

The Greater Harrington
Historical Society
General Policy & Procedures



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I. Introduction

This document establishes operations and general policies and procedures for the Greater Harrington Historical Society. As much as is practical and possible, the Museum adheres to the highest ethical standards and best practices as formulated by the museum profession. It is the responsibility of the Greater Harrington Historical Society officers and members to adopt policies and procedures for the operation of the museum. The primary responsibility for the daily application of this policy manual lies with the Museum Curator.

II. Mission Statement

The mission statement guides museum operations and should be at the forefront of all policy development and implementation. The primary mission of the Greater Harrington Historical Society is to keep the Greater Harrington area's history alive for the education and enjoyment of the public.

In a changing community, the Greater Harrington Historical Society works to preserve and interpret Harrington's history and identity. Through exhibits, educational programs, and research archives, the museum tells the story of Harrington's past, present, and future.

III. Public Disclosure

This Greater Harrington Historical Society Policy Manual will be furnished to all museum staff, the Board of Directors, and any of the general membership that requests a copy. Any substantive amendments to the Manual shall be reported to the above parties. This is a public document and as such, it will be made available upon request, in part or in entirety. Reproduction fees may apply.

IV. Ethics

Museum staff, volunteers and the general membership shall adhere to The Greater Harrington Historical Society ethics policies. The ethical code of conduct outlined below is intended to address concerns that are specific to the museum, its collections, and the museum profession. Professionalism In the interest of the public and the museum community, the staff (paid or

unpaid) and Commission observe accepted standards and uphold the dignity of the museum profession, as outlined by the American Alliance of Museums and the American Association of State and Local History.

V. Employees

Employees must behave in a dignified and ethical manner. They must be aware that any action may reflect upon the museum or the society, be attributed to it, or reflect upon the integrity of the profession.

VI. Volunteers

Volunteers are an integral part of the museum community, and the museum could not meet its mission without the personal involvement of devoted volunteers. Employees and Officers should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for their intellectual enrichment. Some volunteers may work with the collections and as such have access to sensitive materials. The lack of material compensation for the effort expended on behalf of the museum in no way frees the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the staff must be explained to volunteers and, where relevant, observed by them.

VII. Ownership of Scholarly Material

All research, programs or events and the associated documentation which are developed by staff on behalf of the museum or the society, are the property of The Greater Harrington Historical Society.

VIII. Inter-institutional Cooperation

The Greater Harrington Historical Society, like all other museums, is dedicated to the preservation of humanity's cultural and scientific heritage and the increase of knowledge; and as such welcomes the opportunity for cooperative action with similar organizations to further these goals, even if the advantages are few.

IX. Conflict of Interest

The Greater Harrington Historical Society exists to serve the public interest and staff must always act in such a way as to maintain public confidence and trust. Staff shall be careful to avoid the appearance and the reality of using their positions or the information and access gained from their positions for personal gain.

X. Responsibility to the Collection

Staff shall not acquire objects from the collections once owned or controlled by the Museum. No one shall use any object or item that is a part of the Museum's collections or guardianship for any personal purpose. Referrals Staff should be circumspect in referring members of the public to outside suppliers of services, such as appraisers or conservators. Whenever possible, more than a single qualified source should be provided so that no appearance of personal favoritism in referrals is created.

XI. Personal Collecting and Dealing

Personal collecting is not in and of itself unethical. It can, in fact, enhance professional knowledge and judgment. However, extreme care must be taken whenever staff collects objects similar to those collected by the society.

XII. Museum Facility Authority

Day-to-day operations of the Museum are managed by the Museum Curator with oversight by the Board of Directors. As stated in the Greater Harrington Historical Society bylaws, the society has the authority to adopt policies and procedures for the Museum among other responsibilities.

XIII. Hours of Operation

The Museum shall have consistent and regular open hours of operation. The hours should be changed only after careful consideration. Such changes should be made in order to meet the needs of the community and available staffing resources. Visitation statistics shall be tracked as accurately as possible so that trends can be monitored. Changes in hours of operation may be recommended either by museum staff or Board Member with concurrence by the Curator.

XIV. Admission Fees

Admission to the Museum is free. Donations are encouraged. Changes to the admission fee policy may be recommended either by staff or a Board Member with final approval by the membership at large.

XV. Security

The Museum alarm security code is to be changed regularly and at any turnover of staff. Whenever the building is vacated, all doors and windows, interior and exterior, are to be locked and the alarm set. Staff and volunteers who open and/or close the museum in the absence of the curator shall be issued a key to the Annex. Any other keys to the various facilities shall be kept in a lock box in the administrative office. Established volunteers, the curator, staff tasked with maintenance and upkeep and elected officers may retain a key for their use. These keys shall be numbered and tracked in a log kept in the office. Keys must be surrendered upon the cessation of these duties. Volunteers will be trained in opening and closing procedures.

XVI. Donation Box & Cash

Donations to the Greater Harrington Historical Society are deposited into the donation box. Money should never be removed from the donation box without two staff members present. Deposit forms are signed, and the deposit slip retained with the form. Deposits should be taken to the bank on the same day the funds are removed from the box. Money is to be counted and confirmed by another staff member if the amount is over \$500.00. Donations for special projects are accounted for separately and should not be placed into the donation box. A receipt shall be provided to the donor. Museum staff, paid or unpaid, may not accept tips. Tips should be declined or referred to the donation box. Deposits should be made once a month or more frequently if \$30 cash accumulates.

XVII. Food and Beverages

In recognition of the desire to uphold best practices for collections preservation, food and beverages are only allowed in the Annex office unless otherwise approved by the Curator. Spills are to be cleaned up immediately in order to prevent pest infestation.

XVIII. Flora and Fauna

Pets of any type as well as plants, live or cut, are not allowed in the museum. As dictated by the federal and state Americans with Disabilities Act, service animals are welcomed on Museum property. Staff may ask visitors to describe the tasks the animal is trained to do for the purpose of confirming the animal is a service animal.

This policy shall be reviewed every three years.

Revision/Review

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XIX. Appendix

a. INTEGRATED PEST MANAGEMENT (IPM) POLICY

This policy documents GHHS's commitment to protecting its collections from pest damage.

Introduction

Pest infestation is a serious threat to museum collections. Integrated Pest Management (IPM) is a holistic pest control strategy focused on eliminating harmful vertebrate and invertebrate pests. The strategy aims to reduce the use of pesticides through good housekeeping, regular monitoring, and targeted treatment. The museum practices IPM to ensure the preservation of the collections and to protect the health and safety of employees and visitors.

Applicability

The Curator is responsible for IPM at GHHS. Since IPM relies on holistic implementation, all GHHS volunteers and staff are encouraged to assist in this effort with good housekeeping and with communication of any pest activity. The museum has contracted with a local pest control company for regular monitoring and technical support.

Support

GHHS supports the IPM program. The organization is dedicated to monthly pest inspections by the staff/volunteers with supplemental inspections by a contracted licensed pest control professional. The contract allows for additional follow-up service as needed. The Curator maintains documentation of monitoring and mitigation. GHHS maintains a small freezer at the Annex for treatment. If treatment beyond freezing is necessary, funds will have to be obtained through grant sources. The artifact(s) may not be stored in any GHHS facility until the needed mitigation is performed, thereby reducing the risk of contamination from the artifact(s).

Training

The Curator will train anyone involved in implementing IPM procedures.

Best Practices

IPM includes the use of good housekeeping techniques; regular monitoring of collections, building and environs; identification of pest species; inspection and isolation of all incoming collections material including loans; and treatment in the safest manner for collections and staff. IPM procedures follow museum industry best practices as shared through the IPM Working Group. Licensed pest control contractors apply pesticide as necessary, following all applicable regulations. The following practices are included in the program:

1. Live plants or animals, food and beverage storage and consumption are not permitted in the collection storage and exhibit spaces unless approved by the Board or Curator. Service animals are exempt from this policy.
2. Public spaces where food and beverages are consumed are cleaned routinely and immediately particularly following special events.
3. Maintaining good housekeeping practices is critical in discouraging insect infestations. Refer to the Housekeeping and Maintenance Policy for details on these practices.
4. Incoming objects or specimens will be isolated and examined and treated by freezing or anoxic 30 treatment if necessary.
5. Sticky traps are used to monitor the presence of pests with traps checked monthly and recorded by the Curator.

Monitoring

All volunteers and staff will regularly monitor for vertebrate and invertebrate pests. Pest monitoring includes the use of blunder or baited traps, visual inspection of critical areas, and pest sighting reports from museum staff.

Remedial Action

If monitoring identifies a pest infestation or a concerning rise of indicator insects, the Curator will increase trapping and monitoring frequency to identify a source. Infested collections objects are first isolated, and then treated with least toxic measures such as temperature modification or anoxia. If the infestation persists, staff may consider using chemical pesticides after consultation with the Curator. Infested areas are thoroughly cleaned and regularly inspected. If the infestation persists, the licensed pest control contractor may engage in targeted pesticide application. Vertebrate pests are controlled through exclusion and mechanical trapping within the building. Exterior baiting controls vertebrate pests on the property to limit their entry.

Documentation

The Curator maintains documentation for all IPM activities and documents object pest control treatments in the condition report files. The required documentation for pest control monitoring can be located in the Appendix of this policy. It shall be available to members at the monthly meeting and as requested.

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Greater Harrington Historical Society Pest Control Monitoring Form

Site (please circle) Annex Church Train Tower Caboose

Date and Time of Inspection _____

Inspected by _____

Management of Physical Facility

Is there debris or garbage accumulation outside the structure?

Yes No N/A

Are outside garbage containers clean and properly covered?

Yes No N/A

Are the doors or other openings to the outside of the building tightly fitted (no visible light showing through)?

Yes No N/A

Are all screens for windows and doors in place and tightly fitted and in good repair?

Yes No N/A

Is there an accumulation of spilled food, liquid, or dust?

Yes No N/A

Do all food containers have lids?

Yes No N/A

Are all food products stored off the floor?

Yes No N/A

Are all interior garbage being emptied as needed?

Yes No N/A

Investigating for Evidence of Pests

Is there any evidence of mouse droppings or mouse urine staining?

Yes No N/A

Are chew marks visible on any boxes or materials in the facility?

Yes No N/A

Are there insects present on sticky traps throughout the facility?

Yes No N/A

Is there evidence of nesting (piles of dust, debris, insulation etc in quiet areas)?

Yes No N/A

Completion

Recommendations _____

Inspector's Full Name and Signature

b. GHHS Routine Cyclical Maintenance Schedule

Housekeeping is an important aspect of collections care. Regular cleaning reduces the risk of pest infestation.

The following schedule shall be followed and documented on the maintenance log located in the custodial closet at both the Annex and the Block Tower.

1. Museum volunteers shall vacuum the floors in the annex and storage monthly.
2. The church floor shall be swept monthly.
3. The Block tower floors shall be swept monthly.

Volunteers shall dust objects on open display at least one time per year, with additional cleaning performed as necessary.

Volunteers shall dust cases on display at least one time per year, with additional cleaning performed as necessary.

The following is a list of items that should be part of an annual maintenance plan. The Curator is responsible for ensuring the following are completed and recorded.

Monthly site inspections:

- Ensure buildings are secure with no broken windows, no obvious pests, etc.
- Check interior spaces for leaks (roof, windows, basement spaces)

- Check interior spaces for physical building damage.

Quarterly

- Change filters in air handlers. (record on tag, located on unit)

Annual

- Annual test of fire alarm systems – professional performed.
- Fire extinguisher inspection and certification - professional performed.
- Clean and inspect chimneys and fireboxes.
- Clean gutters
- Change lightbulbs as required.
- Service HVAC - professional performed.
- Roof inspection

This policy shall be reviewed every three years.

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GHHS Maintenance Schedule



Use the form found in the policy manual to demote any issues found

Monthly	Jan	Feb	March	Apr	May	June
Housekeeping						
Vacumn Annex						
Vacumn Storage						
Sweep Church Floors						
Sweep Tower Floors						
Site Inspections						
Broken Windows						
Annex						
Church						
Tower						
Check for leaks						
Annex						
Church						
Tower						
Interior Building Damage						
Annex						
Church						
Tower						
Quartlery						
Change filters in Annex Air Handler and record on tag						
Annually						
Annual test of fire alarm systems						
Fire extinguisher inspection and certification						
Clean and inspect chimneys and fireboxes. Tower Only						
Clean gutters, Annex Only						
Service HVAC						
Roof inspection						
As needed						
Change lightbulbs						

GHHS Maintenance Schedule

Use the form found in the policy manual to demote any issues found



Monthly	July	Aug	Sep	Oct	Nov	Dec
Housekeeping						
Vacumn Annex						
Vacumn Storage						
Sweep Church Floors						
Sweep Tower Floors						
Site Inspections						
Broken Windows						
Annex						
Church						
Tower						
Check for leaks						
Annex						
Church						
Tower						
Interior Building Damage						
Annex						
Church						
Tower						
Quartlery						
Change filters in Annex Air Handler and record on tag						
Annually						
Annual test of fire alarm systems						
Fire extinguisher inspection and certification						
Clean and inspect chimneys and fireboxes. Tower Only						
Clean gutters, Annex Only						
Service HVAC						
Roof inspection						
As needed						
Change lightbulbs						

c. Environmental Monitoring Policy

The Greater Harrington Historical Society is committed to providing preservation-level conditions in spaces where objects are exhibited or stored. Although the Curator leads the efforts in managing these environments, it is the entire Museum staff's responsibility to uphold standards as well as address and report issues.

Environmental monitoring documentation is essential for understanding the outside weather fluctuations and the ability of the building heating, ventilating, and air conditioning (HVAC) system to control and minimize the change inside the building. Change is to be expected with seasonal fluctuations, but to preserve the collections of GHHS, it is important to minimize fluctuations. Environmental measurements will be recorded with data loggers. Records will be kept for a minimum period of three years.

The HVAC system allows tight humidity control (+/- 2% in storage, +/- 5% in offices and galleries) in Collections Storage and all the exhibit galleries. The Curator oversees the automated systems. The Curator monitors the climate with dataloggers in critical areas.

In 2009, the American Institute for Conservation (AIC) developed a working group to recommend new environmental requirements for loans (as requested by the American Association of Museum Directors) that reflect current research in this area. The AIC group established interim guidelines in 2010, which will be further refined in the coming years. The interim range guidelines are:

Recommended Goal	Recommended Range
Temperature 70 F	59 – 77 F
Relative Humidity 45 - 55%	+/- 5%

Keep in mind that these are broad and general guidelines. While it is important to be aware of these specifications, even more vital than reaching ideal temperature and relative humidity set points is to have an environment that does not have extreme fluctuation.

Extremes in relative humidity (below 40% and above 60%) can potentially cause irreversible physical damage in many objects. Some artifacts will be better preserved in low RH ranges; for example, most photographic materials should ideally be stored at 20-40% RH. Complex objects that are constrained (e.g. scrolls with their composite layers of materials, furniture, and wooden frames) require tighter parameters, as the different materials will expand and contract at different rates. Variations in temperature are generally better tolerated than variations in RH. However, higher temperatures increase the rate of chemical reactions, including those that decay paper-based materials.

Environmental Monitoring

Monitoring, recording, and analyzing existing environmental conditions for the collections is an essential step in instituting and maintaining a stable environment that meets conservation standards. Monitoring helps to establish baseline temperatures and relative humidity for building spaces. Monitoring is also a useful tool in gathering hard data on the environmental extremes in areas where collections are used and stored.

To achieve these goals, GHHS has implemented the following policies effective July 1, 2023

- GHHS has begun to conduct environmental monitoring throughout its buildings. Each building has one monitor with plans to purchase more as funds permit. These are in the following locations:
 1. Annex – Bank Teller Counter, left inside shelf
 2. Church – Top shelf of lectern
 3. Block Tower – First Floor, right side of display shelves
- Each Data logger stores information for 30 days. The Curator will retrieve the data on or about the 1st Sunday of every month.

- The data gathered will then be analyzed when it is retrieved. The information will include systematic recording of weather conditions and events in the building that would affect environmental conditions, such as a pipe leak or system shut down. (See the Appendix for the form used for data collection. The master form can be found on the curator's computer desktop)
- Actions will be taken should that data indicate that HVAC systems are functioning outside the desired set points.
- Once a new full year of data has been collected for the spaces, have the information analyzed, if any noticed significant issues are noted, an environmental specialist familiar with the care of museum, library, and archives collections materials shall be contacted to review the data and make recommendations regarding upgrades or modifications that can be made to the HVAC systems. Even if it is unrealistic to modify the HVAC systems, the data will give GHHS the information necessary to make decisions regarding more stringent housing for sensitive materials and determine if materials need to be moved within the building or to a more reliably climate controlled offsite storage facility. If system upgrades are made or new systems are installed, staff will continue to collect data to ensure that the systems are working to specifications.

d. Lighting Exposure Policy

As visible and ultraviolet light on collections presents preventive conservation concerns for objects and specimens on exhibition and in collection storage, it is imperative light levels be monitored and adjusted appropriately. To this end, GHHS owns and uses a light meter to manage light levels for objects on exhibition. Lights should remain off in collections storage rooms unless occupied.

Light

All light is damaging to collections; light damage is cumulative over time and irreversible. Light initiates and accelerates chemical reactions that cause weakening, brittleness and discoloration of paper, leather, and adhesives. Light also causes fading. The provision of light levels that meet conservation standards should be an institutional policy.

Recommended light levels for collections storage and work areas are:

	Visible Light	UV Light
Storage $\mu\text{W}/\text{lm}^*$	10-50 lux (1-5 footcandles)	< 75
Circulating Stacks	60-340 lux (6-34 footcandles)	< 75 $\mu\text{W}/\text{lm}$
Reading and Work Areas	330-660 lux (33-66 footcandles)	< 75 $\mu\text{W}/\text{lm}$
Exhibition	55-165 lux (5-16 footcandles)	< 75 $\mu\text{W}/\text{lm}$

* $\mu\text{W}/\text{lm}$ = microwatts per lumen

- Light exposure on exhibited collections is one of the top preservation-related concerns facing GHHS. Continue to keep lights extinguished when individuals are not accessing the spaces.
- Non-decorative windows in collections spaces (Church Library, Railroad Tower, etc.) should ideally have light fully restricted with curtains, blinds, or solar shields. Keep window coverings drawn and closed when the rooms are not in use.

- GHHS shall establish a rotation schedule for objects on exhibit and consider displaying quality facsimiles instead of originals. This will be covered in greater detail in the Collections Care section, but light recommendations for exhibition include the following:
 - Materials that are particularly prone to damage caused by light, such as books, photographs, and paper documents, should be exhibited for finite amounts of time.
 - Recommended light levels for paper-based and textiles collections on exhibition are 55 to 165 lux for no longer than six weeks.
 - Never leave a light-sensitive artifact on “permanent” exhibition unless visual change has been understood and accepted. Frequently rotate sensitive materials, such as books, broadsides, photographs, hand-written documents, and textiles, or replace originals with high-quality facsimiles. It is generally recommended that paper-based materials displayed at the above recommended light levels be rotated every six weeks.
 - Consider the placement of items on exhibition, so they are in areas with limited light exposure. Sensitive materials should be placed in the areas with the lowest light levels.
 - Use a light meter to monitor light levels in exhibition spaces.

This policy shall be reviewed every three years.

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e. Incident Report Form

See next page

f. Artifact Incident Report Form

See next page