

# Sharing More Than Space: The Outcomes of Merging Archives and Museum Practices at Seton Hall University

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## Hybrid Repository

The Archives & Special Collections Center at Seton Hall University Libraries is the repository for both University Archives and the Walsh Gallery and houses:

- Rare books and manuscripts
- Historical objects and ephemera
- University Art Collection
- Museum of Anthropology and Archaeology Collection
- Archdiocese of Newark historical collections
- University Records Management files



## Problem

As a dual repository for the University Archives and the Walsh Gallery, staff from both departments regularly faced miscommunications about collections management, space management, environmental and security issues, and the interpretation of policies and procedures.

These miscommunications were a result of differences in professional training, education, and understanding of collections care and significantly hindered the progress of both units. Constant misunderstanding not only impeded progress in collections management, but also generated a great deal of relational strain among colleagues. For the sake of our collections and our sanity, we needed to make big changes. We realized that in order to share a space effectively, we needed to bridge the gap between our professional practices and standards.

## Actions Taken

### Vault Task Force

- Committee formed to review and revise existing policies and to create new joint policies and procedures consistent with both museum and archival standards and best practices
- Review and approve all new major accessions and deaccessions
- Jointly decide on matters of space, security, and access
- A weekly forum for general communication and clarification on collections care matters

### Large-Scale Inventory

- Large-scale, top-level inventory of vault conducted by both Archives and Gallery staff over course of 3 months
- Designed to gain a better understanding of the nature and specific preservation needs of our collections
- Includes descriptions, condition reports, treatment recommendations, and staff assignments
- Inventory serves as strategic collections management planning document for the Vault Task Force

### Project Development

- As a result of the inventory, several immediate projects were created:
- Accession Project - Reviewed all existing documentation for archival collections
    - Athletics Project – Surveyed Athletics Collection and created new collecting policy
    - Print Project – Surveyed University Art and archival prints; rehoused in proper painting racks and made preservation recommendations
  - Blueprints Project – Effort to gain control over extensive blueprint collection

## Policies

### Combined Collecting Policy

"Both units are committed to a responsible level of collecting by staying within the constraints of available storage space, ability to process material within a reasonable amount of time, and ability to provide for the care and preservation of, and access to, the material."

### Archives, Art, and Artifact Policy

"The Seton Hall University Museum and Art Collections and the Msgr. William No  Field Archives and Special Collections Center work closely to preserve collections that may overlap at times. This policy outlines those things that would clearly belong to the Museum and Art Collections [art, cultural artifact], those that would fall under the Archives [records, manuscript collections], and those that will be judged by representatives of both groups individually."

### Vault/Restricted Work Areas Access Policy

"SPC and Walsh Gallery's shared vault facilities are for the storage of its various collections. The restricted work areas beyond the reception desk are for activities related to the documentation, maintenance, and cataloguing (processing/accessioning) of collections materials. This policy balances the need for access to secured storage and restricted work areas, with collections care and security in mind, for the best interests of the collections' long-term care, safety and preservation. It designates the policies and procedures as well as the staff members who may approve or grant access to restricted work areas and the vault."

## Role Delineation and Collections Care

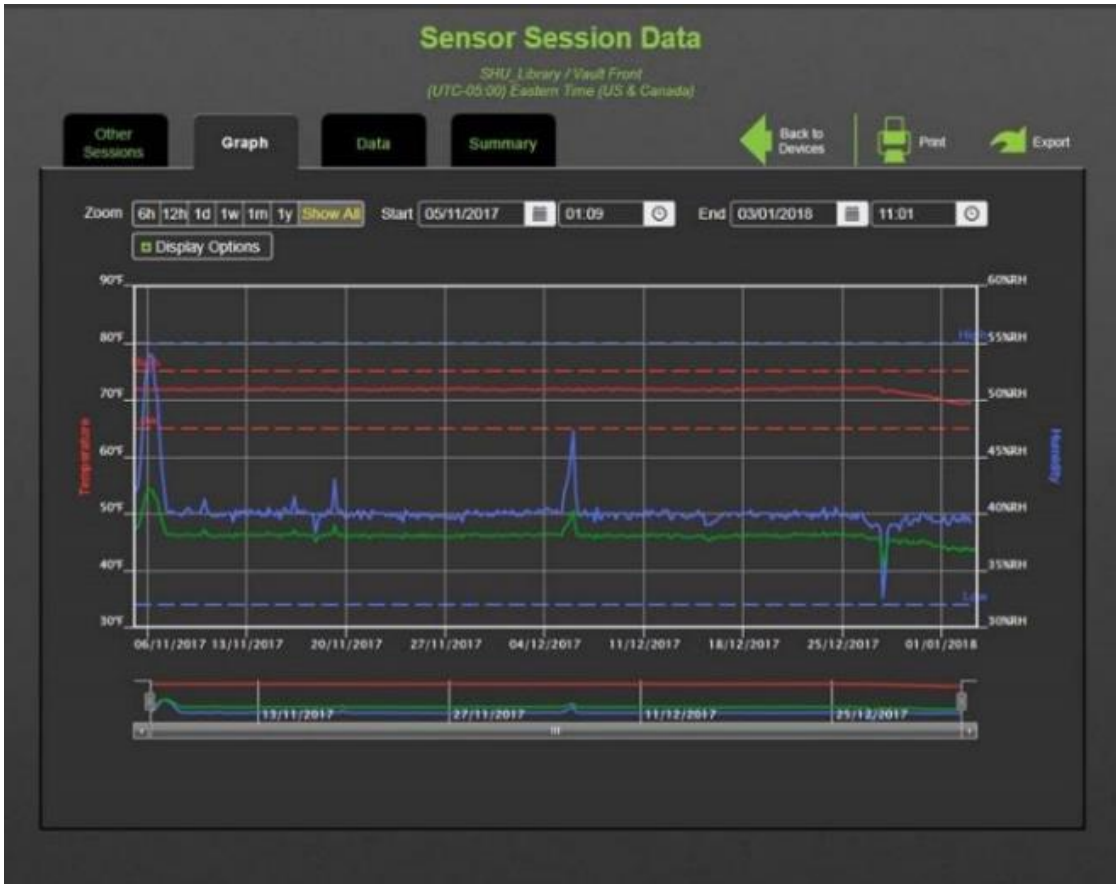
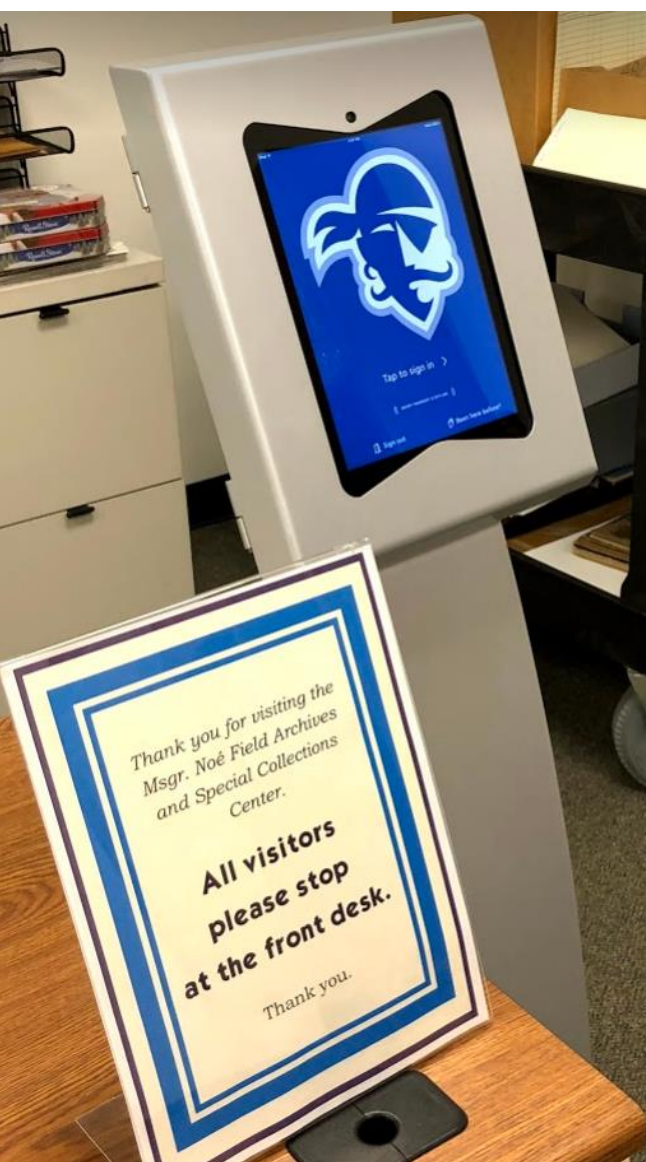
The Inventory Project was designed to expose the nature of our collections and the kind of care required to maintain them properly. In doing so, we were able to determine which unit should care for certain kinds of materials, regardless of whether those materials belonged to archival or museum collections. In our "Recommendations" column, we indicated whether materials should be transferred to the care of Gallery or Archives staff, among other options. In making these recommendations, we discovered how heavily we would rely upon one another in the care of our collections moving forward.

	A	B	C	D	E	F	G	H	I
1	Item/Collection Name	Accession Num	Box Number	Collection Number	Location	Brief Description	Condition	Recommendations	Rehous
2	AB Boland papers			ADN 2.6	101-A-1	chasuble, 2 stoles, Mary statue	Fair	Transfer to Gallery	Yes
3	Dail Retrospective, 50 of 350 w/ certifi	84.2.32			101-A-1	large flat files, prints	Good	Transfer to Gallery	
4	Dail Retrospective, 50 of 350 w/ certifi	84.2.33			101-A-1	large flat files, prints	Good	Transfer to Gallery	
5	Dail Retrospective, 50 of 350 w/ certifi	84.2.34			101-A-1	large flat files, prints	Good	Transfer to Gallery	
6	Dail Retrospective, 50 of 350 w/ certifi	84.2.31			101-A-1	large flat files, prints	Good	Transfer to Gallery	
7	AB Boland papers			ADN 2.6	101-A-2	2 mitres, 1 preaching stole, 1 commi	Fair	Transfer to Gallery	Yes
8	AB Boland papers			ADN 2.6	101-A-3	Deacon's tunic, bishop's mitre, hume	Fair	Transfer to Gallery	Yes
9	Facing East folio			RARE NC130.L47.M51.19	101-A-4	Folio, catalogued as Rare	Good	Other	
10	Colanna Traiana folio			RARE NA0340.R8.C01.20	101-A-4	Folio, catalogued as Rare	Good	Other	
11	Jenny Lynn - Little Rituals photographs				101-A-4	matted prints	Good	Transfer to Gallery	
12	Kristen Capp - Photographing Inside the Hutterite Community				101-A-4	matted prints	Good	Transfer to Gallery	
13	Erica Lennard - Selected Images				101-A-4	matted prints	Good	Transfer to Gallery	
14	John Donne Songs and Sonnets: Lithographs by June Wayne				101-A-4	folio	Good	Transfer to Gallery	
15	Survey 1986 folio				101-A-4	folio	Good	Transfer to Gallery	
16	9 catalogued newspapers				101-A-5	catalogued newspapers in envelopes	Other		
17	New York Tablet, 1857-58				101-A-5	periodical in green case	Poor	Other	
18	11 catalogued rare books				101-A-5	periodicals	Poor	Other	Yes
19	Centennial NY Archdiocese				101-A-5	periodical	Deaccession		

Selection from Inventory spreadsheet

## Environmental and Security Controls

- Security cameras and card swipe access installed in vault area
- Electronic guest sign-in for reading room and restricted areas
- Museum lighting installed in vault area
- Temperature and humidity monitoring system installed



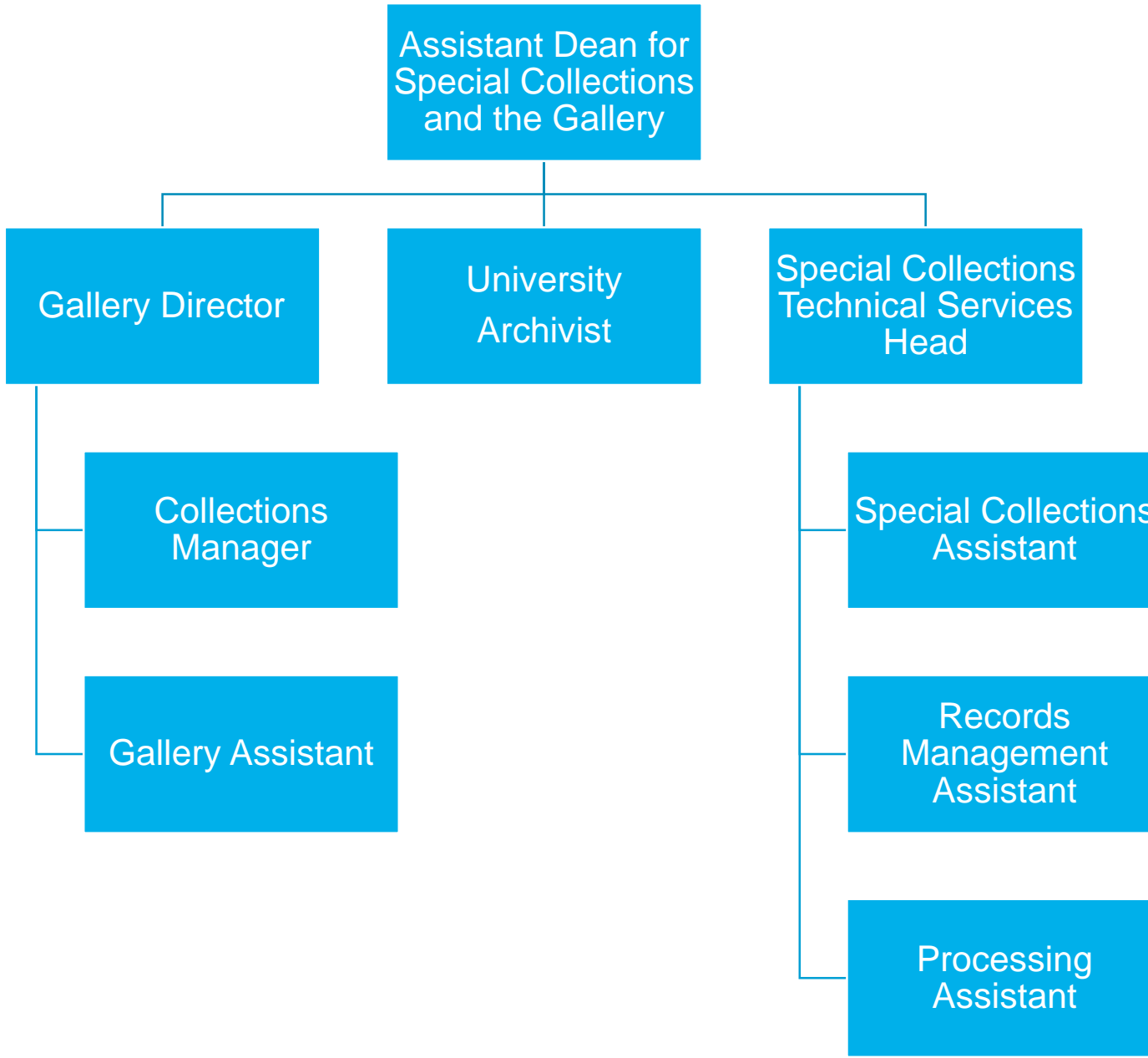
## Outcomes

To share a space effectively, we needed to find ways to bridge the gap between our professional practices and standards.

- Enhanced Communication through daily SPALLERY email (Special Collections and Gallery Outlook Email Group) and weekly Vault Task Force Meeting
  - Heightened security and environmental controls
- Joint policies and collaborative projects; cross-training in museum and archival practices resulting in better collections care
  - Hiring a hybrid manager with both museum and archives experience

### Organizational Chart

While remaining separate units, the Archives and the Gallery now function as one Special Collections Center and will soon fall under the supervision of an Assistant Dean with both museum and archival experience. This hybrid position was created in an effort to coordinate joint collections management efforts and maintain fluid lines of communication between our units.



## Lessons Learned

- Professional terminology proved to be a challenge in interpreting policies and understanding one another's progress. Terms such as *accessioning* and *processing* have different meanings in the museum and archival professions.
- Letting go of any territorialism regarding collections is key to success. A museum professional may be better suited to care for certain archival objects, just as an archival professional may be better suited to care for certain museum objects.
- While our units have established productive working relationships, it is essential to bring someone on board who can tie everything together from an administrative perspective.

## Acknowledgments

The restructuring and reorganization of the Archives & Special Collections Center was a joint effort among the following staff:

- John Buschman, Dean of University Libraries
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- Amanda Mita, Archives & Special Collections Technical Services Head
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- Brianna LoSardo, Special Collections and Records Management Assistant
- Jeanne Brasile, Director of the Walsh Gallery
- Romana Schaeffer, Collections Manager
- Jesse Benicaso, Gallery Assistant

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