



The Chelmsford Public Library needs your participation in a town-wide history project. In recent years, there has been growing concern that without proper preservation and documentation, much of the history of the Town of Chelmsford will be lost. We understand that there are several collections of historical documents and artifacts throughout Chelmsford, belonging to different town groups and organizations. The Chelmsford Public Library, with the assistance of Chelmsford Telemedia, would like to lead an on-going project that will identify these records and objects, and help to ensure that they live on for future generations.

The long-range goal of this project is a thorough documentation of historical town records, and improved public access to this information. We would also like to digitize as much of this information as possible, to make it easier and safer for students, researchers, the curious and the inquisitive to use these resources.

We need your participation to help identify all of our local history resources. The first step in the project is to create an index of historical town documents and artifacts. Enclosed is a preliminary survey form, which we are sending to all organizations in Chelmsford that we believe may have historical records. Please complete this survey to provide an idea of the variety and size of your collection. We would like to have the surveys returned to the library by November 12th, 2008.

Also, please join us at the library on Wednesday, November 19th, 2008, at 5:30 pm (dinner is on us!), to learn more about the project and meet with others from participating organizations. At that time, a summary of the preliminary survey will be presented, along with more detailed information about the overall project.

Beginning in early 2009, library staff and volunteers would like to start visiting each organization to conduct a more complete survey. The library will be doing most of the work, but a liaison at your organization will be needed to facilitate visits, interviews, and access to your collections (and any additional assistance is very welcome).

In addition to the preliminary survey, we've also enclosed a list of organizations in Chelmsford who have been asked to participate in this project. If you know of any other organizations or persons who might have historical records, please send us your suggestions. We look forward to hearing from you. Working together as a town, we can preserve our history for future generations.

Sincerely,

Brian Herzog, Head of Reference