

Hadley Room Guidelines

Narragansett Historical Society, Templeton, MA, P.O. Box 354 Templeton, MA 01468
Attn. Ms. Mary (Hadley) Grimes, Hadley Room Archivist maryegrimes@comcast.net

Shelving, file cabinets and limited hanging wall space is available in the Hadley Room. A master index will be developed for contents in the Hadley Room.

Photographs:

Original photographs should have the name(s) hand-printed on the back, using a soft HB pencil. They should include the complete biological names of individuals, location (when possible) of the photograph along with the likely date and what the photograph represents. Photograph albums should have the name(s) printed under the pictures. Photographs copied onto plain copy paper will not survive; only copies printed on archival photo paper can be accepted. Note: Unidentified photographs cannot be accepted and will be returned to the sender.

Family Bibles:

Bibles should have a section that lists important dates such as names, births, marriages and deaths.

Documents:

These could include school and college degrees/diplomas, military records, memberships and awards, manuscripts, family scrapbooks, dairies, family registers, journals, wills, deeds, genealogy charts, etc.

Hadley Family Files/Records:

Printed or recorded Hadley related stories and genealogy. Three ring binder that have a spine insert that you provide, will be used for family data. These binders will be housed on book shelves. Loose paper, records and other documents will be placed in file folders and stored in file cabinets. The file folders tabs will indicate the full name of the Hadley along with their year of birth and death.

Hadley Family Memorabilia:

These items should be of interest to others and that are associated with a specific Hadley(s) which help define the individual(s).

Hadley Furniture:

These items should have a special connection to the Hadley family. (Please be mindful of size since space is limited).

All items and material received into the Hadley Room should be identified with you as the donor. These items should also be associated with a specific Hadley(s) along with the "home" location of the item(s) and an explanation why it is special.

*Compilation of these guidelines organized by: James R Hadley
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