AN ENDURING PARTNERSHIP FOR COLLECTIONS CARE: THE WILLIAM WAY LGBT COMMUNITY CENTER & CCAHA
ABOUT THE WILLIAM WAY LGBT COMMUNITY CENTER ARCHIVAL COLLECTIONS

1975: Gay Community Center of Philadelphia

John J. Wilcox, Jr. Archives:

- LGBT history generally
- Philadelphia region specifically

- Approximately 600 linear feet of archival collections
- 225 linear feet of LGBT periodicals, 1940s to present
- 60 cubic feet of textiles and artifacts
- 60 linear feet of rare books and pulp fiction novels
- 1500 items audio-visual material
- Thousands of posters, calendars, art works and travel guides
Spring of 2011 Applied for a Preservation Needs Assessment via CCAHA’s Philadelphia-area Stewardship Program

Received site visit and report August 2011
AN OVERWHELMING TASK
BUILDING SUPPORT

- William Penn Foundation
- Collaborative planning
- Communicating need to the funder
THE PROPOSAL

- 3 years of funding to address:
  - Hiring professional staff
  - Project Management*
  - On-site conservation technician*
  - Renovation of archives space*
  - Collections management database
  - Environmental monitoring
  - Updated shelving
  - Archival supplies*
  - Core document development and implementation*

* = areas of collaboration
POLICY AND PROCEDURE DEVELOPMENT

- Small cooperative committee
  - William Way LGBT Community Center (WWCC)
    - Program Director
    - Archivist
    - Curator
  - Conservation Center for Art and Historic Artifacts (CCAHA)
    - Director of Preservation Services
- Worked off templates developed by CCAHA
- Reviewed and approved by Archives Advisory Committee
  - Archivists
  - Librarians
  - Records Manager
  - Artist
  - Activists
  - Technologist
  - Historian
  - WWCC Board Member
  - Members of LGBT community, POC, Allies
Policy and Procedure Development

- Collection Development Policy
  - Scope and Priorities
  - Topics
  - Formats
  - Other parameters
  - Budget allocation
  - Acquisition methods
- Collections Management Policy
  - Acquisitions/Accessions
  - Deaccession and Disposal
  - Incoming Loans / Outgoing Loans
  - Documentation
  - Collections Care
  - Insurance and Risk Management
- Access and Use Policy
  - Collections Access
  - Terms and Conditions
  - Restrictions
  - Handling and Use
  - Intellectual Property
COLLECTIONS CARE AND CONSERVATION TREATMENT

- Disaster response
Rehousing collections
COLLECTIONS CARE AND CONSERVATION TREATMENT

- Item treatment
COLLECTIONS CARE AND CONSERVATION TREATMENT

- Exhibition support
- Demolition and renovation
- Environmental controls
- Lighting
- Shelving and housing
- Double footprint of the Archives
- Collections storage
- Reading room