

HIGHLAND PARK HISTORICAL SOCIETY



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To Whom It May Concern:

I wish to recognize and commend services that Merle Branner has provided to the Highland Park Historical Society. As a member of our Board of Directors, Merle has devised our Museum's collection development policy, mission statement, and budget for supplies and equipment. She has worked on handling the collection workflow, and she has determined how best to approach the collection. This work was her contribution to the preparation of a NARA Grant proposal for archiving. Merle was also instrumental in obtaining archival supplies and shelving through professional and personal relationships and monitoring listservs.

Perhaps Merle's greatest accomplishment has been to coordinate an effort to reorganize the Museum's collection. Among the accomplishments Merle and several other students achieved with our formerly disorganized collection of artifacts, are the following:

- ◆ Created an organization for each archive room of the museum.
- ◆ Developed the structure of each room:
 - Photographic and Paper Documents Room.
 - Artifact Room: Sorted through artifacts and relocated them into one room.
 - Gathered past exhibits, grouped them together and created an inventory.
- ◆ Created a library of the museum's acquisition records.
- ◆ Located and separated all Historical Society publications, created a file for each, then created an overflow file of duplicates to give out upon request.
- ◆ Collected all materials for creating exhibits and organized them in a central location.
- ◆ Found historical images of the city and provided them to the technician for scanning.
- ◆ Organized all artwork in one room and photographed it to be evaluated.
- ◆ Created an inventory of local newspapers, put them in year and decade order, and placed them in labeled archival boxes.
- ◆ Sorted through photographs, placed them in archival sleeves and file folders, labeled them, and placed them in filing cabinets.
- ◆ Located all the archival supplies and centrally located them in the Photograph and Paper Document Room.

Merle Branner is a key member of the Highland Park Historical Society Board of Directors, and I highly recommend her services as an archivist.

Sincerely,

Elliott Miller
President