New Hampshire
Connecting to Collections:
From Awareness to Funding

Final Report

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www.FindNHhistory.org
# Table of Contents

Executive Summary.................................................................2

Project Background..............................................................3

Project Description..............................................................5

Project Activities.................................................................6

Project Outputs.................................................................10

Project Outcomes...............................................................13

Other Outcomes ....................................................................14

Anecdotes.................................................................................15

A sampling of NH's most valuable collections........................16

Appendix A: SurveyMonkey Survey

Appendix B: Counting Opinions Survey
Executive Summary

New Hampshire Connecting to Collections was funded by an IMLS Connecting to Collections Statewide Planning Grant awarded in 2009. The project was a joint effort of museums, archives, libraries, and historical societies to ensure the preservation of New Hampshire’s cultural materials. The project was administered by the New Hampshire State Library, a division of the Department of Cultural Resources. The name chosen for the project is Find NH History. Find NH History took place between March 2009 and October 2012.

Project activities included an online survey and a searchable collections portal. The web survey had a 22% response rate, with 120 of New Hampshire’s 551 identified cultural heritage organizations responding to the collections survey. Survey data was used to produce an online database of 271 collections. Responses were particularly strong from the public library community and small town historical societies. The majority of collections are from the 18th and 19th centuries. Thirteen collections include materials from the 1700’s and 40 collections include materials from the 1800s. Compared to other states that conducted surveys as part of the national Connecting to Collections program, New Hampshire experienced one of the better response rates.

The survey was designed to identify a wide variety of materials types held by New Hampshire institutions. Each surveyed institution was asked to provide an open-ended narrative description of up to ten collections with content scope and size, associations with people, places or events, and information on the public access to the collections. Respondents further described their collections using a controlled vocabulary of specific material types patterned after the materials hierarchy in the 2004 Heritage Health Index. A development website for the project www.findnhhistory.org was created during the first year of the project and was launched to the public in the second year of the project. At the onset of the project, open-source applications were used to generate the survey and develop the website. After a year, Open Source was not the right choice because progress was very slow and content management activities were outsourced to a vendor with a propriety system.

The benefit and value of Find NH History is long-term viability. The survey and the database are permanent tools that can be used on an ongoing basis to identify collections and to promote support for their care. The project activities were designed so that NH organizations can continue to request access to the online survey from the website and upon submission of the survey can immediately view the uploaded collections data on the Find NH History website.

As a result of the project activities, the New Hampshire State Library has positioned itself to target the collections in need of preservation and to utilize state conservation funding to protect the state’s most valuable and endangered materials. The success of Find NH History can be attributed to the advocacy for collections care and stewardship by leaders of state and regional organizations, and by staff and volunteers at hundreds of collection institutions. At the local level, town clerks, libraries and historical societies are seeking and receiving federal, state and local funding for preservation assessments, conservation treatment of paper and art objects and historic building restorations.
Project Background

The *Heritage Health Index* (HHI) survey performed by Heritage Preservation in 2004 painted a rather grim picture of the nationwide state of affairs concerning the condition and the preservation needs of America’s collections. Thirty-three New Hampshire organizations responded to the HHI. Drawing on the results of past NH initiatives and the goals of the IMLS *Connecting to Collections: A Call to Action*, New Hampshire State Library submitted a proposal to IMLS to address the HHI goal of creating awareness of New Hampshire’s cultural collections in order to marshal public and private support for collections care in the future. Preservation surveys performed in the past twenty years by a number of New Hampshire’s premier collecting institutions found the Granite State’s collections to be equally at risk as those in the HHI and in need of preservation.

In 2009 the New Hampshire State Library (NHSL) was awarded a $40,000 planning grant from the Institute of Museum and Library Services (IMLS) “Connecting to Collections” program to undertake a statewide survey of New Hampshire’s cultural collections held in local historical societies and museums, municipalities, libraries, art galleries and other specialized collecting groups. The goal of C2C in New Hampshire was to create an online gateway to statewide cultural and historical collections that had the potential to raise awareness, improve access to and to identify collections in need of preservation.

The NH *Connecting to Collections* project built upon the foundation of findings from four previous New Hampshire preservation planning and assessment initiatives.

1. The 1984 and 1994 *New Hampshire Historical Records Assessment and Reporting Project* performed by the NH State Archives and which summarized responses of 215 out of 237 municipalities in the state.
2. The 1992 *New Hampshire Collections: A guide to our cultural heritage* conducted by the NH Historical Society and the NHSL which summarized responses from 125 collecting institutions.
3. The 1992 and 1995 *NH Preservation Assessment Project* funded by a National Endowment for the Humanities grant to NHSL and which summarized the preservation needs in public libraries.

Recommendations from the 1984, 1994 and 1995 preservation assessments identified the preservation problems and needs facing the state’s collecting repositories. The 1995 strategic planning publication, *Bridges from the Past to the Future*, enumerated the barriers and solutions to long term care of historic records. The barriers identified in order of priority were:

1. Inadequate environmentally controlled storage facilities
2. Public access to deteriorating materials
3. Funding and assistance with grant preparation for the preservation of endangered materials
4. Educational opportunities

The strategic preservation plan, *Bridges from the Past to the Future: A strategic preservation plan for the State of New Hampshire*, that was produced as the result of the NEH preservation assessment clearly stated the benefit of environmental controls, the need for emergency preparedness, leadership and education. The most urgent and key recommendation of the strategic plan was to increase public access to important historical collections and to raise awareness of them as a means to protecting them in the future.
The direct result of the strategic plan was that NH institutions began seeking and receiving grants from the National Historical Publications and Records Commissions (NHPRC) and other state and local funders for various preservation activities. The state-funded Vital Records Improvement Fund (VRIF) program enacted by the NH legislature in 1998 as an outgrowth of the NHPRC Assessment enabled every municipality to undergo preservation assessments and to purchase archival vaults, environmental monitoring equipment and protective storage equipment. Then in 2001 Dartmouth College used NHPRC funds to partner with eight NH organizations for the very successful “New Hampshire Local Records Education Project” which provided free preservation surveys and workshops to train archivists, librarians and curators in the care of and preservation management of collections.

The NH C2C statewide preservation project took place between March 2009 and October 2012. Initially the grant activities of NH C2C included an online survey using two Open Source solutions to survey New Hampshire’s libraries, museums, historic sites and archives. Open Source applications were rejected half way through the project at which time proprietary software from an outside vendor was used. The intended audience for the completed database would be diverse including the public at large, collecting professionals, legislators, genealogists, history researchers and local and state government agencies. The outcome of NH Connecting to Collections became the only resource of its kind in the state and was entitled Find NH History.
Project Description

The project was developed by NHSL in partnership with the New Hampshire State Archives; the New Hampshire Historical Society; the New Hampshire Division of Historic Resources; the New Hampshire Council on the Arts; and the New Hampshire Department of Cultural Resources. A C2C Planning Committee, most of whom later became members of the C2C Advisory Committee, met prior to grant submission to decide what HHI needs existed in NH and how C2C might best serve the state’s collecting institutions. Committee members provided a geographic representation of the state.

With the knowledge that four preservation projects had already been conducted within the past 20 years, the committee was reluctant to submit a C2C planning grant proposal that would result in another statewide preservation plan summarizing the same needs. They wanted precise and meaningful collections data in a usable format for public and private audiences that could be used to marshal support to preserve collections. It was agreed that the best use of funds would be a continuance of the successful 1992 project that produced the paper guidebook *New Hampshire Cultural Collections*. This printed directory was produced from a paper survey of 237 collecting organizations and then compiled into a resource containing details of collections from 125 survey respondents. Although invaluable in its content, a user seeking collections on a particular topic had to read through each collection description to locate multiple collections related to a person, place or event.

The fact that the 1992 publication was no longer in print, that only 500 copies were produced and that its content might require revisions after 17 years, were excellent reasons to update and re-distribute a more useful online version that had greater potential to raise the awareness of New Hampshire’s cultural wealth on a much larger scale. Given the range of possibilities using technology, the C2C Planning Committee envisioned a unique online registry of historic and cultural materials in one searchable database. The registry would improve access to NH information heritage and help to create a supportive public attitude towards valuable collections.

The purpose of the NH C2C collections portal was to facilitate free and open access through a single website to collections that documented the history and culture of New Hampshire. The web-based portal would provide access to descriptive information about related collections held in New Hampshire’s collecting institutions. Users could search all collections pertaining to “who, what, when and where.” Collections data would inform stakeholders of important material, objects and buildings in need of preservation.
Project Activities

Year 2009: Planning, Designing and Testing

The C2C Planning Committee established the Preservation Steering Committee by recruiting collections professionals for the C2C Advisory Committee. Advisory Committee members responsible for the oversight of the C2C project activities were comprised of representatives from cultural heritage institutions in New Hampshire. The Administrator of Library Operations and Preservation Officer for NHSL, served as the Project Director. Advisory Committee members included:

- Alan Rumrill, Director, Historical Society of Cheshire County
- Karl Roenke, Director, White Mountain History
- Dick Boisvert, State Archeologist, New Hampshire Division of Historic Resources
- Mary Russell, Supervisor, New Hampshire Automated Information System
- Renee Fox, Archivist, Canterbury Shaker Village
- Frumie Selchen, Arts Alliance of Northern New Hampshire
- Lori Fisher, Director, Bow Public Library
- Tom Hanes, Education Director for the Association of Historical Societies of New Hampshire
- Peter Wallner, Library Director, New Hampshire Historical Society
- Elizabeth Slomba, Archivist, University of New Hampshire, Dimond Library
- Lynn Aber, President, New Hampshire Archivists Group
- Carey Johnson, Registrar of Collections, New Hampshire State Council on the Arts

The planning process to implement the project was complex. Between March and November of 2009, the Steering Committee met five times and had email discussions to outline the action items that would accomplish the goals and objectives set forth in New Hampshire's C2C grant proposal. The committee hired a part-time database developer who possessed technical skills in social software and database management. Press releases and radio broadcasts were prepared by NHSL to publicize the project, encourage participation in the survey and to familiarize readers and listeners with the project purpose.

In order to launch the C2C survey, a large contact database of collecting institutions with email addresses had to be built. Contact data came from mailing lists, membership lists, printed and online directories and the 125 organizations that had participated in the NH Cultural Collections survey. The Database Developer selected Zoho CRM as the Open Source application to create the database because of its capacity to generate emails. When the database was completed it contained over 1,000 organizations comprised of libraries, museums, historic societies, historic sites, town archives, private schools, churches, hospitals and government agencies. The NH C2C grant application had proposed a survey of 500 organizations, but the Steering Committee decided to proceed with surveying a universe of 900 organizations because they had email addresses. The committee was aiming for a 30% response rate hoping that 270 organizations would return a survey. In the end, invitations to the SurveyMonkey survey went to a total of 884 organizations, a portion of which bounced back.

The survey and the survey tool were finalized during the summer. Data elements, wording and survey logic were defined using the material type hierarchy outlined in the HHI Survey. Survey Monkey was selected as the best survey tool for the project since it supported a spreadsheet output of data. Later that same year the committee finalized the data elements, survey methodology, and structure and made decisions on content display on the website. The committee required that collections contained in the
web portal must be searchable by keyword and have the capacity to be browsed by controlled vocabulary. The final version of the survey questions were entered in SurveyMonkey and tested by the Advisory Committee as a pilot to ensure the survey could be completed within 15 minutes and allowed for input of up to 10 collections. The survey was found to be too lengthy and confusing with too many survey “loops” so the committee revised the structure, the instructions and logic in the hope that it would simplify and improve the survey process. In the end, the survey still was difficult for respondents to understand and complete so it was discontinued and another replaced it.

An unfortunate feature of SurveyMonkey was that the survey had to be completed in one sitting and could not be saved and completed later. The first survey questionnaire can be found in Appendix A. The survey was designed to capture as much detailed information as possible. Respondents were asked to identify up to 10 of their important collections and to provide the following collection scope information.

1. Name of Collection, formal or informal (e.g. “Woodbury Family Collection or Shipbuilding tools”)

2. Top Level material type Categories:
   - Paper based materials
   - Town records
   - Artwork
   - Collectibles
   - Photographic Materials
   - Audio/Visual materials
   - Digital materials
   - Historic buildings
   - Vehicles and transportation
   - Scientific and archeological materials

3. Size and number of items in the collection
4. Town, region and county where the collection is housed
5. Date(s) or range of dates of collection
6. Historical connection to people, places and events
7. Public access to the collections
8. Online digital collections

The committee felt that a benefit to the NH C2C project would be a recognizable website logo and a branding that was identifiable and easy to remember. The committee chose “Find NH History” and the domain was registered using the URL:  www.findNHhistory.org/.net/.com

A local graphics designer created a suitable logo for the URL with the Old Man of the Mountain and a magnifying glass, which was unanimously approved. LisHost was chosen as the remote web server, and by the end of the year website design was underway using a development WordPress website. The collections information submitted by the Advisory Committee in the pilot survey was sufficient data to begin uploading organizational and collections information on the development website.
Year 2010: Implementation of the survey and Website launch

Over the course of the year, email invitations were released in batches by organization type. The project website www.findnhhistory.org went live in April displaying the collections information submitted by the Advisory Committee. The controlled vocabulary browse function was working, but the keyword search function was not.

In May, the survey was released to the public, and 439 municipal records keepers and historical societies received email invitations to complete the survey. In June, invitations were emailed to the 165 organizations who had been surveyed for the 1992 NH Cultural Collections resource asking them to confirm, add or revise their collections information. In September, 255 multi-type libraries received email invitations. The remainder of contacts in the database received an invitation in November. Reminder emails were sent two weeks after each initial invitation. At the end of 2010, 829 organizations with email addresses had been invited to participate in NH C2C, and 111 had responded.

Year 2011: Project activities come to a halt

Early in the year, it became apparent that the Database Developer was unable to manage the project using the Open Source software Zoho, SurveyMonkey and WordPress. WordPress had become an unsuitable solution to easily and logically manipulating data and uploading collections descriptions to the website. The developer had resorted to manually entering collections into the website. Organizational and collections data from 111 respondents had been accumulating from the survey and were not being uploaded on a timely basis. The developer regretted using Zoho because it was more difficult than originally thought it would be to conduct the email invitations and produce tracking reports, and the developer had difficulty finding plug-ins to process the data received from the survey and had resorted to manual data entry. Because only 30 organizations out of 111 were represented on the website, it became obvious to the developer that the volume of responses was unmanageable. It was impractical to continue using open source applications as a data management solution. The Project Developer could not fulfill the terms of the work agreement and consequently left the project. The survey was taken down. The website remained but the data uploads to it came to a halt.

The Advisory Committee remained positive that the project could still succeed based on the 15% response rate thus far. The lessons learned in using open source software for the magnitude of the project prompted the Advisory Committee to recommend outsourcing to a professional content management vendor in order to complete the project as proposed. In March, they advised the Project Director to submit an extension request to IMLS outlining the changes to the allocation of funds, project activities and timeline. IMLS approved the revisions and granted an extension from September 2011 to October 2012 for project completion. The goals and scope of NH C2C remained the same.

In June, the Project Director identified Counting Opinions (CO) of Toronto, Canada as a reputable vendor with experience in capturing data, designing and generating surveys, manipulating statistical data and online content management. Counting Opinions also proposed a solution for the capture of collections data and management of the website content beyond the project end date of October 2012. The Advisory Committee endorsed Counting Opinions and in November the State of New Hampshire approved CO as a state vendor and an agreement with deliverables was signed.
Year 2012: Project completion: Successes and achievements

Counting Opinions commenced in January to overhaul the entire survey and data management process. CO assigned a development team to create a new survey, upgrade the data capture functionality, consolidate and convert existing data from WordPress and Zoho and re-design the website. CO used its proprietary LibPAS software as the survey and data management system. Throughout the transition phase, the Project Director provided the guidance and input to CO to improve the survey and to enhance content management of the “Find NH History” website. The NH C2C project logo and URL www.findnhhistory.org were kept, and the website hosting moved to the Counting Opinions server.

In February, all existing electronic data had been migrated and resided on the remote CO server. In March, the development team created a new data capture survey form, moved the electronic data to a new system and launched the new Find NH History web portal with a new user interface. By the end of March, the new project web portal was live and the new email communication system was completed. A copy of the Counting Opinions survey form can be found in Appendix B. CO made the following major improvements to the project:

1. A “Save and Continue” feature for the survey using access codes
2. A simplified survey form with pre-filled organizational information from the contacts database
3. An auto-fill and edit check system for email addresses, zip codes and phone numbers
4. A detailed summary view at the end of the survey process to allow for edits to collections descriptions
5. An automatic and immediate uploading of survey results into the project website
6. A keyword search function on the website
7. An integrated mapping system to provide geographical locations of organizations
8. A video tutorial in the survey to assist with account creation, survey navigation and adding collections

Up until August, the website portal looked and functioned the same as the original WordPress design. When CO took over the WordPress website and reformatted the data as best as possible to display accurate collections data. At the request of the Project Director, CO created three sample templates for a new website. The goal was to present a more professional design and to improve database performance. In September, a new website was launched that contained all the data from the previous website, but with a more pleasing appeal and greater search and browse capabilities. CO had also enabled a feature by which visitors to the website could click on a “Participate in Find NH History” link that generated an automatic email with unique account access to log-in to the survey and add their collections to the portal. The website also contained links to the national and NH C2C initiative, more conservation assistance and more links to grant opportunities for collections care.
Project Outputs

Out of 844 email invitations sent in 2010 by the part-time database developer, 76 bounced back and 92 responded for a 11% response rate. The breakdown by organizational type that received the first survey invitation was:

- 260 libraries:
- 128 historical societies and historic sites
- 79 museums:
- 42 private schools and academic institutions,
- 16 hospitals,
- 7 churches,
- 20 state agencies
- 167 town clerks
- 125 organizations that participated in the 1992 NH Collections survey

By the end of 2010, there were 111 responses recorded in SurveyMonkey and 196 collections. Of this, only 30 organizations and 82 collections were found on www.findnhhistory.org. The developer was unable to provide statistics on the breakdown of all the organizational types that had responded to the survey, which made it difficult to target a particular group in subsequent emails.

After Counting Opinions began managing the response data in 2012, they provided more informative statistical reports that were broken down by demographics, responses and collections content. CO was also able to report on how many email invitations had been opened, bounced back and "clicked through" to establish login accounts. Counting Opinions created administrative access to their dashboard for the Project Director to determine how many new collections had been added, create unique account access information, generate emails for new organizations and track how organizations had entered their collections.

CO overhauled the entire email invitation process. They uploaded the original Zoho database of 884 contacts and weeded duplicates and incomplete contact information which established a core list of 551 contacts. The recount of 551 led the Advisory Committee to believe that the Zoho database had contained more errors than they realized that their first estimate of 500 organizations had indeed been a reasonable and manageable universe of contacts.

CO created accounts for the 89 organizations that were already reflected on the Find NH History website and sent a courtesy email to them in May 2012 requesting verification of their information. After revising the contacts database, CO assigned unique account information to each of the 551 organizations. During August 2012, Counting Opinions emailed invitations in three batches asking for participation in Find NH History. Out of the total of 551 invitations, there were 219 who opened their emails and created accounts, not all of whom went on to complete the survey. At the completion of the NH C2C project in October 2012, there were 120 organizations that had submitted collections information. Total collections contained in Find NH History were 271 up from 216. The response rate had become 22%.

It is believed that the design of the Find NH History survey process contributed to the 22% response rate. Industry studies report that expectations for response rates to external surveys can range anywhere from 10-15%. These studies report that an important incentive to completing a survey is that action will be taken by the respondents’ feedback and that a follow-up reminder within 10 days conclusively
generates additional responses. The Find NH History survey confirmed both of these statements. It can be assumed that Find NH History was viewed as an important project, and that respondents were motivated to execute the survey because they were able to immediately view their input to the project database upon completing the survey. As anticipated, follow-up emails to the original invite resulted in increased responses.

The historical objects added to the portal include documents, photographs, paintings, textiles, manuscripts, maps, historic sites, portraits and artifacts that ran the gamut from military artifacts to the tools and mementos of everyday life in New Hampshire. Survey respondents who entered information in the date field indicated there were thirteen collections contained materials from the 1700s, 40 collections were from the 1800s and 13 from the early 1900s.

Not surprisingly, there were institutions caring for collections made up of different objects and formats. Within the 271 collections, 63 contained photographs, 47 contained scientific artifacts, 223 contained paper-based materials, 155 contained artwork, 69 contained audio/visual materials, 47 contained historic buildings and 35 contained digital materials.

- 63 photograph
- 47 Scientific artifacts
- 223 paper-based of which 107 were manuscripts in town archives
- 155 Art & Antiques
- 69 audio/visual
- 47 historic sites and buildings
- 35 digital materials

Collections content by type

[Diagram showing the distribution of collections by type: Paper 36%, Photographs 10%, Artifacts 7%, Buildings 7%, Artwork 24%, Audio/Visual 11%, Digital 5%]
The greatest number of responses came from 73 academic, special and public libraries followed by 40 archives, 29 museums, 13 historic sites and 3 government agencies.

The majority of collections reported within one region of the state were located in the Merrimack Valley region which is the area surrounding the state’s capital city of Concord. The central part of the state which is comprised of both the Sunapee and Lakes regions has organizations housing 35% of the collections contained in Find NH History. Two thirds of New Hampshire is rural and sparsely populated and make up the two regions called the Great North Woods and White Mountains. Almost a quarter of the reported collections in Find NH History were located within these two isolated regions of New Hampshire. This information can be very helpful and beneficial to neighboring organizations seeking similar and related collections to their own. In some cases, the regional collection data has the potential to inform responders to historic collections in the event of recovery efforts to an environmental disaster that is concentrated in a specific region of New Hampshire.
Project Outcomes

Because the project resulted in a 22% response rate and the fact that the collections data is of good quality, the outcome of Find NH History is judged to be a success. Find NH History created a new and unique tool with meaningfully information for the public and for stakeholders. Advocacy efforts on multiple levels to protect New Hampshire’s heritage is now possible by positioning leaders of state and local leaders, as well as staff and volunteers, to connect collections to the public and create a broader support base for preservation activities.

The outcomes of NH C2C are attributable to the project activities. The goal was to create an extensive database of historic documents that could be searched to determine the oldest and the most endangered one-of-a-kind materials. The project activities produced a database of organizations and a website that heightens visibility of the important collections contained in the cultural repositories around the state. Find NH History contains materials useful to educators, researchers and lifelong learners. It identifies important collections overseen by museums, libraries, archives, historical societies and local government offices that may be in need of conservation. Find NH History is the only resource of its kind in NH that can provide free public access to users wanting to connect with collections in one aggregated database. The website also leads users to resources on conservation help, finding a conservator and disaster planning.

The Advisory Committee was striving for a 15% response rate which they believed to be a reasonable percentage for 500 contacts. Using this rate, a successful participation rate would have been 75. At the time of this report, 120 out of 551 organizations had responded for a 22% response rate.

Find NH History is the only online portal of its kind in NH that provides data at the collection level. Find NH History includes collections from all geographic areas of NH and encompasses time periods ranging from the 1700's to the 20th century. At the completion of the project the portal featured 271 collections.

Find NH History is a sustainable project. The website is more than a one-time snapshot of collections but an ongoing and growing tool for evaluating collections care for the long term. The design of the survey and website allow for users to add collections information to the database in perpetuity. NHSL has committed to financially support the ongoing expense to keep the website live and the survey available indefinitely for any institution who wishes to participate in the future. As new collecting organizations are identified, NHSL can generate email invitations to take the survey.
Other Outcomes

By using C2C funds, NHSL has provided the leadership to raise the level of awareness of important collections to both the state’s residents and citizens of the United State, and in so doing, marshal funding initiatives to preserve them. By analyzing the collections database, NHSL has positioned itself to identify endangered materials and to encourage organizations to seek state and federal funds to protect them.

NHSL now possesses the ability to become a partner with the state’s historical institutions by promoting and awarding worthy grants for conservation activities from the state program called the Conservation License Plate Grant program. This state funding opportunity is available to public institutions that oversee public collections. A portion of the revenue from the sale of the special “Moose” License Plate is allocated to the Department of Cultural Resources for the exclusive purpose of preserving New Hampshire’s cultural heritage. The Department of Cultural Resources is comprised of three divisions, the New Hampshire State Library, the Division of Historical Resources and the State Council on the Arts all of which make annual “Moose Plate” grant awards. Town clerks, libraries, state and county government agencies, universities, historic sites, museums and historical societies may apply for grants to conduct preservation assessments, conservation treatment, building improvements, restoration of art work and archival rehousing. In 2012, NHSL awarded over $80,000 to thirteen organizations to conserve, microfilm, digitize and rehouse rare manuscripts.

As part of the final grant reporting process Moose Grant awardees must submit their project to the Find NH History website. Grantees must acknowledge their awards through press releases and letters to their state legislators informing them of their preservation activities. This piece of the grant program connects legislators to the importance of the collections within their districts and helps to demonstrate the urgent need to continue allocating state funding for preservation.
Anecdotes

Having met with road blocks and challenges, the project at first appeared unattainable and had failed to meet the project goals. In the end, after changing directions and changing methodologies, the project became successful and beneficial as had been the intention. Using open source applications for the project was not the best choice. Engaging an outside vendor to manage the content of the project was the right choice.

CO was not able to create an electronic form to upload the collection data from the 1992 survey results of *NH Cultural Collections* because it was not in digital format. Existing organizational information from the resource had been loaded into the system when CO assumed responsibility for the project and email invitations sent to those who had participated in the 1992 survey. Some chose to complete the survey. The only way to include all the 625 collections from the original 125 organizations in Find NH History is in a spreadsheet format that could be imported. It was determined that it would be easier to input the data directly into the survey. At the completion of the project, 30% of collections from the printed survey had been manually input by the Project Director and are displayed on the website.

One interesting outcome of the project to raising the awareness of collections care within the state’s collecting agencies has been an increase of public exhibits and special events in libraries, town offices and historical societies to display conserved materials where visitors can see photographs of before and the materials after conservation treatment. Plaques acknowledging state conservation grants are posted on location. An event of particular note is an annual field trip by elementary school children from nearby school districts to visit their local history museum so they may better understand what unique materials are kept in their communities and to demonstrate how endangered documents can endure. After having an 18th century collection conserved and digitized, one historical society now schedules a monthly work day where materials are rehoused, cotton textile covers are sewn and unprocessed collections are accessioned.

A variety of methodologies can be used by different users of Find NH History to find objects in multiple collections that will provide a rich primary source directory available for studies of specific disciplines such as art, art history, folklore, anthropology, archaeology, and history as well as for new areas of studies such as object-based and visual learning. The benefits to the website include searching by technique or material, by artist or maker, by geographic location and by era or date of materials. For example: A user researching where bottle collections in the state are kept will find 14 collections, a user investigating locations of antique furniture will find 34 collections and searches of glass plate negatives of people and places in the Lakes Region will locate four collections. Currently six organizations oversee historic barns.
Some of New Hampshire Treasures identified as a result of Find NH History


"Hampshire Pottery Collection." — Historical Society of Cheshire County. Contains 21,000 pieces of pottery created at the Hampshire Pottery Company and operated in Keene from 1871-1923. The collection includes records, photos and research materials.

"Luther Cody Glass Negative Collection." — Canterbury Historical Society. Contains 300+ pictures of Canterbury buildings and scenes. There are modern copy negatives & archival prints of about half the collection. Circa 1910. (This collection has been conserved with Conservation License Plate funds)

"History of the 4th regiment New Hampshire volunteers collection" — Laconia Public Library. Contains unpublished manuscripts by John G. Hutchinson describing the history of this civil war regiment.

"Mary Baker Eddy's family collection." — Mary Baker Eddy House. Contains articles, books, poems, other writings, objects, and reminiscences relating to Mary Baker Eddy as well as early Christian Science students.

"Brown Company Photograph Collection" — Plymouth State University. The collection consists of over 11,000 negatives and over 7,000 prints. Photographs were taken starting in the late 1800s up to the 1960s and depict the history of logging and the paper industry of northern New Hampshire.
Certification

In submitting this report, I certify that all of the information is true and correct to the best of my knowledge.

Janet Eklund
Administrator of Library Operations
New Hampshire State Library
Survey Instructions

Thank you for agreeing to participate in the NH Connecting to Collections Survey. We know your time is valuable, and so is your knowledge about your collections. This survey is being distributed to both public and private organizations, religious organizations and historic property sites. Connecting to Collections is a state-wide preservation initiative funded by the Institute of Museum and Library Services. This survey is focused primarily on special collections housed in New Hampshire’s cultural organizations. Please refer to this definition of a collection when completing this survey:

A special collection may be defined as a **group of related materials**, which include manuscripts, photographs, artwork, objects, etc. or a combination of these materials. Collections may focus around an individual, a family, an organization, a religious or ethnic group, an event, a location, an activity or a concept.

How to complete the survey:

1. Please complete the survey in one sitting. Responses cannot be saved for completion at a later time.
2. Complete the survey for collections that are a permanent part of your holdings for which your organization has accepted responsibility.
3. For questions that ask for a descriptive response, please refer to sample responses.
4. Provide your best estimate for collection sizes if not specifically known.
5. For questions where the response is "Other", please explain briefly.

Organizational Information

Please provide general information about your organization.

**Institutional information:**

- Organization name: _____________________________
- Name of parent institution: ______________________
- Street/Mailing address: ___________________________
- City/Town: _____________________________
- ZIP/Postal Code: _____________________________
- Phone number: _____________________________

Do you have an online presence?

- Institutional web page: _____________________________
- Institutional email address: _____________________________
**Description of Organization?**
Which of the following most closely describes your primary function or service? Choose as many as apply.

- Academic Library
- General museum (collection represents 2 or more disciplines)
- Nonprofit
- Agency or university department with scientific specimen/artifact collections
- Historic house/site
- Planetarium
- Arboretum or botanical garden
- Historical society
- Public Library
- Aquarium or Zoo
- History museum
- Religious organization
- Archaeological repository or research collection
- Independent research library
- Science/technology museum
- Archives
- Medical center
- Special library
- Art museum (including art gallery, art center or arts organization)
- Museum with one narrowly defined discipline
- State government
- Children’s/youth museum
- Natural history museum
- Corporate or business library
- Nature center
- Other (please specify)

**Hours of Operation**

5:30

Primary contact information

Please provide the name of a person to whom we can direct questions and correspondence.

**Contact name**

*How can we contact this person.*

<table>
<thead>
<tr>
<th>Contact email</th>
<th>Contact phone</th>
<th>Other</th>
</tr>
</thead>
</table>

Collection #1

Please answer the following questions for each one of your special collections. You will have an option to add up to nine additional collections.

*A special collection may be defined as a group of related materials, which include manuscripts, photographs, artwork, objects, etc. or a combination of these materials. Collections may focus around an individual, a family, an organization, a religious or ethnic*
What is the name of the collection?

If it does not have a name, call it by any identifiable name or describer. (ex: White Mountains Photographs; the Nashua fire of 1930.)

Using the sample descriptions below as a guide, describe the collection:

- Patents, stereographs, letters, records and comments relating to Sylvester March and the Cog Railroad. Includes material relating to the railroad on the Rigi in Switzerland and the Mount Washington Hotel Company. Includes years 1858-1884
- Dog sledding memorabilia from Chinook Kennels, late 19th century, in Tamworth, NH and artifacts relating to Admiral Richard Byrd and his Antarctic expeditions. Arthur Walden, owner of the kennel. Includes photographs, awards, signs, souvenirs, posters, flags.

These descriptions will be fully searchable.

Is the collection available & accessible to researchers?

- Access is restricted
- By appointment only
- During Hours of Operation
- Other (please specify)

What is the size of the collection?

An estimate may be noted in cubic feet, linear feet, # of volumes, items, or boxes.

If the collection is available online, what is the URL?

With what period of time is the collection associated?
With what place or region is the collection associated?

Choose any that apply.

Other (ie. Country, State, Body of Water)

Item type #1

* Broadly, what types of items does the collection include? If your collection includes more than one type, you will be given an opportunity to repeat this question.

- Papers
- Objects
- Multimedia
- Buildings, equipment, tools, & vehicles
- Scientific artifacts

Papers

Please choose all that apply.

Does the collection include Books and Bound Volumes, what types?

- Albums
- Diaries
- Ledgers
- Other (please specify)

- Monographs
- Newspapers
- Pamphlets

- Scrapbooks
- Serials/Magazines

Does the collection include Unbound Sheets, what types?

- Archival records (minutes, transactions, proceedings)
- Clippings
- Letters
- Manuscripts
- Other (please specify)

- Maps
- Obituaries
- Oral History transcripts
- Postcards
- Posters
- Rubbings
- Sheet music
Does the collection include Town Information, what types?

- Agreement records
- Land transactions
- Vital statistics
- Family histories
- Meeting minutes
- Tax and voter information
- Highway records
- Other (please specify)

Objects

Please choose all that apply.

Does the collection include Art Objects, what types?

- Baskets
- Indoor and Outdoor Sculpture
- Paintings and portraits
- Ceramic/pottery/enamels
- Jewelry
- Prints (woodblocks, lithographs, pen & ink)
- Drawings and sketches
- Metalwork
- Time pieces
- Glass (including stained glass)
- Murals
- Woodwork
- Other (please specify)

Does the collection include Textiles and Fibers, what types?

- Costumes and clothing
- Hats, gloves, accessories
- Theatre curtains
- Craftwork (needlework, embroidery, handmade fibers)
- Quilts & blankets
- Uniforms
- Flags
- Rugs
- Other (please specify)

Does the collection include Historic Artifacts, Antiques and Collectibles, what types?

- Dolls
- Medals and coins
- Stamps and paper currency
- Ethnographic Native American Items (baskets, leather, skin, bark)
- Military items
- Toys
- Furniture and home furnishings
- Musical instruments
- Weaponry and armor
- Games
- Recreational objects (sports equipment, playing cards, games, entertainment)
- Other (please specify)
# Multimedia

Please choose all that apply.

## Does the collection include Photographic Material, what types?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Ambrotypes</td>
</tr>
<tr>
<td>☐</td>
<td>Black &amp; White Prints</td>
</tr>
<tr>
<td>☐</td>
<td>Color prints</td>
</tr>
<tr>
<td>☐</td>
<td>Daguerreotypes</td>
</tr>
<tr>
<td>☐</td>
<td>Other (please specify)</td>
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</tbody>
</table>

## Does the collection include Moving Images, what formats?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>CD</td>
</tr>
<tr>
<td>☐</td>
<td>DVD</td>
</tr>
<tr>
<td></td>
<td>Motion picture film</td>
</tr>
<tr>
<td>☐</td>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

## Does the collection include Recorded Sound, what formats?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Cassettes</td>
</tr>
<tr>
<td>☐</td>
<td>CD</td>
</tr>
<tr>
<td>☐</td>
<td>Cylinder</td>
</tr>
<tr>
<td>☐</td>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

## Does the collection include Digital Material, what formats?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>CD-R</td>
</tr>
<tr>
<td>☐</td>
<td>Digitized/scanned items</td>
</tr>
<tr>
<td>☐</td>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

## If this collection is available online, what is the URL?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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# Buildings, equipment, tools & vehicles

Please use all that apply.
Does the collection include Archeological specimens, what types?

- Animal Bones
- Fossils
- Pottery
- Arrowheads & weaponry
- Human Bones
- Tools
- Other (please specify)

Another type?

Does the collection include another item type? If your collection includes multiple item types, you will be given an opportunity to repeat this question.

- Papers
- Objects
- Multimedia
- Buildings, equipment, tools, & vehicles
- Scientific artifacts
- No other type

More collections?

* Do you have another collection to tell us about?

- Yes
- No

Collection #2

Please answer the following questions for each one of your special collections. You will have an option to add up to eight additional collections.

“A special collection may be defined as a group of related materials, which include manuscripts, photographs, artwork, objects, etc. or a combination of these materials. Collections may focus around an individual, a family, an organization, a religious or ethnic group, an event, a location, an activity or a concept.”

* What is the name of the collection?

If it does not have a name, call it by any identifiable name or describer. (ex: White Mountains Photographs; the Nashua fire of 1930.)
**Does the collection include Real Estate & Architecture, what types?**

- [ ] Barns
- [ ] Historic School house
- [ ] Outbuildings
- [ ] Historic building/structure/home
- [ ] Historic site/property/land
- [ ] Other (please specify)

**Does the collection include Technological and Agricultural Equipment, what types?**

- [ ] Astronomy (telescopes)
- [ ] Cameras
- [ ] Commercial artifacts (cash registers, business equipment)
- [ ] Communications equipment (radio, television, Morse code, teletype)
- [ ] Domestic (household tools, dishes, flatware, cookware, utensils)
- [ ] Farm machinery, tools, husbandry items
- [ ] Industrial machines (looms, printing press)
- [ ] Machines domestic (sewing machine)
- [ ] Machines industrial
- [ ] Medical and scientific instruments (microscopes, doctor bag)
- [ ] Other (please specify)

**Does the collection include Vehicles and Transportation Items, what types?**

- [ ] Air planes
- [ ] Automobiles
- [ ] Canoes, boats, other marine travel
- [ ] Military vehicles
- [ ] Train cars
- [ ] Wagons, buggies, sleds
- [ ] Other (please specify)

**Scientific materials**

Please choose all that apply.

**Does the collection include Natural Science specimens, what types?**

- [ ] Botanical (plants, flowers, gardens)
- [ ] Geological (gems, rocks, minerals)
- [ ] Microbiological (slides)
- [ ] Taxidermy
- [ ] Zoological (animals, fish, insects)
- [ ] Other (please specify)
Does the collection include Archeological specimens, what types?

☐ Animal Bones ☐ Fossils ☐ Pottery

☐ Arrowheads & weaponry ☐ Human Bones ☐ Tools

☐ Other (please specify)

Another type?

Does the collection include another item type? If your collection includes multiple item types, you will be given an opportunity to repeat this question.

☐ Papers ☐ Objects ☐ Multimedia ☐ Buildings, equipment, tools, artifacts & vehicles ☐ Scientific ☐ No other type

More collections?

* Do you have another collection to tell us about?

☐ Yes ☐ No

Collection #2

Please answer the following questions for each one of your special collections. You will have an option to add up to eight additional collections.

“A special collection may be defined as a group of related materials, which include manuscripts, photographs, artwork, objects, etc. or a combination of these materials. Collections may focus around an individual, a family, an organization, a religious or ethnic group, an event, a location, an activity or a concept.”

* What is the name of the collection?

If it does not have a name, call it by any identifiable name or describer. (ex: White Mountains Photographs; the Nashua fire of 1930.)
Organization Information (Public Details):

These are the contact details for the organization that is available to the public. This information will appear on the website.

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Web address</td>
<td></td>
</tr>
</tbody>
</table>

Administrative Details (not available to the public)

| Name of Parent Institution |  |
| Web Address                |  |
| Mailing Address            |  |
| City                       |  |
| Zip Code                   |  |
| Contact Name               |  |
| Phone                      |  |
| Email                      |  |

Organization's primary function (Choose all that apply):

- Academic Library
- Archives
- Art museum (including art gallery, art center or arts organization)
- Corporate or business library
- Museum (represents 2 or more disciplines)
- Historic house/site
- Historical society
- Local government
- Medical center
- Nature center
- Public Library
- Religious organization
- Science/technology museum
For questions please contact Janet Eklund at nh@findnhhistory.org
<table>
<thead>
<tr>
<th>Collection Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of collection (An estimate may be noted in cubic feet, linear feet, # of volumes, items, or boxes):</td>
</tr>
<tr>
<td>Collection URL (if available online):</td>
</tr>
<tr>
<td>Historical time period of collection:</td>
</tr>
<tr>
<td>Please select the beginning year (ex. 1875):</td>
</tr>
<tr>
<td>Please select the ending year (ex. present):</td>
</tr>
</tbody>
</table>

Collection description (please provide a narrative):

Collection Address

Does the physical location of the collection differ from the Organization Address? (Historic Buildings) Yes No

Collection's access:
- Access is restricted
- By appointment only
- During Hours of Operation
- Other (please specify)

The New Hampshire region the collection associated with:
- Sunapee
- Great North Woods
- Lakes
- Merrimack Valley
- Monadnock
- Seacoast
- White Mountains

The town the collection is associated with:

The county the collection is associated with:
- Belknap county
- Carroll county
- Cheshire county
<table>
<thead>
<tr>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coos county</td>
</tr>
<tr>
<td>Grafton county</td>
</tr>
<tr>
<td>Hillsborough county</td>
</tr>
<tr>
<td>Merrimack county</td>
</tr>
<tr>
<td>Rockingham county</td>
</tr>
<tr>
<td>Strafford county</td>
</tr>
<tr>
<td>Sullivan county</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

The materials included in the collection (Choose all that apply):

<table>
<thead>
<tr>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographs</td>
</tr>
<tr>
<td>Scientific Artifacts</td>
</tr>
<tr>
<td>Papers</td>
</tr>
<tr>
<td>Art &amp; Antiques</td>
</tr>
<tr>
<td>Audio / Video</td>
</tr>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>Digitized Materials</td>
</tr>
<tr>
<td>Town Records &amp; Archives</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

Paper item (Choose all that apply):

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
</tr>
<tr>
<td>Ledgers, Business records</td>
</tr>
<tr>
<td>Diaries</td>
</tr>
<tr>
<td>Newspapers</td>
</tr>
<tr>
<td>Scrapbooks</td>
</tr>
<tr>
<td>Church member lists</td>
</tr>
<tr>
<td>Letters</td>
</tr>
<tr>
<td>Hand written records</td>
</tr>
<tr>
<td>Maps</td>
</tr>
<tr>
<td>Obituaries</td>
</tr>
<tr>
<td>Oral History</td>
</tr>
<tr>
<td>Postcards</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

Town Information (Choose all that apply):

<table>
<thead>
<tr>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement records</td>
</tr>
<tr>
<td>Annual reports</td>
</tr>
<tr>
<td>Cemetery records</td>
</tr>
<tr>
<td>Family histories</td>
</tr>
<tr>
<td>Road records</td>
</tr>
<tr>
<td>Land transactions</td>
</tr>
<tr>
<td>Meeting minutes</td>
</tr>
<tr>
<td>School records</td>
</tr>
<tr>
<td>Tax and voter information</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Town reports</td>
</tr>
<tr>
<td>Vital statistics</td>
</tr>
<tr>
<td>School yearbook</td>
</tr>
<tr>
<td>Military Rosters</td>
</tr>
<tr>
<td>Intentions of Marriage</td>
</tr>
<tr>
<td>Other (please specify)</td>
</tr>
</tbody>
</table>

Art Objects (Choose all that apply):
| Paintings & Drawings       |
| Jewelry                    |
| Craftwork                  |
| Clothing                   |
| Flags                      |
| Other (please specify)     |

Collectibles (Choose all that apply):
| Bottles and Glass          |
| Furniture                  |
| Military and Weaponry      |
| Medals and coins           |
| Military items             |
| Musical instruments        |
| Stamps and paper currency  |
| Toys/Games/Dolls           |
| Other (please specify)     |

Photographic Material (Choose all that apply):
| Black & White Prints       |
| Color prints               |
| Daguerreotypes             |
| Glass plate Negatives      |
| Negatives                  |
| Slides                     |
| Stereoscopic               |
| Other (please specify)     |

Audio/Visual (Choose all that apply):
| Visual Recordings          |
| Sound Recordings           |
| Other (please specify)     |

Digital Material (Choose all that apply):
| CDs and DVDs               |
| Digitized/Scanned items    |
| Electronic files           |
- Online collection
- Other (please specify)

**Real Estate & Architecture (Choose all that apply):**
- Barns
- Historic buildings/structure/home
- Historic School house
- Historic site/property/land
- Outbuildings
- Artist tools (paint brushes)
- Cameras
- Commercial artifacts (cash registers, business equipment)
- Communications equipment (radio, television, Morse code, teletype)
- Domestic (household tools, dishes, flatware, cookware, utensils)
- Farm machinery, tools, husbandry items
- Industrial machines (looms, printing press)
- Machines domestic (sewing machine)
- Medical and scientific instruments (microscopes, doctor bag)
- Other (please specify)

**Vehicles and Transportation (Choose all that apply):**
- Air Planes
- Automobiles
- Canoes, boats, other marine travel
- Military Vehicles
- Train cars
- Wagons, buggies, sleds
- Other (please specify)

**Natural Science (Choose all that apply):**
- Botanical (plants, flowers, gardens)
- Geological (gems, rocks, minerals)
- Microbiological (slides)
- Taxidermy
- Zoological (animals, fish, insects)
- Other (please specify)

**Archaeological specimens (Choose all that apply):**
- Animal Bones
- Arrowheads & weaponry
- Fossils
- Human Bones
- Pottery
- Tools
- Other (please specify)