



***** Please note that this application reflects the questions asked in our current application form, submitted online through Submittable. It does not necessarily reflect the format of the current application. *****

INSTRUCTIONS

The application requires you to complete a narrative section, provide general information about your institution, and upload several attachments. If you are a department, division, or section of a larger organization (e.g., an archives department in a larger museum, a university archive or library), please answer questions about staff and budget related to your department, division, or section rather than the institution as a whole.

Responses to the **Narrative** and **General Information** questions require you to check off all applicable answers to each question and/or can be entered in the appropriate text box.

The following **Attachments** are required at the time of submission:

- **Commitment Letter from Director or Board Chair:** The commitment letter should show that the institution as a whole is committed to seeing through the service for which you are applying. The letter should express support from the board and/or staff to undertake the service and to implement recommendations to the best of their ability. In addition, the letter should identify a contact person who will be responsible for coordinating with DHPSNY as well as implementing any recommendations that come from the report. Overall, the letter should show that the board is aware of what the service is providing and has made a commitment to working with DHPSNY and their staff to see it through. Depending on your organization, this letter should be signed by the highest ranking board and/or staff member.
- **Proof of Tax Exempt Status:** A letter or certificate from the Internal Revenue Service or New York Department of Taxation and Finance.
- **Most Recent Annual Financial Statements:** If your most recent financial statements are not available, a copy of Form 990 (Return of Organization Exempt from Income Tax) is also acceptable. *Please do not attach bank statements.*
- **List of Board Members**
- **List of Staff Members and/or Volunteers**
- **Written Policy Statements:** Attach any written policy statements your institution has in place. These include, but are not limited to: Mission Statement, Collection Management Policy, Collection Development Policy, Exhibition Policy, Loan Policies, Handling Policies, and Emergency Preparedness and Response Procedures. *Please be sure to label all attachments accurately.*
- **Any Relevant Background Information:** This can include brochures, rack cards, newsletters, etc. If you indicate that you have received a survey or assessment previously in Question (C1), include a copy of the executive summary or full report.

General Information

Organization Name: Brevard Historical Society

Address: 123 Pearl Street
Brevard, NY 32150

Phone: 518-766-5987

Institution's Website Address: www.brevardhistory.org

Director: Marlene Dixon
Director's Email: brevardhistory@gmail.com

Contact Person: Marlene Dixon **Phone:** 518-766-5987
Title: Director **Email:** brevardhistory@gmail.com

Type of Organization:

- | | | |
|--|---|--|
| <input type="checkbox"/> Academic archive | <input type="checkbox"/> Independent non-profit archive | |
| <input type="checkbox"/> Academic library | <input type="checkbox"/> Public library | <input type="checkbox"/> Special library |
| <input checked="" type="checkbox"/> Historical Society | <input type="checkbox"/> Historic house/site | |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Non-profit with library and archival collections | |
| <input type="checkbox"/> Other _____ | | |

County:

- | | | | | |
|-------------------------------------|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Albany | <input type="checkbox"/> Alleghany | <input type="checkbox"/> Bronx | <input type="checkbox"/> Broome | <input type="checkbox"/> Cattaraugus |
| <input type="checkbox"/> Cayuga | <input type="checkbox"/> Chautauqua | <input type="checkbox"/> Chemung | <input type="checkbox"/> Chenango | <input type="checkbox"/> Clinton |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Cortland | <input type="checkbox"/> Delaware | <input type="checkbox"/> Dutchess | <input type="checkbox"/> Erie |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Franklin | <input type="checkbox"/> Fulton | <input type="checkbox"/> Genesee | <input type="checkbox"/> Greene |
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Herkimer | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Kings | <input type="checkbox"/> Lewis |
| <input type="checkbox"/> Livingston | <input type="checkbox"/> Madison | <input type="checkbox"/> Monroe | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Nassau |
| <input type="checkbox"/> New York | <input type="checkbox"/> Niagara | <input type="checkbox"/> Oneida | <input type="checkbox"/> Onondaga | <input type="checkbox"/> Ontario |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Orleans | <input type="checkbox"/> Oswego | <input type="checkbox"/> Otsego | <input type="checkbox"/> Putnam |
| <input type="checkbox"/> Queens | <input checked="" type="checkbox"/> Rensselaer | <input type="checkbox"/> Richmond | <input type="checkbox"/> Rockland | <input type="checkbox"/> Saint Lawrence |
| <input type="checkbox"/> Saratoga | <input type="checkbox"/> Schenectady | <input type="checkbox"/> Schoharie | <input type="checkbox"/> Schuyler | <input type="checkbox"/> Seneca |
| <input type="checkbox"/> Steuben | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Sullivan | <input type="checkbox"/> Tioga | <input type="checkbox"/> Tompkins |
| <input type="checkbox"/> Ulster | <input type="checkbox"/> Warren | <input type="checkbox"/> Washington | <input type="checkbox"/> Wayne | <input type="checkbox"/> Westchester |
| <input type="checkbox"/> Wyoming | <input type="checkbox"/> Yates | | | |

How did you learn about DHPSNY?

- | | |
|--|--|
| <input type="checkbox"/> Brochure | <input checked="" type="checkbox"/> DHSPNY website |
| <input checked="" type="checkbox"/> DHPSNY Email | <input type="checkbox"/> Colleague |
| <input type="checkbox"/> DHPSNY Facebook Page | <input type="checkbox"/> Other: _____ |

A. Application Narrative

1. What is the historical significance or uniqueness of your collection, and how are your collections holdings related to your organization's mission?

The Brevard Historical Society serves the residents of the town and those interested in the town's history. The historical society's mission is to collect items and records relating to the town's history, peoples, and celebrations, as a continuing record of Brevard. The Osborne House, owned by the Osborne family from 1875 until 1924, hold the exhibit room, meeting room, collection storage, and a research area. The exhibition room, located on the ground floor of the Osborne House, features materials from the archives collection. The materials used in the exhibition room are changed twice a year.

Our collections reflect information regarding the John Burton Hunt college and local schools in Brevard, the Ortega Bridge construction, Brevard's involvement in battles, and the founders of Brevard; Bernard Lowe and Peter Abernathy.

2. What actions have been taken to care for your collection? For example, upgrading storage or exhibition conditions, improving the environment, conservation treatment, or microfilming.

In 2005, the Brevard Historical Society hosted Oliver Mann for a DHP site visit. Oliver recommended improving the overall environment of the Osborne House. Since our collections are housed in the basement of the Osborne House, we took Oliver's recommendations very seriously. After his visit, we began the installation of the HVAC system to ensure the Osborne House had climate control throughout the building, especially humidity control in the basement.

While we do keep clean surfaces in the archives, due to the location we also had the house inspected for pests and assessed for any damage from heavy rainfall that year. While no major damage or pests were found in the house, we decided to create programs to prevent any damages in the future.

3. Has your organization received grant funding in the last three years for collections care?

In 2017, we received funding for partial restoration of the Osborne House. This funding allowed us to restore and refresh the meeting and exhibit rooms on the first floor of the Osborne House and redesign the basement to house the archives, which were previously stored in various spaces of the house. In 2018, we received a grant from the Erik Owens Foundation to fund a scanner and build a website. This grant allowed us to scan and upload important and fragile documents to our new website for researchers and visitors.

4. Why is having a preservation survey appropriate for your organization at this time?

While the above-mentioned grants allowed us to update our facility and digitize fragile materials, we are unsure of proper preservation needs of some larger materials. Our paper based collections are stored in acid-free folders and boxes. Other records, such as our maps and newspapers, are exposed to the elements in the research room. We also recognize that additional improvements are needed for our environment, including pest management and disaster preparedness.

With the limited staff and volunteers, we often struggle to prioritize and execute preservation projects in our work. A preservation survey would give staff and volunteers a good idea of creating priorities and goals to guide our ongoing work.

5. **What do you feel are areas of concern for your organization's preservation program? Check off all that apply and comment on specific concern.**

Preservation Administration:

- Strategic & Preservation Planning
- Policies & Procedures
- Collections Management
- Staff
- Funding
- Other:

We recognize the need for a more planning in order to prioritize and execute preservation projects. Improved plan, policies, and procedures will assist staff in better integrating preservation into their daily work. We are also always looking for additional funding opportunities.

Building Conditions:

- Maintenance
- Structural Issues
- Other:

Maintaining the Osborne House is a challenge. While we will address problems as they arise, we are striving to be more proactive. However, we are unsure how to best prioritize the needs of the building.

Environmental Conditions:

- HVAC, Temperature, & Environmental Monitoring
- Light
- Pests
- Housekeeping
- Mold
- Other:

We recently installed an HVAC system in the Osborne House, but have not undertaken any other steps to improve the environment.

Security & Emergency Preparedness:

- Security
- Fire Suppression & Detection
- Emergency Response
- Other

We do not have an Emergency Preparedness & Response Plan in place, and are overwhelmed with where to start.

Collections Care & Storage

- Collections Storage
- Exhibitions
- Processing, Rehousing, & Treatment
- Digitization & Reformatting
- Handling
- Other:

We are unsure how to best care for some of our larger items, including maps and newspapers. Our current space is challenging, and are looking for assistance in how to best utilize the current spaces we have for both storage and exhibition.,

B. Staffing and Collection Use

1. Staff size: 3

Full Time: 0

Part Time: 3

Volunteer: 3

Students/Interns: 1

2. Are there staff members assigned preservation responsibilities? Y N
 full-time part-time committee other _____

3. Is your organization open to the public? Y N
If yes, note hours open.

Thursdays – Sundays, 11am – 5pm

4. Number of visitors per year: 100 - 150

5. Number of researchers per year: approximately 50

6. How do you make your archival materials available to the public and researchers?

On our website, we post a featured item from one of our digitized collections about once a month. To promote exhibits and records, we utilize the local news mediums including social media, newspapers and the radio stations. Residents can use the meeting room in the Osborne House for committee meetings, club and organization meetings, and small social events. When residents ask to use our meeting room, we usually provide a tour of the entire house, including the archives.

7. Is there a line item specifically for preservation in the institution's budget? Y N
If so, how much funding is allocated for preservation?

C. Surveys and Policies

1. What surveys/assessments has the institution received or are now being undertaken? Please give approximate dates and surveyor name(s).

- Preservation Needs Assessment _____
- Archival Needs Assessment _____
- Collection Specific Survey _____
- Historic Structures Report _____
- HVAC _____
- Policy/procedures In Progress _____
- Other DHP Site Visit, 2005, Oliver Mann _____

2. The organization has the following policies (check as many as apply and indicate year written or last formally updated):

- Mission Statement Updated in 2010 _____
- Collection Management Policy _____
- Collection Development Policy _____
- Collection Priorities for Conservation Treatment _____
- Collection Priorities for salvage in the event of a disaster _____
- Exhibition Policy 2005 _____
- Loan Policy _____
- Handling Policies _____
- Registration Procedures for Researchers or Visitors Updated 2011 _____
- Other _____

3. The institution has the following plans or programs in place (check as many as apply and indicate year written):

- Emergency Preparedness & Recovery Plan _____
- Environmental Monitoring Program (temperature, relative humidity, and light) _____
- Facilities Management Program _____
- Fire Protection Program 2006 _____
- Housekeeping Program 2000 _____
- In-house Repair Program _____
- Pest Management Program _____
- Preservation Plan for the Collections _____
- Digitization/Reformatting Plan _____
- Preservation Awareness Training for Staff _____
- Security Program _____
- Strategic Plan 2007 _____
- Theft Reporting Plan _____
- Other _____

D. Collections

Please answer each question as carefully and completely as possible in relation to your archival collections.

To be eligible for DHPSNY services, an organization must hold historical records and make them accessible. Collections materials can include, but are not limited to, the following types: diaries, journals, ledgers, minutes, reports, photographs, maps, architectural drawings, deeds, case files, rare books; and may take the following forms: paper, parchment, bound, photographic, microfilm, audiotape, film, videotape, and born-digital, among other forms.

1. List the date range of archival materials in your collection:

1830 to present day

2. Please describe the types of materials in your collection and the size of your collection.

The collections held at Brevard Historical Society includes maps, legal documents, photographs, scrapbooks, journals, and yearbooks. The larger materials include maps, blueprints, and newspapers. Most of these items are displayed in the exhibit room of the Osborne House.

3. What percentage of the collection is:

Accessioned 40 %

Inventoried 10 %

Cataloged 20 %

Processed (i.e. archival materials with finding aids) 20 %

Accessible online 5 %

4. The most important collections are...

The Darren Schwartz collection which includes deeds of land, scrapbooks, and journals. The Ortega Bridge collection the oldest bridge in the county and most used collection by researchers.

5. How much of the archival collection is on exhibition?

5%

6. What types of materials are typically placed on exhibition?

Blueprints, maps, scrapbooks, and newspapers.

7. In how many buildings are the collections stored?

One building

8. Have any of the buildings received historic registration?

Y N

If yes, note type of registration:

Our building, the Osborne House, is a state historic site.

This application was completed by:

<u>Marlene Dixon / Director</u>	<u>1/30/2021</u>
Name/Title	Date

Authorization Signatures:

<u>Clifton Graves</u>	<u>1/30/2021</u>
Senior Board Member*	Date

<u>Marlene Dixon</u>	<u>1/30/2021</u>
Executive Director**	Date

** For Senior Board Member, please have the highest ranking official at your organization (e.g., Chair of the Board, President of the Board) sign in this location.*

*** If your institution has staff, please have the highest ranking staff member sign in this location. If you are a department/division, please have the head of that department/division sign in this location.*