

Tomball Archive and History Center

Quarterly Report – May 18, 2026

January – March 2026

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Executive Summary

This quarter focused heavily on processing major archival collections and making them ready for researcher access. These include MS 001 Tomball Garden Club, MS 002 First Baptist Church, and MS 005 Trinity Evangelical Lutheran Church Ledgers. Major accomplishments of the quarter were securing and the online digital collections system using ArchivesSpace, coordinating with colleagues at the Railroad Depot Museum to address conservation and cataloging needs, and completing the digitization of MS 005. Significant progress was made in inventorying objects, refining workflows, and user engagement.

Accomplishments

1. Processed and arranged collections to enable researcher access.
2. Successfully digitized materials across multiple collections, including the export of access files and stitched PDFs for Trinity Evangelical Lutheran Church German ledger; administrative record updated and materials returned to donor.
3. Launched the public webpage on the City's website (<https://tomballtx.gov/934/Tomball-Archive-and-History-Center>).
4. Secured and configured the ArchivesSpace digital repository system (<https://tahc.tomballtx.gov>).
5. Established working relationship with the Railroad Depot Museum with plans for future cataloging assistance.
6. Served our first public researcher with relevant information request.

Identified Challenges

1. Staying on top of the large volume and wide variety of work as a single, part-time staff member.
2. Handling unexpected, time-sensitive issues that interrupt planned projects (for example, discovering mold on an object during processing).

Next Quarter Goals

1. Complete the processing of the First Baptist Church collection and add to our online system.
2. Finish configuring ArchivesSpace and publish digital objects for public access.
3. Plan and begin the Depot Museum cataloging project.
4. Continue to improve our physical storage space accounting for new collection growth.

Administrative and Organizational Needs

In support of the growing needs of the Archive, an important focus for this quarter was to maintain an ongoing process of evaluation and communication of administrative needs and processes. As work evolved to process and house materials, efficient and timely support from the City's IT staff helped to support software access and functionality for scanning and digitizing materials. The City's Facilities team was instrumental in improving the shelving in the Archive so that boxes could be shifted more smoothly and easily. Throughout this whole process the regular cadence of twice-monthly status meetings with the City Secretary and Assistant City Secretary have elevated internal awareness of needs and support by coordinating with City and Lonestar leadership to ensure our partnership is up-to-date and strong, by reviewing supply/equipment needs and assisting with future budgetary planning, and by enabling other City Secretary staff to volunteer time to help with tasks when available.

Tasks Completed

1. Coordinated with Facilities team to improve the shelving with the addition of Masonite boards.
2. Coordinated volunteer and student work to assist with processing needs on a volunteer basis.
3. Coordinated delivery and installation of flat-file cabinet; consolidated framed artifacts and oversize folders to free three shelving bays.
4. Restocked supplies and tools to support processing work.
5. Developed new procedures, policies, and forms: Outgoing Loan Agreement (exhibit/display); Risk & Indemnity Addendum (Deed of Gift/Temporary Custody).
6. Drafted student intern position descriptions for future assistance: Research Intern; Digitization Intern.

Challenges

1. Physical space is at risk of reaching capacity as collections grow.
2. Balancing varied needs of collections within a part-time working schedule.

Processing and Access

Collection Processing and Arrangement

This quarter I made substantial progress in processing and arranging multiple archival collections, including the First Baptist Church collection, the Garden Club collection, Community of Tomball materials, and the Railroad Depot items. This work has included the sorting, weeding, and rehousing of materials into protective enclosures appropriate for the format and object types including paper documents, photographs, scrapbooks, and vinyl records. Occasionally, items were identified needing special housing that required utilizing existing supplies to build custom-fitted enclosures. During this time, I was able to build on the foundational work of last quarter to refine my processing workflows and storage plans to efficiently utilize our space as well as implement item-level inventorying for future discovery and access. Throughout this work, I documented adjusted workflows, maintained detailed processing notes for preservation needs, provenance, and administrative records, and coordinated volunteer assistance to keep these projects moving forward.

Tasks Completed

1. Completed the arrangement and processing of the Tomball Garden Club.
2. Developed the processing plan and arrangement for the First Baptist Church Collection; began processing.
3. Developed additional inventory procedures to account for various object types with special cataloging needs (i.e., Oversize folders, oversize boxes, artifacts/ephemera, and digital objects).
4. Established designated containers and spaces for special object types including oversized objects and audiovisual items.

Challenges

1. Managing the complex needs of a large collection with varied object types with other responsibilities.
2. Encountering unexpected conservation issues requiring additional research and supplies.

Digitization and Digital Infrastructure

This quarter I devoted significant time to digitization efforts, including photographing intact scrapbooks and creating digital files of bound ledgers. For each of these tasks, two types of files were created: a preservation file (usually a .tiff) and an access file (usually a .jpeg or .pdf). After initial capture, these files were reviewed and minimally edited (e.g., cropping, minor light or contrast adjustments) then stored on our external Digital Collections Drive. This drive is mirrored to a second external drive monthly. Some collections (i.e., MS001 Tomball Garden Club) have existing digitized files from previous volunteer work. I began the work to review and inventory these files to standardize them. This is ongoing.

Our biggest accomplishment of the quarter is the securing and initial implementation of ArchiveSpace to house our collections records. This work is in process, but initial work has already been done to establish the TAHC repository and import the collection, file, and item (where relevant) records for the Tomball Garden Club collection. This system allows for the creation of additional agent and subject records that will enable us to tell a greater global narrative of our collections in relation to the Tomball community. Along with adding more collections records and corresponding digital objects, this is a major goal of our next quarter.

Tasks Completed

1. Captured preservation-quality files of the Garden Club's scrapbooks and created digital copies of the Trinity Church ledgers as well as the requested Depot materials for an upcoming exhibit.
2. Worked with ArchiveSpace vendors and representatives to configure the Archive's digital repository system including importing and creating collections records for four collections.
3. Created metadata templates for object records for bulk importing into ArchiveSpace system.
4. Established file organization and process for storing preservation and access copies and a recurring schedule for file backups.
5. Digitized high-resolution slides from 1983 FBC Master Site Plan for Legacy Square reference request; staged for sharing with stakeholders.

Challenges

1. Balancing the time to learn and configure a new system with ongoing processing work.

Partnerships and Researcher Engagement

Railroad Depot Collaborations and Projects

This quarter I devoted substantial time to meeting with colleagues at the Railroad Depot Museum. Our discussions have led to a wonderful collaborative partnership to address the timely need to conserve and protect Minnie Ball's historic 1897 dresses. We are also moving forward with plans to officially inventory and catalog all objects held at the museum as this has never been done before. This is currently estimated to begin in the Summer to best utilize available volunteer support.

Through our conversations we have also agreed on a schedule of outgoing loans from the Archive to the Depot for a rotating exhibit and display. Our first exhibit will showcase items found across our existing collections related to Railroad activities.

Tasks Completed

1. Coordinated with Depot staff to identify and package digital and physical materials for exhibit.
2. Identified and scheduled a professional conservator to evaluate condition of historical dresses; met on site with textile conservator; captured recommendations for dress case design and preservation.
3. Accessioned fragile ledgers to the Archive's collections.

Challenges

1. Researching and planning for the complete cataloging and accession of all objects held at the Depot.
2. Potential financial needs to conserve the historic dresses.

Research Engagement and Outreach

Thanks to the increased public awareness of the Archive, I had the opportunity to communicate with community members including potential donors and researchers. We fielded our first research request and coordinated an in-person reference session related to the Legacy Square committee's work.

Tasks Completed

1. Hosted and aided researcher from Legacy Square committee and completed information request regarding the First Baptist Church collection.
2. Received and responded to 5 community inquiries from individuals.

Challenges

No major challenges were identified for this area.

Looking Ahead

Priorities for Next Quarter

Our primary goal for the next quarter is growth. Whether this is across our collections, technical capabilities, community partnerships, or public awareness, this quarter has shown that the foundational work of developing this program has enabled us to operate effectively. With a managed approach, we can intake and address the archival needs of new collections and materials. Tasks that will help us reach this goal include:

- Complete the processing of the First Baptist Church collection and add to our online system.
- Begin processing the Office of the Mayor Records collection.
- Finish configuring ArchivesSpace and establish hosting needs to publish digital collections and objects for public access.
- Continue to improve our physical storage space accounting for new collection growth.
- Plan and begin the Depot Museum cataloging project including developing a cataloging system and coordinating volunteers to assist.
- Continue to grow community awareness, engagement, and outreach activities.

Appendices

2026 Accessioning Logs

2026-001: Dove Tomball High Band and Chorale Record

- Date Received: 1/14/202
- Donated By: Johnny Dove
- Location: AV 2, 2.6
- Acquisition Type: Donation
- Deed of Gift/Transfer of Ownership: Yes, Signed
- Custodial Note: Given (date unknown) to Dove by a Tomball history enthusiast.
- Date(s) of Materials: 1965
- Creator(s): Johnny Dove
- Extent: 1 vinyl record
- Type(s) of Materials: Audiovisual material
- Scope and Contents: Recording of the Tomball High School Band and Choir.
- Physical Condition: Fair
- Condition Notes: Some scratches on the grooves of the vinyl
- Potential Restrictions: Needs further assessment
- Restriction Note: Requires technical equipment to play.

2026-002: First Baptist Church Record Books

- Date Received: 2/12/2026
- Donated By: Steve Byrd, First Baptist Church Tomball
- Location: 2.6
- Acquisition Type: Accrual
- Deed of Gift/Transfer of Ownership: Yes, signed
- Custodial Note: These items were a part of original materials donated but were separated from the first delivery.
- Date(s) of Materials: August 24, 1913 - 1998
- Creator(s): First Baptist Church
- Extent: 6 bound record books
- Type(s) of Materials: Administrative Records
- Scope and Contents: Books contain minutes of church business and records of members including date of membership, baptisms, deaths, etc.
- Physical Condition: Fair to Poor
- Condition Notes: Books 1 and 2 are in poor condition with heavy wear to spine, binding and paper edges. Books 3,4, and 6 are in fair condition with some damage to cover corners. Book 5 is in excellent condition with on light wear to some pages.
- Potential Restrictions: Needs further assessment

- Restriction Note: May contain personally identifiable information of individuals still alive.

2026-003: Trinity Evangelical Lutheran Church Ledgers

- Date Received: 3/20/2026
- Donated By: Lori Klein Quinn
- Location: physical items with donor; digital files on collections drive.
- Acquisition Type: Donation - Digital
- Deed of Gift/Transfer of Ownership: Yes, signed.
- Custodial Note: These items were given to the former city secretary, Tracylynn Garcia, from Mayor Lori Klein Quinn in 2024. Some boxes were collected from the previous mayor, Gretchen Fagan. These boxes and items were stored in the mayor's office until they were given to the city secretary. In 2025, the current city secretary, Thomas Harris III, noted the historical value of the items and requested the boxes be accessioned to the archive. **Items need further review as some may be separated to a new collections for individual mayors based on item creation dates.**
- Date(s) of Materials: 1902-1974
- Creator(s): potentially multiple sources
- Extent: 1 manila envelope (two ledgers and one service bulletin)
- Type(s) of Materials: Administrative Records (Bylaws, Reports, Minutes, etc.); Paper; Correspondence
- Scope and Contents: Two ledgers of church records and a service program. One ledger in German.
- Physical Condition: Poor to Fair; German ledger missing spine.
- Potential Restrictions: Needs further assessment

Collections Inventory

Collection Category	ID #	Collection Name	Scope and Contents	Boxes	Cubic Feet	Dates	Physical Location	Notes
MS	001	Tomball Garden Club Collection	Newspaper clippings, photographic prints, meeting minutes and rosters. Substantial portion of the collection is scrapbook pages.	7	9.25	1959-2007	1.2	Previously digitized files currently at Collections>Digitization_Folders>Tomball Garden Club; Will need review and processing.
MS	002	First Baptist Church Collection	Contains wide variety of objects and materials used for management, operation, fundraising, and ministry of the First Baptist Church in Tomball. Much of the collection was originally purchased for and organized by the church's media library.	47*	46*	1922-2014	1.2, 1.3, 2.4, 2.5, 2.6	Originally received by staff in the fall of 2024; Donor agreement filled and returned 12/17/2025; Many boxes contain administrative documents in chronological order; others are boxes of related materials by format.
MS	003	Office of the Mayor Records	This collection contains various ephemera, photographs, and manuals collected by the Mayor's office.	7*	7.5	1942-2024; Bulk 1990s	1.1, 2.4, 2.5	This collection contains various ephemera, photographs, and manuals collected by the Mayor's office.
MS	004	Community of Tomball Collection	This collection serves as a container for various one-off or single-item donations from community members in the Tomball area where the creation of a singular collection is not warranted. Donations are organized into series that reflect the donor/creator name and object type.	1	0.5	1965	2.6	This collection contains 1 vinyl record..
MS	005	Trinity Evangelical Lutheran Church Ledgers	This collection contains two ledgers documenting the activities of the Trinity Evangelical Lutheran Church in Neudorf, Texas from 1902 - 1961. Included in the collection is a service program commemorating the transfer of the church's ownership to the Spring Creek County Historical Association in 1974.	15 dig. folders	18.5 GB	1902-1974	Digital Collections Drive	Items digitized and returned to donor 4/23/2026

Extent Summary

- Total physical boxes/containers: 70 boxes, 1 rolled tube, 11 oversized folders, 17 framed/oversized objects
- Total physical space: 81 cubic feet
- Total digitized files: 1,012 files (pdf, jpg, and tif)
- Total digital space: 40 GB

Unprocessed Object Summary

- 11 unprocessed scrapbook albums
- +100 sleeves and folders of photo prints
- ~14 35mm slide cases (3 3in. binders)
- ~15 framed objects
- 2 flags
- 1 vinyl banner
- 1 metal sign
- 8 ceramic plates
- 4 ledgers/manuals (poor condition)

New Materials and Collections

- 2 collections (MS 004 and MS 005)
- 1 accrual (MS 002)
- 1 potential accession (Railroad Depot ledgers)

Outreach and User Services Summary

- 5 community inquiries
- 1 researcher request (4 hours)

Lifetime Project Expenses

- FY25: \$15,089.43
- FY26: \$9,613.85*
 - Jan – Mar 2026: \$511.12
 - Apr 2026: \$6,786.74

*Total does not include employee wages.

Year	Item Description	Category	Date Purchased	Amount
FY 26	Vertical Art Cabinet	Special Equipment	4/16/2026	\$ 1,728.01
FY 26	Laptop Adaptor	IT/Tech Needs	4/21/2026	\$ 16.98
FY 26	HP Toner	Archival Supplies and Tools	4/21/2026	\$ 114.89
FY 26	Flat file cabinet and base	Special Equipment	4/7/2026	\$ 898.44
FY 26	Face masks and wax paper	Archival Supplies and Tools	4/6/2026	\$ 4.50
FY 26	Mold remediation supplies and PPE	Archival Supplies and Tools	4/7/2026	\$ 95.00
FY26	ArchivesSpace + Lyrasis	IT/Tech Needs	4/3/2026	\$ 3,925.00
FY26	acid free paper, ruler and record boxes	Archival Supplies and Tools	3/9/2026	\$ 429.07
FY26	Museum Arrangement book	Other	3/6/2026	\$ 35.00
FY26	10 in and 12 in album sleeves	Archival Supplies and Tools	3/6/2026	\$ 35.00
FY26	Micro spatulas	Archival Supplies and Tools	1/15/2026	\$ 12.05
FY26	Bone folders	Archival Supplies and Tools	11/20/2025	\$ 17.80
FY26	Lint-free task wipes	Archival Supplies and Tools	11/20/2025	\$ 8.57
FY26	Microfiber cloths	Archival Supplies and Tools	11/20/2025	\$ 7.64
FY26	Alcohol surface wipes	Archival Supplies and Tools	11/20/2025	\$ 20.99
FY26	Tripod with camera adapter	Special Equipment	11/3/2025	\$ 56.02
FY26	Courier Bag	Special Equipment	11/3/2025	\$ 55.44
FY26	Muslin Background	Special Equipment	11/3/2025	\$ 39.71
FY26	Remote Shutter Release Cable	Special Equipment	11/3/2025	\$ 6.37
FY26	Wireless Remote Shutter Release	Special Equipment	11/3/2025	\$ 44.96
FY26	Quick Release Plate	Special Equipment	11/3/2025	\$ 30.60
FY26	Polarizer Lens Filter	Special Equipment	11/3/2025	\$ 44.18
FY26	1TB Memory Cards (2)	Special Equipment	11/3/2025	\$ 258.68
FY26	Super Clamps	Special Equipment	11/3/2025	\$ 29.92
FY26	Sandbags	Special Equipment	11/3/2025	\$ 40.42
FY26	GVM Batteries and Chargers	Special Equipment	11/3/2025	\$ 79.98
FY26	ColorChecker Calibration tool	Special Equipment	11/3/2025	\$ 89.00

FY26	Newer Overhead Camera Mount	Special Equipment	11/3/2025	\$ 64.41
FY26	GVM LED Light Panels	Special Equipment	11/3/2025	\$ 144.30
FY26	Nikon D7500 DSLR Camera with Lens	Special Equipment	11/3/2025	\$ 1,043.90
FY26	Pencil Sharpener	Archival Supplies and Tools	10/27/2025	\$ 12.15
FY26	Stackable File Tray (2)	Archival Supplies and Tools	10/27/2025	\$ 21.94
FY26	Storage Bins and Baskets	Archival Supplies and Tools	10/27/2025	\$ 26.99
FY26	2-inch Artist Tape	Archival Supplies and Tools	10/27/2025	\$ 12.99
FY26	Metal S-Hooks (20)	Archival Supplies and Tools	10/27/2025	\$ 6.93
FY26	Hanging Vinyl Ticket Holders	Archival Supplies and Tools	10/27/2025	\$ 19.29
FY26	Scissors	Archival Supplies and Tools	10/27/2025	\$ 8.99
FY26	Thermometer/Hygrometer	Facilities	10/27/2025	\$ 39.99
FY26	Dusting Brush	Archival Supplies and Tools	10/27/2025	\$ 15.69
FY26	Artifact Tags	Archival Supplies and Tools	10/27/2025	\$ 45.05
FY26	Foil Back Labels	Archival Supplies and Tools	10/27/2025	\$ 23.09
FY25	Business Cards	Other	10/31/2024	\$ 29.20
FY25	Library Cart	Archival Supplies and Tools	10/31/2024	\$ 726.60
FY25	Hand Cart	Archival Supplies and Tools	10/31/2024	\$ 471.90
FY25	Mallet	Archival Supplies and Tools	10/31/2024	\$ 22.81
FY25	Gross Pay	Payroll	7/18/2025	\$ 12,853.00
FY25	Employer Expenses (FICA Medicare)	Payroll	7/18/2025	\$ 985.92

New Procedures, Policies, and Forms

Outgoing Loan Request

The Tomball Archive and History Center lends to the borrower identified below the object(s) described below for the purposes and subject to the Terms and Conditions printed on below.

<u>Lender of Record</u>	
Institution	Tomball Archive and History Center
Address	401 Market Street, Tomball, Texas 77375
Contact	Allison LaRocca, Historical Archivist
Phone	(281) 290-1002
Email	historyarchive@tomballtx.gov
<u>Borrower</u>	
Institution	
Address	
Contact	
Phone	
Email	

Description of Object(s) Loaned. Attach list if necessary:

Two Sesquicentennial Citizen Ledgers of Texas Declaration of Independence; 1986

Exhibit Information

Exhibition	
Dates	
Duration of Loan	
Credit line for display	Courtesy of Tomball Archive and History Center, City of Tomball.

Special Installation Requirements:**Insurance**

Insurance Value (USD)	
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(circle one)

To be carried by Borrower // Tomball Archive and History Center

Shipping Arrangement (circle relevant)

Objects will be shipped // picked up // delivered from // by:

Special Conditions:

Signatures

I have read and agree to the Terms and Conditions noted above and on the the back of this form, and certify that I have full authority to enter into this Agreement:

For the Tomball Archive and History Center, City of Tomball:

Center Representative	
Signature	
Date	

For the Borrowing Institution:

Borrower Representative	
Signature	
Date	

Please sign and date all loan agreement forms, including attached lists of items, and return to the Tomball Archive and History Center for countersignature. A signed copy will be returned to the Borrower.

General Terms and Conditions

The Object(s) listed in this agreement will be returned to the Lender of Record or to a location mutually agreed upon in writing by the City of Tomball's Tomball Archive and History Center (TAHC).

1. GENERAL CARE AND HANDLING

The Borrowing Institution will exercise the same care and handling to the loan item as it does in the safekeeping of comparable property of its own. Each object shall remain in the same condition in which it was received. The Borrowing Institution agrees to follow all special handling, installation, and packing instructions provided on the front of this document and detailed in correspondence from the TAHC to the Borrowing Institution. No restoration, repair, cleaning, or fumigation of loan objects may be performed by the borrower. Other organic objects stored or exhibited with those from the TAHC must be free of infestation.

2. PACKING

If necessary, the TAHC will determine the appropriate means of packing the loan material and will approve in writing all crating and packing arrangements. The Borrowing Institution agrees to cover all crating and packing costs. Professional museum quality packers will be used to pack the TAHC material to be borrowed.

3. TRANSPORTATION

The TAHC will determine the appropriate means of transportation of the loan material and will approve in writing all transportation arrangements. The Borrowing Institution agrees to cover all shipping costs, including courier travel and courier per diem. Upon arrival, all travel containers must be equilibrated to the environment 24-48 hours before unpacked.

4. INSURANCE

Insurance must be secured by the Borrowing Institution with coverage under an All Risk fine arts "wall to wall" policy from the time that the loan objects leave the TAHC until the objects are returned to the TAHC and the final condition reports are completed. Coverage will include all risk of physical damage or loss including, but not limited to, loss or damage from earthquakes, floods, strikes, riots, or civil commotion. The loan objects will be insured at the values assigned by the TAHC on the other side of this agreement. The Borrowing Institution agrees to cover any deductible under its policy.

5. IMMUNITY FROM SEIZURE

Borrowing Institution will seek immunity from seizure or guaranty of return to the extent the law in the jurisdiction of each venue provides such protection.

6. WITHDRAWAL OF OBJECTS

The TAHC reserves the right to withdraw immediately any items whose condition has deteriorated or may deteriorate due to continued travel, or whose security appears to be threatened, or when other any reason, as determined in the sole discretion of the TAHC, necessitates withdrawal. In this event, the Borrowing Institution will be responsible for all costs associated with the safe return of the loan object to the TAHC.

7. PROCEDURE IN EVENT OF DAMAGE

In the event that a loan item is damaged, destroyed, lost or stolen, the Borrowing Institution shall give the Historical Archivist of the TAHC immediate telephone notice, followed by written confirmation. The report of damage or loss should provide a description of the extent and circumstances surrounding the event. No repairs or other actions may be taken on the object by the Borrowing Institution without instruction from the TAHC.

8. PUBLICITY AND CREDITS

The credit line as shown on the front of this form will be used in all printed material related to the loan object. Loans for exhibition require that one copy of any catalog or publicity material be sent directly to the Historical Archivist of the TAHC.

9. PHOTOGRAPHY

The Borrower may photograph the loan objects or allow their photography by a third party only as follows: 1) as part of a general view of the exhibition for documentation or PR/marketing purposes; 2) for non-commercial condition documentation and record-keeping purposes; and 3) by the viewing public for non-

commercial personal use only. All other requests for third party photography of loaned objects must be forwarded to the TAHC. Special consideration may be given to displays in areas where the public are allowed to take photographs.

10. CONDITION REPORT

The TAHC and the Borrower will agree to the general condition of the objects at the time of packing noting any obvious problems prior to shipping. The Borrowing Institution will review this condition report against the loan item at the time of its arrival and departure.

11. EXHIBITION DESIGN AND INSTALLATION

The Borrowing Institution agrees to comply with all requirements detailed on the front of this document, as well as those described in correspondence from the TAHC to the Borrowing Institution.

12. LOAN FEES

The Borrowing Institution agrees to pay administrative loan fees, conservation, mount fabrication costs, courier travel, and courier per diem as detailed in correspondence from the TAHC to the Borrowing Institution.

13. JURISDICTION

This agreement shall be governed by and construed in accordance with the laws of the State of Texas.

14. NON-ASSIGNABILITY AND BINDING EFFECT

Neither party's rights nor obligations hereunder may be assigned except with the other's written consent. Subject to the foregoing, this agreement shall be binding on and inure to the benefit of the parties and their successors and assigns

Risk & Indemnity Addendum (Donor Agreement)

This Risk & Indemnity Addendum (“Addendum”) is incorporated into and made part of the Donor Agreement between _____ (“Donor”) and the Tomball Archive and History Center (“Archive”), operated by the City of Tomball, Texas.

1. Definitions

For purposes of this Addendum, “Archive” means the Tomball Archive and History Center, the City of Tomball, Texas, and each of their elected and appointed officials, officers, employees, agents, contractors, successors, and assigns. “Loaned items” means any materials, objects, or collections provided by Donor to the Archive for temporary custody, exhibition, or evaluation, whether or not ownership is transferred under the Donor Agreement. This includes items pending formal acceptance or accessioning, temporarily transferred for digitization, and items provided for display or research under a loan arrangement.

2. Risk of Loss; Care Standard

Donor acknowledges and agrees that Donor retains the risk of loss for the Loaned Items at all times, including while the items are in transit to/from the Archive and while on the Archive’s premises, except to the limited extent that a loss or damage is directly and solely caused by the Archive’s gross negligence or willful misconduct.

The Archive will exercise customary professional care for collections consistent with its facilities, staffing, and policies but does not guarantee environmental conditions or security beyond reasonable institutional standards.

3. Release & Waiver

Donor hereby releases and waives any and all claims against the Archive for loss of or damage to the Loaned Items, except to the extent such loss or damage is directly and solely caused by the Archive’s gross negligence or willful misconduct.

The Archive will not be liable for wear and tear, inherent vice, latent defects, pre-existing conditions, handling risks typical to archival materials, disasters, or events beyond its reasonable control.

4. Indemnification by Donor

To the fullest extent permitted by law, Donor agrees to defend, indemnify, and hold harmless the Archive from and against any and all claims, demands, suits, liabilities, losses, damages (including to the Loaned Items), costs, and expenses (including reasonable attorneys’ fees) arising out of or related to:

- Loss of or damage to the Loaned Items while in transit, packing/unpacking, handling, exhibition, storage, or otherwise in the Archive’s custody, except to the extent directly and solely caused by the Archive’s gross negligence or willful misconduct;

- Any defect, hazard, or condition inherent in the Loaned Items (including fragile, unstable, or hazardous materials such as nitrate film, pigments, mold, or other substances requiring specialized care);
- Title, ownership, lien, or provenance disputes, or alleged infringement of intellectual property or moral rights associated with the Loaned Items;
- Donor's breach of this Agreement or failure to comply with laws; and
- Third-party claims arising out of Donor's handling, shipping arrangements, or instructions regarding the Loaned Items.

5. Limitation of Liability

To the maximum extent allowed by law, the Archive will not be liable for incidental, consequential, special, or indirect damages, including lost profits, diminution in market value, emotional or sentimental value, or reputational harm.

If liability is established, the Archive's total aggregate liability will be limited to the reasonable, documented cost of restoration or repair, and only if the loss or damage was directly and solely caused by the Archive's gross negligence or willful misconduct.

6. Insurance

Donor shall maintain "wall-to-wall" all-risk fine arts insurance (nail-to-nail coverage) covering the Loaned Items from packing through return delivery. Upon request, Donor will furnish Certificates of Insurance reasonably acceptable to the Archive prior to shipment.

If Donor does not maintain such insurance, Donor acknowledges and accepts full responsibility for any loss or damage not caused by the Archive's gross negligence or willful misconduct.

7. Condition Assessment & Special Handling

Prior to delivery, the Archive will assess the Loaned Items for condition, preservation needs, and any access restrictions. If any item requires special packing, shipping, or handling measures, the Archive will discuss these requirements with Donor before finalizing this Agreement, and such details will be documented herein.

8. No Waiver of Governmental Immunity

Nothing in this Addendum shall be construed as a waiver of the City of Tomball's governmental or sovereign immunity, or of any defenses or limitations of liability available to the Archive under Texas law, all of which are expressly retained.

9. Governing Law; Venue

This Addendum shall be governed by the laws of the State of Texas. Exclusive venue for any action shall lie in a court of competent jurisdiction in Harris County, Texas.

Signatures

I/We understand and agree to the terms and conditions described herein. I/We have read and understand the Center's Risk & Indemnity Addendum:

Donor Name	
Signature	
Date	

I accept this gift on behalf of the Tomball Archive and History Center:

Center Representative	
Signature	
Date	

Student Intern Position Descriptions

Research Intern

Project Description

The research intern will assist the Archivist in creating records for notable people, places, and organizations relevant to TAHC collections. Under the supervision of the Archivist, the intern will identify and research these agents and develop a descriptive record according to archival standards that accurately documents the agent including their historical/biographical context in relation to the City of Tomball and/or its communities.

Essential Functions

- Preparation of agent records in accordance with archival standards.
- Creation of descriptive metadata in accordance with TAHC's digitization plan.

Basic Position Requirements

- Basic understanding of how to research topics using physical and digital materials.
- Comfortable handling potentially fragile collection materials.
- Strong organizational skills, especially tracking individual files and their status.
- Proficiency with Microsoft Office Suite.
- Strong time management skills to adhere to a schedule.
- Ability to accurately manage files and tasks through verbal and written instructions.
- Ability to lift 40 pounds.

Learning Objective 1: Description Standards and Records Management

- Intern will learn basic description standards of agent records.
- Intern will create agent records using the professional standards.
- Intern will learn how to add agent records into the archival management system and connect the record to relevant collections.

Learning Objective 2: Research

- Intern will research and gather reference materials regarding notable agents using primary and secondary sources.
- Intern will draft the historical/biographical context of agents in relation to the identified collections properly citing and documenting their work.

Learning Objective 3: User Services and Outreach (optional)

- Intern will assist the Archivist in developing a small exhibit to relevant to their work and to the community.
- Intern will develop a brief description and learning guide to the materials and assist the Archivist in packaging materials for display and exhibit in accordance with their format.

Digitization Intern

Project Description

The digitization intern will assist the Archivist in digitizing materials within processed and unprocessed TAHC collections. Under the supervision of the Archivist, the intern will identify material candidates for digitization, determine the appropriate digitization method, and then create and describe digital objects according to professional standards.

Basic Position Requirements

- Comfortable handling potentially fragile collection materials.
- Comfortable learning and handling digitization equipment and software.
- Strong organizational skills, especially tracking individual files and their status.
- Proficiency with Microsoft Office Suite.
- Strong time management skills to adhere to a schedule.
- Ability to accurately manage files and tasks through verbal and written instructions.
- Ability to lift 40 pounds.

Learning Objective 1: Preservation and Digitization

- Intern will learn the basic processes and approaches to preservation through digitization for various material types.
- Intern will assist with the digitization of a collection including the creation of files for preservation as well as for user access under the supervision of the Archivist.

Learning Objective 2: Metadata Creation and Descriptive Standards

- Intern will be introduced to descriptive metadata standards in relation to archival records.
- Intern will gain experience entering data into the archival management system in accordance with these standards.

Learning Objective 3: User Services and Outreach (optional)

- Intern will assist the Archivist in developing a small exhibit to relevant to their work and to the community.
- Intern will develop a brief description and learning guide to the materials and assist the Archivist in packaging materials for display and exhibit in accordance with their format.