaries, and yearbooks).

- Documents important events or milestones of the City of Manhattan Beach.
- Illustrates substantial changes in government, transportation, and architecture of the City of Manhattan Beach.
- Exemplifies the relationship between daily life in Manhattan Beach and the continued development of the City.

## 2. Civic Engagement

Reflects notable citizens, associations, and organizations addressing community concerns and promoting the quality of Manhattan Beach. Conveys individual and group activities specific to civic participation in Manhattan Beach (e.g., photographs, scrapbooks, community organization records, uniforms).

- Documents significant individuals and civic organizations that catalyze change in Manhattan Beach.
- Illustrates noteworthy events or milestones that celebrate civic pride.
- Exemplifies the response to community interests and needs.

## 3. Commerce and Trade

Reflects the stories of entrepreneurship and innovation in Manhattan Beach. Conveys industries and businesses directly associated with Manhattan Beach (e.g., photographs, advertisements, business association records, Metlox ceramics).

- Documents local businesses that had a lasting impact on Manhattan Beach.
- Illustrates products and product processes that were manufactured in Manhattan Beach.
- Exemplifies the entrepreneurial spirit in Manhattan Beach.

## 4. Beach Culture

Reflects the social and cultural life of Manhattan Beach as a beach resort town. Conveys notable activities and events directly associated with the beach (e.g., photographs, surf boards, volleyballs, rental swimsuits, and paddleboards).

- Documents the experiences of beach living including sports, fashion, and lifestyle.
- Illustrates the scenic beauty of the beach and the pier.
- Exemplifies the beach's role in the City's identity.

## 5. Practical Considerations

It is also necessary to take some practical considerations into account when selecting materials for the historical collection:

- Who donated the material? Where did it come from and what is its story (provenance)? Is this background reputable?
- Is it in good, stable condition? Or does it present a long-term preservation/conservation issue?
- Can the City feasibly store it and/or display it?



- Is the item unique or a significant example of a particular item?
- Is the item already in the collection? Avoid duplication of materials, keep no more than three duplicated items. See exclusions below.
- Does the item have any copyright or donor restrictions that would limit public access? Does it contain any private information?
- Does the item contain hazardous material? Is it safe to handle and store with other items?

## 6. Exclusions

- Materials with no direct associations to Manhattan Beach should not be acquired.
- Materials of which the City has multiple examples, or objects in such poor condition that they are beyond conservation should not be acquired.
- Potentially hazardous materials should not be acquired.
- Newspaper clippings, books, photocopies, or microfilm of manuscript material in private collections or at other museum and archives is more appropriate as “vertical files” for research rather than for permanent preservation in the museum collection.
- Newspapers and periodicals readily available online, at another repository, or do not primarily focus on Manhattan Beach.
- Art with undocumented provenance and without clear title; reproductions (posters, prints, and similar mass-produced copies); artwork with no direct association (past ownership, subject, or artist) to the mission or to the collection objectives should not be acquired.
- Materials acquired illegally or not in compliance with applicable international, national, state, or local laws and regulations should not be collected. These include those whose movements are legally restricted such as ivory, eagle feathers, endangered species, and items of cultural patrimony.

## D. TYPES OF COLLECTIONS

The City of Manhattan Beach owns and manages a collection of artwork, objects, and archives. The holdings comprise approximately 1,500 historical items and 155 linear feet (LF) of archival material documenting local history from the late nineteenth century to the present day. The City houses materials that include household tools and equipment, transportation-related items, archeological artifacts, oil paintings, framed historic photographs and maps, historic construction samples, clothing, footwear, hats, figurines, dinnerware, musical instruments, natural specimens, furnishings, toys, and commemorative items, as well as administrative files, correspondence, meeting minutes, periodicals, yearbooks, visual materials (negatives, prints, transparencies, posters, and visual ephemera), scrapbooks, blueprints, maps,

and audiovisual media (CDs, DVDs, VHS and U-Matic tapes, and phonograph records).. It also maintains a Beach Cottage originally built in 1905 and a stellar example of an early dwelling at Manhattan Beach.

## 1. Permanent Collection

The City accepts items in all formats listed below while being carefully selective about audiovisual materials, digital media, artwork, and three-dimensional objects accepted because of the unique storage, preservation, and handling needs associated with those types of collections.

a. **Photographs.** Photograph materials in the collection include photographic prints, 35mm photographic slides, film negatives, stereographs, and tintypes as well as photograph albums and scrapbooks. They document city events and activities, aerial views, streetscapes, beaches, businesses, churches, schools, and neighborhoods.

b. **Documents and ephemera.** The paper records include documents related to the city government, real estate, business, events, schools, or organizations. They include correspondence, meeting minutes, ordinances, essays, oral history transcriptions, title deeds, ledgers, menus, calendars, postcards, yearbooks, and promotional materials. Oversized items in the collection include blueprints, bound newspapers, maps, posters, and scrapbooks.

c. **Periodicals.** Periodicals make up nearly 28% of the Historical Collection, and include newspapers, magazines, and newsletters. Newspapers are stored mainly as bound volumes or loose in boxes, typically arranged by publication name and chronologically therein. Publications include Beach Reporter, Manhattan Beach News, Easy Reader, South Bay Post, High Tide, South Bay Lifestyle, Manhattan Beach Sun, Manhattan Beach Wave, Manhattan Beach Progress, Manhattan Beach Globe, and Daily Breeze. Additionally, the collection includes binder scrapbooks of newspaper clippings covering local events, some annotated to mark the source publication and page number.

d. **Audiovisual recordings.** Film, sound and video recordings, and multimedia productions consisting of VHS tapes, U-Matics, audiocassette tapes, audio reels, film reels, and CDs. These media contain sound and video recordings of events, interviews, and digital scrapbooks. Subjects include the hometown fair and History Day and interviews with Manhattan Beach residents.

e. **Artwork.** Art that relates to Manhattan Beach including oil paintings, prints, and photographs that showcase or relate to life and culture in Manhattan Beach.



f. **Three-dimensional objects.** Material related to the history and culture of Manhattan Beach that dates back to before the incorporation of the City of Manhattan Beach (pre-1912). The largest collection of related objects consists of ceramics created by the Metlox Pottery company, which was founded in Manhattan Beach in 1927. Objects in the collection include household tools and equipment, transportation-related items, archeological artifacts, framed historic photographs and maps, historic construction samples, clothing, footwear, hats, figurines, dinnerware, musical instruments, beach sand, seashells, ostrich feathers, furnishings, toys, and commemorative items. Objects are made from a wide variety of materials including textiles, ceramics, wood, metal, and glass.

## 2. Education Collection

The education collection supports the Historical Collection program's mission but are considered replaceable. These materials may be used to answer questions from Beach Cottage visitors or as visual elements of Beach Cottage exhibitions. They do not need to follow the same museum standards level of care and management as the permanent collection.

Examples of materials that could be considered part of the education collection include:

- Photographic reprints
- Period furniture that is not directly associated with Manhattan Beach
- Period clothing that is not directly associated with Manhattan Beach
- Display items in exhibit installations including decorative items, place settings, and tools
- Newspaper clippings
- Books
- Articles and information printed from the Internet
- Reference materials about the greater South Bay region

# III. ACQUISITIONS AND ACCESSIONS

An *acquisition* refers to material obtained by the City of Manhattan Beach but does not necessarily mean that a transfer of legal ownership has occurred. *Accessioning* is the formal process of transferring legal ownership of material to the City of Manhattan Beach's permanent Historical Collection resulting in an accession. Accessioned material may be added to the collection by gift, bequest, purchase, or other transaction in which the title of ownership for the material transfers to the City of Manhattan Beach. Donations and gifts to the Historical Collection may be accepted by the Archivist or City designee.

Decisions regarding collections acquisitions and deaccessions will be made by the Archivist with input from the Historical Collection Committee, which includes the Parks and Recreation Director or designee, Archivist, two (2) board members of the Manhattan Beach Historical Society, and one (1) member of the Cultural Arts Commission. When necessary, acquisition and deaccession decisions may be reviewed by the City Council for final approval.

## A. CRITERIA

Materials intended for the Historical Collection will be reviewed by the Archivist prior to acquisition with the following considerations:

- Consistency with collection objectives, themes, and types of collections listed in the Scope of Collections.
- Provenance, legal title, intellectual property rights.
- Physical condition, preservation requirements, and storage needs.
- Direct acquisition costs: transportation, purchase, conservation, storage, cataloging. If a purchase, whether the price is fair and reasonable.

Gifts to the Historical Collection are considered outright, unconditional, and unrestricted donations to be used in the best interest of the City, without condition that material(s) be kept intact, exhibited permanently or temporarily, or that the material(s) be kept indefinitely. Exceptions may only be made with the approval of the Parks and Recreation Director and must be well-documented.

Collection material donated to the City of Manhattan Beach Historical Collection may be tax deductible as charitable contributions. However, it is the sole responsibility of each donor to comply with all appropriate tax laws and regulations and to secure appraisal documentation to support deductions prior to donation. The City of Manhattan Beach assumes no responsibility to appraise donations for tax purposes.

## B. PROCEDURES

For the submission of material to the Historical Collection, the City of Manhattan Beach asks that potential donors complete a Donor Questionnaire (see Appendix B) to capture the item's history. When possible, the potential donor will provide a synopsis of the history of the item(s) noting its association with people, places and/or events relevant to Manhattan Beach. The completed form should be submitted to the Archivist along with corresponding photographs of each item. The Archivist will serve as the primary point of contact and the first line of review for all supporting documentation related to donated items before the documentation forms are reviewed by the Historical Collection Committee. The Historical Collection Committee will assess all relevant materials and provide recommendations on what will be accessioned into the permanent collection. The Parks and Recreation Director will have the final decision for most accessions after consultation with the Historical Collection Committee but may request City Council review and final approval if special circumstances or issues arise. Upon approval, the Archivist will send two signed copies of a Deed of Gift (see Appendix C) to the donor, one to be signed and returned to the Archivist and one for their records, to finalize transfer of custody to the Historical Collection.

It is the responsibility of the Archivist to discuss with potential donors the reasons why material(s) is refused for acceptance into the Historical Collection. It is essential to recognize the potential donor's generosity and their efforts in attempting to preserve historic material.

# IV. DEACCESSIONING AND DISPOSAL

*Deaccessioning* is the process of permanently removing accessioned material from a collection. As organizational missions and collection objectives may change over time, and user interests shift, it becomes necessary to reevaluate the collection. The following provides guidance for the reappraisal of collection and to help inform the decision of whether to permanently remove items from the collection. This is an ongoing process that should be performed at regular intervals as a part of collection development and done in a transparent and thoughtful manner.

The reappraisal and deaccessioning tasks can help achieve many objectives<sup>1</sup>, including:

- To improve overall access to materials;
- To make split collections whole;
- To assess and prioritize backlogs;
- To correct faulty appraisal at the time of acquisition;
- To comply with the law;
- To comply with current institutional collecting policies and retention schedules;
- To assess collecting strengths and refine collecting focus;
- To implement a change in the repository's mission; and,
- To better balance research potential of collections with the necessary allocation of resources (space, staff, time, and conservation resources) for their care and preservation.

The City of Manhattan Beach follows California law and references guidelines regarding the disposal of objects from the Historical Collection. The Archivist will make a reasonable effort to notify donors, or heirs of donors, when deed of gift forms for items being considered for deaccession include prewritten custody restrictions. Deaccessioned objects will be disposed of in accordance with California law and in a manner consistent with current archival standards and best practices.

## A. CRITERIA

To fulfill the mission of the collection and serve the community and visiting researchers, the City of Manhattan Beach may deaccession items from the collection based on the following conditions:

- It does not fulfill the mission or objectives of the collection.

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<sup>1</sup> Brett, J., & Foster, A. (2012). Guidelines for Reappraisal and Deaccessioning. (Revised by the Technical Subcommittee in 2017) [https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning\\_2017.pdf](https://www2.archivists.org/sites/all/files/GuidelinesForReappraisalDeaccessioning_2017.pdf)

- It does not relate to the themes and geographic scope of the collection.
- It is a poor, less important, incomplete, or unauthentic example of the material.
- It is excessively duplicated within the collection.
- It cannot be stored, preserved, or used adequately.
- It poses a threat to other collection items.
- It is damaged beyond repair or significantly worn beyond usefulness.
- It is lost or stolen and has remained missing for more than five years.

## B. RESTRICTIONS

Before any material is to be recommended for deaccession, reasonable effort must be made to ensure that the City of Manhattan Beach is legally free to do so. When a restriction on the disposition of material arises, the conditions of the acquisition will be met unless the City of Manhattan Beach finds it unreasonable to do so. In this instance the City of Manhattan Beach will consult legal counsel before proceeding.

Material deaccessioned from the Historical Collection shall not be given, sold, or otherwise transferred to City Council Members, elected or appointed City officials, City staff, MBHS Board Members, or their families or representatives.

## C. DISPOSAL METHODS

Deaccessioned items may be disposed of in one of the following methods:

- **Transfer:** When possible, the Archivist should contact repositories for whom the items may fit into collection scope. Materials that may be better utilized as reference items may be transferred to the education collection. Transferring items to a different archive or museum helps to extend the educational life of archival items and fits the mission of the Historic Collection.
- **Sale:** Items with monetary value may be offered for sale. If deemed necessary, the Archivist will have items professionally appraised to determine the sale value of the item.
- **Destruction:** Physical destruction may be appropriate if the condition of the material has deteriorated beyond repair and/or the integrity of the item is irrevocably compromised. Method of destruction is to be determined by the Archivist and will follow California property laws and museum standards and best practices.

## D. PROCEDURES

Items that have been identified as candidates for deaccessioning should be presented in writing by the Archivist for submission to the Historical Collection Committee for review. The written recommendation for deaccession should include the source/provenance of the item(s), the applicable criteria for selection, and recommendations for the method of disposal (see Appendix D).

The Historical Collection Committee will review the written recommendation and discuss the validity of the suggested deaccession. The Committee will discuss any potential significance that may have been overlooked, the possibility of the item's future importance, and alternative dispositions for the item. The Parks and Recreation Director will make the final decision once the Historical Collection Committee has made a recommendation. When special circumstances arise or a decision cannot be made, the Parks and Recreation Director may escalate the recommendation to the City Council for discussion and additional clarity.

Any changes to the initial recommendation will be recorded and conveyed to the Archivist and Historical Collection Committee. The Archivist will take the steps necessary to dispose of the deaccessioned items in the appropriate manner (e.g., transfer, sale, destruction).



# V. LOANS

*Loans* are temporary transfers of collection materials from one institution to another or from an individual to an institution in which there is no transfer of ownership. The City of Manhattan Beach participates in outgoing and incoming loans for the purposes of exhibition and education.

## A. RESPONSIBLE PARTIES

1. The authority to approve an outgoing loan or accept an incoming loan rests with the Parks and Recreation Director or designee after consultation with the Historical Collection Committee.
2. The Archivist or Cultural Arts Manager will be responsible for communicating with the requesting organization, preparing and maintaining all loan paperwork, the packing and shipping of loaned objects, as well as monitoring the transaction over the loan period.
3. The authority to recall the outgoing loan prior to the expiration of the loan period rests with the Parks and Recreation Director.
4. If unusual restrictions are required for a requested loan, the Parks and Recreation Director or designee will approve or negotiate these conditions, and the Archivist will be held responsible for enforcing them.

## B. CRITERIA

1. The City of Manhattan Beach lends objects to qualified institutions, non-profit organizations, or businesses for exhibition.
2. Material requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard should not be approved for loan unless special conditions are agreed upon in the loan contract.
3. Outgoing loans will be for an agreed upon period and may be renewed with the written approval of the Parks and Recreation Director prior to the return date. The Archivist is responsible for preparing updated loan paperwork.

5. The borrowing institution will not transfer possession, repair, clean, alter, or restore the Historical Collection materials it has received on loan without express written approval of the Archivist.
6. The borrowing institution will assume full responsibility for any loss or damage for borrowed items from the Historical Collection.
7. The City of Manhattan Beach requires that the borrower insure materials loaned once the loan has left the possession of the City of Manhattan Beach providing wall-to-wall coverage and may request a Certificate of Insurance as proof.
8. Materials on loan from the City of Manhattan Beach will not be reproduced or replicated in any manner without the written permission of the Archivist.
9. Failure to adhere to the terms of previous loans will be deemed adequate cause for denying loan requests. In such instances, alternative measures to ensure compliance, such as requiring the borrower to post a performance bond, may be considered.

## C. PROCEDURES

1. The borrowing institution must contact the City of Manhattan Beach and make a written request, indicating:
  - a. The material requested.
  - b. The purpose of the loan.
  - c. The proposed start and end date of the loan.
  - d. Any special conditions of the requested use.
  - e. The location of the proposed offsite exhibition.
2. The Archivist will review the loan request for potential legal, ethical, or professional issues.
3. The borrowing institution must agree and adhere to the conditions of loan, established by the City of Manhattan Beach.
4. The Archivist will prepare all paperwork, which may include:
  - a. Outgoing Loan Agreement (see Appendix E)
  - b. Condition Report (with current photographs) (see Appendix F)

5. Materials will be packed and shipped by qualified individuals and a shipping or transportation mode which is agreed upon by both the City of Manhattan Beach and borrower, to the physical location indicated in the loan agreement.

6. If the loan has not been returned by the date indicated on the loan agreement, the Archivist will contact the borrowing institution to initiate a return.

7. Upon the return of borrowed material, the Archivist will unpack, inventory, and assess condition prior to reintegrating the materials into the Historical Collection.

8. The Archivist will complete a condition report and close out the loan agreement upon return of all loaned materials and will provide the borrowing institution with a copy of the close out documentation.

# VI. DOCUMENTATION

Museum documentation records (accessions, loans, and catalog) are central components of collection management, and provide crucial information regarding the growth and maintenance of the collections overall. Meticulous museum recordkeeping improves access and use of the collections for study, interpretation, exhibition, and educational programming.

## A. PHYSICAL RECORDS

Records shall be kept using appropriate forms of documentation: i.e., Donor Questionnaire, Deed of Gift, Accession Record, Loan Agreement, relevant correspondence, conservation reports, and deaccession records.

Paper documentation of collections should be retained in fire safe cabinets for reference and tracking. Documents relating to a specific donation, or all documentation related to a loan, should be filed together to preserve the provenance of collection materials.

## B. COLLECTIONS MANAGEMENT SYSTEM

The City of Manhattan Beach currently uses Re:Discovery Proficio Elements as its Collections Management System (CMS). A current backup copy of the electronic database of the Historical Collection is to be kept in a secure, off-site location. The CMS will store the metadata about the physical material (see Cataloging Manual for procedural guidance). The City IT staff should be alerted if the user encounters any technical issues. User access controls shall be in place to ensure secure levels of access to the software and metadata for City staff and trained volunteers.

## VII. ACCESS AND USE

The Historical Collection exists as a joint effort by the City of Manhattan Beach and the Manhattan Beach Historical Society to fulfill the mission to collect and share the City's history with Manhattan Beach residents and researchers everywhere. Outside of their use in displays at the Beach Cottage located at Polliwog Park, access to the Historical Collection should remain protected but available to the public.

### A. ACCESS

The Historical Collection is kept securely stored in the Beach Cottage, the adjacent trailer unit and building in Polliwog Park, the Manhattan Beach Art Center, and the Manhattan Beach Public Library. Access to collections storage areas is restricted to designated City and Los Angeles County Library staff and trained volunteers working with City staff.

The Archivist is the primary authority for day-to-day collections operations. The Archivist is present during the hours of operation for Historical Collection and the Beach Cottage, overseeing MBHS docent volunteers, collections activity, and research requests. City staff is committed to accommodating research requests from the Manhattan Beach Historical Society that may fall outside of regular operating hours.

Requests for use of the Historical Collection by community members and researchers should be submitted in writing to the Archivist or digitally through the research request form on the City of Manhattan Beach website in advance of their visit to the Beach Cottage. The Archivist will retrieve the requested materials from secured storage areas for researchers.

Reference services may include:

- Research interviews;
- Searching the CMS for relevant materials;
- Retrieving materials for researchers;
- Discussing materials with researchers; and,
- Providing recommendations for further research.

Historical Collection materials are to be accessed exclusively during operating hours and under the supervision of the Archivist or designated City staff. Researchers will be allowed supervised access to the requested materials in designated reading areas in the Beach Cottage. There should be no food or drink in

reading areas or around Collection materials. Bags and bulky clothing should be placed away from materials to avoid damage and prevent theft. Markers and pens are prohibited while viewing collections materials. Historical Collection materials are not to be removed from the Beach Cottage for any reason without written permission from the Parks and Recreation Director.

Access to Accession Files by persons outside of the City and MBHS is not allowed. These files may contain personally identifiable information and should not be shared with the public.

## **B. USE**

### 1. Photography

The City of Manhattan Beach may restrict photography to protect the items in the Historical Collection and to avoid any possible infringement of copyright laws. Researchers and other visitors desiring to take photographs of the Historical Collection for personal or publication use must receive permission from the Archivist.

The City of Manhattan Beach complies with U.S. Copyright Law in its photographic services and activities. If an outside photographer is brought in to photograph the Historical Collection, any images produced shall be the property of the City of Manhattan Beach.

### 2. Duplication

The Historical Collection contains many visual images, audio, and archives. The Collection contains original photographs, reproductions, recordings, newspapers, and other documents. These materials may be available for duplication (e.g., digital scan or photocopy) depending on their condition, accessibility, copyright, and donor conditions.

Requests for copies of material should be made in writing and sent to the Archivist. Duplication requests will be approved by the Parks and Recreation Director or designee with guidance from the Archivist and Historical Collection Committee as needed. Duplication requests may be fulfilled by on-site Historical Collection staff and/or volunteers or, in special circumstances (e.g., oversized material, audiovisual material) performed off-site by the Archivist or a qualified vendor.



The City will not reproduce copyrighted material without signed authorization from the copyright holder(s) unless the services and activities fall under fair use. This authorization must be obtained by the person requesting the reproduction.

### 3. Fair Use of Copyrighted Material

Fair use of copyrighted material includes the use of protected materials for non-commercial educational purposes, such as teaching, scholarship, research, criticism, commentary, and news reporting. Unless otherwise noted, researchers may use copyrighted material without the City's express permission, provided that they comply with the following conditions:

- The content may only be used for personal, educational, or noncommercial purposes.
- Users must cite the author and source of the content.
- None of the content may be altered or modified.
- Users must comply with all other terms or restrictions which may be applicable to the individual item.

# VIII. COLLECTIONS CARE

The City realizes its obligation to protect its collection which is held in public trust. Collections care is an ongoing responsibility, and the City will work to ensure necessary legal, ethical, and professional responsibilities are carried out to provide necessary stewardship for the Historical Collection.

## A. PREVENTIVE CARE

Stable environments for items in storage, or on exhibit, shall be maintained by protecting them from excessive light, heat, humidity, and dust. The environmental needs of different materials shall be considered. All materials shall be protected against theft, fire, and other disasters by a security system.

### 1. Environmental Controls

A temperature of 65°F +/-5°F and humidity at 50 percent +/-5 percent are generally accepted among museums. Factors that contribute to improper temperature include sunlight, climate, electrical incandescent lighting, building mechanical systems, and inadequately controlled transportation conditions.

Relative humidity (RH) is the measurement of how much water vapor is in the air compared to how much the air could hold at that temperature, expressed as a percentage. Different types of collections have substantially different RH requirements, but 50% is the generally accepted standard. It is important to prevent dramatic swings in humidity by maintaining levels that fall between 45-55%.

Exposure to ultraviolet (UV) light, infrared (IR) light, and visible light can cause damage to sensitive materials over time. Exposure to excessive light over time can cause faded pigments, yellowing, weakening, and disintegration of materials. Light damage is cumulative and cannot be reversed.

Natural light is most hazardous to objects because of its intensity and high UV and IR components. The amount of daylight entering a building can be reduced by shutters, curtains, or blinds. Additionally, excessive UV radiation from skylights and windows can be reduced with the use of UV-blocking film or with UV-filtering specialty glass. In exhibition areas, a combination of indirect lighting and direct lighting to illuminate certain objects can be used to reduce visible light exposure. Excessive light levels in exhibits can be prevented by installing movement-sensitive light switches and by limiting the amount of time light-sensitive objects are on display.

## 2. Housekeeping

Good housekeeping is essential to preventative collection care. Collection storage and exhibit areas should be kept free of dust and cleaned and swept regularly. No food or drink should be allowed in collection exhibit or storage areas, and trash should be regularly removed from administrative and exhibit areas.

Best practices include:

### a. Daily

- Empty all trash containers.
- Dust identified historic rooms; wood surfaces, hardware, window frames, floorboards, and all other interior horizontal surfaces within reach so that a full rotation of dusting the house/building is completed on a biweekly basis.
- Clean all windowsill horizontal surfaces when cleaning frames. Do not leave insect carcasses on the sills, as they provide food for mice and other predators.
- Vacuum public traffic mats and non-historic carpets.
- Sweep floors and shake non-historic throw rugs.
- Enter work in daily log. Log completed rooms and changes, damages, and insects.

### b. Weekly or Biweekly

- Dust picture frames.
- Clean shadowbox glass and glass in picture frames.
- Dust tops of all doors.
- Clean and dust building entrances/foyer, including doors.
- Clean all windows.
- Enter work in a housekeeping log.

### c. Monthly

- Dust walls.
- Dust ceramics, glassware, and light fixtures.
- Clean behind picture frames for dust and insects.
- Enter work in housekeeping log. Note accumulation of insects.

### 3. Integrated Pest Management System

The components of an IPM program include:

- Monitoring
- Identification
- Inspection
- Habitat modification
- Good housekeeping
- Treatment action
- Education
- Evaluation

Infestations can be prevented by inspecting materials brought into the collection and quarantining materials exhibiting insect activity, controlling the sites at which pests can enter the building, removing anything that can attract pests such as food residues, and establishing environmental conditions that are inhospitable to pests.

### 4. Storage

Collection storage should be in a location that is isolated from all other activity including exhibition, preparation, and administrative functions. A separate collection storage area should also be identified in which to keep quarantined items. This may include freezing capabilities to kill active infestations.

## **B. CONSERVATION**

When necessary, conservation of materials shall be undertaken with the advice of a trained conservator.

# IX. SECURITY AND RISK MANAGEMENT

## A. BUILDING ACCESS

1. The Beach Cottage and associated collection storage areas should remain locked, and the facility alarm set when Archivist, volunteers, or docents are not in the building.

- The keys and alarm code should only be given to selected personnel, including the Parks and Recreation Director, Archivist, and City maintenance lead.
- Alarm codes should not be written or stored in places that can be accessed by researchers.
- Doors to collections storage should always be locked.

## B. RESEARCH ACCESS

1. All researchers must be required to sign in:

- Each researcher requesting collection materials should complete a Registration Form (see Appendix G) that asks for identifying information and information about research interests, and each researcher should sign a logbook.
- All researchers are required to present photographic identification when they register. A staff member should monitor the registration procedure to ensure that the name appearing on the identification matches the one given on the registration materials.
- If desired, a photographic ID may be retained from each person until the research materials are returned. The ID should be attached to the completed registration form and stored in a secure place.

2. Explain the rules for use of materials:

- Allow only necessary research materials into the reading room. The City should provide secure storage for the personal effects of patrons (coats, briefcases, purses and oversize handbags, portfolios, etc.).
- Containers and personal effects that are allowed in the reading room should be separated from the tables.
- Provide written guidelines for proper handling of materials (see Appendix H).
- Remind researchers to keep materials in the order in which they are found. Limit the number of boxes patrons can use at one time. Instruct researchers to put materials away each time they leave the reading room.

3. Ensure that the reading room is adequately staffed. Ideally, there should be two workers so that one can retrieve materials (City volunteer) while the other supervises the researchers (Archivist).
4. Each time the researcher leaves the reading room, inspect any personal materials that were allowed into the room for collection items to prevent theft and loss.
5. Inspect collections for sequencing and completeness before re-shelving. Registration forms should be easily accessible in the event that they are needed later for investigating a theft.
6. Researchers who do not comply with City of Manhattan Beach Historical Collection rules and regulations may have their access to the collections restricted or permanently revoked.

## C. EMERGENCY RESPONSE

Natural disaster and emergency response procedures for the Historical Collection are included in the City's emergency response plan. In the event of an emergency, the Archivist should notify the appropriate department and evacuate the premises.

### 1. Contacts

#### a. Emergency Service Telephone Numbers

- Manhattan Beach Police Department: 9-1-1 or (310) 545-4566
- Manhattan Beach Fire Department (Station #2): 9-1-1 or (310) 802-5220

#### b. City of Manhattan Beach Staff Telephone Numbers

- Parks and Recreation Director:
- Cultural Arts Manager:
- Archivist:
- Manhattan Beach Art Center: (310) 802-5440

A copy of a "Pocket Response Plan" (PRoP) containing essential telephone numbers and emergency procedure checklists should be distributed to all Historical Collection representatives. (see [free template online.](#)) Additional copies should be stored in accessible locations throughout the Historical Collection facilities.



## 2. Evacuation Procedures

1. The Archivist will call the appropriate police, fire, emergency officials.
2. The Archivist will notify all staff and visitors of the evacuation.
3. All staff will:
  - Ensure that all visitors exit in a calm and orderly manner.
  - Shut down electronic equipment if time permits.
  - Return any collection materials to archival housing if time permits.

# APPENDIX A: ROLES AND RESPONSIBILITIES

## CITY OF MANHATTAN BEACH:

### Parks and Recreation, Director:

- Oversee duties performed by the Archivist.
- Member of the Historical Collection Committee.
- Final authority for accepting policy changes.
- Final authority for acquisitions and deaccessioning collection materials.
- Final authority for incoming and outgoing loans.
- Final authority for requests for duplication of collection materials.

### Archivist:

- Day to day administration and care for the archival collections.
  - Includes managing acquisitions, housing, storage, and conservation of materials.
  - General housekeeping procedures in Beach Cottage and associated collection storage areas.
  - Provides support for exhibition planning and development by the Manhattan Beach Historical Society.
- Member of the Historical Collection Committee.
- Reviews and makes recommendations regarding donations and gifts to the collection.
- Ensures collection activities are properly documented.
  - Donation requests, acquisitions and accessions, deed of gift, deaccessions, and loans.
- Dispose of materials that are deaccessioned from the collections following best practices.
- Research and develop exhibitions highlighting Manhattan Beach history through collection materials.
- Manage incoming and outgoing loans.
- Train and oversee Manhattan Beach Historical Society docents and collections volunteers.
  - Provide training based on Processing Plan and Cataloging Manual.
  - Train volunteers to understand archival best practices.
- Provide reference and access to archival collections.
- Continue to develop and implement policies, procedures, and programs related to the collection.

## MANHATTAN BEACH HISTORICAL SOCIETY & VOLUNTEERS:

- Manhattan Beach Historical Society Board of Directors to provide two (2) members to the Historical Collection Committee.
- Provide docent service to the historical collections on display in the Beach Cottage Museum.
- Assist Archivist in research and development of exhibitions highlighting Manhattan Beach history.

- Provide research assistance and reference services in tandem with Archivist.
  - Assist with reference interviews.
  - Provide subject expertise.
- Assist with research appointments.
  - Retrieve archival materials for research appointments.
  - Convey and enforce research guidelines and policies.
  - Monitor researchers.
- Assist Archivist with general housekeeping procedures in Beach Cottage Museum and associated collection storage areas.
- Perform collection processing and cataloging following procedures outlined in Historical Collection documentation.
  - Use Processing Plan and Cataloging Manual for guidance.
  - Attend training sessions from Archivist.
  - Understand archival best practices.
- Make recommendations regarding donations and gifts to the collection.

## HISTORICAL COLLECTION COMMITTEE:

- Consists of Parks and Recreation director or designee, Archivist, two (2) board members of the Manhattan Beach Historical Society, one (1) member of the Cultural Arts Commission.
- Review and make recommendations on collections acquisitions and deaccessions.
- Provide recommendations for Historical Collection processes including:
  - Acquisitions and deaccessions.
  - Policy revisions.
  - Incoming and outgoing loans.
  - Duplication requests.

# APPENDIX B: DONOR QUESTIONNAIRE

## City of Manhattan Beach Historical Collection

### Donor Questionnaire

Thank you for considering the City of Manhattan Beach Historical Collection for your historical donation. We are able to preserve and share the City's history through donations from community members, organizations, and businesses just like you. As archival storage space is limited and long-term care of collections is costly, we would like to know more about your donation before we accept it into our collection permanently.

#### 1. Contact Information:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

#### 2. Description of Materials:

- Please provide a brief description of the materials you wish to donate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What is the format(s) of the materials? (papers, photographs, audiovisual, periodicals, collectables, objects, ephemera): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- How many items are in the collection? \_\_\_\_\_
- What is the approximate date range of the materials? \_\_\_\_\_

- Are you aware of any copyright or access restrictions on the materials? \_\_\_\_\_  
\_\_\_\_\_
- Have the materials been appraised by a professional appraiser? \_\_\_\_\_  
(If yes, can you provide a copy of the appraisal report?) \_\_\_\_\_

3. Provenance:

- What is the provenance of the materials? (Who created the materials, what is the chain of custody from the original creator to yourself?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you have any documentation related to the origins and provenance of the material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Donor Intent:

- Why have you decided to donate these materials? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What do you hope will happen to the materials after they are donated? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you have any specific thoughts on the use, display, or access to the materials? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# APPENDIX C: DEED OF GIFT

## City of Manhattan Beach Historical Collection

### Deed of Gift

Collection Number: \_\_\_\_\_

Accession Number: \_\_\_\_\_

Date of Donation: \_\_\_\_\_

#### Donor Contact Information:

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

#### 2. Description of Materials:

- Brief description of the materials in the accession: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Format(s) of the materials? (papers, photographs, audiovisual, periodicals, collectables, objects, ephemera): \_\_\_\_\_  
\_\_\_\_\_
- Number of items in the accession: \_\_\_\_\_
- Approximate date range of the materials: \_\_\_\_\_

#### 3. Provenance:

- Provenance of the accession: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copyrights:

The Donor hereby confirms that they hold all necessary rights to donate the materials, and that the materials do not infringe on any third-party copyrights, trademarks, or other intellectual property rights. The Donor grants to the City of Manhattan Beach the right to use, display, reproduce, and distribute the donated materials in accordance with the City of Manhattan Beach’s mission and goals, including for educational, research, and other non-commercial purposes. The Donor represents that they have not entered into any agreement or understanding that conflicts with this grant of rights.

Transfer of Ownership:

The Donor hereby transfers ownership of the donated materials to the City of Manhattan Beach and confirms that they have the authority to do so. The Donor understands that the City of Manhattan Beach will be the sole owner of the materials, and that the City of Manhattan Beach has the right to dispose of the materials in any manner consistent with its mission and goals.

The Donor understands that the donated materials will be maintained and preserved by the City of Manhattan Beach to the best of its ability. The Donor agrees to provide any additional information regarding the donated materials that may be requested by the City of Manhattan Beach.

The Donor acknowledges that they have read and understand the terms of this Deed of Gift, and that they are making this donation voluntarily and without any expectation of payment or other compensation.

Donor Signature: \_\_\_\_\_

Collection Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX D: DEACCESSION RECOMMENDATION

## City of Manhattan Beach Historical Collection

### Deaccession Recommendation

Please complete the following form for a deaccessioning recommendation. Items that were acquired in a single accession may be listed on the same recommendation form. Items from multiple accessions should be listed on separate recommendation forms.

Item(s): [Enter the name(s) of the item(s) recommended for deaccessioning.]

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Source/Provenance of the item(s): [Enter a brief description of the source/provenance of the items(s), including any relevant history or background information.]

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Applicable criteria for deaccession: [Select the applicable criteria for deaccessioning the item(s) from the list below. Check all that apply.]

- It does not fulfill the mission or objectives of the collection
- It does not relate to the themes and geographic scope of the collection
- It is a poor, less important, incomplete, or unauthentic example of the material
- It is excessively duplicated within the collection (more than 3)
- It cannot be stored, preserved, or used adequately
- It poses a threat to other collection items
- It is damaged beyond repair or significantly worn beyond usefulness
- It is lost or stolen and has remained missing for more than five years
- Other: [please specify] \_\_\_\_\_



Recommendations for method of disposal:

- Transfer to another repository: [suggestions] \_\_\_\_\_
- Sell
- Destruction: [justification] \_\_\_\_\_

Recommendation submitted by: \_\_\_\_\_

Date of recommendation: \_\_\_\_\_

# APPENDIX E: OUTGOING LOAN

## City of Manhattan Beach Historical Collection

### Outgoing Loan Agreement

Borrowing Institution:

Address:

Phone:

Point of Contact:

Email:

Loan Details:

Duration:

Start Date:

End Date:

Items will be returned by date:

Location of loan:

Purpose for loan: [Describe the intended use and/or research purpose of the loan]

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Items on loan: [List all items in the loan, including title/description and item ID number.]

Special conditions and/or restrictions to the loan: [Detail any special instruction for the loan; insurance, copyright restrictions, display restrictions, etc.]

The Borrowing Institution hereby agrees to assume full responsibility for the safety and care of the loaned items for the duration of the loan period. This includes travel to/from the location of the loan. The Borrowing Institution agrees to return the items in the same condition as they were received. The Borrowing Institution also agrees to comply with any special conditions or restrictions on the loan, as outlined in this agreement.

Signature of authorized representative of Borrowing Institution:

---

Date: \_\_\_\_\_

Agreed to and accepted by:

City of Manhattan Beach

---

[Archivist]

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# APPENDIX F: CONDITION REPORT

City of Manhattan Beach Historical Collection

## Condition Report

Object ID Number: \_\_\_\_\_

Title/Description: \_\_\_\_\_ Date (ca.): \_\_\_\_\_

Measurements (HWD): \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Media: \_\_\_\_\_

3D Objects:

### **Material Components:**

#### Organic ~ Plant

Bark \* Cotton \* Linen \* Paper \* Plant fiber \* Wood \* Other: \_\_\_\_\_

#### Organic ~ Animal

Beaks, claws, hooves \* Feathers \* Fur \* Hair \* Horn \* Silk \* Skin \* Wool

Other: \_\_\_\_\_

#### Inorganic ~ Metal

Copper/copper alloy \* Gold \* Iron \* Lead \* Silver \* Tin \* Other: \_\_\_\_\_

#### Inorganic ~ Non Metal

Ceramic/clay/terracotta \* Glass \* Plaster \* Stone \* Other: \_\_\_\_\_

#### Inorganic/Organic Compound

Bone \* Shell \* Teeth/ivory \* Other: \_\_\_\_\_

#### Synthetic Materials

Description: \_\_\_\_\_

Paper:

**SUPPORT / PAGE:**

Planar distortions \* Wrinkles \* Folds \* Cracks \* Creases \* Tears \* Abrasion \* Accretions \* Losses, holes \* Fading \* Thinning \* Darkening \* Yellowing \* Discoloration \* Stains \* Soil \* Grime \* Mold \* Insect damage \* Attachments (tape, patches, stamps)

Other: \_\_\_\_\_

**MEDIA:**

Losses \* Flaking paint (*avoid manipulation*) \* Friable/powdery \* Accretions \* Smudging \* Abrasion \* Discoloration \* Stains \* Leaching \* Fading

Other: \_\_\_\_\_

**FRAME or HOUSING:**

Miters Loose \* Wires & Screws Attached \* Chipped \* Cracked \* Loose Pieces \* Losses \* Gesso or Finish Flaking \* Slipped Hinges

Other: \_\_\_\_\_

**Condition Summary:**

Good \* Fair \* Severe (unstable)

**Recommendations:**

Further examination \* Stabilization/Support \* Fumigation \* Treatment \*

Remedial Cleaning \* Other: \_\_\_\_\_

**OVERALL CONDITION:**

Abrasion \* Accretion/Incrustation \* Break \* Chip/loss \* Cleavage \* Crazeing \* Corrosion

\* Cracks \* Delamination \* Dent \* Delicate Attachments \* Dirt/Grime \*

\* Flaking \* Lifting Paint \* Fraying \* Gouge/hole \* Insect activity/damage \*

Mold/mildew \* Powdering \* Pitting \* Scratches \* Stain/discoloration \* Tarnish

Warping \* Worn \* Inherent Vice \* Old Repairs

Other: \_\_\_\_\_

**Additional Comments:**

**Date of Examination:**

**Location:**

Examiner: \_\_\_\_\_

# APPENDIX G: RESEARCHER REGISTRATION

## City of Manhattan Beach Historical Collection

### Researcher Registration

#### Researcher Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Research Appointment Details:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

#### Research Details:

Research topic:

#### Materials of Interest

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="radio"/> Newspapers  | <input type="radio"/> Photographs |
| <input type="radio"/> Magazine    | <input type="radio"/> Books       |
| <input type="radio"/> Yearbooks   | <input type="radio"/> Objects     |
| <input type="radio"/> Audiovisual | <input type="radio"/> Ephemera    |

Please provide a brief description of the questions you hope to explore during your research appointment.

Please provide any additional relevant information that may assist us during your research appointment.

# APPENDIX H: RESEARCHING GUIDELINES

## City of Manhattan Beach Historical Collection

### Researching Guidelines

#### General Guidelines:

- a. The City of Manhattan Beach will provide a designated research area.
- b. No food or drink allowed in the designated research area.
- c. No bags, umbrellas, or bulky clothing allowed in designated research area.
  - Researchers may bring notepads and pencils to research area, no pens allowed.
  - Researchers may bring sweaters and other small outerwear to research area.
- d. Please be courteous to staff and fellow researchers:
  - Keep voices low
  - Use headphones if listening to audiovisual materials
- e. The City of Manhattan Beach reserves the right to end research appointments at any time.

#### Handling Guidelines:

- a. Please keep your hands clean while using the collection materials.
  - Researchers are encouraged to wash hands prior to their appointment
  - City of Manhattan Beach will provide protective gloves for use when handling paper, photographs, and delicate objects.
- b. Availability and/or handling of items is at the discretion of the City of Manhattan Beach. Restrictions may be in place based on the fragility and value of collection items.
- c. Do not place anything on top of collection items.
- d. Do not bend, mark up, or modify collection materials in any way.
- e. Remove items from one archival container at a time while conducting research. This prevents accidental misfiling when packing collections away.
- f. Do not leave research materials unattended. Please alert the Archivist or volunteer any time you leave the research area.
- g. Please pack up research materials at the end of your research appointment.

All persons, clothing, and bags are subject to search before the researcher departs upon the conclusion of the research appointment.