ADAPTIVE PRESERVATION, LLC

Honoring the Past, Embracing the Future

Cottage Grove Historical Museum
"H" and Birch Streets

728 6th Ave SW
Albany, Oregon 97321
Phone: 503-857-6187
E-mail: Rebecca@adaptivepreservation.com

# COTTAGE GROVE MUSEUM
# DISASTER INVENTORIES REPORT

## SUBMITTED BY: ADAPTIVE PRESERVATION, LLC

Prepared for:

Kuri Gill

Oregon Heritage Grants & Outreach Coordinator

Oregon Heritage, Oregon Parks and Recreation Department

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# TABLE OF CONTENTS

# INTRODUCTION & PROJECT APPROACH

## INTRODUCTION

Heritage organizations in Cottage Grove are actively engaged in the stewardship of historic assets and facilitating public participation of community cultural resources. As a result, Cottage Grove has been given, by the Oregon Heritage Commission, the prestigious designation of an Oregon Heritage All- Star Community. Given the importance of these heritage resources, a Disaster Resilience Plan for Heritage Resources (DRHR) in Cottage Grove was created. That plan aimed to bring together heritage organizations, the City of Cottage Grove, and emergency response teams to increase community-level decision making and align those goals with existing city planning documents. The plan was the first of its kind in Oregon and hopes to serve as a pilot project to model disaster resilience planning for other communities in Oregon.

The project team developed findings and recommendations in the DRHR through a six-step process, one of which included the completion of a community-wide asset inventory. As a result, in 2021, the Oregon Parks and Recreation Department (ORPD) contracted with Adaptive Preservation (Consultant) to research and prepare a spreadsheet and maps for cultural agencies in Cottage Grove to track their organizational assets and heritage collections.

The following cultural organizations were included in the asset inventory project:
• Downtown Cottage Grove
• Cottage Grove Genealogical Society
• Cottage Grove Historical Society
• Bohemia Gold Mining Museum
• Cottage Grove Museum

The asset inventory collections were appraised for asset type volume or number, location, materials, and risk factors. That data was then inputted into each organizations master inventory matrix and will be used by these organizations to prioritize relocation, protection, and recovery efforts in case of an emergency or disaster. The inventory sheet is not intended to be a full compendium of the Cottage Grove Museum's heritage collections but rather a broad brush overview of their collections portfolio.

## PROJECT APPROACH

The Cottage Grove Museum is a 501c3 non-profit organization governed by a board of directors.  The museum's mission is to maintain the Cottage Grove Museum building and serve as an educational resource to stimulate public interest through the collection, preservation and display of items related to local history.[1]

In May of 2021, the consultant held an on-site meeting with a volunteer representative at the Cottage Grove Museum. This meeting consisted of introductions, a general overview of the organization, and a tour of the collections and building layout. The consultant completed a survey with the representative and took photos of the collections. Any follow-up questions were addressed over the phone or via email.

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1. Cottage Grove Museum, About Us, https://www.cottagegrovemuseum.com/about-us

In May of 2021, the consultant held an on-site meeting with a volunteer representative at the Cottage Grove Museum. This meeting consisted of introductions, a general overview of the organization, and a tour of the heritage collections and building layout. The consultant completed a survey with the representative and took photos of the collections. Any follow-up questions were addressed over the phone or via email.

Back in the office the consultant complied the survey data into the Excel template, created GIS maps with FEMA natural disaster layers, and completed a report with recommendations, priority setting, and a timeline plan. The consultant will meet with the representative to review this report, provide training for the Excel template, and guidance for how to update the documents.

The asset inventories should be referenced frequently and updated often. Moreover, it is important that these updates be shared with the emergency response teams for feedback on storage and maintenance recommendations for those cultural assets. The asset inventory matrix is a living, breathing document that is intended to be used for each organizations goal setting, strategic planning, and collections prioritization. The goal of this project is to provide recommendations and next steps for heritage asset inventories that seamlessly link the Cottage Grove's citywide planning documents and the DRHR plan.

# RECOMMENDATIONS & PRIORITY SETTING

After the training with the consultant, it is important that the Cottage Grove Museum prioritize reviewing and updating the inventory spreadsheet as soon as possible especially since their collections extensive and located at three different locations, each with varying levels of risk and vulnerability.

The Inventory Spreadsheet will be used as a baseline and starting benchmark for the organization and should be used in future comparative analysis. To ensure this report functions as a relevant, useful tool for emergency planning and future goal setting objectives, the following recommendations for how to use the inventory are as follows:

**A: Review Initial Inventory Spreadsheet and Update**: High Priority

Meet with staff, board members, and volunteers to review the spreadsheet and add any additional categories and data. This is a good time to train any other members on how utilize the matrix and identify any gaps.

**B: Add Subcategories to Inventory Spreadsheet:** Medium Priority

Add subcategories to the spreadsheet. For example, the Cottage Grove Museum has an extensive inventory of paper records, numbering well above 1,000. Dividing those into subcategories (e.g., death, marriage, birth records) will provide an even more extensive record keeping system. Alternatively, if the paper records are stored in a systematic manner, record it that way on the spreadsheet (e.g., 200 to 300 of Davidson family records kept in front file cabinet. Or, 50- 250 marriage records kept box on shelf in closet).

**C: Create an Initial Prioritization List:** High Priority/Ongoing

Use the Significance Rating System and the Management & Storage Rating System together to review each of the data collection categories. This process will allow you to see all your collections on the Inventory Spreadsheet and quickly note areas of high priority and high vulnerability. Identify the collections with highest ratings and then rate what risks those collections might. A completed Inventory Spreadsheet will ultimately be your guide to prioritization setting. Review and update this list annually.

**D: Address Areas of Vulnerability:** High Priority

The Cottage Grove Museum has three site locations where heritage and organizational collections are stored. Each location poses different risks. For example, the heat lamps in the main Museum can be considered high risk if they are overused or left on over night. While the risk of theft, pests, and mold are considered medium risk for all three site locations so it is important to review the Inventory Spreadsheet and prioritize areas of vulnerability. From there, relocate, secure and/or properly store any noteworthy items.

**E: Share Inventory Information with Board and Emergency Responders :** High Priority/Ongoing

Once the document has been updated and prioritization of vulnerable assets have been identified, be sure to share these results annually with board members and other volunteers. Presenting this as an action item at am annual meeting will be a way to inform board members of any changes in the collections, allow them to set goals for the future and strategize on collection management policies.

Also share this information with the City of Cottage Grove emergency management team or emergency responders. It is good for those groups to know the extent of your heritage resources and they will be able to provide useful feedback on how and where your collections are stored.

**F: Compare Best Practices and Partner with Other Local Museums: Ongoing**

Coordinate with the City of Cottage Grove, Downtown Association, Cottage Grove Bohemia Gold Mining Museum, Cottage Grove Historical Society, and the Cottage Grove Genealogical Society to compare inventories. Many of these organizations have the same inventory and it may be worthwhile to coordinate digitizing and scanning those records for mutual use (e.g., newspaper collections). Schedule an annual meeting to brainstorm best practices, share collections management strategies, and other collaboration ideas.

**G: Digitize, Scan, and Transcribe Records: High Priority**

Digitizing records and saving them on a cloud-based software program ensures the item is preserved at some capacity for future generations. Use the Inventory Spreadsheet as a prioritization list to identify the most important documents to transcribe and digitize.

**H: Museum Goal Setting and Strategic Planning: Medium Priority**

Having a baseline for information like number of historic newspapers, maps, or rare books allows the Museum to compare those numbers year after year. Use the inventory spreadsheet as a baseline for goal setting, strategic planning, and possibly grant writing.

For example, the Cottage Grove Museum could plan to apply for a grant to purchase a professional grade scanner to digitize, by year 2024, all their historic photographs an upload them electronically for public access. Using the Inventory Spreadsheet it is easy to state that only 250 out of the 5,000 photograph collection have been scanned thus far. The Cottage Grove Museum could use this data to make a powerful case that if awarded the grant to purchase a scanner, nearly 4,750 photographs would be available online for public use.

# TIMELINE OF PRIORITIES

| PROJECT | PRIORITY | UPDATE FREQUENCY OR DEADLINE | WHO |
|---|---|---|---|
| A: Review Initial Inventory Spreadsheet and Update | HIGH | DUE BY NOVEMBER 1, 2021 | Board members, volunteers |
| B: Add Subcategories to Inventory Spreadsheet | MEDIUM | DUE BY NOVEMBER 1, 2021 | Board members, volunteers |
| C: Create an Initial Prioritization List | HIGH | DUE BY FEBRUARY 1, 2022 | Board members, volunteers |
| D: Address Areas of Vulnerability | HIGH | BEGIN PROJECT BY MARCH OF 2022 | Board members, volunteers |
| E: Share Inventory Information with Board and Emergency Responders | HIGH | ONGOING/ANNUALLY | Board members, volunteers |
| F: Compare Best Practices and Partner with other Local Museums | MEDIUM | ONGOING/ ANNUALLY | Board members, volunteers |
| G: Digitize, Scan, and Transcribe Heritage and Organizational Records | HIGH | BEGIN MARCH OF 2022 | Intern, board members |
| H: Goal Setting and Strategic Planning | MEDIUM | ONGOING/ANNUALLY | Board members |

# HOW TO UPDATE THE INVENTORY SPREADSHEET

The master inventory template was created in Excel and provided to the Genealogical Society via a Dropbox link. It is suggested that the organization continue to host the master inventory template on a cloud-based software program to ensure a backup copy is readily accessible. Upon opening the document the viewer will see four tabs at the bottom of the excel page: Inventory Sheet, Significance Rating Matrix, Management & Storage Rating Matrix, and Drop Down Data Validation.

### Inventory Sheet

The 2021 Inventory Sheet is a baseline for the organization and should be consistently reviewed and updated. It is recommended that the spreadsheet be updated yearly or after a significant change in inventory has occurred. Save a PDF copy the inventory and use them in your annual reporting and goals setting sessions. This will allow your board members and volunteers to identify areas that have improved or need further improvement.

Add columns, subcategories, and additional comments to the inventory spreadsheet as needed. This spreadsheet provides a macro level review of your organization and its collection management process. Should your organization prefer to expand upon this document and provide a more in-depth analysis into each collection category, that is great; but keep in mind the spreadsheet should be easy to update and not require annual review that is laborious and taxing on board members or volunteers. The purpose of this documented is not to create an exhaustive list of all your organizations inventory, but rather a high level look at your collections, where they are stored and how they are stored. That data is then compared to using the Significance Rating Matrix and the Management & Storage Rating Matrix.

### Significance Rating Matrix

This matrix is the second tab on the Excel document and should be used to review each Historic Object Type category separately. Review each category and type the name of the category in the top next to the "Name of Object/Category/Item. Complete the matrix and use the total number provided at the bottom of the spreadsheet to enter the Inventory Sheet page. Save as a PDF and store in th appropriate annual folder. Do this for each category.

### Management & Storage Rating Matrix

This matrix is the third tab on the Excel document and should also be used to review each Historic Object Type category separately. Print off this grid and reference it when reviewing each object category. Some categories will fit under two or more ratings, if this occurs, select the lowest rating that could be applied. For example, if when reviewing the Security & Emergency Planning column for the maps collection it is apparent that those items could have a 4 or 3 rating applied, then select 3. Be sure to update those ratings on the main Inventory Sheet.

### Drop Down Data Validation

This sheet is the fourth tab in the Excel document and is used to provide the drop down list on the main Inventory Sheet. You can add or delete rows in this document but do not delete the tab from the workbook.
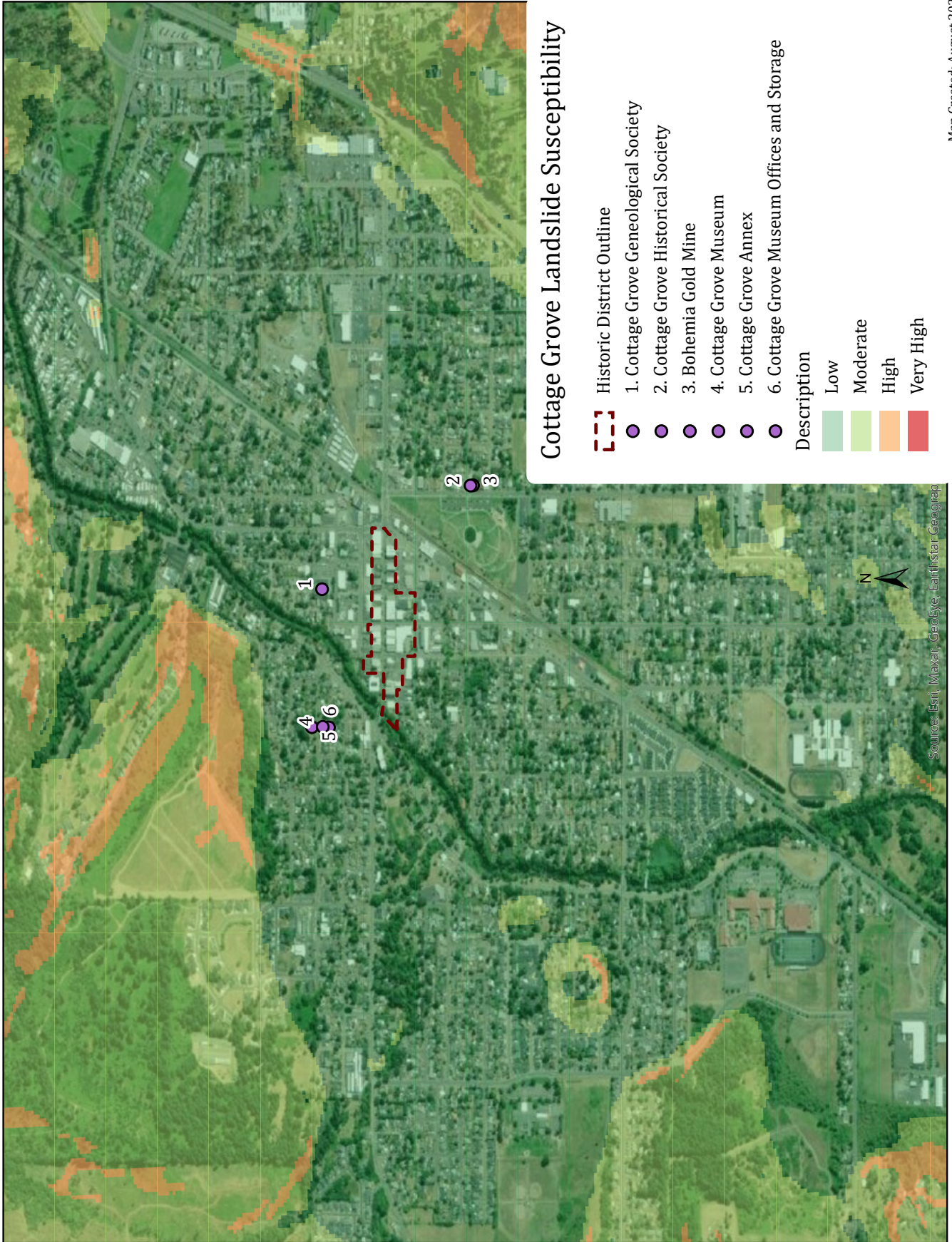
**Risk Assessment Categories**

The last columns on the Inventory Template assess the different types of risks that could occur to the collections. It is advised to add any risks the organization might encounter in the future. For example, if the location of an organization changes and some items are now exposed to exterior elements, it would be advised to add that risk column on the Tracking Spreadsheet and rank the inventory categories accordingly.

Natural disasters are concerns and should be heavily considered when storing and managing your collections. The maps on the following pages highlight natural disasters of concern in relation to the museums in Cottage Grove. Identify your organizations location (#4, #5, and #6) to assess any natural disaster risks. Referencing the Federal Emergency Management Agency, the entire Cottage Grove area is at low to medium risk for earthquakes, medium risk for wildfires, and low risk for tsunami, hurricane, avalanche, volcano and tornado's. Since those natural disaster risks blanketed the entire city of Cottage Grove those maps were not included in this report but should be noted for emergency planning purposes.

Cottage Grove Landslide Susceptibility

Map Created: August 2021

Historic District Outline
1. Cottage Grove Geneological Society
2. Cottage Grove Historical Society
3. Bohemia Gold Mine
4. Cottage Grove Museum
5. Cottage Grove Annex
6. Cottage Grove Museum Offices and Storage

Description
Low
Moderate
High
Very High

Source: Esri, Maxar, GeoEye, Earthstar Geograp

# APPENDIX B: FLOOD HAZARD ZONE



Map Created: August 2021

## Cottage Grove Flood Hazard Zones

**Historic District Outline**

1. Cottage Grove Geneological Society
2. Cottage Grove Historical Society
3. Bohemia Gold Mine
4. Cottage Grove Museum
5. Cottage Grove Annex
6. Cottage Grove Museum Offices and Storage

## National Flood Hazard Layer

1% Annual Chance Flood Hazard

Regulatory Floodway

Special Floodway

Area of Undetermined Flood Hazard

0.2% Annual Chance Flood Hazard

Future Conditions 1% Annual Chance Flood Hazard

Area with Reduced Risk Due to Levee

Area with Risk Due to Levee

# APPENDIX C: MANAGEMENT AND STORAGE RATING MATRIX

| COTTAGE GROVE MUSEUM COLLECTIONS MANAGEMENT GRID |
| --- |
| **NAME OF OBJECT/ CATEGORY/ ITEM:** |
| *SELECT THE LOWEST RATING THAT COULD BE APPLIED* |

| | SECURITY & EMERGENCY PLANNING | STORAGE & DISPLAY SPACES | COLLECTION ITEMS: CO |
| --- | --- | --- | --- |
| **5** | Unlocked space with unsupervised public or colleague access<br><br>No continuous collection staff presence<br>Cabinets, drawers, display cases not locked<br>Items on open display not secured or alarmed<br>Some material stored at floor level<br>No fire extinguishers<br>No emergency plan in place | Shared use of space (e.g. with office or non-collection storage)<br><br>Storage racking, cabinets, display cases etc. insufficient/ unstable/ inappropriate for the stored material<br>Material overcrowded on shelves, some boxes / items inaccessible<br>No space for handling / inspection<br>Evident health + safety risks for staff (e.g. inadequate ladders) | Material deteriorating and/or p<br>staff or users<br><br>Could pose risk to co-located i<br><br>Damaged or decayed beyond r |
| **4** | Shared space with public or colleague access - no continuous collection staff presence but locked when no staff present<br><br>Most cabinets, drawers, display cases locked<br><br>Items on open display secured and/or alarmed<br><br>Key cabinet kept locked out of working hours<br><br>Some material stored at floor level<br><br>Appropriate fire extinguishers | Shared use of room space but with, but with clearly designated collection storage / display area.<br><br>Storage racking, cabinets, display cases etc. robust + stable, but made from materials that are untested / not inert / not appropriate for the stored items<br><br>Some, overcrowding / limitations to access<br><br>Some limited space usable for handling / inspection<br><br>Potential health + safety risks for staff - area not checked for health + safety compliance | No condition monitoring regim<br>when material considered for u<br><br>Items incomplete / damaged /<br>evident risk to people or co-loc<br><br>Interventive conservation work<br>handling or use permitted |
| **3** | Room locked or continuously invigilated in working hours<br>Room covered by Intruder alarm out of working hours<br><br>All cabinets, drawers, display cases locked<br><br>Key cabinet kept locked at all times<br><br>Smoke/fire alarm system + fire extinguishers in place<br>No material stored at floor level<br>Basic emergency plan for collection salvage in place | Dedicated room for collection storage / display<br>Storage racking, cabinets, display cases etc. made of materials that are largely inert / appropriate for the stored material<br><br>Minimal overcrowding - most items readily accessible<br><br>Some limited space designated for handling / inspection by staff<br><br>Area checked for health + safety compliance – any necessary modifications planned | Occasional condition checks ma<br><br>Material currently stable<br><br>Some objects incomplete, dam<br><br>Cleaning and/or minor conserv<br>any use<br><br>Major conservation / repair nee |
| **2** | Regular security checks on invigilated rooms during working hours<br><br>All alarms linked out of hours to external response service(s)<br><br>Threat from external / internal water penetration minimized<br><br>Emergency plan + basic supplies for collection salvage in place + staff trained in emergency procedures | All racking / display cases made of inert, conservation grade materials and/or appropriate for the stored material<br>All racks, cabinets, shelves, display cases numbered for easy identification<br><br>No overcrowding – all items readily accessible<br><br>Adequate trolleys etc. for safe movement of collection items within + between storage and display spaces<br><br>Area health + safety compliant<br><br>Designated handling / inspection areas for staff & researchers | Regular condition monitoring r<br><br>Material in adequate condition<br><br>Minor conservation / cleaning /<br>use |
| **1** | Security grade showcase glass<br><br>Regular security patrols out or working hours<br><br>Flood detection alarm<br><br>Emergency plan includes location plan highlighting 'star' items for emergency salvage<br>Contract / partnership arrangements in place for emergency salvage support / temporary storage | Racking / storage / display units customized / purpose built<br><br>Racks, cabinets, shelves, display cases numbered + room plan displayed / available<br>Specialist equipment available where required for moving large/heavy objects<br><br>Showcases dust proof<br><br>Area regularly monitored for health + safety compliance<br><br>Dedicated handling / inspection areas for staff + supervised space for researchers | Material clean and in good co<br>handling / research |

| CONDITION ASSESSMENT | COLLECTION ITEMS : OWNERSHIP | CATALOGUING & DOCUMENTATION |
|---|---|---|
| ...potentially hazardous to<br><br>...items<br><br>...repair | Material not formally accessioned into collection<br><br>Provenance not documented<br><br>Inward loans not fully documented<br>Items not marked with unique identifier<br>   **and/or** all material on loan | Not documented /catalogued to professional minimum standard*<br>No plan for proactive retrospective cataloguing / documentation |
| ...e in place - checks made ...se<br><br>... deteriorating, but no ...cated material<br><br>... required before any | Material recorded<br><br>Origin known, but no formal proof of purchase / transfer of title / recorded<br><br>No traceable acquisition correspondence<br><br>Inward /outward loans documented, but without clear renewal schedule and/or include 'indefinite loans'<br><br>Not all items marked with unique identifier<br><br>   **and/or** High proportion on loan | Not documented / catalogued to professional minimum standard**<br><br>Not catalogued on computerized database<br><br>Minimal retrievable paper-based records<br><br>Existing documentation only accessible to collections staff<br><br>Draft outline for retrospective cataloguing / documentation exists – no planned schedule + work not yet started |
| ...ade<br><br>...aged or poorly restored<br><br>...ration work / needed before<br><br>...eded for display use | Material recorded and origin fully recorded<br><br>Some related acquisition correspondence held<br><br>Some proof of purchase / transfer of title records<br><br>All items in store or on display marked with unique identifier<br><br>Low proportion on loan | Existing catalogue data accessible to all staff<br><br>Most supporting paper-based records retrievable<br><br>Proactive retrospective cataloguing / documentation plan in place + work schedule planned |
| ...regime in place<br><br>... for handling / research<br><br>... repair required for display | All items covered by proof of purchase / transfer of title records<br><br>Most acquisition correspondence held + retrievable<br><br>All inward / outward loans documented + agreed renewal schedule | All material documented to above standard minimum<br>Full catalogue data held on computerized database<br><br>Catalogue information available to all staff<br><br>Basic catalogue information accessible to external researchers + general public online<br>Proactive retrospective cataloguing / documentation programmed implementation on schedule<br>Documentation procedural manual maintained |
| ...ndition for display / | All acquisition correspondence held + readily retrievable<br>All inward / outward loans documented, with clear, time- limited purpose + agreed renewal schedule | All retrospective cataloguing / documentation complete<br>Items have been inspected + intrinsic information added to catalogue<br>Acquisition + associated paper records checked + information added to catalogue<br>Catalogue information accessible to external researchers + general public on site or online<br>Documentation procedural manual in place and regularly reviewed |

# APPENDIX D: SIGNIFICANCE RATING SYSTEM

**COTTAGE GROVE MUSEUM SIGNIFICANCE ASSESSMENT GRID**

NAME OF OBJECT/ CATEGORY/ ITEM:

Answer the questions below by using the following scoring system. YES = 2; MAYBE = 1; NO = 0

| | ORIGIN / ACQUISITION | SCORE | RARITY / UNIQUENESS | SCORE | CONDITION / COMPLETENESS | SCORE | HISTORICAL / CULTURAL MEANING | SCORE |
|---|---|---|---|---|---|---|---|---|
| **1: GENERAL / KEY POINTS** | Do we know how / when / why / from whom it was acquired by our organization? | 2 | Is it unique rare or unusual? | 2 | Is it intact / complete / largely in original condition? | 2 | Does it reflect or illuminate a particular theme, person, group, organization, event, place or activity of cultural or historical significance? | 2 |
| | Do we know who created, collected, made, wrote, published, owned or used it? Is there evidence? | 0 | Is it an object that could not be replicated? | 2 | Is it in unusually good condition for its type? | 1 | Is it currently used for academic or other historical/cultural research and/or for answering enquiries? | 0 |
| | | | Is it the only / the best / a good example of its type accessible in a public collection? | 1 | Can it be safely handled by readers / researchers / staff? | 2 | Has it ever been loaned or requested for loan or for display or research use by other heritage organization(s)? | 0 |
| | | | Is it interesting as a characteristic example of its type? | 1 | If a working object, is it in working order? | 2 | | |
| | | **Score 6** | | **Score 9** | | **Score 10** | | **Score 7** |
| **2: NATIONAL / INTERNATIONAL** | Does the objects origin connect it to any event, person, place or theme of national / international significance? | 2 | Is it the only (or one of the best) examples of its type accessible in a **national or international** organization. | 0 | Is it in exceptionally good condition for its type in national / international collections? | 1 | Does it reflect or illuminate a theme, person, group, organization, event, place or activity of national / international cultural or historical significance? | 1 |
| | Is its creator / collector/ creator of national / international significance? | 0 | | | Does any evidence of wear, damage, annotation, restoration or conservation tell us anything of national / international significance? | 1 | Could it make a significant contribution to the study of any specific discipline within the United States or internationally? | 2 |
| | | | | | | | Has it ever been loaned or requested for loan for display or research use by heritage organizations nationally or internationally? | 1 |
| **3: LOCAL / REGIONAL** | Does the object have any local/reginal significance? | 1 | Is it the only (or one of the best) examples of its type with strong regional connections? | 2 | Does its condition or evidence of wear, damage, annotation, restoration or conservation have any locally /regionally specific significance? e.g. the way a garment was worn or a tool used? | 1 | Does it reflect or illuminate a theme, person, group, organization, event, place or activity of local / regional cultural, artistic, scientific, technological or historical significance? | 1 |
| | Is the creator / collector/ creator of local/regional significance? | 1 | Is it the only (or one of the best) examples of its type accessible in a local / regional organization? | 1 | | | | |

**Final Scoring System**

| | |
|---|---|
| 0 to 18 = | Low Significance |
| 19 to 32 = | Medium Significance |
| 33 to 54 = | High Significance |

**TOTAL SCORE** 32

Updated 8/18/21