

Chelmsford Town-Wide History Project

Preliminary Survey

Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

1) **Historical materials at your organization** (check all that apply, and circle Yes/No/Some as applicable):

Historical Item	Are you actively collecting this?			Is this open to the public?			Is this available electronically?		
____ Records (files, correspondence)	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Books, journals	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Media (tapes, films, recordings)	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Photographs	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Drawings, blueprints	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Maps, plats	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Framed objects or other artwork	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Artifacts (historical objects)	Yes	No	Some	Yes	No	Some	Yes	No	Some
____ Other (please describe)	Yes	No	Some	Yes	No	Some	Yes	No	Some
_____	Yes	No	Some	Yes	No	Some	Yes	No	Some
_____	Yes	No	Some	Yes	No	Some	Yes	No	Some
_____	Yes	No	Some	Yes	No	Some	Yes	No	Some

2) **Is there any kind of catalog, index, list or other organizational aid for your materials?** Yes No

If Yes, please provide. If No, please provide a general description with dates or estimated date ranges (if known).

3) **Where do you store your materials? (i.e. office, safe, basement, attic, etc.)**

(survey continued on reverse side)

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(continued)

- 4) Can the library scan, photograph, or create other electronic copies of your materials? Yes No
- 5) Please list any other organizations or individuals not on the enclosed list that you think maintain records/artifacts significant to the history of Chelmsford that should be included in this project:

Organization and/or Contact Person	Phone (if known)
_____	_____
_____	_____
_____	_____

*Questions? Contact Brian Herzog at the library:
bherzog@mvlc.org or 978-256-5521 x111
The Chelmsford Public Library
25 Boston Road
Chelmsford MA 01824*

**Please return this survey in the enclosed envelope by October 1st, 2008.
Thank you!**