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## I. INTRODUCTION<sup>1</sup>

### A. Mission Statement of the Cambridge Historical Society

The Cambridge Historical Society is an active repository for Cambridge's tradition and history. It will maintain any property entrusted to it and collect, preserve, and interpret objects and manuscripts of historical and antiquarian significance. The Society will encourage research and involvement in these efforts by its members and the community at large. In so doing, it will promote a better understanding of history as an important factor in the everyday affairs of the City and its residents.

### B. Role of the Collections Committee

The Society's governing Council recognizes the responsibilities of maintaining the collections. To oversee the collections, the Nominating Committee, with Council approval, appoints a Curator who reports to the Executive Director and Council. The Curator is a member of the Collections Committee elevated to this position. The Curator chairs a Collections Committee who implements all aspects of the collections policy.

Specific responsibilities of the Collections Committee include the following:

- Formulation and periodic review of all policies for the management of the collections. (Included are policies governing: acquisitions, loans, deaccessions, care, management, exhibitions, and use of collections.)
- Consideration of recommendations, approval or rejection of gifts, purchases, acquisitions, deaccessions, and loans.
- Long-range planning for the Collections; the establishment of goals and objectives for the growth, care, management, and use of the collections, in accordance with prevailing museum and archival standards, and in support of the mission and goals of the Society.

### C. Current Collections

The collections of the Cambridge Historical Society are currently comprised of approximately 50 separate manuscript collections that serve to document Cambridge history from the late-17<sup>th</sup> to the mid-20<sup>th</sup> centuries. The strength of the current collection is in manuscripts of the mid-19<sup>th</sup> to mid-20<sup>th</sup> centuries. These collections contain both manuscript and printed materials, as well as photographs, slides and negatives, newspaper clippings, artifacts, and drawings and models.

In addition, the Cambridge Historical Society maintains a collection of approximately 2,000 artifacts that serve to document domestic life in Cambridge during the mid-18<sup>th</sup> to the early-19<sup>th</sup> centuries. The strength of this collection lies in artifacts of the late-18<sup>th</sup> and early-19<sup>th</sup> centuries and reflect the antiquarian interests of the Cambridge Historical Society's early founders. The majority of the artifacts were donated by past Cambridge residents.

The collections can be divided into the following major categories:

#### *Manuscript*

- Military History
- Politics
- Commerce and Industry

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<sup>1</sup> For clarification of terms and concepts, please see The Society of American Archivists' Glossary, <https://www2.archivists.org/glossary>.

- Philanthropic and Social Service Organizations
- Fraternal, Civic, and Social Organizations
- Architecture
- Religion
- Domestic Life

#### *Artifact*

- Paintings
- Prints and Drawings
- Furniture
- Decorative Arts
- Costumes and Textiles

A list of collections in each category are attached in APPENDIX 1.

### **D. Future Directions**

#### *1. Establishing Collecting Priorities and Targeted Collecting Areas*

For the Society to become a true repository of Cambridge history representative of the entire city, the collections must be significantly broadened in scope in order to more accurately represent the diverse communities that have historically contributed and continue to contribute to its development. In this age of rapid social and technological transition the Society will need to respond quickly in order to preserve artifacts and manuscripts that document this change.

The immediate collecting priorities should:  
 Reflect the current goals of the Society  
 Support current exhibit and interpretation needs

#### *Collecting Priorities*

The Cambridge Historical Society will focus its collecting efforts on manuscripts and artifacts which document the social history of Cambridge. The Society aims to strengthen its collection of written documents, particularly those relating to 19<sup>th</sup>- and 20<sup>th</sup>- century life in Cambridge. It also aims to expand its collections of paintings, prints, drawings, and photographs of the city of Cambridge, as well as significant individuals and institutions, as space and resources allow.

These decisions are delegated to the Collections Committee.

#### *2. Identifying Cambridge Collections in Other Institutions*

The Society recognizes that its collecting interests overlap those of many other regional institutions, particularly those with special collecting emphases. Specifically, these include the Longfellow House - Washington's Headquarters National Historic Site, Harvard University, M.I.T, Christ Church, Lesley University, Mount Auburn Cemetery, the Cambridge Public Library, and the Cambridge Historical Commission.

The Society wishes to support, rather than compete with, the other institutions throughout the city. The Society currently works with the Cambridge Archives Committee to minimize competition and to identify collections, which are not now, but may in the future, be threatened or otherwise available for acquisition. This may include collecting from groups and individuals, and local businesses and

institutions for whom collecting is not a focus, but who have amassed artifacts representing their own history and development. The Society should position itself to acquire these collections should they become available.

## II. ACCESSIONS

### A. Accession Policies

The Society shall add to the collection in accordance with the collecting priorities established by the Collections Committee. Priority shall be given to artifacts that support exhibition, research, educational, and outreach goals of the Society. The Society acquires collections by donations, exchange, or purchase. The following policies and procedures govern accessions into the permanent collection:

- The Collections Committee, upon recommendation of the Curator, Executive Director, and/or Archivist, approves any additions to the permanent collections. Potential gifts, bequests, or exchanges shall be accepted on a limited, temporary basis until formally accepted by the Collections Committee.
- Accessions are evaluated based on the established criteria as outlined in this collecting policy.
- Material accepted into the collections must have a free and clear title. Donors may be asked to produce proof of title or sign a release absolving the Society of liability resulting from any irregularities of title.
- The Society does not accept willingly or knowingly material that has been illegally obtained or imported, recovered under conditions deemed unethical by professional standards, or recovered at the expense of the environment, cultural sites, or a cultural group.
- Acceptance of an artifact or manuscript into the collection is not to be construed as a recommendation or estimate of its value, quality, or historical significance.

### B. Criteria for Accepting Artifacts and Manuscripts

The Society makes a commitment to preserve materials added to the permanent collection to the best of its ability. The Society recognizes that there is a financial investment in maintaining each artifact, documenting, cataloguing, storing, preserving, protecting, and providing accessibility for research and exhibition. The Society uses the following criteria to determine whether or not an item is eligible for acceptance into the collection:

- The Society only collects such historical artifacts, works of art, and manuscripts that support its mission to interpret the history of Cambridge. These include materials made or used in Cambridge or by Cantabrigians. Priority is given to artifacts that support current collecting priorities and the exhibition, research, and educational goals of the Society.
- The Society does not accept into the collection artifacts that duplicate existing holdings unless they are of sounder physical condition or are a better historical example. In such cases the existing material should be considered for deaccession.
- Artifacts and manuscripts accepted into the permanent collection should be of sufficient historical merit, i.e. documented or of significant historical context.
- The Society will accept into the permanent collection only those materials that it can adequately care for and store. While the Society's ability to care for objects shall be a major consideration when evaluating proposed acquisitions, current storage space or conservation considerations should not be the only criteria for rejecting material.
- The Society accepts artifacts and manuscripts only if they are of sufficiently sound condition or have the potential to be restored to sound condition.

### C. Donations

The Society welcomes gifts, donations, and bequests of artifacts, works of art, memorabilia, and manuscripts related to the history of Cambridge. Gifts are evaluated according to the general criteria established for accepting artifacts into the permanent collection. In addition, these guidelines specifically governing gifts are to be followed:

- All gifts are considered outright and unconditional. Objects may be used for study (including scientific examination), exhibition, education, publication, deaccession, or other purposes consistent with its mission deemed in the interest of the Society.
- The Society accepts only unrestricted gifts. The Society may go beyond established practice by a majority vote of the Collections Committee. In such cases, the terms of the gift should include a limit on the time for which the restrictions apply and define conditions under which the restrictions may terminate. While respecting the rights and interests of the donors, the Society must decline any acquisition accompanied by restrictions that would seriously impair use of the artifact.
- All gifts to the Cambridge Historical Society are tax deductible to the full extent of the law for the year in which they are donated and received by the Society. The tax implications of gifts of real property are the sole responsibility of the donor.
- Donors are responsible for obtaining their own tax valuations by a qualified appraiser prior to completing the gift. Neither the Society nor its representatives may participate in the valuation. The Society may assist donors in locating qualified appraisers. In such cases the Collections Committee will identify at least two appraisers knowledgeable in the particular collecting area. This assistance should not be construed as a recommendation of a particular appraiser.
- Donors wishing the Society to sign IRS forms documenting gifts must provide the Executive Director with a copy of the appraisal along with the appropriate IRS form. This documentation may be added to the appropriate accession file.

### D. Exchanges

The Society may acquire collections by trade or exchange with other collecting institutions. In addition to the general acquisitions criteria, the following policies and procedures specifically govern trades and exchanges:

- Objects removed from the collection for exchange shall be deaccessioned in accordance with the established policies, criteria, and procedures.
- All exchanges must be equitable and in the best interest of the Society and its mission.
- Exchanges are not to be made with private individuals or dealers.
- The receiving institution is responsible for costs associated with the removal of the outgoing artifact. The Society is responsible for costs of the acquisition of the incoming object.

## III. CARE OF COLLECTIONS

### A. Recordkeeping

The Collections Committee shall maintain records of all Society collections. Each artifact or manuscript shall be given a permanent and unique identifying number upon accession, and all records relating to it shall bear that number. Records on individual artifacts (and their component parts when applicable) and manuscript collections shall be kept both in traditional paper files (hard copy) and/or digital format. All digital records are backed up to an external server on a consistent basis. Records shall be retrievable by

number, type of item, location, and donor. All information learned at the time of accession shall be entered promptly into the record of that object.

Artifact records shall be maintained in a manner that conforms to the standards set by the American Alliance of Museums (AAM) and Society of American Archivists (SAA). All material added to records shall be dated; accretions and accruals are encouraged. To assure no loss of history, permanent removal of any papers or deleting or altering of computer data, including outdated information, is prohibited outside of Board-approved records management.

Each artifact's record shall contain:

- An accession number
- The type of item
- A photograph of the item if practicable
- A narrative description of the item including:
  - Dimensions
  - Materials
  - Style or design, using controlled vocabulary from the Art and Architecture Thesaurus<sup>2</sup> and Library of Congress Subject Headings<sup>3</sup>
  - Date (or approximate date) of origin
  - Place of origin
  - Provenance
  - Condition including any and all damage and repairs, and additional notes. Subsequent comments on condition and damage shall be dated and signed.

Each archival material's record shall be DACS<sup>4</sup> compliant and contain:

- An accession number (DACs 2.1)
- Name and location of repository (DACs 2.2)
- Title of the collection (DACs 2.3)
- Dates that pertain to the creation, assembly, accumulation, and maintenance and use of the materials (DACs 2.4)
- Extent of the materials, in linear feet (DACs 2.5)
- Name of the creator(s), if known (DACs 2.6)
- Biographical/historical information (DACs 2.7)
- Scope and content note (DACs 3.1)
- Conditions governing access (DACs 4.1)
- Language/script of the material (DACs 4.5)
- Archival authority records, using controlled vocabulary from the Art and Architecture Thesaurus, Library of Congress Subject Headings, and Library of Congress Name Authority Files

## B. Collections Management

The collections, while in storage, on display, or used by researchers, shall be protected as much as possible from damage by extreme temperature, UV rays and lumens, mishandling, humidity, pests, and any other damaging environmental factors.

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<sup>2</sup> <http://www.getty.edu/research/tools/vocabularies/aat/>

<sup>3</sup> <http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

<sup>4</sup> Describing Archives: A Content Standard, [http://files.archivists.org/pubs/DACS2E-2013\\_v0315.pdf](http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf).

All collections materials shall be secure from theft, vandalism, and mishandling to the greatest degree possible. A Society representative shall supervise all visitors to storage. Records of the temperature and humidity shall be kept in both storage and exhibition areas and wherever else an artifact may be located. Levels of light shall be monitored at reasonable intervals in areas where collections are located.

Within the constraints of the historic building facility, the Society shall seek to maintain storage facilities that conform to industry standards, designed and organized according to the best professional judgement of the curatorial and archival professions. Periodic reviews of storage facilities and/or collection inventories will be conducted.

### C. Handling

Special care shall be taken in regard to temperature and humidity as well as theft, loss, and vandalism when any item is moved from one location to another.

Methods of installation of artifacts on exhibition shall respect the integrity of the item and shall be, within reason, non-damaging to the item and, if possible, reversible. Individuals handling the collections will be trained on the proper methods by the Archivist.

Researchers handling collections will be instructed on the proper methods of handling and monitored by a Society staff member at all times.

### D. Insurance

The Society shall self-insure its collections on display in its exhibit areas, in the Society's storage spaces, or during transportation by the Society.

## IV. ACCESS AND USE OF COLLECTIONS

### A. Exhibitions

Public access to the Society's collections can be provided through interpretive physical or digital exhibitions.

### B. Research

The Society's collections are maintained as a primary resource on Cambridge history. The Society is committed to studying, researching, and documenting the collections, and disseminating information for both the scholarly and general public. The Society's collections are open to the public and are used for internal research and to support the programs of the Society. The Society shall make every effort to make collections available. Access will be made in a manner consistent with the preservation and security of the artifacts. The appropriate levels of access, through exhibition, digitization, documentation files, photographs, or physical examination, shall be determined by the staff on a case-by-case basis. The Society may restrict access to certain collections, or parts of collections, based on condition or gift agreement with the donor. Physical access to collections is available by appointment only.



## C. Reproductions

The Cambridge Historical Society does not hold copyright to all the materials in the collections. It is the responsibility of the user to obtain copyright from the original creator.

The Society may permit publication or other educational or commercial uses at the discretion of the staff, in accordance with the prevailing professional standards. The Society has the sole right to reproduce its collections. In accordance with the SAA guidelines, the Society will allow reproduction of materials if:

- The condition of the original materials permits such reproduction.
- The original materials have no gift, purchase, or legal restrictions on reproduction.

Reproductions for reference use should be made as follows:

- Any restrictions on the collection will be made known to researchers.
- Researchers will agree in writing to abide by any restrictions, in addition to the citation guidelines. The proper citation reads: "Courtesy of the Cambridge Historical Society, [Collection Name], [Item number]. Cambridge, MA."
- The researcher assumes any legal responsibility for observing common law literary rights, property rights, and libel laws.

Photographs may be taken of materials, without flash and as permitted by the Archivist or supervising staff member.

For usage fees, please see APPENDIX 3.

## V. DEACCESSIONING

The term "deaccession" is the official transfer of artifacts out of the collection. Whenever feasible, disposition of deaccessioned materials should be through gifts or exchanges to other museums or institutions, or by sale at public auction. Deaccession may occur due to loss through deterioration, and intentional or unintentional destruction.

### A. Deaccession Policies

- All deaccessions from the permanent collection are initiated by the staff, approved by the Collections Committee, and ultimately approved by the Council.
- No donated object shall be deaccessioned by sale within five years of the date of its acquisition.
- Before deaccessioning may be considered, any issues of title, or restricted gifts or bequests, will be resolved.
- When considering the disposition of deaccessioned artifacts, the Society shall endeavor to respect the intentions of the donor while meeting its obligations to the integrity of the collections.
- All dispositions by sale will be by public auction or a similar public and competitive method. The Society also may exchange with or transfer objects to similar or more appropriate institutions.
- Staff, Collections Committee members, the Council, CHS members, donors, and other associates may not acquire deaccessioned artifacts from the Society's collections.
- All proceeds from the sale of artifacts shall be used for the benefit of the collection. The Society shall consider attaching the name of the original donor to the new acquisition and/or objects restored

with funds from deaccessioned objects. Proceeds will not be used for anything other than acquisition or direct care.

- We aspire to adhere to the AAM and SAA standards for deaccessioning.

## B. Criteria for Deaccessioning Artifacts from Permanent Collections

Objects shall be considered for disposal when:

- They duplicate material represented by specimens in as good or better condition or of superior quality.
- They do not fall within the scope of the collection.
- The Society cannot care for the artifact or use it in the foreseeable future, even if the artifact falls within the scope of the collection.
- The material has been lost through deterioration or is damaged by accident or breakage. To deem an object irretrievably damaged or deteriorated, appropriate consultation with an accredited conservator may be necessary.
- An artifact may be determined to be permanently lost from the collection, because of theft or documented disappearance, it may be considered a deaccession. As full documentation as possible including police report, or other file memo to explain circumstances of the disposition shall be made. Deaccessioning lost material should proceed with caution, and only after complete and thorough inventory of all collections has been made.

## C. Criteria for Deaccessioning Manuscripts from Permanent Collections

A repository may use deaccessioning to achieve any of the following objectives:

- To improve overall access to materials.
- To make split collections whole.
- To comply with current institutional collecting policies and retention schedules.
- To implement a change in the repository's mission.
- To better balance research potential of collections with the necessary allocation of resources (space, staff, time, and conservation resources) for their care and preservation.

## VI. LOANS AND DEPOSITS<sup>5</sup>

### A. Objects Temporarily Deposited at the Society

Objects that are deposited for study, examination, or other research purposes at the request of the depositor or owner, and not incoming loans, are deposited at the risk of the owner. The following policies and procedures apply to objects temporarily deposited at the Society:

- Artifacts deposited at the request of the owner will be treated with the same care and consideration as similar materials owned by the Society, as consistent with professional standards.
- The Society reserves the right to examine objects on deposit by technical, photographic, and other scientific means that meet prevailing professional standards, unless specifically prohibited by the depositor. The Society will accept for study only objects that are in sound condition and able to withstand ordinary handling and examination.
- Deposit at the Society does not imply endorsement of authenticity or of historical, artistic, or monetary value.

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<sup>5</sup> Please see the following guidelines for loans and deposits:

<http://www.ala.org/acrl/standards/specialcollections>.

- It is the obligation of the depositor to remove the artifacts at the request of the CHS. At the discretion of the CHS, deposited objects not retrieved by the depositors in a timely fashion may be stored at the depositor's expense. The Society will make every reasonable attempt to return the artifacts, including by certified letter and public notice. If after all reasonable attempts to return the articles fail, objects not retrieved by the depositor will after three years be considered outright gifts to the Society.

## B. Deposits and Loans

Like many institutions founded in the early-20<sup>th</sup> century, the Society possesses a number of such permanent and long-term loans, many of them decades in duration.

The Society shall seek to resolve those long-standing loans, to determine and locate current owners, and to return the objects or to establish clear title for the Society. The Society shall resolve all long-term or permanent loans, deposits, or accessions for which the Society does not possess clear title. In accordance with the laws of the Commonwealth of Massachusetts and established practice, the Society will make every reasonable attempt to determine rightful ownerships and to return the objects, including by certified letter and public notice. After all reasonable attempts have been made to return the articles, the object shall remain on loan for only three more years; at that point, if not retrieved by the depositor, the articles shall be considered gifts to the Society in consideration for their storage and care.

## C. Loan Criteria

The Society will consider all outgoing loans and incoming loans on a case-by-case basis. The Collections Committee will approve all outgoing loans.

Loans may be proposed by the Society's staff, Council, and Board members, as well as by other institutions and businesses. Loans to businesses will only be granted for exhibition in a public-accessible space.

Factors addressed for loans include:

- The type of institution requesting the loan.
- Condition of the materials requested.
- Environmental and security conditions of exhibition location/venue, as well as insurance considerations.
- Number of objects or manuscripts requested.
- Value of the requested materials.
- Duration of the loan.

## APPENDIX 1: Collection Categories

### Military History

Cornelius Bennink Papers  
Richard Bennink Papers  
James E. McCafferty Papers  
George Washington Letter  
Getchell Family Papers  
George Inman Diaries

### Politics

Mokaba Collection  
George R. Wright Papers  
Loyalist Papers  
Conrad Wright Papers  
Cambridge Civil Service Reform Association Records

### Commerce and Industry

George R. Wright Papers  
Boston Woven Hose Company Records  
New England Brick Company Records  
Handicraft Shop Records  
Gray-Davis American Bosch Photograph Album  
Wolverine Corporation Records  
Pangloss Book Store Records  
CHS Photograph Collection  
Harvard Square Business Association  
Ferrante Dege Records  
Oxford Photographic Studio Photographs

### Philanthropic and Social Service Organizations

George R. Wright Papers  
Cambridge Visiting Nurses Association Records  
Basket Club Records  
The Bee Records  
East Cambridge Temperance Organizations Records  
Cambridge Branch of the Massachusetts Indian Association Records  
East Cambridge Anti-Slavery Society Records  
Female Humane Society of Cambridge Records  
Cambridge Fire Company Records  
Cambridge Humane Society Records

### Fraternal, Civic, and Social Organizations

Cambridge Club and Harvard Lyceum Records  
Garden Street Garden Club Collection Records  
Cambridge Historical Society Records

Penelope Barker Noyes Papers  
Walking Club Of Cambridge Records  
Irving Literary Association Records  
Old Cambridge Shakespeare Association Records  
Bull Curtis Family Papers  
Grand Army of the Republic (Davis Post) Records  
The Bee Records  
African American Heritage Trail Records  
Friends of Craigie Circle Records  
Warren Dramatic Club Records  
Old Cambridge Photographic Club Photographs  
Basket Club Records

### Architecture/Planned Environment

Lois Lilley Howe Photographs  
Rupert Lilley Papers  
CHS Image Collection  
CHS Postcard Collections  
CHS Maps and Plans Collection  
Harvard Square Defense Fund Records  
Charles River Basin Commission Photographs

### Religion

George R. Wright Collection  
Harris Family Papers  
Bull Curtis Papers  
Cambridge Churches Collection  
East Cambridge Temperance Organizations Records  
Josiah Willard Sermons  
J.B. Taylor Papers

### Domestic and Family Life

Sarah Hodges Papers  
Parmenter-Hunt family Diaries  
Maria Gozzaldi Papers  
Jacob Hill Bates Papers  
Whittemore Family Papers  
Henderson-Vandermark Family Papers  
Betsy Siggins Papers  
Gutheim Family Papers  
Penelope Barker Noyes Papers  
Maria Bowen Papers  
Bull-Curtis Family Papers  
Winwood Sargent Letters  
Mary Isabella Gozzaldi Papers  
Harris Family Papers

Quincy-Hill-Phillips-Treadwell Family Papers  
Leighton Family Papers  
Henry Ingersoll Bowditch Diary  
Wysanski Family Papers  
Mercy Scollay Papers  
Hodges-Swan Family Papers  
Nichols Family Papers  
Sylvia Mitarachi Papers  
Cecelia Lyons Papers  
Smith Family Papers  
J.B. Taylor Papers  
Child Family Papers  
Howe Family Papers  
Clark Family Papers  
Warren Family Papers  
Layne Family Papers  
Warren Buston Family Papers  
Hollis Gerrish Papers  
Craigie Estate Papers  
Getchell Family Papers  
Samuel Ishikawa Papers

#### Housing:

Small Property Association Records  
Skip and Lenore Schloming Papers  
Harvard Square Defence Fund Records  
Bill Cavellini Papers

#### Schools:

Cambridge Schools Collection  
Rindge Alumni Association Records  
Longfellow Oral History Project Records  
Rindge Technical School Yearbooks

#### Historic Preservation/Local History:

Harvard Square Defense Fund Records  
R.A.R.E. Records  
CHS Records  
Samuel Batchelder Papers  
African American Heritage Trail Records  
Longfellow Oral History Project Records  
Rupert Lillie Papers  
Charles Elliot II Papers

#### Photographic (Cambridge Related):

CHS Image Collection  
Lois Liley Howe Photographs

Lois Forbes Photographs  
Norman Hurst Photographs  
Warren Family Papers  
Oxford Photographic Studio Photographs  
Charles River Basin Commission Records  
Gray Davis American Bosch Photograph Album  
Anna Ricketson Photograph Album  
Leighton Family Papers

#### Gardening:

Garden Street Garden Club Records  
Lois Forbes Photographs

Several of these collections contain documents having to do with a variety of topics. Those collections have been referenced in each of their corresponding subject groups.

## APPENDIX 2: Collecting Priorities

The Cambridge Historical Society will focus its collecting efforts on manuscripts and objects, which document the social history of Cambridge. The Society aims to strengthen its collection of written documents, particularly those relating to 19th and 20th century life in Cambridge. It also aims to expand its collections of paintings, prints, drawings, and photographs of the city Cambridge, as well as significant individuals and institutions, as space and resources allow.

## APPENDIX 3: Usage Fees

All fees must be paid in advance. Please pay via our PayPal under Donate <please link> or via credit card. Checks should be made out to Cambridge Historical Society and mailed to 159 Brattle Street Cambridge, Massachusetts 02138.

All fees must be paid in advance.

Fees are per image, for one time, one project, and North American rights. For worldwide rights, the fees will be doubled.

### No fees for personal use

There is no fee for personal use, including reference, home display, or personal gift. However, if the patron wishes to use an image on a personal web site, the project should be discussed with the Historical Society staff. A fee may be applicable.

### Internet Use

Web site display, \$25 per image. Images may be used online only at the discretion of the Historical Society. Not all Historical Society images are available for Internet use. Please discuss options with the staff.

### Photocopies

Photocopies materials are made at the discretion of the staff, dependent on the condition of the materials.

Photocopies are \$0.50 per page, additional charge for postage if being mailed.

### Digital Images

With existing digital master: \$25

Imaged from the original: \$40

### Academic Use

There is no fee for academic use, which includes: dissertation, thesis, class presentation, publication in a scholarly journal, or any academic publication that is not for sale.

### Nonprofit Use

There is no fee for nonprofit use by nonprofit organizations. Fees may be reduced for both nonprofit by commercial organizations and for commercial use by nonprofit organizations.

### Government Organizations

There is no usage fee for agencies of the federal, state, or municipal governments of the United States or for commercial organizations or individuals doing pro bono work for government agencies.

### Book Publication

Press run of 5,000 or less: \$25 per image

Press run of more than 5,000: \$50 per image

Book cover illustration: \$150 per image

Note: If multiple images from more than one source are used in a cover illustration, it may be possible to reduce the fee in proportion to the size of the Historical Society image as it appears on the cover. For example, if the image covers roughly half the cover along with an illustration from another source, the fee may be reduced to \$75.



## Magazine Publication

Article or editorial illustration: \$25 per image

Magazine cover: \$250 per image

Book cover illustration: \$150 per image

## Newspaper Publication

Article illustration: \$15 per image

Full page illustration: \$30 per image

Print Advertisement (newspaper and magazine):

Half-page or smaller: \$200 per image

Full-page: \$500 per image

## Corporate Publication

Internal publication with internal circulation only: \$20 per image

External publication: \$30 per image

Note: Internal publications include training manuals, internal memoranda, employee newsletters, etc.; external publications include annual reports, company histories, etc.

## Commercial Decoration

Public spaces (restaurant, corporate lobby, etc.): \$50 per image

Private offices: \$20 per image

## Television Broadcast and Home Video Production

Network and cable broadcast: \$50 per image

Local or public television broadcast: \$20 per image

Home video (for sale): \$50 per image

## Miscellaneous Uses

Pamphlet or handout publications: \$20 per image

Posters - for sale: \$500 per image

Posters – promotional: \$250 per image

Post cards - less than 500: \$50 per image

Post cards - 500-999: \$250 per image; 1000 or more: \$500 per image

Greeting cards - less than 500: \$50 per image; 500-999: \$250 per image; 1000 or more: \$500 per image

Calendars - less than 500: \$50 per image; 500-999: \$75 per image; 1000 or more: \$150 per image

## Images Burned to a CD

The cost to burn a CD depends on the number of images being copied and the use of those images. There is a base cost of \$5 for time and effort to burn the CD but individuals should be in contact with our archives for an idea of the cost.

## Volume Fee Reduction

With a request for the use of more than ten images in a single project, a reduction in fees per image of up to 35% may be granted. This must be agreed upon before the photo order is finalized.

## Compounding Fees

Note: Researching, imaging, and usage fees all compound.