

Sitka Historical Society, Inc., Sitka
Hal Spackman, Executive Director
Kristy Griffin, Curator

Photograph Rehousing & Move

Total Project Budget: 8299.95
Requested Amount: 3154.05

Project type(s): Supplies/Materials
Collaborating? No
Completion Date: 5/31/2018

Project Description:

The Sitka History Museum has a pressing need to rehouse and move its photographic collection. The Museum holds in its collection a minimum of 25,000 photographs, negatives, and slides. Currently, the collection is stored offsite in less than optimal conditions. Rehousing and moving the collection will allow the Museum to provide improved environmental conditions for the collection and to make it more accessible to the public.

The Sitka History Museum houses its photographic collection in a 101 year old home leased from the U.S. Forest Service. The home has no fire suppression system, and the age of the structure makes maintaining suitable temperature and RH levels difficult and costly. The age of the plumbing also presents considerable concerns, and one pipe has already burst. Although no collections were damaged, we may not be so lucky the next time.

The location of the photographic collection in an offsite storage facility has hindered the speed at which staff and volunteers can catalog and digitize the collection, and thus, the rate at which the Museum can make collections publicly available. With staff often not present to oversee cataloging and digitization, the Museum has had little choice but to restrict such activities to paid personnel and a few well-trained volunteers with clearance to work with the collection unsupervised. The combined impact of a slow rate of cataloging/digitization and storage in a suboptimal environment means that one disaster could destroy a significant amount of historical information. While not an immediate emergency, the Museum wishes to take action now to prevent such an instance from happening.

In the past, the Museum did not have sufficient space in its onsite collections facility to store the photographic collection, but that has changed with the renovation of Harrigan Centennial Hall. The City & Borough of Sitka generously included the Museum in their renovation plans, providing remodeled offices, gallery space, research facility, and expanded on-site collections storage with improved environmental controls and a fire suppression system. Also, the Alaska State Library donated a high-density compact shelving system, which has greatly improved storage capabilities in the new museum. As the construction of the new collections facility in Harrigan Centennial Hall nears completion, the Sitka History Museum endeavors to purchase the supplies necessary to rehouse and safely move the photographic collection. With the opening of the Museum in spring of 2018, the presence of the photographic collection onsite with museum personnel will allow for the expansion of the volunteer program aimed at cataloging and digitizing the collection. The new research facility will provide researchers better access to review the collections database, significantly improving the public accessibility of the collection. Additionally, rehousing and moving the photographic collection will necessitate the compilation of a basic inventory, thereby improving intellectual control of the collection for the benefit of the public and future generations.

December 2017—Complete construction of collections facility
January 2018—Clean and prepare collections facility

Purchase supplies to rehouse and move photographic collection
February 2018—Train volunteers on packing/rehousing procedures
Feb.-April 2018—Inventory and rehouse collection
May 2018—Move collection

Budget Narrative:

The Sitka History Museum seeks financial assistance to purchase archival storage boxes, envelopes, and sleeves in order to rehouse and safely move its photographic collection to the newly-renovated collections storage facility in Harrigan Centennial Hall. The overwhelming majority of the photographic collection is not stored in archival boxes at this time, making the purchase of boxes necessary to facilitate the move of the collection. Given the diversity of sizes and materials in the collection, purchasing specialized storage solutions will not only better protect collections during the move, but will also provide enhanced support for long term preservation and help to maximize collections storage capacity in the new storage facility.

The Sitka History Museum plans to purchase supplies from recognized retailer Gaylord Archival. The Museum will select archival storage boxes to accommodate the various materials represented in the collection, including photographs of assorted sizes, slides, panoramic photos, glass negatives, and film-based negatives. These storage solutions will better protect collections not currently being stored in an archival manner. Archival boxes will also provide a more space-efficient means of storage for the thousands of smaller photographs currently housed in legal-sized hanging file folders. Finally, the purchase will support Museum efforts to enhance the preservation of the collection by separating the storage of photographic prints from negatives.

The Museum intends to limit costs associated with this project by training volunteers to assist with the packing and inventory of the photographic collection. In addition, the Museum has received a donation of a dozen archival boxes from another institution, which will accommodate the rehousing of all 8x10" photographs in the collection.

Project Title: Rehouse and Move Photograpgh Collection
Applicant: Sitka Historical Society

Item	Description / Activity	Rate	Quantity	Grant Request	Other Support	Comments
Personnel						
Curator	Rehouse and move photograph collectio	\$30.96	160	\$4,953.60		Includes project planning, volunteer training, and preparation of collection storage facility.

Services / Contracts / Fees

Travel

Mileage	Move collections	\$0.54	5	\$2.70
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Equipment

Supplies

Archival shallow-lid box	Rehouse oversize photographs	\$14.79	5	\$73.95	Gaylord, #FB20163
High-capacity photo box	Rehouse 4x6" photographs	\$27.55	15	\$413.25	Gaylord, #PB1215BG
Polypropylene Presentation Pockets, qty 100	4x6 sleeves	\$14.45	5	\$72.25	Gaylord, #067-0460
Photo & Print Box	Rehouse 5x7 photographs and negatives	\$9.25	12	\$111.00	Gaylord, #EB1275BG
Unbuffered Negative & Print Envelopes	Rehouse large 5x7 negative collection, C	\$27.10	58	\$1,571.80	Gaylord, #NP57
Photo & Print Box	Rehouse 8x10 photographs	\$15.80	12	\$189.60	Donated from another institution
Polypropylene Presentation Pockets, qty 100	8x10 sleeves	\$21.75	7	\$152.25	Gaylord, #067-0810
Flip Top Document Case	Rehouse 7x11 photographs and negative	\$9.55	7	\$66.85	Gaylord, #D12106
Panoramic Print Box	Rehouse panoramic photographs	\$30.10	3	\$90.30	Gaylord, #PR12482
Glass Negative Storage System	Rehouse glass negatives	\$21.80	4	\$87.20	Gaylord, #GNB45BGHN
Modular Slide File Storage System Kit	Rehouse slides	\$49.55	1	\$49.55	Gaylord, #SFS11153X6B
Negative Storage Kit	Rehouse 35mm negatives	\$40.19	1	\$40.19	Gaylord, #SNFK35BG
Negative Storage Kit	Rehouse 120mm negatives	\$40.19	1	\$40.19	Gaylord, #SNFK120BG

Shipping

Shipping from Gaylord	Gaylord quote, 12/7/2017	\$385.27
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Other

Total Direct Costs	\$3,154.05
Indirect Costs	\$5,145.90
GRAND TOTAL	\$8,299.95

Source	Amount	Percent
Grant Request	\$3,154.05	38.00%
Other Support	\$5,145.90	62.00%

The budget should be complete and include appropriate information that clearly relates to the project. The costs should be reasonable with regard to completing the project as described. Matching funds or in-kind services should be included in "Other Funds" with a description in comments if needed.

Matching funds are not required, but depending on the type of project, matching funds and in-kind services may indicate a higher level of commitment and support for the project which can result in higher application scoring. Itemized costs should be described clearly and concisely.

Equipment and supply costs should be itemized. Applicants may add rows to this spreadsheet as needed.

Not all budget items are required. Only complete the items relevant to your project.

Indirect costs (overhead) can not be charged to your project, but can be shown as other support.



Above: Current photo collection storage.

Below: New collections storage facility in Harrigan Centennial Hall
(under construction).