

Woburn Public Library

45 Pleasant Street • P.O. Box 298
Woburn, Massachusetts 01801
Founded 1856 Incorporated 1885

Dr. Thomas J. Glennon Archives

Collection Development Policy

Purpose

The Dr. Thomas J. Glennon Archives of Woburn Public Library serves as the repository for special collections and local history materials relating to Woburn, Massachusetts and supports a wide range of patrons, including genealogists, historians, family history researchers, graduate students, and local history enthusiasts, whose work relies upon primary source materials, including manuscripts, maps, media, photographs, digital records, museum objects, and archival records. The Glennon Archives develops its collection development policy chiefly document the history of Woburn, Massachusetts, with special consideration paid to meeting the research needs of the community. The Archivist is responsible for the development of the collections, in consultation with Library Administration, the Library Board of Trustees, and Archives department staff.

The Glennon Archives serves as the primary repository for records of permanent historical value relating to Woburn, Massachusetts. In support of that mission, the Glennon Archives collects a wide range of materials documenting the history of the City of Woburn, including municipal records,

Mission

The collecting mission of the Glennon Archives is twofold:

1. To preserve records associated with the history, past and present, of the City of Woburn.
2. To acquire, preserve, and provide access to a wide range of primary research materials in their original formats, including books, manuscripts, archives, audio-visual materials, objects, realia, and other items in support of the interests and research needs of the Greater Woburn community.

Our mission to acquire and preserve materials is coupled with a commitment to outreach and access. Materials are described according to national standards established by the American Library Association and the Society of American Archivists. The Archivist curates regular exhibits, both in Woburn Public Library and online. We are committed to digitizing collection materials and making them available through our website. We make every attempt to host

group visits to the Archives for tours and programs. Whenever possible we seek to collaborate with other library departments, constituent organizations in Woburn, and the community-at-large.

Scope

Format and Types of Materials

The Dr. Thomas J. Glennon Archives houses materials including manuscripts, broadsides, print ephemera, books, maps, scrapbooks, museum objects, and photographs. Many of the objects in the collection are from individuals and local organizations and businesses. All incoming acquisitions are subject to appraisal and approval by the Archivist. Donors must contact the Archivist to schedule a meeting before making a donation. The Glennon Archives does not accept newspapers.

Geography

The collection is focused on housing collections from or about Woburn, Massachusetts. This would include collections from residents, businesses, or organizations of Woburn or materials about the greater Woburn area. The Archivist reserves the right to accept materials from outside of this geographic scope at their discretion. The Dr. Thomas J. Glennon Archives will only accept donations that fit these criteria.

Time Period

The Dr. Thomas J. Glennon Archives does not restrict its collections based on time period. The Archivist may accept any donations from any time period, as long as they meet the acquisition policy and development goals.

Subject Areas

Strengths

The Dr. Thomas J. Glennon Archives has a sizeable manuscript collection which holds material from Woburn families, businesses, churches, and organizations, as well as municipal and library records, genealogical materials, and military records. The Archives photograph collection is large and contains a variety of print and negative formats. Municipal records, maps, broadsides, city directories, and published genealogies complement the collection and are popular with patrons. The Archives also serves as the environmental repository for materials relating to Wells G&H SuperFund site, Horn Pond, and the Industri-Plex SuperFund site.

The military records, particularly from the Revolutionary War and Civil War, are strengths of the collection and are regularly used by historians, researchers, and graduate students. Other notable collections include the Dexter B. Johnson Collection, Nathan Wyman Collection, Patrick J. Farino Collection, and the Winn Rare Book Collection.

Gaps

The Dr. Thomas J. Glennon Archives endeavors to strengthen the collection through donations and/or purchases in a few key categories:

- Materials from or histories about historically marginalized groups and organizations in Woburn, Massachusetts
- Materials from or histories about Women's history or Women's organizations in Woburn, Massachusetts
- Records and materials pertaining to industrialization in Woburn during the 19th and 20th centuries
- Records and materials pertaining to the leather tanning industry in Woburn

Acquisition and Deaccession Policy

Permanent donation of materials to the Dr. Thomas J. Glennon Archives is the only method of acquisition of materials. The Archivist's approval is necessary for accessioning materials into the collection. Donated materials will be kept as part of the permanent collection unless they are deaccessioned at a later date. Only three copies of any individual item will be kept in the collection when donated to the Archives. This policy also applies to items donated by other donors. The Archives will only house a maximum of three copies of any item. This policy has exemptions for items based on popularity, age, condition or rarity. The Archives will not accept photocopies of original documents, photographs, or art. However, donations of this kind may be added to the Vertical Reference File in the Archives Reading Room.

The transfer of items outside of the collection policy and goals will be agreed upon with the donor at time of donation in the Deed of Gift form. When a donation is accessioned into the collection, the donor will receive a letter, which will include the accession number and description of donation. Once materials are donated to the Glennon Archives, the items may be used in displays and exhibits, and these decisions will be made by the Archivist.

The Archivist may select materials for deaccession based on condition, duplicate material, or if the item is outside of collecting scope. All deaccessions will be approved by the Archivist and Library Board of Trustees. The Archivist will bring selected materials for deaccession to the Trustees for approval with all the records available, including the accession record or deed of gift. Catalog records will be used when deeds or accession records are absent. If materials are approved by the Trustees, the Archivist will deaccession the records and transfer materials to

appropriate location. A deaccessioned item may be returned to donor or transferred to another organization. The Dr. Thomas J. Glennon Archives will not dispose of deaccessioned items by sale. Exemptions to this rule in extenuating circumstances are agreed upon by the Archivist, Library Director, and Board of Trustees. The donor will indicate in the Deed of Gift what method is preferred for deaccession.

Records Retention

Research Requests, Special Collections Use forms, and general inquiries are kept for (7) years and are then permanently discarded.

Deeds of Gift, Permission to Publish, and Reproduction Requests are retained in perpetuity.

Correspondence, financial records, and miscellanea are to follow a (7) year records retention cycle. However, the Archivist reserves the right to retain these documents longer than (7) years if they serve as records of enduring or permanent value.

Policy Review

The Collection Development Policy will be reviewed every 5 years to update the collection's needs and focus. The next scheduled review will be in December 2029.