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SURVEY RESULTS
executive summary

Introduction
In June of 2005, OCLC conducted an international survey on people’s perceptions of libraries. When asked the question, “What is the first thing you think of when you think of a library?” roughly 70% of the 3,300 respondents answered “books.”1 However, those who work in libraries, especially research libraries, know that they contain a wide variety of types of materials, including large numbers of works of art and artifacts. Increasingly, the convergence of the missions of cultural heritage institutions such as museums, libraries, and archives, and the overlap in the materials they collect, is being widely discussed and debated by professionals in the field.

In 2006, the Rare Books and Manuscripts Section of the Association of College and Research Libraries chose “Libraries, Archives, and Museums in the Twenty-First Century: Intersecting Missions, Converging Futures?” as its preconference theme. One participant stated: “[A]s the conference progressed it became abundantly clear that collection-based definitions of libraries, archives, and museums are not valid, have never been valid, and never will be valid. Everyone collects everything. Yet each has a unique method of classifying and working with each thing.”2

In his essay based on a presentation at that conference, Bruce Whiteman writes, “…each of the three types of institutions normally owns many, if not thousands, of the objects-in-trade that are more characteristically associated with the others. What major library does not include paintings, drawings, prints, and archival collections?”3 At that same conference, Robert Martin, the Director of the Institute of Museum and Library Services, argued that all of these materials, are, in fact, documents, and that the boundaries between them—whether in the way they are collected, managed, or made available—are boundaries we have drawn and that we can also change.4 The digital environment, in particular, provides opportunities for a convergence in the way we process and present our collections to our audience.

Within this context, the library community has also emphasized the importance of exposing our “hidden collections.”5 The significance of special collections as a major source of the richness of research library collections has great visibility in the recent dialogue about the future of research libraries. Recognizing that there are many collections of significant research, cultural, and monetary value that are currently undiscoverable to researchers, efforts such as the CLIR hidden collections grant program6 and individual library prioritization have focused on this problem. The imperative to provide access to all special collections, including art and artifact materials, in our institutions raises questions about the current state of description and access.

In this survey, the designers were interested in exploring these issues, focusing on three major areas of interest. First, the survey was intended to explore the scale and scope of art and artifact materials held by ARL member libraries. A second goal was to determine which tools and techniques they currently use to manage these collections, including those used by library staff only and those used to make information about these collections available to the public. Finally, the survey attempted to determine if there is evidence of a convergence of library, archive, and museum practices in the management of these collections. Outcomes from the survey will inform strategy
The survey focused on the systems and techniques used to manage physical art and artifact materials in order to ensure intellectual control over them. For the purposes of this survey, art and artifact materials were considered separately in order to determine if there are differences between the management of these types of materials. Art objects include paintings, works on paper, prints, art photographs, sculpture, decorative arts, or graphic design. Artifacts were defined as including historic photographs, historic objects, material culture, merchandise, archeological objects, natural history specimens, costumes, and architectural drawings, designs, and models. Of course, there are objects that might fall into either category, so respondents were asked to make a determination based on the nature and purpose of their specific collections. Recognizing that many institutions have multiple individually managed special collections, respondents were invited to submit a response for each one.

Sixty-eight libraries at 53 of the 126 ARL member libraries submitted a survey between April 16 and May 7 for a response rate of 42%. Data from these respondents confirms that ARL member institutions collect large numbers of art objects and artifacts, sometimes intentionally, but often incidentally. Practices for managing and providing access to these materials vary widely both within individual special collections and institutions and across the entire community, with no universally accepted standard, tool, or techniques.

**Scale and Scope of Art and Artifact Collections**

Fifty-nine of the 68 responding libraries (87%) reported holding art objects and 62 (91%) reported holding artifacts. The variety of the types of art and artifacts is broad: prints are included in 92% of the libraries’ collections; paintings in 87%, works on paper in 83%, and sculpture and art photographs in 65% each. The most commonly mentioned type of art object for the category “other” was artists’ books. When it comes to artifacts, respondents report similarly high numbers and variety: 97% of respondents’ collections contain historic photographs, 84% historical objects, and 75% contain material culture and architectural drawings, designs, and models. All the types of artifacts listed in the survey received positive responses; the smallest number was natural history specimens with 12 respondents (19%). The items cited under “other” indicate that almost anything can be found in a special collection somewhere, from the typical (ephemera, toys, souvenirs, medals) to the truly unusual and unexpected (locks of hair, condoms, death masks).

The quantity is also impressive. Although 40% of responding libraries said they have fewer than 500 works of art, over a third (22 respondents, or 37%) reported owning more than 5,000, with nine of those (15%) owning more than 25,000. Not surprisingly, artifacts were even more numerous, with only eight libraries (13%) reporting fewer than 500 artifacts in their collections, while over half (33, or 52%) have more than 5,000. The holdings of more than a third of those exceed 25,000 artifacts and, based on the comments received, several actually number in the millions. This data might suggest that most respondents collect art and artifacts intentionally, although four respondents commented that artworks were acquired haphazardly or incidentally as part of larger collections and one said the same for artifacts.

**Tools for Managing Art and Artifacts**

The authors considered several hypotheses about the tools that libraries might use to manage their holdings of art and artifacts. As libraries use their library catalogs to describe books, journals, and other resources at the item level, one speculation was that libraries might be using their integrated library systems (ILS) to describe art works, since these are typically described at the item level. On the other hand, the authors’ experience suggested that artifacts often come to libraries in the context of archival collections; the hypothesis being that these materials would be treated as such, and probably described in finding aids. The authors also speculated that many institutions would use more than one tool.

The survey gave the following options for tools believed to be commonly used: MARC records in an Integrated Library System (library catalog); Museum collections management system such as PastPerfect; Archival management system such as Archivists’...
Tools for Managing Art Collections
Finding aids were the most frequently used tool for managing art collections (43 of 60 respondents holding art collections, or 72%). MARC records in a library’s catalog were used by 35 of the institutions (58%). Also frequently used were library-developed databases (26 respondents, or 43%) and spreadsheets (25, or 42%). This indicates libraries are using the available and familiar tools.

Systems designed for the purpose of managing collections were not widely used. Twenty respondents (33%) use archival management systems like Archivists’ Toolkit. Even fewer reported using a museum collection management system in order to catalog art (11 responses, or 18%). Nine of these use Past Perfect; two use TMS (Gallery Systems Inc.)

Several respondents specifically pointed out that the tools they use are no different from those they employ for their other materials. For example, “We are not using any special tool for art objects; we use the same tools as we use for archives, manuscripts, and books within Special Collections.” This response indicates another finding; that many institutions are using more than one tool. Only 12 of the 60 institutions (20%) holding art works use only one tool; of these, four are using a museum collection management system and four a local database. Nine of the institutions (15%) are using five different tools. On average, institutions are using three different tools to manage art objects.

Within these tools, institutions are clearly describing art at both collection and item level. Collection records describe materials as a group. In comparison, item records describe one object. For example, 32 institutions (53% of the 60 respondents holding art objects) are using their ILS to describe art objects; all of them do so at the collection level, while 23 institutions also have item-level records in their library catalogs. Of the 55 total responses to the question about collection or item level descriptions, 94% of respondents create collection-level records and 93% create item-level records. Therefore, institutions are consistently providing both levels of description.

In the questions that explore why several tools might be used, the key issues fell into two categories: characteristics of the objects and the resources available. Over 70% make the determination of the tool to use based on the nature of collection; about half base the tool on the material type. For 57% of respondents, the staff and resources are a key aspect of this decision. Respondents commented, “Various tools have been available to us over time. Choices have been made regarding the best tool for the job at any given time” and “We have not had a systematic approach to this in the past.”

When considering variety of tools and levels of description, it is not surprising that a wide range of public access options are used. Significantly, 23% of respondents do not display any information about art collections to the public, and in 12% of cases the user must be on site to access a database. When information is available online, over 50% of respondents indicated they offer access through documents on websites and in library catalogs. For about 40% of respondents, a web-accessible public search of another type of tool is available.

Tools for Managing Artifact Collections
The overall distribution of tools used to manage artifacts was very similar to those used for art objects. Finding aids and MARC records remained the top two
choices; 48 use finding aids (76%) and 35 use MARC records (56%). Archival management tools were used at slightly higher rates for artifacts, with 40% of respondents, compared to 33% usage for art objects.

Like works of art, institutions are likely to be creating both collection and item level descriptions within these tools. Overall, 90% of the 60 respondents provide collection-level description, and 93% provide item-level description. Although there is a slightly higher prevalence of item-level description of artifacts than was the case with art, libraries are also describing artifacts at both collection and item levels.

Institutions are using many different tools to manage artifacts. Ten of the 60 respondents (16%) use only one tool. Of these, three institutions each use finding aids or a local database. One respondent uses seven tools; 11 institutions (18%) use five or more tools. The average number of tools used to manage artifacts per institution is three, the same as with artworks.

Nature of the collection, staffing and resources available for description, and material type were each cited by over 60% of respondents as factors in determining which to use in a particular case. Several comments pointed to limitations of systems as an underlying factor. One respondent said, “Some artifacts have large amounts of detailed information … for which there is no room to efficiently input or display. Also need a system that allows managing and easy link to related … materials.”

Similarly, information about artifact collections is made available to the public in a variety of ways. Thirty-eight respondents (60%) indicated that the library catalog is the primary mechanism for the public to find records for artifacts; 33 (52%) distribute documents through a website. The same percentage of institutions offers a web-accessible database of some kind; the databases include archival management systems, museum collection management systems, and library-developed databases. Thirteen institutions (21%) indicated that no information is available to the public.

Factors in Choice of Tools
Looking at the aggregated data, the overall patterns for management of art and artifact collections were quite similar. These findings suggest that ARL members are likely to use several tools to manage art and artifact collections, and that the ILS and finding aids are the most prevalent tools for both types of materials. Respondents also seem likely to describe materials at collection and item levels in all types of tools.

Looking at some subsets of the survey responses, some other notable patterns emerged. An identical number and percentage of institutions use a museum collection management system for artwork and for artifacts: 11 institutions or 18%. Nine use it for both types of material.

Another factor is the type of collection the institution considered their primary collection. Twenty-six respondents considered books/published material to be the primary collection; 28 indicated archives; 13 manuscripts. Looking at the art and artifact management tools broken down by primary collection did reveal some differences; although MARC records and finding aids were the most used tool, the distribution took on different characteristics.

Collections that considered books to be their primary collection used MARC records for art collections at a high rate, but used finding aids for artifact collections. Archival institutions were highly likely to use finding aids for both art and artifacts. Manuscript institutions used MARC records at about the same rate as book institutions and finding aids at about the same level as archival institutions. These findings are not surprising and are likely due to the descriptive and collecting practices of these types of collections, but it is interesting to see that there is a logical correlation with primary collection types.

<table>
<thead>
<tr>
<th></th>
<th>Books</th>
<th>Archives</th>
<th>MSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARC Records: Art</td>
<td>65%</td>
<td>42%</td>
<td>69%</td>
</tr>
<tr>
<td>Finding Aids: Art</td>
<td>61%</td>
<td>83%</td>
<td>92%</td>
</tr>
<tr>
<td>MARC Records: Artifacts</td>
<td>57%</td>
<td>44%</td>
<td>58%</td>
</tr>
<tr>
<td>Finding Aids: Artifacts</td>
<td>70%</td>
<td>85%</td>
<td>83%</td>
</tr>
</tbody>
</table>

Another factor correlated with tool selection is collection size. While in all cases finding aids or MARC records are the most used tool for descriptions, there are some differences based on collection size.

Collections with fewer than 500 objects are far more likely to use finding aids than any other tool
for both art and artifact collections, with about 60% selecting this tool and 30% selecting spreadsheets, the next highest. They are much less likely to use MARC records than the other categories, with only 33% use rate for art objects and 25% for artifact materials.

Collections of 500–1000 objects are far more likely to use databases developed and maintained by the library, with over 60% of collections this size using this tool.

Collections of 1,000–5,000 or 5,000–25,000 are most likely to use finding aids for either art or artifact collections, with over 80% with this size of collection indicating they use this tool. This compares to 77% use rate by larger collections and approximately 65% use rate by smaller collections. They are also most likely to use MARC records, with 79% of art collections this size represented in MARC records and 73% of artifact collections. For larger collections, the use rate dropped slightly to 67% and 59% respectively.

Collections of over 25,000 objects showed differences in treatment by types. For art objects, very large collections are even more likely to use a local database, with a 78% use rate. However, for artifact collections, institutions with very large collections have a significantly lower use rate of 41% for local databases. Instead, 77% of collections this size were managed with finding aids.

Museum Standards and Practices

Given that works of art and artifacts are traditionally the purview of museums, the survey designers wanted to determine if libraries had adopted museum collection management practices when cataloging them. Although we have seen that management practices vary widely, there seem to be minimal signs of libraries and archives consistently embracing standard museum practices in terms of how they manage art and artifacts.

In museum collection management, it is standard practice for each item (artwork or artifact) to be cataloged separately and to have a unique number, usually an accession number. Slightly more than half of the respondents to this survey said that they routinely separate art objects (59%) and artifacts (56%) from collections of books or archival materials for purposes of arrangement and description. However, only 25% always give art objects a unique number while only 21% do so for artifacts. The most popular type of numbering system for both art and artifacts is an archival identifier, such as a series, box, or folder number (61% for art and 66% for artifacts). Given that 46% of respondents indicated archives as their primary holdings and all respondents reported having some archival holdings, it makes sense that this approach is the most widely used. Accession numbers were the second most popular in both categories—more libraries use them for artifacts (64%) than for art (59%). Local numbering systems were also quite prevalent, with 54% employing them for managing art and 60% for artifacts.

Also notable is the number of special collections using more than one numbering system. Of the 33 institutions using museum accession numbering for art, only five do so exclusively. Similarly, only four of 37 institutions using museum accession numbering for artifacts use only that numbering approach. Archival identifiers and local numbering were most commonly cited as the additional numbering practices in use. This finding is one of many that suggest that libraries are not managing all their art and artifact collections consistently.

Only 9% of the respondents report they use Cataloging Cultural Objects, a data content standard developed for the museum and visual resources community, for art objects and only 7% use it for artifacts. Similarly, only 11% use the Getty Union List of Names, also developed by and for the museum community, for art and only 9% for artifacts. The Getty Art & Architecture Thesaurus enjoys more widespread use: 35% of respondents use it to describe artifacts and 33% for art.

Instead, the institutions responding to this survey are looking to familiar standards for description of art and artifact collections. Describing Archives: A Content Standard (DACS) is the most widely used; 47% report applying it to art and 60% to artifacts. Anglo-American Cataloging Rules, 2nd edition (AACR2) is used as the descriptive standard by 46% of respondents for art and 50% for artifacts.

The museum community has less mature metadata standards, particularly for encoding, than the library community. Not surprisingly, survey responses
indicate that only a very few ARL special collections have adopted the museum community’s metadata standards, VRA Core (9% for art; 4% for artifacts) and Categories for the Description of Works of Art (4% for both art and artifacts), for either category of object. Metadata standards are used nevertheless, particularly for artifacts; 82% of respondents indicated they use EAD, 62% use MARC, and 53% use Dublin Core. These standards are also widely used for art collections (67% EAD, 51% MARC, and 38% Dublin Core). Metadata standards are an area where libraries, archives, and museums have many opportunities to collaborate more closely in the future.

Challenges and Successes
The survey invited respondents to list up to three challenges and three successes in managing art or artifact collections. Several themes emerged, particularly for challenges. These themes are areas for further research and collaboration in our community.

The extent to which storage and other space concerns were expressed is remarkable. The survey designers specifically excluded questions about physical arrangement and storage in order to focus on intellectual access. However, of the 63 responses to this question, 49 (77%) noted proper and adequate space for storage, use, or processing as a challenge; moreover, 34 listed this as their first challenge. The second most mentioned challenge was preservation/conservation, with 34 institutions (53%) listing this. The comments in the survey suggest the potential broad scope of this problem, going beyond available square footage, to concerns like the challenge of storage in a space that was designed for books and archival materials to lack of exhibit capacity to conservators who are trained primarily for paper and books. A critical finding of this survey was the extremely high frequency at which ARL institutions noted the physical circumstances of their art and artifact collections as a challenge; the authors hope that additional work will be done to assess space and preservation/conservation needs.

Other themes that emerged in the challenges section were categorized as lack of resources (21 respondents), intellectual control (20), access (17), and training/expertise (13).

To group together aspects of resources and training/expertise, institutions expressed concerns about either the number of staff available to do the work or the knowledge of those staff to deal with art and artifact collections if their expertise was in other areas of librarianship or preservation, for example. The survey gathered data on staffing levels for the special collections responding and found a wide range. At the minimum, one institution reported a single individual at a 0.4 full time equivalence (FTE); at the maximum, another institution employs 95 individuals at 87 FTE. The mean was 12.6 individuals at 10.4 FTE. Comments on staff suggest many institutions use student assistants and temporary employees for management of art and artifact collections. Many also indicated inadequate staffing to meet the processing description needs of these types of objects. Other resources, such as supplies, space, funding, and recognition were identified as important as well.

Of particular interest to this study were the challenges reported around intellectual control and access. In the category of intellectual control, many respondents mentioned that the lack of descriptive and metadata standards for art and artifacts makes it difficult to execute the work. A few noted that even if such standards came into common use, legacy data not based on standards would be a challenge. Several institutions noted problems with access, in that existing systems may make inadequate use of existing description or that potential users have no access to these systems. In some cases, access is also hindered by condition of the objects, lack of appropriate research space, or other concerns.

Respondents reported many successful strategies that are the counterpoints to the challenges that were raised. Digitization, proper housing, and successes of providing description in a variety of settings were all significant accomplishments. Both item and collection level description were mentioned as successes, but a more generalized conclusion could be that providing any intellectual access is better than none. Many respondents had success with providing thumbnail images with the metadata describing the physical objects, which made it easier for both staff and researchers to access and use the materials. Appropriate housing and clear labeling were also reported as a
good strategy to improve the management of three-dimensional objects. Another success to highlight is integrating processing of these types of materials into routine workflows.

The challenges and successes all suggest a major underlying issue. Many of the institutions responding to this survey have a primary focus on other material types, particularly books and published materials and archival collections. Through the challenges and successes, institutions expressed an understanding that these materials may require different management tools and techniques and are seeking appropriate ways to integrate them into daily practice. When asked how satisfied respondents were with their management of art and artifact collections, only one answered 5 “very satisfied.” Nineteen (34%) were somewhat satisfied (4 rating), while the largest number (22, or 39%) were neutral. Seven (13%) respondents were somewhat dissatisfied (2 rating) and an equal number were very dissatisfied (1 rating).

Conclusions
The scope and scale of art and artifact materials held by the institutions responding to this survey is stunning. The variety and research potential of these objects provide a glimpse into the rich collections that may be hidden due to lack of intellectual control. The survey data points to a lack of consistent practice within institutions. Just as individual institutions have made different decisions for art and artifact collections over time and in different circumstances, so does the library community lack a best practice for the management of these collections.

One of the problems identified is that many special collections do not collect art and artifacts intentionally, so they are not given the same priority as printed and archival materials. This is reflected in comments such as:

“Our ours has been a slap-dash approach and trying to keep our head above water. Managing art objects is/has been secondary after traditional book/serial processing.”

“We attempt NOT to collect 3-D artifacts, and yet, we keep getting them. They are useful in exhibits and do often provide important historical or cultural information, but they come with many problems for a collection whose focus is on 2-D documents!”

“Because they are not integral to our mission (except occasionally in the University Archives) we have not made their care a priority in any way.”

Many comments indicated that libraries are struggling to manage this type of material, and seem to be doing so as lower priority efforts, without a sense that other institutions shared the same problems.

The survey found that libraries are using a variety of tools, but looking primarily to library catalogs and finding aids to provide intellectual access to art and artifact materials. However, these tools are not meeting their needs. Only about a third of respondents indicated satisfaction with their strategy for managing art and artifacts. The survey also documented a widespread practice of using multiple tools at a single institution. Moreover, at least one-fifth of art works and artifact objects are not discoverable through publicly available discovery systems, and when information is available it has inadequate levels of description for discovery and access or is only available to on-site researchers. Given the extent of art and artifact materials the survey responses indicate ARL members hold collectively, a strategy for providing better intellectual control and public access should be given attention.

While our community has great expertise in metadata and standards, we could collaborate with other communities of practice, particularly museums, to better understand the needs of these materials. In “Metadata for All: Descriptive Standards and Metadata Sharing across Libraries, Archives and Museums,” Elings and Waibel point out that in common practice, “Materials often receive their descriptions not on the basis of material type, but on the basis of the availability of local systems to house the description and the expertise to generate it.” So special collections that are primarily archives tend to manage cultural materials (art and artifacts) using EAD and DACS, while those that are primarily libraries use MARC and AACR2/RDA. Elings and Waibel suggest reconceptualizing standards as material-specific,
rather than community-specific. “For example, rather than conceiving of the suite of standards ... as the ‘museum way’ of describing objects, this combination of standards emerges as the appropriate form of description for cultural materials, regardless of whether they happen to be housed in a library, archive, or museum...The successful integration of digital images of material culture from library, archive, and museum collections hinges on the emergence of a more homogeneous practice describing like-materials in different institutions.”

Achieving a standards matrix and establishing best practices for art and artifact collections would enable all types of cultural heritage institutions to become better stewards of these resources and increase the potential for sharing information. Libraries should collaborate further with archives and museums to create rich and shareable metadata based on standards; adopting a systematic approach to the management and description of art and artifact collections will advance the mission of all cultural heritage institutions and expose hidden collections.

Endnotes


The SPEC Survey on Art & Artifact Management was designed by Morag Boyd, Head, Special Collections Cataloging, and Jenny Robb, curator, Billy Ireland Cartoon Library and Museum, at the Ohio State University. These results are based on data submitted by 68 libraries at 53 of the 126 ARL member libraries (42%) by the deadline of May 7, 2012. The survey’s introductory text and questions are reproduced below, followed by the response data and selected comments from the respondents.

Research libraries and their parent institutions are increasingly highlighting special collections as the unique holdings that differentiate libraries from one another. Often these collections of distinction contain art works, historical artifacts, and other objects that are neither published works nor archival collections. Without clear protocols for management of these collections, libraries have adopted a range of practices to ensure intellectual and physical control of these materials.

The purpose of this survey is to examine the extent to which art and artifact collections are held in ARL member libraries and the tools and techniques libraries have adopted to arrange and describe these objects. The survey findings will assist libraries in shaping their strategy for managing art and artifact collections, increasing their ability to care for these unique materials, and fulfilling their stewardship responsibilities. By exposing the extent and type of these collections and examining the management of these collections, with a goal of advancing the development of better shared practices, the survey would help libraries provide more and better access to art and artifact materials, including re-purposing metadata for digitization. The data may also help focus collection development related to these collections, including opportunities for collaboration with other cultural heritage institutions.

Some libraries have multiple, distinct collections that may handle art and artifacts differently. So that we may get as complete an understanding of current policy and practice as possible, we will accept separate responses from as many distinct units or collections from an institution as wish to complete this survey. For example, an institution may have several separately managed or administered units with art or artifact materials that may wish to answer independently, but it is not necessary to provide a response for each collection within those units.

The main portion of this survey is divided into two sections: one focused on art and one on artifacts. In the first section, please include art objects such as paintings, works on paper, prints, art photographs, sculpture, decorative arts, or graphic design. In the second section, please include artifacts such as historic photographs, historic objects, material culture, merchandise, archeological objects, natural history specimens, architectural drawings, designs, models, or costumes. Some objects in your collection could be considered both a work of art and an artifact, so we ask that you use your judgment to decide which is the most appropriate section based on your specific collection and your reasons for collecting the materials.
REPORTING LIBRARY

1. Please enter the name of the library, unit, or collection on which you are reporting. N=61

2. In the first column below please indicate which categories of material are held in this library/unit/collection. Check all that apply.

In the second column please indicate which category describes the largest number of items in this library/unit/collection (Primary Collection). Pick only one category in this column. N=68

<table>
<thead>
<tr>
<th>Holdings</th>
<th>Primary Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/published material</td>
<td>63</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>63</td>
</tr>
<tr>
<td>Artifacts</td>
<td>62</td>
</tr>
<tr>
<td>Archives</td>
<td>61</td>
</tr>
<tr>
<td>Art</td>
<td>59</td>
</tr>
<tr>
<td>Other type of collection</td>
<td>30</td>
</tr>
</tbody>
</table>

Please specify the other type of collection. N=26

Holdings

A/V materials, some sculpture, photographs, etc.
Artists’ books.
Artists’ books collection.
Audio-visual collection materials.
Audio-visual materials.
Audio-visual materials: audio tapes, cassettes, films, videos, CDs and DVDs.
Audio/video.
Audiovisual materials.
Digital materials.

Each Presidential Library and Museum (currently 13) holds original textual records, electronic (born-digital) records, audiovisual materials, and artifact materials related to the President’s administration, career and life for President Hoover forward. Additionally, within the Center for Legislative Archives, there are electronic records, film, and still pictures of Congress.

Electronic/digitized resources.
Films.
Films, sound recordings.
Large collections of audio and video recordings.
Manuscripts, rare books, university archives, visual materials, architectural collections.
Maps, Digital, Photographs (non art).
Media materials.
Media, i.e., images, video, audio. Digitized Collections. Institutional Repository.
Oral histories and photograph collections.
Photographs, music recordings (records and other discs), video and motion picture film, DVDs, CDs.
Recordings, video recordings, electronic formats, microforms.
Sound and video recordings.
Time-based media (audio, video) in multiple formats. Ephemera.
Wood engravings (the actual carved blocks from which the art was printed).

Primary Collection

Audio-visual material (film, video, and audio); photographic formats; born digital records.
Combined collections of typescripts, letters, correspondence and designs.
Media including digital data, video, CD, DVD, cassette tapes.
Public health posters, portraits, slides (glass, 35mm, lantern).

Additional Comments

The primary collection is different for the four areas in this unit. For University Archives, archives are the primary collection; for the Music Library, books/published material; for Poetry Collection, manuscripts; for Rare Books, books/published material. University Archives also contains manuscript material; Poetry also contains archives and books/published material; Music Library also contains manuscripts and archives. Art and artifacts are contained in all areas except Rare Books, but they are not the primary collections.
True mix among books and archives/manuscripts.

If this library/unit/collection holds art objects, click Yes below to continue to the section on art object collections. If it does not, click No to jump to the section on artifact collections. N=68

If your objects could be considered both art and artifact (i.e., photographs), please include them in the section that is most relevant to your specific collection and your reasons for collecting them.

<table>
<thead>
<tr>
<th>Yes, holds art objects</th>
<th>60</th>
<th>88%</th>
</tr>
</thead>
<tbody>
<tr>
<td>No, does not hold art objects</td>
<td>8</td>
<td>12%</td>
</tr>
</tbody>
</table>
3. Which of the following types of original art objects are represented in your collections? Check all categories that apply. N=60

<table>
<thead>
<tr>
<th>Type of Art Object</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prints</td>
<td>55</td>
<td>92%</td>
</tr>
<tr>
<td>Paintings</td>
<td>52</td>
<td>87%</td>
</tr>
<tr>
<td>Works on paper</td>
<td>50</td>
<td>83%</td>
</tr>
<tr>
<td>Sculpture</td>
<td>39</td>
<td>65%</td>
</tr>
<tr>
<td>Art photographs</td>
<td>39</td>
<td>65%</td>
</tr>
<tr>
<td>Graphic design</td>
<td>31</td>
<td>52%</td>
</tr>
<tr>
<td>Decorative arts</td>
<td>28</td>
<td>47%</td>
</tr>
<tr>
<td>Other type of art object</td>
<td>15</td>
<td>25%</td>
</tr>
</tbody>
</table>

Please describe the other type of art object.

Additionally, within the Center for Legislative Archives, political cartoons
Architectural drawings, artists’ books
Artists’ books (4 responses)
Digital works
Ephemera
Fore-edge paintings, fine press books, artists’ books include pop up and sculpture
Photographs
Pieces of destroyed murals; Mexican folk, Pacific ethnographic and pre-Hispanic art; materials documenting the art-making process, e.g., moulds for casting sculpture, printing blocks and plates
Probably a little of everything you could imagine, “hidden” in manuscript collections, especially.
Public art
Set models, stage properties
Silver (bowls, cutlery) medals, embossed plaque
4. To help us understand the scale of your collection, please indicate the approximate size of your art holdings. N=60

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 500</td>
<td>24</td>
<td>40%</td>
</tr>
<tr>
<td>500–1000</td>
<td>5</td>
<td>8%</td>
</tr>
<tr>
<td>1,000–5,000</td>
<td>8</td>
<td>13%</td>
</tr>
<tr>
<td>5,000–25,000</td>
<td>13</td>
<td>22%</td>
</tr>
<tr>
<td>More than 25,000</td>
<td>9</td>
<td>15%</td>
</tr>
</tbody>
</table>

5. Please enter any additional comments about the scale of your art objects collection. N=19

Approximately 94,000 fine prints by over 2,000 modern American photographers along with the archives of 200+ photographers, dealers, organizations, and curators/scholars that contain photographic material: negatives, contact sheets, work prints (as opposed to fine prints).

Arts objects are acquired as an incidental part of desired collections; they are not sought on their own merits.

As an exceptionally large collection of artist’s papers, saved by a man conscious of their historical and archival value, the Jean Charlot Collection holds: (1) materials documenting Charlot’s life and work (e.g. his sketch books; a few oil paintings; master collection of prints with many proofs and progressives; drawings; cartoons for paintings including many fresco murals; original art for photo-mechanically produced publications including newspaper cartoons and book illustrations; examples of sculpture and ceramics); (2) collections of prints made by the artist for his own study, research and use in publication (e.g. Daumier, Posada, prints from Épinal, and European optical views); (3) art works in various media including art photographs, by over 100 artists, given to Charlot by his friends and those about whom he wrote; and (4) artworks and memorabilia inherited from his French and Mexican ancestors.

Even if artists’ books are not considered art objects for this survey (because they are not technically unique), we still have about 5000 objects due to the extent of our print and photograph holdings.

It is a small component of our holdings and usually associated with a larger archival collection.

Majority of items in this category are in our photograph collections.

More than 400,000 works of art.

Often this material came in as part of a manuscript collection.

Our dean has an interest in growing our art collection, so I expect that it will grow larger. We have just begun processing a very large collection of botanical illustrations and that is not included in the numbers above because it’s still not part of our processed holdings.

The library is the steward of the university’s Art Properties collection which includes art works and heritage objects from all cultures, time periods, materials, and formats. In addition, each special collection includes art objects within their holdings; these are not represented in Art Properties inventories.
The majority of our art objects are part of archival collections. We do not have item level description for the bulk of these items. We believe we have over 500,000 items.

The majority of these holdings consist of the holdings of our graphic arts collection.

This collection has come to us with the closing of the Panama Canal Museum of Seminole, Florida. It includes over 500 number of Panamanian molas (pieces of indigenous textile art), and under 200 paintings or prints. There is also a large number of decorative objects such as commemorative plates. There are a large number of early 20th century photographs that are probably more appropriately considered archival materials (or artifacts) than art objects.

Vast majority are slides.

We are considering items like cartoons as art, therefore we have many items.

We collect material that ranges from fine art to the book as object.

We only collect art haphazardly as part of larger collections.

While notable photographs, such as vintage prints of Dorothea Lang’s “Migrant Mother”, may be collected or considered art, all documentary photographs in our collections are grouped with the historical photographs as artifacts.

Works on paper include approximately 125,000 original cartoon drawings and 10,000 illustration and documentary drawings. Prints include 100,000 posters; 100,000 artist prints; and 250,000 documentary (historical) prints. For this survey, all photographs will be covered as “artifacts,” because all photos are handled in the same way.

6. Do you routinely separate art objects from collections of books or archival materials for purposes of arrangement and description? N=59

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>24</td>
</tr>
<tr>
<td>59%</td>
<td>41%</td>
</tr>
</tbody>
</table>

**COLLECTION MANAGEMENT TOOLS FOR ART OBJECTS**

7. What tools are used to arrange and describe your art objects? Check all that apply (including legacy tools if the records have not been migrated to another tool). N=60

<table>
<thead>
<tr>
<th>Tool</th>
<th>Yes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding aids including EAD</td>
<td>43</td>
<td>72%</td>
</tr>
<tr>
<td>MARC records in an Integrated Library System (library catalog)</td>
<td>35</td>
<td>58%</td>
</tr>
<tr>
<td>Database developed and maintained by the library</td>
<td>26</td>
<td>43%</td>
</tr>
<tr>
<td>Spreadsheets such as Excel</td>
<td>25</td>
<td>42%</td>
</tr>
</tbody>
</table>
8. Please list the specific software for each tool used to arrange and describe your art objects. N=48

**Integrated Library System N=34**
- Aleph (5 responses)
- Innovative Interfaces Inc. (4 responses)
- Millennium (4 responses)
- NEOS Catalogue
- OSUL and KnowledgeBank
- SirsiDynix Symphony (5 responses)
- Voyager (ExLibris) (14 responses)

**Museum collections management system N=11**
- Moving into PastPerfect
- PastPerfect (8 responses)
- TMS (Gallery Systems Inc.) (2 responses)

**Archival management system N=20**
- Archivists’ Toolkit (10 responses)
- Archon (3 responses)
- DB/TEXtworks
- FileMaker Pro (configured for our needs in-house)
- Luna Insight
- MINISIS
- NARA’s public catalog ARC (Archival Research Catalog)
- oXygen and RMOA EAD templates
- Yale customized version of Xmetal
### Other Tool N=20

<table>
<thead>
<tr>
<th>Tool Description</th>
<th>Software/Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF files posted on department web page to create access via search engines.</td>
<td>Adobe</td>
</tr>
<tr>
<td>Access database</td>
<td>Access, Excel</td>
</tr>
<tr>
<td>Access database and Word inventory</td>
<td>Access and Word</td>
</tr>
<tr>
<td>Access databases, card catalogs, paper inventories and lists</td>
<td>Day CQ web content management system, OMEKA</td>
</tr>
<tr>
<td>Digital Asset Management system</td>
<td>CONTENTdm</td>
</tr>
<tr>
<td>CONTENTdm</td>
<td>Microsoft Access, MySQL, CONTENTdm</td>
</tr>
<tr>
<td>CONTENTdm, METS database</td>
<td>CONTENTdm, METS database</td>
</tr>
<tr>
<td>Described only in context of larger collection.</td>
<td>XTF for finding aids</td>
</tr>
<tr>
<td>Library website</td>
<td>Library website</td>
</tr>
<tr>
<td>Manuscript and published catalogues and lists</td>
<td>Microsoft Word and Excel, Apple iPhoto</td>
</tr>
<tr>
<td>MARC records in stand-alone databases</td>
<td>Minaret software (MARC-format records in standalone databases)</td>
</tr>
<tr>
<td>Media Manager, homegrown database by the College of Arts and Sciences</td>
<td>Media Manager</td>
</tr>
<tr>
<td>MS Access database</td>
<td>MS Access database</td>
</tr>
<tr>
<td>MS Access database, SCREAD (in-house developed processing and EAD tool), legacy finding aids</td>
<td>MS Access, SCREAD (local processing and EAD tool)</td>
</tr>
<tr>
<td>Non-MARC online system, Digital repository</td>
<td>Wordpress, Fedora</td>
</tr>
<tr>
<td>oXygen XML Editor, Luna Insight Software</td>
<td>oXygen XML Editor, Luna Insight Software</td>
</tr>
<tr>
<td>Some listings exist, including a valuation / appraisal document in typescript form.</td>
<td></td>
</tr>
<tr>
<td>Some of our holdings are described solely in finding aids and inventories in non-standard formats.</td>
<td></td>
</tr>
<tr>
<td>Web pages with images of the artists’ books</td>
<td>LibGuides</td>
</tr>
</tbody>
</table>

### 9. For each tool used to arrange and describe your art objects, please indicate whether you create collection-level or item-level records. Check all that apply. N=55

<table>
<thead>
<tr>
<th>Tool Description</th>
<th>Collection-level</th>
<th>Item-level</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding aid including EAD</td>
<td>32</td>
<td>23</td>
<td>39</td>
</tr>
<tr>
<td>MARC records in an Integrated Library System</td>
<td>35</td>
<td>15</td>
<td>38</td>
</tr>
<tr>
<td>Spreadsheets such as Excel</td>
<td>7</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>Database developed and maintained by your library</td>
<td>6</td>
<td>19</td>
<td>22</td>
</tr>
<tr>
<td>Archival management system such as Archivists’ Toolkit</td>
<td>13</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Museum collections management system such as PastPerfect</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Other tool</td>
<td>4</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Number of Responses</td>
<td>47</td>
<td>51</td>
<td>55</td>
</tr>
</tbody>
</table>
10. Please enter any additional comments about your collections management tools for art objects. N=16

Description level depends on the accession.

Fedora repository.

For art materials that have been in the collections prior to ca. 2000 we track and manage these items using a simple Access database and Excel spreadsheet. For art materials accessioned after ca. 2000, these items tend to be processed along with archival collections and receive collection-level records (MARC, EAD).

Item level descriptions take place in the context of the collection description as part of the finding aid.

Level of description often depends on whether or not the items are associated with a larger archival collection.

Many of the art objects come in individually, not as part of a larger collection.

MARC records may be created either on a collection level for an archival collection that contains art objects, or occasionally for a single item acquired outside of an archival collection. For the latter we use the term “vertical files” to describe such items.

Non-EAD finding aids at collection or item level.

Scattered typescript listings exist for a small number of collections. A small number of art objects are described as part of collection finding aids.

The databases and spreadsheets are typically inventories of a collection, e.g., a checklist by artist name or a container list by type and size of material.

Tools no different from those used for archival materials.

We are just beginning to implement the Archivists’ Toolkit for description and are considering using it to centralize item-level metadata about art objects.

We are not using any special tool for art objects; we use the same tools as we use for archives, manuscript and books within Special Collections.

We don’t think of the art items separately as they are in so many of our collections, being an arts library.

We manage most art objects with PastPerfect, but we also have a supplementary image database developed and maintained by our library.

While we normally describe down to the folder level in EAD finding aids, art objects are often treated as individual “folders”.

- - -
11. If you use more than one tool, how do you determine which one to use for an item or collection? Check all that apply. N=49

Nature of the collection (e.g., objects that are part of a manuscript collection may be treated differently than objects in an art collection) 35 71%

Staffing/resources available for description 28 57%

Material type (e.g., photographs may be treated differently than sculptures) 24 49%

Size of collection 23 47%

Anticipated use 14 29%

Method of acquisition (e.g., purchase, donation, transfer) 5 10%

Other method 5 10%

Please specify the other method.

Artists’ books appear in the online catalog and on the web page.

As noted above, we use the simple spreadsheets to track orphans/items disassociated from their larger collections.

Inherent value or uniqueness. Also, condition and preservation costs.

Value (monetary) for audit issues.

We are in a period of transition, but are moving towards using AT for all materials. All collections get EAD and MARC records.

Please enter any additional comments about choice of tools. N=9

All collections received have accession records in the AT and receive a collection-level MARC records; more granular description occurs in finding aids.

Almost always a matter of expediency and availability/knowledge of personnel (usually temporary and short-term).

Art and artifact materials are treated in a similar way. We rely on MARC records for description in order to integrate information about visual material collections with the Library’s other holdings, although a Prints & Photographs Online Catalog also combines MARC records in standalone databases with MARC records from the library’s ILS. For a particular collection or acquisition, we plan for processing and cataloging by assessing the “Use, Value, and Viability.” We have at least a summary description for each collection, increasingly supplemented by a container list that outlines broad contents or provides an index. Material that is inherently fragile or difficult to handle safely is likely to receive item-level listing or at least item-level tracking through a unique identification number, e.g., original drawings and photographic negatives.

The collection is insufficiently documented. Over the years a little of everything has been used to keep track of it. The most important tools are still the artist’s own manuscript inventories, old published lists and a catalogue raisonné of prints. Volunteers and students have created non-EAD inventories and finding aids for a few very small parts of the
collection using Excel and Word. CORC records were added some years ago to the online public catalog for selected individual photographs but are clearly inadequate, ditto the material on the Collections’ website. We have not “chosen” a preferred tool, but hope we will be able to use museums collections management software for the next step as we have tried other methods (we just tried Doblin core) and they fall short. The library has just begun to use Archivists’ Toolkit which should help with the Charlot Collection’s 400+ feet of manuscripts and archives, and perhaps for as yet uncounted documentary (including some historic) photographs, but the collection has not tested it for use with art works and artifacts that require item level description and management of images. Many have large amounts of detailed information that comes with them (narratives, technical descriptions, conservations reports, exhibition and publication notes) for which there is no room to efficiently input or display. Also need a system that allows managing hierarchical arrangements (e.g., multiple proofs and the finished print, or prints within a portfolio series), and easy linking to related audiovisual materials like photos, films and audio, and bibliographic records.

Various tools have been made available to us over time. Choices have been made regarding the best tool for the job at any given time.

Very small collections (.5 linear feet or less) typically do not get finding aids; they are only given a MARC record.

We have not had a systematic approach to this in the past. We are working on developing a decision matrix to improve consistency about the metadata we create and where we store it.

We hope to adopt Archivists’ Toolkit in the near future.

Whatever is more practical.

12. How do you display information about the art objects to the public? Check all that apply. N=60

Static website or other documents available on the web (e.g., finding aid, inventory list, etc.) 33 55%
Library catalog 32 53%
Web-accessible front end to archival management system 12 20%
Web-accessible front end to internal database 7 12%
Onsite access to internal database 7 12%
Web-accessible front end to museum collection management system 4 7%
No information is displayed to the public 14 23%
Other 14 23%

Please specify other method.

CONTENTdm

CONTENTdm is used to house the only descriptive information for a small number of items.
Discovery Tool (summon), in development

EAD published through the Online Archive of California

Email spreadsheets in response to patron inquiries; objects in public view.

For some collections, typescript list is available, or listed in online finding aid for a small number of art objects.

Online galleries of reference photographs of items in the collection

Paper finding aid that captures information from in-house spreadsheets.

Post class list of materials used for instruction on department web page.

Searchable finding aids database

Through a number of OP publications e.g., a comprehensive catalogue raisonné of prints, available through libraries and book dealers. Through temporary exhibition of art works within the library; exhibition through loans to other institutions, both national and international; inclusion of images of items from the collection in their published catalogues and other art books.

VuFind search and discovery layer

Web accessible finding aid database (including ArchivesGrid access)

Web accessible front end to Media Manager

---

**NUMBERING SYSTEM FOR ART OBJECTS**

13. Does each art object have a unique number? N=60

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Always</td>
<td>15</td>
<td>25%</td>
</tr>
<tr>
<td>Sometimes</td>
<td>38</td>
<td>63%</td>
</tr>
<tr>
<td>Never</td>
<td>7</td>
<td>12%</td>
</tr>
</tbody>
</table>

14. What numbering system do you use for art objects? Check all that apply. N=56

<table>
<thead>
<tr>
<th>Numbering System</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival identifier (i.e., series, box, folder, etc.)</td>
<td>34</td>
<td>61%</td>
</tr>
<tr>
<td>Accession number (i.e., 2009.1.4)</td>
<td>33</td>
<td>59%</td>
</tr>
<tr>
<td>Local numbering system</td>
<td>30</td>
<td>54%</td>
</tr>
<tr>
<td>Library of Congress Classification</td>
<td>6</td>
<td>11%</td>
</tr>
</tbody>
</table>
Please specify the other numbering system.

- Accession number plus a local number
- Finding number based on location of object
- If part of processed MSS, artworks may have collection-level accession number
- No identifier
- Record Group Number
- Special collections call number
- We are still developing workable numbering systems.

DESCRIPTIVE STANDARDS FOR ART RECORDS

15. Please indicate which content standards you use to describe your art objects. Check all that apply. N=57

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describing Archives: A Content Standards (DACS)</td>
<td>27</td>
<td>47%</td>
</tr>
<tr>
<td>AACR2</td>
<td>26</td>
<td>46%</td>
</tr>
<tr>
<td>Getty Art &amp; Architecture Thesaurus</td>
<td>19</td>
<td>33%</td>
</tr>
<tr>
<td>Library of Congress Thesaurus for Graphic Materials</td>
<td>14</td>
<td>25%</td>
</tr>
<tr>
<td>Getty Union List of Artist Names</td>
<td>6</td>
<td>11%</td>
</tr>
<tr>
<td>Cataloging Cultural Objects</td>
<td>5</td>
<td>9%</td>
</tr>
<tr>
<td>ICONCLASS</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Other content standard</td>
<td>19</td>
<td>33%</td>
</tr>
</tbody>
</table>

Please specify the other content standard.

- Archival Research Catalog (ARC)
- Graphic Materials: Rules for Describing Original Items and Historical Collections (a supplement to AACR2)
- LCSH
Library of Congress Name and Subject Authority for artist’s names and descriptions of subjects
Library of Congress Name Authority, Library of Congress Subject Headings
Limited use of CCO
Local description conventions
Local internal format
Locally developed standard, this practice is under review.
No official content standards have been used to describe our art objects.
Nomenclature 3.0 for Museum cataloging
None (2 responses)
Only minimal description
Rules for Archival Description (3 responses)
Various
We do not currently have a standard.

16. Please indicate which metadata standards you use to describe your art objects. Check all that apply. N=55

<table>
<thead>
<tr>
<th>Metadata Standard</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encoded Archival Description (EAD)</td>
<td>37</td>
<td>67%</td>
</tr>
<tr>
<td>MARC</td>
<td>28</td>
<td>51%</td>
</tr>
<tr>
<td>Dublin Core</td>
<td>21</td>
<td>38%</td>
</tr>
<tr>
<td>VRA Core</td>
<td>5</td>
<td>9%</td>
</tr>
<tr>
<td>Categories for the Description of Works of Art (CDWA)</td>
<td>2</td>
<td>4%</td>
</tr>
<tr>
<td>Other metadata standard</td>
<td>9</td>
<td>16%</td>
</tr>
</tbody>
</table>

Please specify the other metadata standard.

Archival Research Catalog (ARC)
Local description conventions
Locally developed standards. This practice is under review.
MODS/METS
None (3 responses)
Rules for Archival Description

The revised Nomenclature for Museum Cataloging—authorities and lexicons

**ARTIFACTS COLLECTIONS**

17. Does your library/unit/collection hold artifacts? N=68

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>64</td>
<td>94%</td>
</tr>
<tr>
<td>No</td>
<td>4</td>
<td>6%</td>
</tr>
</tbody>
</table>

**TYPES OF ARTIFACTS COLLECTED**

18. Which of the following types of artifacts are represented in your collections? Check all that apply. N=63

<table>
<thead>
<tr>
<th>Type of Artifact</th>
<th>N</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historic photographs</td>
<td>61</td>
<td>97%</td>
</tr>
<tr>
<td>Historic objects</td>
<td>53</td>
<td>84%</td>
</tr>
<tr>
<td>Material culture</td>
<td>47</td>
<td>75%</td>
</tr>
<tr>
<td>Architectural drawings, designs, models</td>
<td>47</td>
<td>75%</td>
</tr>
<tr>
<td>Costumes</td>
<td>30</td>
<td>48%</td>
</tr>
<tr>
<td>Merchandise</td>
<td>23</td>
<td>37%</td>
</tr>
<tr>
<td>Archeological objects</td>
<td>21</td>
<td>33%</td>
</tr>
<tr>
<td>Natural history specimens</td>
<td>12</td>
<td>19%</td>
</tr>
<tr>
<td>Other type of artifact</td>
<td>16</td>
<td>25%</td>
</tr>
</tbody>
</table>

Please describe the other type of artifact.

- Awards, trophies, historical clothing, mementos
- Cuneiform tablets, scrolls, manuscripts
- Ephemera (postcards, stamps, pins, flyers, advertisements, patent medicine cards, comics)
Graphic novels, artist books, T-shirts and jackets containing recorded music

Historic sound recordings, musical instruments

Locks of hair

Medals, plaques, political ephemera, posters, banners, postcards (with no correspondence), condoms, clay tablets, bullets, coins, models

Memorabilia, e.g., artist’s supplies, family jewelry, childhood toys, souvenirs collected on travels, religious items like crucifixes

Music Instruments, objects pertaining to music performances (props, machines, etc.)

Numismatics

Playing cards, medals (numismatics and awards), death masks, architectural fragments, cylinder seals

School letter jackets, sport uniforms, band uniforms

Stage props

The artifact collections are almost unlimited in the types of artifacts and art included among the thousands of public and state gifts given to a President, plus a wide range of personal and political memorabilia that are privately donated to the collections.

We have large holdings of posters in a number of areas, e.g., AIDS/HIV campaigns in Africa, African political movements, 60s/70s era American counterculture.

Wood engravings (the actual blocks)

19. To help us understand the scale of your collection, please indicate the approximate size of your artifact holdings. N=63

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 500</td>
<td>8</td>
<td>13%</td>
</tr>
<tr>
<td>500–1000</td>
<td>6</td>
<td>10%</td>
</tr>
<tr>
<td>1,000–5,000</td>
<td>16</td>
<td>25%</td>
</tr>
<tr>
<td>5,000–25,000</td>
<td>11</td>
<td>18%</td>
</tr>
<tr>
<td>More than 25,000</td>
<td>22</td>
<td>35%</td>
</tr>
</tbody>
</table>

20. Please enter any additional comments about the scale of your artifacts collection. N=17

Across the Libraries as a whole, there are currently around 600,000 objects, with individual library collections ranging from 10,000 to 150,000 objects.
As with art objects, artifacts are often part of larger archival collections.

Extensive collections of historical photographs, glass plates, etc., primarily from East and West Africa, also postcards, airline and railroad menus, etc.

Extremely limited in scope—most are textiles.

Largest number of items is numismatics.

Majority of artifacts are historic photographs.

Most are historic photographs and architectural drawings, except for artifacts in the University Archives, which are more varied.

Most artifacts are related to the history of the institution, with the exception of architectural drawings, designs, and models (collected as a subject discipline).

Mostly historic photographs.

Number of photographs and historic objects is unclear; historic recordings range considerably depending on definition, but the estimation in the response is based on 100 cylinder recordings.

Our architectural drawings collection is more than 1.5 million items; our photography holding across collections are not fully inventoried but are likely more than 20,000 items.

Over 1/3 of the items are related to numismatics.

Photographs include approximately 13.75 million negatives, transparencies, and prints. Architectural, design, and engineering drawings are approximately 500,000 items.

Plastics collection is over 10,000 objects; historical photographs are in the thousands, as are architectural drawings.

Very broad estimate as neither a large collection of documentary (historic) photos nor the artifacts have yet been counted.

We have a large collection of historic brass and woodwind instruments.

We have over 6 million photographs. For most items we do not have item level control.

21. Do you routinely separate artifacts from collections of books or archival materials for purposes of arrangement and description? N=64

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36</td>
<td>56%</td>
</tr>
<tr>
<td>No</td>
<td>28</td>
<td>44%</td>
</tr>
</tbody>
</table>
COLLECTION MANAGEMENT TOOLS FOR ARTIFACTS

22. What tools are used to arrange and describe your artifacts? Check all that apply. N=63

- Finding aids including EAD 48 76%
- MARC records in an Integrated Library System (library catalog) 35 56%
- Spreadsheets such as Excel 28 44%
- Archival management system such as Archivists’ Toolkit 25 40%
- Database developed and maintained by your library 24 38%
- Museum collections management system such as PastPerfect 11 18%
- Other tool 22 35%

23. Please list the specific software for each tool used to arrange and describe your artifacts. N=48

Integrated Library System N=31

- Ex Libris
- Ex Libris Aleph (4 responses)
- Ex Libris Voyager (11 responses)
- Innovative Interface Inc. (3 responses)
- Millennium (5 responses)
- Sirsi/Dynix (5 responses)
- Sirsi/Dynix Horizon
- Sirsi/Dynix Symphony

Museum collections management system N=10

- Currently ‘iO’ (Selago Designs), in the process of migrating to TMS (Gallery Systems).
- Moving into PastPerfect
- PastPerfect (7 responses)
- TMS, Gallery Systems
**Archival management system N=23**

- Archivists’ Toolkit (11 responses)
- Archon (4 responses)
- DB/TextWorks
- FileMakerPro (designed for local needs)
- In-house using MS-Access and oXygen.
- Local customized version of Xmetal
- Luna Insight
- MINISIS
- Various, under review

**Other Tool N=22**

<table>
<thead>
<tr>
<th>A portion of the artifact collection resides in a digital image database.</th>
<th>Digitool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access database and Word inventory</td>
<td>Access and Word</td>
</tr>
<tr>
<td>AskSam</td>
<td>AskSam</td>
</tr>
<tr>
<td>Basic paper checklisting for all those not kept with their original collections.</td>
<td>Word processing software for museum objects checklists</td>
</tr>
<tr>
<td>Card files and paper lists</td>
<td>oXygen Editor (for EAD), OMEKA</td>
</tr>
<tr>
<td>CONTENTdm</td>
<td>Microsoft Access, MySQL, CONTENTdm</td>
</tr>
<tr>
<td>CONTENTdm</td>
<td>CONTENTdm</td>
</tr>
<tr>
<td>CONTENTdm</td>
<td>CONTENTdm</td>
</tr>
<tr>
<td>CONTENTdm, METS database</td>
<td>CONTENTdm, METS database</td>
</tr>
<tr>
<td>Digital library</td>
<td>CONTENTdm</td>
</tr>
<tr>
<td>DSpace, A digital asset management system called Canto Cumulus</td>
<td>Canto Cumulus</td>
</tr>
<tr>
<td>In-house Access database to inventory and track orphaned pieces</td>
<td>Access database, Excel</td>
</tr>
<tr>
<td>Locally developed standards, this practice is under review.</td>
<td></td>
</tr>
<tr>
<td>LUNA insight records for digitized historic photographs</td>
<td>LUNA insight records for digitized historic photographs</td>
</tr>
<tr>
<td>MARC records in stand-alone databases</td>
<td>Minaret software</td>
</tr>
<tr>
<td>Media Manager, home grown by College of Arts and Sciences</td>
<td>Media Manager</td>
</tr>
<tr>
<td>Microsoft Word documents.</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>MS Access, SCREAD (in house description and EAD tool)</td>
<td>MS Access, SCREAD, legacy finding aids</td>
</tr>
<tr>
<td>NARA's public catalog ARC (Archival Research Catalog)</td>
<td>ARC was designed and built internally for the National Archives.</td>
</tr>
<tr>
<td>oXygen XML Editor</td>
<td>oXygen XML Editor</td>
</tr>
<tr>
<td>Xmetal, FACT</td>
<td>Xmetal, FACT</td>
</tr>
</tbody>
</table>
24. For each tool used to arrange and describe your artifacts, please indicate whether you create collection-level or item-level records. Check all that apply. N=63

<table>
<thead>
<tr>
<th>Tool</th>
<th>Collection-level</th>
<th>Item-level</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding aid including EAD</td>
<td>43</td>
<td>29</td>
<td>49</td>
</tr>
<tr>
<td>MARC records in an Integrated Library System</td>
<td>38</td>
<td>11</td>
<td>38</td>
</tr>
<tr>
<td>Spreadsheets such as Excel</td>
<td>13</td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td>Database developed and maintained by your library</td>
<td>11</td>
<td>23</td>
<td>25</td>
</tr>
<tr>
<td>Archival management system such as Archivists’ Toolkit</td>
<td>20</td>
<td>13</td>
<td>22</td>
</tr>
<tr>
<td>Museum collections management system such as PastPerfect</td>
<td>6</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Other tool</td>
<td>11</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>Number of Responses</td>
<td>54</td>
<td>56</td>
<td>60</td>
</tr>
</tbody>
</table>

25. Please enter any additional comments about your collections management tools for artifacts. N=17

PDF files of materials used for instruction.

Description level depends on the accession.

Exploring Archivists’ Toolkit.

I have only listed tools used for what we would define here as an artifact, which would not include photographs, architectural drawings, and other archival elements.

Level of description depends on relation to archival collections.

Non-EAD finding aids at collection or item level.

Our artifacts are described by provenance, and as such are part of a finding aid of the collection. We also try to acquire paper records that provide a context for the artifacts so that’s how it all comes together in a finding aid.

Photographs may be described at the collection level or at the item level; other artifacts are described at the item level.

Practices are currently being centralized with an expectation that more standardized, interoperable metadata will be adopted depending on the type of material.

Some finding aids are simple Word documents.

The primary item-level descriptions are maintained in the museum collections management database, and some additional excel formats used for specific projects and materials pending a signed deed of gift. NARA’s public catalog ARC, includes series (collection) level descriptions for the Presidential Library museum collections, and a handful of item-level descriptions.

There is an item level checklist for most museum object, but only on paper.

We are in the process of phasing out the database.

We are just beginning to use the Archivists’ Toolkit for centralizing archival description. Will likely use for item level description.
We are still at an early stage—identifying, creating preliminary inventories, archivally re-housing and developing numbering and labeling systems as we go. We have not “chosen” a preferred tool, but hope we will be able to use museums collections management software for the next step as we have tried other methods and they fall short.

We use CONTENTdm to provide item-level access to some of our collections.

We use the same tools for art as we use for artifacts.

26. If you use more than one tool, how do you determine which one to use for an item or collection? Check all that apply. N=53

- Nature of the collection (e.g., objects that are part of a manuscript collection may be treated differently than objects in an art collection) 39 74%
- Staffing/resources available for description 34 64%
- Material type (e.g., archaeological objects may be treated differently than merchandise) 33 62%
- Size of collection 26 49%
- Anticipated use 23 43%
- Method of acquisition (e.g., purchase, donation, transfer) 4 8%
- Other method 5 9%

Please specify the other method.

All collections receive collection-level MARC records. All finding aids are generated directly from database; some artifacts receive only folder-level description, others item-level.

Historical approaches vary by unit.

Inherent value or uniqueness. Also, condition and preservation costs.

Transitioning to Archivist’s Toolkit. Some tools are no longer used, but still maintained. All collections get EAD and MARC records.

Value (monetary).

27. Please enter any additional comments about choice of tools. N=7

Art and artifact materials are treated in a similar way. We rely on MARC records for description in order to integrate information about visual material collections with the Library’s other holdings, although a Prints & Photographs Online Catalog also combines MARC records in standalone databases with MARC records from the Library’s ILS. For a
particular collection or acquisition, we plan for processing and cataloging by assessing the “Use, Value, and Viability.” We have at least a summary description for each collection, increasingly supplemented by a container list that outlines broad contents or provides an index. Material that is inherently fragile or difficult to handle safely is likely to receive item-level listing or at least item-level tracking through a unique identification number, e.g., original drawings and photographic negatives.

Like our art works, some artifacts have large amounts of detailed information that comes with them (especially narratives) for which there is no room to efficiently input or display. Also need a system that allows managing and easy linking to related audiovisual materials like photos, and bibliographic records.

My answer here is the same as for art objects—the variety and types of tools that have been available to us has evolved over time. Choices on which system to use involve the best choice at the time.

Our library hopes to adopt Archivists’ Toolkit in the near future to improve our efforts at creating detailed finding aids.

Same as for art objects. We don’t differentiate between art and artifacts in treatment.

The museum collections management system (iO/TMS) is the primary tool used to describe and manage artifact collections. In some libraries, artifacts such as books, photographs, or AV materials that were originally acquired by the museum are often transferred to the libraries’ archives or AV collection based on their anticipated use. By the same token, oversized or framed archival materials are often transferred from the archives to the museum collection to support optimal care and access.

We haven’t been systematic in the past, but we are working a standard protocol for artifacts.

28. How do you display information about the artifacts to the public? Check all that apply. N=63

<table>
<thead>
<tr>
<th>Option</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library catalog</td>
<td>38</td>
<td>60%</td>
</tr>
<tr>
<td>Static website or other documents available on the web (e.g., finding aid, inventory list, etc.)</td>
<td>33</td>
<td>52%</td>
</tr>
<tr>
<td>Web-accessible front end to archival management system</td>
<td>18</td>
<td>29%</td>
</tr>
<tr>
<td>Web-accessible front end to internal database</td>
<td>11</td>
<td>18%</td>
</tr>
<tr>
<td>Onsite access to internal database</td>
<td>6</td>
<td>10%</td>
</tr>
<tr>
<td>Web-accessible front end to museum collection management system</td>
<td>3</td>
<td>5%</td>
</tr>
<tr>
<td>No information is displayed to the public</td>
<td>13</td>
<td>21%</td>
</tr>
<tr>
<td>Other method</td>
<td>17</td>
<td>27%</td>
</tr>
</tbody>
</table>

Please specify the other method.

Catalog records only for those that remained in archival collection. Otherwise only onsite access to paper records.

CONTENTdm
CONTENTdm

Currently, public access to is through NARA’s ARC system; a web-accessible front end will be included in the new TMS system.

Discovery Tool (Summon), under development.

Exhibitions in Reading Rooms.

Finding aids are published to the Online Archive of California.

Images and data for portion of one large collection available in digital image database.

MS Word documents with box/folder/item detail on hard drive.

On-line galleries of reference photographs of items in the collection.

Paper printout of in-house finding aid.

Searchable finding aids database.

Temporary exhibitions within the library occasionally include artifacts.

VuFind search and discovery layer.

We are awaiting integration of our EAD finding aids into Primo, but for technical reasons having to do with this software, this has not yet succeeded.

Web-accessible front end to Media Manager.

WordPress installation; Fedora repository (at least theoretically).

**NUMBERING SYSTEM FOR ARTIFACTS**

29. Does each artifact have a unique number? N=63

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Always</td>
<td>13</td>
<td>21%</td>
</tr>
<tr>
<td>Sometimes</td>
<td>42</td>
<td>67%</td>
</tr>
<tr>
<td>Never</td>
<td>8</td>
<td>13%</td>
</tr>
</tbody>
</table>

30. What numbering system do you use for artifacts? Check all that apply. N=58

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival identifier (i.e., series, box, folder, etc.)</td>
<td>38</td>
<td>66%</td>
</tr>
<tr>
<td>Accession number (i.e., 2009.1.4)</td>
<td>37</td>
<td>64%</td>
</tr>
</tbody>
</table>
Local numbering system  35  60%
Library of Congress Classification   6  10%
Dewey Decimal Classification    1   2%
Other numbering system    4   7%

Please specify the other numbering system.

As assigned for digital display.
Group Record Number.
NARA’s public catalog ARC (Archival Research Catalog).
Special collections call number.

**DESCRIPTIVE STANDARDS FOR ARTIFACT RECORDS**

31. Please indicate which content standards you use to describe your artifacts. Check all that apply.
N=58

<table>
<thead>
<tr>
<th>Content Standard</th>
<th>N</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describing Archives: A Content Standards (DACS)</td>
<td>35</td>
<td>60%</td>
</tr>
<tr>
<td>AACR2</td>
<td>29</td>
<td>50%</td>
</tr>
<tr>
<td>Getty Art &amp; Architecture Thesaurus</td>
<td>20</td>
<td>35%</td>
</tr>
<tr>
<td>Library of Congress Thesaurus for Graphic Materials</td>
<td>17</td>
<td>29%</td>
</tr>
<tr>
<td>Getty Union List of Artist Names</td>
<td>5</td>
<td>9%</td>
</tr>
<tr>
<td>Cataloging Cultural Objects</td>
<td>4</td>
<td>7%</td>
</tr>
<tr>
<td>ICONCLASS</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Other content standard</td>
<td>14</td>
<td>24%</td>
</tr>
</tbody>
</table>

Please specify the other content standard.

Chenhall classification system, CHIN data dictionary, CIDOC, UK Spectrum
Graphic Materials: Rules for Describing Original Items and Historic Collections (Supplement to AACR2)
In-house descriptions
Internal checklist if not part of a larger archival collection
LCSH

Local content standard for Dublin Core, based on the CDP Standards
Local standards based on LOC subject headings; some Dublin Core.
Locally developed standards. This practice is under review.
No content standards are used.
None (2 responses)
Rules for Archival Description (2 responses)
We do not currently have a standard.

32. Please indicate which metadata standards you use to describe your artifacts. Check all that apply.
N=55

- Encoded Archival Description (EAD) 45 82%
- MARC 34 62%
- Dublin Core 29 53%
- VRA Core 2 4%
- Categories for the Description of Works of Art 2 4%
- Other metadata standard 9 16%

Please specify the other metadata standard.
Above (EAD & MARC) only used for artifacts within an archival collection.
Dublin core, CIDOC core fields, CDWA, LIDO, etc. are built into the TMS system.
In-house descriptions
Locally developed standards. This practice is under review.
MODS/METS
Nomenclature
None (2 responses)
Rules for Archival Description
## STAFFING

33. Please indicate how many individuals work in this library/unit/collection (enter a whole number, e.g., 4) and the total FTE of these individuals (enter a whole number or a two-digit decimal, e.g., 3.25). N=63

<table>
<thead>
<tr>
<th></th>
<th>N</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Median</th>
<th>Std Dev</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals</td>
<td>60</td>
<td>1.00</td>
<td>95</td>
<td>12.60</td>
<td>7</td>
<td>15.96</td>
</tr>
<tr>
<td>FTE</td>
<td>57</td>
<td>0.40</td>
<td>87</td>
<td>10.41</td>
<td>6</td>
<td>13.83</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total individuals</th>
<th>Total FTE</th>
<th>Comments/Other category of staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>.40</td>
<td>Administrative Assistant helps with research.</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Graduate student assistant 10 hours per week; volunteers and student interns, hours vary, depending on the project.</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Administrative &amp; professional.</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1.25</td>
<td>1 f/t faculty, 1 p/t student, 1 volunteer.</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>1 support staff, 1 librarian archivist.</td>
</tr>
<tr>
<td>4</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>We also employ numerous student assistants who help w/ processing.</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Students, interns and volunteers.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>We currently have one full-time temporary contract position, one full-time student assistant position, and one post-doctoral fellow working in the unit in addition to the permanent staff noted above.</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4.475</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Student employees (3 FTE).</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>With assistance from Metadata colleagues who provide copy cataloging and rare book cataloging.</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>Six student assistants.</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>This includes museum curators and archives curators.</td>
</tr>
<tr>
<td>Total individuals</td>
<td>Total FTE</td>
<td>Comments/Other category of staff</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Student Assistants and temporary project archivists.</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>Student assistants.</td>
</tr>
<tr>
<td>7</td>
<td>4.50</td>
<td>Includes students and a one-year contract employee.</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
<td>Student GTAs.</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
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<td>7</td>
<td>6</td>
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<tr>
<td>7</td>
<td>7</td>
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<tr>
<td>7</td>
<td>7</td>
<td>Number only refers to archives/special collections staff. The Music Library has 4 staff involved with the special collection in the Music Library (not included in the number above) and no FTE was given.</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>Graduate assistants, undergraduate employees.</td>
</tr>
<tr>
<td>8</td>
<td>7.50</td>
<td>Includes 1 FTE temporary special project worker; not all people in this unit work with art.</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
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<tr>
<td>8</td>
<td>8</td>
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<tr>
<td>8</td>
<td>9</td>
<td>8 staff and 1 FTE student workers or practicum students.</td>
</tr>
<tr>
<td>9</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>7</td>
<td>Students, volunteers, interns.</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>9.50</td>
<td>2.5 FTE are student assistants, which changes seasonally.</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>Graduate students.</td>
</tr>
<tr>
<td>15</td>
<td>2</td>
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<tr>
<td>15</td>
<td>12</td>
<td>Work/Study student assistants.</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>Additionally, there are student staff (est. 10 FTE).</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>We also have student interns on a regular basis.</td>
</tr>
<tr>
<td>18</td>
<td>17</td>
<td>Not including students.</td>
</tr>
<tr>
<td>20</td>
<td>15</td>
<td>Student workers.</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>21.75</td>
<td>Also hire student assistants, interns, and volunteers.</td>
</tr>
<tr>
<td>27</td>
<td>24</td>
<td></td>
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<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>22</td>
<td>A combination of full time staff and student workers.</td>
</tr>
<tr>
<td>38</td>
<td>37</td>
<td></td>
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<tr>
<td>40</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>24</td>
<td>We employ full-time curators, part-time paraprofessionals, and students.</td>
</tr>
<tr>
<td>95</td>
<td>87</td>
<td>Also staffed by term-based/part-time workers, including graduate student assistants and interns.</td>
</tr>
</tbody>
</table>
There is at least 1 FTE Curator and 1 FTE Registrar at each library. Additional FTE Museum Technicians, Exhibit Specialist, Exhibit Technician, and PT student hires vary for individual libraries. Some of these positions (FTE or PT) are paid for by the library’s Trust Fund or Foundation. Across all of the library museums, there are usually around 75–80 FTE. In addition, there are 20 individuals and 18 FTE in Center for Legislative Activities, and 17 individuals in Presidential Materials and 15 FT in the same office.

Various individuals from different library units spend some time on this collection, but none is specifically assigned to this collection.

### CHALLENGES OF MANAGING ART OBJECTS AND ARTIFACTS

34. Please briefly describe up to three challenges of managing art objects and/or artifacts. N=63

<table>
<thead>
<tr>
<th>Challenge 1</th>
<th>Challenge 2</th>
<th>Challenge 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of space they require.</td>
<td>Unusual size and shape often requires unique non-standard shelving and/or boxes.</td>
<td>Description standards do not apply to many of the objects in our collection, making it difficult to adequately describe or represent them in catalogs and databases.</td>
</tr>
<tr>
<td>Appropriate storage and space.</td>
<td>Appropriate housing and preservation.</td>
<td>Continued development of staff expertise in this area.</td>
</tr>
<tr>
<td>Art objects/artifacts consume enormous amounts of space, especially if properly housed.</td>
<td>Preserving and curating art objects/artifacts often requires a knowledge of conservation techniques that are not in the standard repertoire of library preservation departments. Just knowing the science of inks and pigments represents a huge departure from standard paper-oriented techniques.</td>
<td>Although they can lend important accents to library exhibits, artifacts tend to be overlooked by librarians unless their curators push for discovery and inclusion.</td>
</tr>
<tr>
<td>As library collections, we do not have proper and sufficient storage and display facilities.</td>
<td>Our librarians are not curators in the art sense—and perhaps not the best people to arrange/describe/make useful our collections of art and artifacts.</td>
<td>No funding or staffing support for these collections.</td>
</tr>
<tr>
<td>Cost of supplies to house items.</td>
<td>Cost of staff time to house items.</td>
<td>Limited expertise in dealing with some kinds of art (e.g., pastels) or preservation issues unique to paintings (e.g., cracking paints on deteriorating canvas).</td>
</tr>
<tr>
<td>Describing and providing access in a cost-effective manner; lack of certainty about information the public needs in order to locate artifacts.</td>
<td>Collection management issues in a collection geared toward archives and manuscripts (appraisal standards, value of objects, etc.)</td>
<td>Knowing when (or if) to apply museum standards in a collection geared toward archives and manuscripts.</td>
</tr>
<tr>
<td>Challenge 1</td>
<td>Challenge 2</td>
<td>Challenge 3</td>
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<tr>
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<td>-------------</td>
</tr>
<tr>
<td>Description on how the object was used and its significance to the collection--its story.</td>
<td>Preservation.</td>
<td>Access--allow access to original artifact or digital surrogates.</td>
</tr>
<tr>
<td>Differing views of the purpose of the collections. Are they for discovery and use or are they for preservation and exhibit.</td>
<td>Determining and applying appropriate standards for description.</td>
<td>Developing a discovery strategy that promotes &quot;hidden&quot; collections to novice users and allows expert searchers in-depth manipulation of results.</td>
</tr>
<tr>
<td>For years we have not used an established content standard. If we were to do that now, we would have thousands of records to update.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding for staff to process collections.</td>
<td>Space.</td>
<td>Funding for digitization.</td>
</tr>
<tr>
<td>Having adequate specialized museum staff to manage artifact collections stewardship responsibilities and to sustain the Library's exhibit and program goals including appropriate formats.</td>
<td>Having sufficient and appropriate space for storing and processing/preparing artifact collections, with appropriate furnishings and equipment.</td>
<td>Competing for preservation resources in an institution where textual, audiovisual and (increasingly) electronic records are prioritized.</td>
</tr>
<tr>
<td>Historical objects often pose particular storage problems due to unusual proportions, shape, or material construction.</td>
<td>We typically receive art objects and artifacts as part of larger archives/manuscript collections. This poses a challenge in that we don't want to separate these items from the rest of the collection - we want to preserve context, which even a separation sheet fails to do on some level - but often these materials need a different environment than the rest of the collection.</td>
<td>It is difficult to give art objects, in particular, the attention they deserve since we are not a museum. However rarely they might be exhibited in a museum, they have even less chance of being displayed in our archives, since we do not have a gallery. Since they were considered by the donor or creator to be part of their archives, we hold on to them, but it is difficult for us to do justice to them. The best we could do it offer digital versions online.</td>
</tr>
<tr>
<td>Housing artifacts and art.</td>
<td>Long-term preservation concerns.</td>
<td></td>
</tr>
<tr>
<td>In process of building collection development policy for special collections materials; the university art collection, some of which is in our custody, has no plan.</td>
<td>Need adequate and adequately trained curatorial staff.</td>
<td>Need storage facilities and appropriate housing.</td>
</tr>
<tr>
<td>Lack of expertise on staff for processing.</td>
<td>Space and security.</td>
<td>Preservation.</td>
</tr>
<tr>
<td>Lack of experience relating to such objects.</td>
<td>Diversity of objects.</td>
<td>Lack of resources.</td>
</tr>
<tr>
<td>Lack of funding for staff and equipment.</td>
<td>Lack of staffing to preserve artifacts.</td>
<td></td>
</tr>
<tr>
<td>Lack of space.</td>
<td>Lack of staffing.</td>
<td></td>
</tr>
<tr>
<td>Lack of storage space.</td>
<td>Need for climate controls for photographs film and negatives.</td>
<td></td>
</tr>
<tr>
<td>Challenge 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Challenge 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Challenge 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need for recognition! Without adequate documentation, it is difficult to convey to the library, the campus and the world in general the importance of this collection for research, teaching and learning. Many patrons find us by accident, random searching on the net, by word of mouth, or through the publications of others. Also, the unrecognized but high monetary value of some of the items is an in-house issue for security, appropriate housing and storage, and proper inventoring/appraisal.</td>
<td>Need to post “it” on the web! The size and diversity of the collection makes it impossible for one person to manage to the level we have come to expect in this era, or to have the necessary expertise in all the areas required. Piecemeal patron demand for digital images and metadata creates a just-in- time, on-the-fly mentality that runs ahead of coordinated collection-wide decisions on standards for management, identification, numbering, proper description, and handling of images. There is a pervasive expectation that the whole(?) collection will be posted on the library website. Our current website has been dead for years. I have not faced revising it without some better foundation in place for presenting the collection. No other collections in the Library have these problems on this scale, so there not much willingness to initiate serious discussions.</td>
<td>Need for support! The expectation is that we should “go for a grant” to do all we need. This is an obvious solution, but would probably involve several large grants over a period of time. Before we can ask for such support and manage any kind of grant, (1) we need to count or specify how many items are involved, (2) the library needs to make decisions on collection management and standards and guidelines for digitizing collection in general, so we can describe what we propose to do, and (3) support for a big web re-design in available.</td>
</tr>
<tr>
<td>Our institution had some art/artifact pieces that were not fully documented when they arrived and current staff have created an artificial “art/artifact” collection to track and inventory these pieces. The information about these pieces is fragmentary. Currently, as pieces arrive they are accessioned as part of the collections they arrive with and their records are more robust. Rehousing is on the item level, and we wish we had better framed art, artifact, art storage.</td>
<td>Presenting art collection information to researchers.</td>
<td></td>
</tr>
<tr>
<td>Physical housing and care, including conservation, restoration. Some categories are low priority. Description and access are labor intensive.</td>
<td>Research value is not always apparent. Treatment such as digitization and creation of metadata can increase the usefulness and research value of the materials, but such treatment is costly and is not obviously justifiable to funding agencies.</td>
<td></td>
</tr>
<tr>
<td>Physical storage. Accessibility along with related material in more traditional/accessible formats.</td>
<td>Usefulness of finding aids and descriptive language.</td>
<td></td>
</tr>
<tr>
<td>Challenge 1</td>
<td>Challenge 2</td>
<td>Challenge 3</td>
</tr>
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<td>---------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Poor physical control (storage options not ideal).</td>
<td>Sporadic intellectual control (some parts well constrained, others not at all).</td>
<td>Storage space, particularly for physical objects with different storage and shelving requirements.</td>
</tr>
<tr>
<td>Preservation and conservation are particularly challenging, given the breadth of materials in the collection and limited lab facilities for specialized processes.</td>
<td>Developing adequate descriptive cataloging standards for the variety of materials in the collection.</td>
<td></td>
</tr>
<tr>
<td>Preservation and storage of unusual material.</td>
<td>Making sound acquisition decisions for media unfamiliar to our professionals.</td>
<td>Ensuring monetary appraisal is carried out appropriately.</td>
</tr>
<tr>
<td>Preservation of various formats, especially things like architectural drawings!</td>
<td>Size: we have <em>millions</em> of historic photographs.</td>
<td>Digitization pressures: item-level versus collection-level access and attendant staffing resources!</td>
</tr>
<tr>
<td>Proper housing.</td>
<td>Access.</td>
<td></td>
</tr>
<tr>
<td>Proper storage.</td>
<td>Curator does not have formal education/training in management of art objects/artifacts so therefore unprepared to describe materials as effectively as someone with, say, museum training.</td>
<td></td>
</tr>
<tr>
<td>Proper storage and preservation: art and artifacts do not generally fit standard library and archival shelving.</td>
<td>Use by researchers: reading room space not geared for these genres of material.</td>
<td></td>
</tr>
<tr>
<td>Proper storage conditions.</td>
<td>Proper housings.</td>
<td>Limiting any physical damage when used in exhibitions or by researchers.</td>
</tr>
<tr>
<td>Proper storage for preservation: Oversize items, such as posters and prints often require specialized storage. 3D objects, including historic military uniforms and clothing, also require storage and care that can present challenges in an archival setting.</td>
<td>Level of description: User access to art and artifacts can often benefit from item-level description, possibly with the addition of digital photographs or surrogates. We rarely have staff time available to produce description at this level and often rely on traditional archival collection or funds-level description, possibly with a folder or basic item list. Instances of detailed item level description are more rare.</td>
<td></td>
</tr>
<tr>
<td>Proper storage.</td>
<td>Access, and reproduction of, oversized and/or fragile items.</td>
<td>Identification of works and description of unidentified pieces.</td>
</tr>
<tr>
<td>Resources: i.e., more professional, support, and student staff.</td>
<td>More time to work on materials.</td>
<td>Appraisal: some items/collections do not belong and should not stay with the repository.</td>
</tr>
<tr>
<td>Challenge 1</td>
<td>Challenge 2</td>
<td>Challenge 3</td>
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</tr>
<tr>
<td>Resources to describe and digitize.</td>
<td>Physical housing and preservation.</td>
<td>Providing training &amp; tools for researchers, e.g., visual literacy tip sheets, media identification, collection background documents for context.</td>
</tr>
<tr>
<td>Size and materials - they don’t fit in readily with the rest of the archival collections.</td>
<td>Staffing to process or describe.</td>
<td>Many materials were left out of finding aids in the past, and are lurking in unprocessed storage.</td>
</tr>
<tr>
<td>Some artifacts are shelf hogs, especially since they are sometimes off shapes and don’t stack well.</td>
<td>The intersection of access and technology is a problem. We have ideas on how to improve it, but it is very cumbersome under the current system.</td>
<td></td>
</tr>
<tr>
<td>Space constraints.</td>
<td>Subjective nature of art material (description).</td>
<td></td>
</tr>
<tr>
<td>Specialized metadata standards, which don’t map well to standard archival and library descriptive tools, and that require specialized knowledge on the part of the archivist.</td>
<td>Physical challenges of serving oversize, three-dimensional, and odd size materials to researchers.</td>
<td>Housing materials of various sizes.</td>
</tr>
<tr>
<td>Standards: We lack a common set of data standards and protocols for cataloging non-bibliographic or manuscript content such as art/artifacts.</td>
<td>Cataloging: A standards-based networked data entry environment for cataloging these material types is not available. In addition, staff are not trained in standards for cataloging non-book/manuscript materials and/or do not have enough subject expertise to develop metadata.</td>
<td>Space/housing for storage, display and use. In several units, specialized storage, reading room, and display areas for art/artifacts are not provided for. Most collections are intershelved with book/archival manuscript materials. The architectural drawings and art properties collections do have specialized storage.</td>
</tr>
<tr>
<td>Storage.</td>
<td>Preservation.</td>
<td>Use.</td>
</tr>
<tr>
<td>Storage, both in terms of adequate space but also appropriate space that is temperature controlled and secure.</td>
<td>Keeping up the inventory and updating appraisals.</td>
<td>Funding for managing the collections.</td>
</tr>
<tr>
<td>Storage: creating appropriate storage containers and finding adequate space is always a challenge.</td>
<td>Maintenance: Repairing historic musical instruments is expensive and there aren’t many qualified luthiers in the area.</td>
<td></td>
</tr>
<tr>
<td>Storage and handling of objects.</td>
<td>Description of objects.</td>
<td></td>
</tr>
<tr>
<td>Storage issues given the fact that we are primarily a books and manuscripts collection.</td>
<td>Access.</td>
<td>Digital delivery.</td>
</tr>
<tr>
<td>Challenge 1</td>
<td>Challenge 2</td>
<td>Challenge 3</td>
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<tr>
<td>------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>Storage of strangely shaped objects.</td>
<td>Helping researchers understand that art objects and artifacts are included in archival collections.</td>
<td></td>
</tr>
<tr>
<td>Storage space.</td>
<td>Lack of staff trained specifically in describing and conserving art.</td>
<td>Appropriate public interface.</td>
</tr>
<tr>
<td>Storage, conservation, and display issues in a facility build for book &amp; manuscript collection storage and use.</td>
<td>Ownership issues, a higher proportion of are art collection appears to be undocumented, making it difficult to assume clear ownership.</td>
<td>Outreach and marketing: if we see value in keeping / collecting art and artifacts, what do we <em>do</em> with this materials to justify that effort.</td>
</tr>
<tr>
<td>The finding number system that we use for our art objects is based on the location of the object, so it is difficult and resource-intensive to physically reorganize our storage or move objects.</td>
<td>Artifact storage is a challenge because of varying sizes and shapes of the objects.</td>
<td>The description of artifacts in finding aids is a challenge because they cannot always be found easily.</td>
</tr>
<tr>
<td>The UF Latin American Collection is mainly a circulating academic library specializing in books and serials on Latin America. We do not have experience with this kind of museum collection and are trying to learn the best techniques for management.</td>
<td>Space is an issue, especially as off-campus storage is increasingly important and this makes access difficult for processing. Also, because of space (and staffing) issues at UF, the collection was more accessible to its donors/supporters when housed at the now-defunct Panama Canal Museum (PCM) in Seminole.</td>
<td>The work done by PCM volunteers to accession objects is very admirable. We are now looking at their inventory from the perspective of wanting to make it useful as an archival finding aid for researchers, and trying to negotiate that change. For example, a variety of terms have been used to describe objects, and some parts of the collection have been described more thoroughly than others.</td>
</tr>
<tr>
<td>Time: not enough of it.</td>
<td>Lack of training to work with art and artifacts.</td>
<td>Lack of appropriate storage.</td>
</tr>
<tr>
<td>To convey their unique qualities to users.</td>
<td>Intellectual property issues, including rights to reproduce for publication or for online finding aids.</td>
<td>Insufficient resources for preservation, arrangement, and description of analog materials; or for presentation through exhibition or publication.</td>
</tr>
<tr>
<td>Volume is an issue, for examples 2 million photographs and thousands of items of ephemera.</td>
<td>We have no conservation staff to treat art objects and artifacts, so some condition issues are never addressed adequately.</td>
<td>We’re chronically understaffed so usually working with these types of collections is added on to someone’s already too full plate.</td>
</tr>
<tr>
<td>We are really not trained or well set up to manage arts objects (things are slightly better for artifacts). For instance we feel like much of our storage of these items tends more to the “make do” than what is preferred.</td>
<td>We do not have a preservation budget or personnel to adequately preserve and maintain artwork and artifacts.</td>
<td>We often question the historical and research value of some of these materials (particularly artifacts), but donors and researches often assume they have intrinsic value as objects.</td>
</tr>
<tr>
<td>We do not have adequate storage facilities for many types of artwork and artifacts.</td>
<td>We do not have a preservation budget or personnel to adequately preserve and maintain artwork and artifacts.</td>
<td>We often question the historical and research value of some of these materials (particularly artifacts), but donors and researches often assume they have intrinsic value as objects.</td>
</tr>
</tbody>
</table>
### Challenge 1

We self-limit in acquisitions by size of art object due to archival lack of space. Some collections are acquired and stored offsite at Walnut Warehouse.

### Challenge 2

Staffing to create finding aids and conduct archival processing on the hundreds of unprocessed manuscript collections in both Archives and Special Collections. The new reorganization should help—it’s just slow going right now.

### Challenge 3

Funding. At times we have to pass on material because our pockets aren’t that deep.

<table>
<thead>
<tr>
<th>Western Archives: Size and shape often require special containers/storage arrangements. Music Special Collections: Staffing to create proper finding aids, includes skills set and time to create them.</th>
<th>Western Archives: Have to be maintained physically separate from rest of fonds/collection. Music Special Collections: Proper display and housing for collection.</th>
<th>Music Special Collections: Patron accessibility would likely be solved if challenges 1 &amp; 2 were addressed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>While art and artifacts are housed separately, whenever appropriate they are described in the context of the collection to which they belong. While not a challenge per se, this aspect wasn’t addressed in the arrangement and description question.</td>
<td>We focus very little time on artifacts, somewhat more on art, as it is a significant component of our children’s literature collections. It’s hard enough to keep up with description for our primary collections (archives and rare books)—there is little time left for artifacts particularly.</td>
<td></td>
</tr>
<tr>
<td>Working with several different systems (Archivists’ Toolkit, MS Access, SCREAD, legacy finding aids) makes it difficult to manage. We are getting closer to having all of our collections documented in AT.</td>
<td>For the most part we do not have item level description/control of our art and artifact collections. Materials are treated archivally. Some collections contain several thousand boxes, such as the papers of architect Richard Neutra and A. Quincy Jones or the LA Times Photograph Archive.</td>
<td>Space and storage of larger items.</td>
</tr>
</tbody>
</table>

### SUCCESSFUL STRATEGIES FOR MANAGING ART OBJECTS AND ARTIFACTS

35. Please briefly describe up to three of your most successful strategies for managing art objects and/or artifacts. N=55

<table>
<thead>
<tr>
<th>Strategy 1</th>
<th>Strategy 2</th>
<th>Strategy 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanying descriptive text with a scanned image, when possible.</td>
<td>Using a database such as PastPerfect that is designed specifically for a wide array of objects. (Although it still doesn’t adequately address all of our needs as a theatre special collection.)</td>
<td></td>
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<td><strong>Strategy 1</strong></td>
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<tr>
<td>An on-going project for physical re-organization and re-housing with appropriate materials and storage containers is indirectly demonstrating the number and diversity of art works and artifacts in the collection just through the quantity and expense of such supplies, and the space occupied.</td>
<td>Presentations to classes (e.g., library and information studies, museum studies, art dept, French and Spanish classes) attract interns and volunteers.</td>
<td>A string of visiting doctoral students, and requests from prestigious institutions that borrow our items for exhibit or to include images of our holdings in their publications help draw attention to the collection when the resulting dissertations and catalogues are given to the collection. This creates a positive attitude when it comes to requests for student help and supply purchases...</td>
</tr>
<tr>
<td>Arranging and describing them as part of archives and manuscript collections</td>
<td></td>
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<tr>
<td>As much as possible itemize and house as one would other archival materials</td>
<td>Designate a particular space for oversized materials.</td>
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<tr>
<td>At one point, many of our university-related historic objects were simply not described, either in a finding aid or in the OPAC. Since their research value is minimal, we did not want to expend the resources to catalog them individually. We created an artificial collection of university-related realia, which is described in a MARC record in our OPAC. This allows us to offer intellectual access as well as maintaining some physical control over these items without cataloging each one individually.</td>
<td></td>
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</tr>
<tr>
<td>Collection level records</td>
<td>Standardized naming conventions</td>
<td>Accessioning as processing</td>
</tr>
<tr>
<td>Collection-level access with thumbnails for coherent collections using EAD</td>
<td>Item-level access based on MODS records, derived from the EAD records (typically enhanced)</td>
<td></td>
</tr>
<tr>
<td>Conversion of legacy finding aids and bringing all electronic finding aids into AT (still a work in progress, but we have come a long way).</td>
<td>Our collections of cuneiform tables are the best example of how we have been able to process this type of material. Item level description and translations of texts were used. Digitized version are on the Cuneiform Digital Library Initiative (CDLI).</td>
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<td>Strategy 1</td>
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<tr>
<td>Creation of a position for Curator of Cultural Properties that works with the Office of Gift Planning to review and guide in the gift acceptance process for museums and non-museum collections through policies, procedures, to responsible review of gifts in kind art works to the university (not all art is worth the gift).</td>
<td>For the museums, using the same collection management guidelines, procedures, and forms</td>
<td>For art objects - merging all the standalone databases into one.</td>
</tr>
<tr>
<td>Creation of digital facsimiles for access in order to protect originals.</td>
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</tr>
<tr>
<td>Descriptive work: combination of item and collection level</td>
<td>Consultation with preservation and conservation experts</td>
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</tr>
<tr>
<td>Digital initiatives and online exposure of collections.</td>
<td>Negotiating (albeit infrequently) endowments or gifts of cash to support particular collections.</td>
<td>Exposure of collections through exhibitions and publication motivates moving collections higher in processing priority list.</td>
</tr>
<tr>
<td>Digitization</td>
<td>Climate control</td>
<td></td>
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<tr>
<td>Digitization of photographs, with the creation of robust metadata, has made them more discoverable and useful, and has reduced the need for staff intervention for most use.</td>
<td>University art gallery assumed responsibility for some art objects.</td>
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</tr>
<tr>
<td>Donor-funded temporary expertise for processing.</td>
<td>ArtSTOR</td>
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</tr>
<tr>
<td>Focusing acquisitions and limiting the number of artifacts accepted to the extent possible.</td>
<td>Still experimenting, but folding artifacts into the regular workflow to the extent possible.</td>
<td></td>
</tr>
<tr>
<td>For our “orphans,” creating a simple, easy to use in-house database.</td>
<td>Incorporating pictures of the art/artifacts in the finding aids and inventory systems.</td>
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</tr>
<tr>
<td>Good collecting focus so that we only acquire art and artifacts essential to our mission.</td>
<td>Partnership with campus museums for loan/display of some materials.</td>
<td>Deaccession policy</td>
</tr>
<tr>
<td>In addition to an item number, we have a photograph of each item on the outside of the wrapping material or storage carton speeds up identification.</td>
<td>We have created an oversized storage area for storing framed, wrapped works of art.</td>
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<tr>
<td>Including them in the finding aids for the collections to which they belong at least gets some mention of their existence out to the public. We do not have the resources to devote to art and artifacts exclusively.</td>
<td>Incorporating Archivists’ Toolkit. It has streamlined our management of collections and access.</td>
<td>Background research on provenance, donor info, and condition assessment of portraits done by an intern.</td>
</tr>
<tr>
<td>Incorporating them into the description of the archival or manuscript collection of which they are a part.</td>
<td>Providing thumbnails of art objects to facilitate easy identification and management.</td>
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</tr>
<tr>
<td>Individually numbering and classifying objects.</td>
<td>Making finding aid available to public.</td>
<td>Description of objects.</td>
</tr>
<tr>
<td>Integrate the collection management and access with existing library systems—more likely to receive support when not the sole user a database or procedure.</td>
<td>Providing basic housing and description when the material first arrives, and making those records available to the public to avoid perception of hidden collections.</td>
<td>Publicize the collections in ways that demonstrate their research value to varied user communities.</td>
</tr>
<tr>
<td>Investment in professional museum staff.</td>
<td>Investment in a suitable museum collections management database with adequate and manageable metadata that includes new descriptive practices.</td>
<td>Highlighting and optimizing the ability of artifact holdings to attract audiences through exhibits and loans.</td>
</tr>
<tr>
<td>Item level description of untitled works of art for ease of retrieval.</td>
<td>Digitizing two dimensional items and putting box/folder listings in the metadata, and affixing thumbnail images of contents on the outside of flat file drawers.</td>
<td>Creating a visual shelf-level map of the stacks in Excel. This helps us determine locations as well as extent of collections.</td>
</tr>
<tr>
<td>Maintaining control of objects through numerical system.</td>
<td>Storing framed items through handling system throughout archival space.</td>
<td>Determining some general guidelines for access and description.</td>
</tr>
<tr>
<td>Maintaining in-house checklists for individual artifact holdings removed from archival collections.</td>
<td>Maintaining collection level finding aids for selective photograph collections.</td>
<td>Finding more appropriate homes for museum objects that don’t belong in the repository.</td>
</tr>
<tr>
<td>Making use of the PastPerfect inventory (migrated into MS Access) has been very important.</td>
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<tr>
<td>Materials are separated from the main manuscript collection and placed in a high security area.</td>
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<td>Some of the art and artifacts are on permanent loan to other institutions that can display them.</td>
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<tr>
<td>Moving item-level description of historic campus photos &quot;downstream&quot; to maximize productivity. We move much more through with staff and students than we used to, and rely less on archivists/curators.</td>
<td>N/A at this point</td>
<td>Art and artifact collections have great potential as a presence on the web as well, improving visibility, creating access and reducing wear and tear on the physical object.</td>
</tr>
<tr>
<td>N/A at this point</td>
<td>A robust exhibition program in Special Collections has increased visibility of collections, extended viewers' understanding of what library collections can be, and supports donor relations.</td>
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<tr>
<td>Objects are photographed as part of the accession, improving access to materials prior to full-processing.</td>
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<tr>
<td>Online reference photographs of the art and artifacts in the collections, coupled with item level descriptions, provides easy patron access to the collections and reduces the paging of items from storage, thus helping with preservation issues.</td>
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<tr>
<td>Out of necessity, we treat many art/artifact collections very similarly to archival collections.</td>
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<tr>
<td>Posting .pdf files on the department web page so that students and patrons can find things via search engines.</td>
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<tr>
<td>Provide digital surrogates imbedded into an EAD finding aid.</td>
<td>Access to information via CONTENTdm as well as Archon.</td>
<td>Work with university museum on appropriate home for artifact.</td>
</tr>
<tr>
<td>Select specific collections to catalog at the item level, create EAD finding aids housed on a consortium server.</td>
<td>Create metadata templates to manage digital access for specialized collections.</td>
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<tr>
<td>Separating artifacts from paper-based collections.</td>
<td>Artifacts have a separate RG numbering system.</td>
<td>Storing artifacts in separate area from books and paper-based collections.</td>
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<tr>
<td>Single site access through online catalog.</td>
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<tr>
<td>Stepped processing that publicizes records quickly, followed by more detailed finding aids and other records supplied later.</td>
<td>Close relationships w/ other librarians/curators and university faculty to promote use of our materials.</td>
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<tr>
<td>Treat in a manner similar to manuscript collections—don’t worry about item level accession or description.</td>
<td>Store creatively.</td>
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<td>Strategy 1</td>
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<tr>
<td>Treat in the same manner as any archival collection, but with special housing needs.</td>
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<tr>
<td>Treating art and artifacts as integral parts of larger collections they come in.</td>
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<tr>
<td>Try to only acquire such objects in the context of an archival collection, not as one offs that end up &quot;orphaned.&quot;</td>
<td>Consult with appropriate professionals to ensure we are practicing good storage and preservation techniques.</td>
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</tr>
<tr>
<td>Used a practicum student to document our artifacts/art objects. Student photographed the items, uploaded them to the Media Manager system, and created metadata for the objects.</td>
<td>Only now is the Polar Archives using EAD encoding for finding aids. My intention is to link to these records in the Media Manager from the EAD finding aids, once the finding aids have been encoded.</td>
<td></td>
</tr>
<tr>
<td>Utilizing volunteers, students, and staff, we have nearly 100% of our artifacts cataloged in PastPerfect.</td>
<td>All of our artifacts are rehoused in acid-free storage containers.</td>
<td>Our artwork is also completely rehoused.</td>
</tr>
<tr>
<td>We are very fortunate to have a fully equipped conservation lab at the library. The staff are supportive and understanding of our needs and go the extra mile for us when we need it.</td>
<td>We manage our collections as a whole, not at the item level, so it helps that they blend with the archives collections from a management/arrangement/description perspective.</td>
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<tr>
<td>We do the best we can trying to tie them into our collecting policy.</td>
<td>Keeping them with the collection provides context for the material.</td>
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<tr>
<td>We have written a set of guidelines for cooperation between three of our special collections departments pertaining to collecting, storage, and record-keeping.</td>
<td>We are currently working on a CONTENTdm database that will allow researchers to learn about many of the artifacts we hold.</td>
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</tr>
<tr>
<td>We unhesitatingly invest in proper housings and re housings. The expense is considerable, but the rewards are great: above all, easy and safe storage, retrieval, and transport.</td>
<td>We deliberately and planfully integrate non-book objects into our exhibits. This not only better &quot;animates&quot; these exhibits, but also draws attention to the fact that although we are largely a library, we also have a museum component.</td>
<td>We collaborate actively with the campus art museum, and their curators are in our reading rooms all the time, seeking out material for their exhibits and researchers.</td>
</tr>
<tr>
<td>We use PastPerfect collections management software to manage our art objects and their metadata, which has been a successful strategy for us. It also allows us to track donors and accession information about each donation.</td>
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<tr>
<td>Western Archives: Describe as integral part of the fonds/collection.</td>
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</tbody>
</table>
### Strategy 1
Work with conservation unit to properly box and store diverse materials on shelving designed for books and document boxes.

### Strategy 2
Experimenting with web applications (custom databases, inventory tools, and web sites, or OMEKA) to provide access pathways for selected materials and collections.

### Strategy 3
Partnering with other institutions/organizations to provide access to selected materials and collections, such as papyri, clay tablets, medieval manuscripts, and architectural archives.

#### 36. Please indicate how satisfied you are overall with your strategy for managing art objects and/or artifacts using a scale of 1 to 5, where 1 is very dissatisfied and 5 is very satisfied. N=56

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Very Dissatisfied</th>
<th>Neutral</th>
<th>Very Satisfied</th>
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<tbody>
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<td>1</td>
<td>1</td>
<td>22</td>
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<tr>
<td>5</td>
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<td>7</td>
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</tbody>
</table>

#### ADDITIONAL COMMENTS

37. Please enter any additional information that may assist the authors’ understanding of your library’s experience with managing art objects and artifacts. N=28

Arts Library Special Collections is a newer department in the Yale library structure. It is approximately 15 years old and developed all of its current policies and procedures in that time.

Because they are not integral to our mission (except occasionally in the University Archives) we have not made their care a priority in any way.

Books and things used to share the same spaces in both libraries and museums, but were segregated into their separate spaces by the late 18th century, which is the way they have been treated since. (Michel Foucault made this a focus of his book, *Les Mots et les choses*, in 1966.) We are gradually moving back toward a more liberal view of museal objects being appropriate for us as a research library to collect, in part because of the growing prominence of special collections in all libraries the result not only of the growing value of unique holdings in light of their potential for digital projects, but also of the steady advance of computing speed and storage, which makes image (both still and moving), sound, and other media databases an increasingly realizable (and affordable) medium for preservation and access.

Collection of arts/artifacts is not our primary collecting objective. Often items come in as additions to manuscript collections. We have worked to add these items to our collection in a balanced effort to respect donated items.

I have only recently joined the library, and will be working with others to develop a more systematic way of handling these collections.
I love working in this collection. It is more frustrating than dissatisfying. Our patrons would find so much more of relevance to their research if the collection were adequately inventoried, fully managed and digitized. For my part, I am working on identifying and describing broad groups of materials—whether archival series of photographs, or categories of art works and artifacts—and then working down to folder or item levels as much possible, using Excel spreadsheets in the hope of being able to upload them into a comprehensive collection management system. I am an "organization and content" person but need technical support. Our art and artifacts collection is of equal value to and complements the books and archival collections but it is not given equal treatment with regard to software. I have a clear idea of where we need to go, and how the collection could look on the web, but very little chance of getting there or initiating discussion within the library on how to integrate the three types of system! I have been searching for other academic libraries that use or have tried to use a museums collections management system parallel to bibliographic and archives software and would like to join a discussion group if there is one available.

I think we are doing this in the most rudimentary way.

I’m afraid I don’t really have any further comments — we are, basically, a standard music and performing arts library with printed and audio/visual materials.

In most cases, art objects have come to us as part of an archival collection. They are not items we have sought to collect. They are valuable in that context. Some pieces have value extrinsic to the collection of which they are part. Artifact mostly come to us as part of an archival collection but in the case of photographs, the digitization and description of them raise the profile and attract donations of related collections of photographs. That is the rare example of acquiring a collection of artifacts that is not part of a mixed archival collection.

Lack of adequate space to process and store large items is a huge challenge.

Most artifacts are within large collections and remain unidentified and uncataloged in any form.

Most of our artifacts are related to the university's history. We are not systematically building a collection of artifacts (with the exception of architectural records and drawings). The library does own a few art objects, but these are primarily decorative. We do not systematically collect art objects.

Our current strategy involves drawing on the willingness and knowledge of volunteers who were connected with the museum before it closed. Successfully taking advantage of these qualities will involve a high degree of diplomacy, planning and coordination. Bringing in someone who can coordinate volunteers, library staff, etc. will be crucial to making this work.

Our expertise is music rather than art; so many prints and other artworks are not adequately described.

Ours has been a slap-dash approach and trying to keep our head above water. Managing art objects is/has been secondary after traditional book/serial processing.

Privilege (and expectation) of multiple aspects for each staff member’s work means that everyone multi-tasks and no one has collection management as his/her primary responsibility. We do not have dedicated catalogers or preservation people.

The Center has an extensive travelling exhibitions and loans program. In the currently fiscal year we have already shipped 297 photographs to eight museums in the US and Europe. The staff includes 2 FT curators, 3 FT professional registrars plus an exhibits designer/senior preparator and two registration assistants. 5,000 SF exhibition gallery where the curators present three exhibitions annually drawn from the Center’s collections.

The history collections at the health sciences library is basically a paper-based collection, so dealing with art and artifacts prove to be a challenge. We do not have good storage for these items, although the area does have fairly
constant temperature and humidity. Some of the art is on display throughout the library proper, thus are exposed to light, etc., but many were donated or purchased for that purpose. Artifacts need better storage and more detailed descriptions. My position, which was previously .25 FTE, was empty for six years. When I began, I was .20 FTE for ten years, only becoming .4 FTE in the past three years. This position needs to be full-time.

The university archivist’s satisfaction with our strategies varies by material. She is satisfied with the management of historic photographs and historic objects. She is less satisfied with the management of art. Fortunately, art represents a very small proportion of holdings.

We also communicate with the museum staff at the university’s two other museums (art museum and world culture museum) so whenever we’ve needed advice we have local expertise we can rely on.

We are just one year in to a campaign to provide adequate support for all types of collection in LCR, through centralized metadata, system, and collection management support. Much of what we are doing is still learning.

We attempt NOT to collect 3-D artifacts, and yet, we keep getting them. They are useful in exhibits and do often provide important historical or cultural information, but they come with many problems for a collection whose focus is on 2-D documents!

We collaborate closely with the university art gallery. However, it is not always clear what objects should be a part of their collection and what should remain a part of ours. The best example here would be cartoons. Both units collect original cartoon art, but we treat them as part of an archival collection, they treat them as individual art objects. I would also say that we actively collect artifacts for our history of plastics collection and hold to the belief that material culture objects can be as valuable for research as written or printed materials.

We collect artists’ books (housed in Special Collections), and although these could be considered “art objects,” we catalog them and treat them as books. I will provide the link to the section of the Fine Arts collection development policy that deals with artists’ books.

We do not actively collect art and artifacts and make a strong effort to find other homes for these materials or suggest to donors where these materials could be better housed, i.e., museum or historical society.

We do not currently have a standard. It has been left up to the person entering the data to come up with it. We are moving toward using our university library’s data dictionary which pulls metadata from the Library of Congress and other places, but this will happen slowly, and as we are able to digitize and provide online access to these materials.

With new leadership and a new structure, we are just beginning to put a plan for these materials in place.

With the exception of photographs and posters, we do not actively collect art and artifacts. We receive them through donations.
RESPONDING INSTITUTIONS

University at Albany, SUNY
University of Alberta
University of Arizona
Boston College
Brigham Young University
University of British Columbia
University at Buffalo, SUNY
University of Calgary
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of Chicago
University of Colorado at Boulder
Columbia University
Duke University
University of Florida
Georgia Institute of Technology
University of Hawaii at Manoa
University of Illinois at Urbana-Champaign
University of Iowa
Iowa State University
Johns Hopkins University
University of Kansas
Kent State University
Library of Congress
University of Louisville
McMaster University
University of Massachusetts, Amherst
Michigan State University
University of Minnesota
National Archives and Records Administration
National Library of Medicine
University of Nebraska–Lincoln
University of New Mexico
New York University
University of North Carolina at Chapel Hill
North Carolina State University
Northwestern University
Ohio University
Ohio State University
Oklahoma State University
University of Oregon
Pennsylvania State University
Rutgers University
Southern Illinois University Carbondale
Syracuse University
Temple University
Texas Tech University
University of Virginia
Washington University in St. Louis
University of Western Ontario
Yale University
York University
REPRESENTATIVE DOCUMENTS
Collection Development Policies
Georgia Tech Archives and Records Management
Collection Development Policy

Mission

The Georgia Institute of Technology Archives & Records Management collects, preserves, exhibits, and makes available for research institutional archives, manuscripts, personal papers, organizational records, visual materials, rare books, theses, dissertations, sponsored research, and memorabilia. These materials primarily document the history of Georgia Tech and the activities of its faculty, staff, students, and alumni. The department also promotes research and scholarship through collections relating to the academic curriculum, provides a research experience for students in the use of primary sources, and preserves the legal and administrative documents of the Institute. In the latter role, the Georgia Tech Archives administers the Records Management program for the Institute. The Archives always seeks to augment its holdings, through transfer or donation.

Collecting Areas

Institutional Archives/Personal Papers/Organizational Records

The Archives houses the official records of Georgia Tech, which document administrative, research, faculty, student, and staff activities on campus from its establishment in 1885 to the present. The holdings of the Archives include institutional archives, manuscript collections, organizational records, correspondence, monographs, serials, and meeting minutes.

Papers of faculty members are a particular collecting strength, and include those of physicist Joseph Ford, historian Melvin Kranzberg, chemical engineering professor Helen Grenga, and sculptor Julian Harris. Papers of staff members, including those of Dean George Griffin and former librarian and novelist Frances Newman, form another important component of the collection. The activities of students are documented in organizational records such as those of the ANAK Society and DramaTech Theatre, as well as in personal papers such as those of Harold A. “Dutch” Faisst and Lowell Terrell. Papers of administrators, especially those of the Institute’s Presidents, feature valuable information on the development of Georgia Tech from its beginnings in 1885 to the present day.

The Archives also maintains subject files and personality files, composed primarily of newspaper clippings, which provide ready reference on a multitude of Georgia Tech subjects.
Visual Materials

The Georgia Tech Photograph Collection, composed of images depicting the campus, faculty, and sports, is the centerpiece of the visual collection. The Visual Materials Collection also includes architectural drawings for some campus buildings, visual collections related to manuscript collections, and materials donated by the Institute, faculty, students and alumni.

Two significant collections of architectural drawings are the Fulton Bag and Cotton Mill Collection and the Aaron French Textile Building Collection.

Notable collections of personal photographs include the Dean George Griffin Photograph Collection, William Anderson Alexander Photograph Collection, and Robert Lee (Bobby) Dodd Photograph Collection, all of which document campus and athletic activities in the twentieth century. Harold Bush-Brown, former Georgia Tech professor, administrator, and architect, also served as district officer for the Historic American Buildings Survey (United States Department of the Interior, National Park Service) in the 1930s; his collection of photographs documents the Historic American Building Survey (HABS).

Digital Collections

In conjunction with the library’s Scholarly Communication and Digital Services department, the Archives’ digital collections provide access to cultural and historical resources of Georgia Tech. The collections support the instruction, research, and mission of the library and the Institute through collaboration with university faculty, students, and staff. Notable digital collections include “A Photographic Atlas of Selected Regions of the Milky Way,” by E.E. Barnard; “Fulton Bag and Cotton Mills”; and “A Thousand Wheels are Set in Motion.”

Also, in support of the Library’s instructional mission, the Archives developed the campus E-Publication program. The Archives is responsible for identifying and collecting archival materials including campus e-publications, born digital materials, and other archival collections, some of which are selected for digital conversion and web access via the Institutional Repository, SMARTech. Some of the current e-publications are the Blueprint, North Avenue Review, and Technique.

Digital Materials

For inclusion in the Archives’ digital repository, materials must fall within the Archives’ standard collection policy (see page 1).

In addition, due to the availability of storage space, the Archives must give priority to certain types of electronic materials over others. In descending order of priority, the Archives will use the following criteria to make selection decisions:
1. Top priority given to items that only exist in digital form.
2. Items that are in danger of being lost due to degradation of their medium.
3. Items that are in danger of being lost due to the lack of availability of the necessary hardware to access the item.
4. Digital photographs should be transferred or converted into non-proprietary formats.
5. Items that support teaching and learning at Georgia Tech, e.g. items used in classes or research that may be accessed electronically in ways not possible in paper format.
6. Items that have a high value to the history of Georgia Tech that may be accessed electronically in ways not possible in paper format.

Georgia Tech Design Archives

The Georgia Tech Design Archives (GTDA) collects, preserves, and provides access to materials related to architectural design in the Southeast. The Archives’ acquisition of the Heffernan Design Archives Collection serves as the foundation for expanding the architectural collecting area to include locations outside of Georgia Tech proper, specifically focusing on the design and development of the modern South.

For more information, please refer to the GTDA collecting policy.

Science and Technology

Another collecting initiative for the Archives is documenting the impact of Georgia Tech in the fields of science and technology.

As an example, the Joseph F. and Vary T. Coates Papers (MS #175), document science and technology and its potential impact on public policy, especially the activities of the U.S. Congressional Office of Technology Assessment.

Southeastern Textile Industry Records

Graduates of Georgia Tech’s School of Textile and Fiber Engineering operated and supported mills throughout the Southeast. Consequently, the Archives houses strong collections pertaining to the textile industry, including the Fulton Bag & Cotton Mill Records, Chipman-Union Mill Records, and the Louis Magid Papers. Related to these records are collections documenting instruction in textile engineering at Georgia Tech, including the Charles A. Jones Papers, and a set of architectural drawings of the A. French Textile Building at Georgia Tech, featured as one of the digital collections of the archives.

The Archives actively collects materials documenting this important Southeastern industry.
Memorabilia
Rat caps, buttons, belt buckles, tickets, cheerleading uniforms, and Buzz bedroom shoes are examples of the treasures found in the Georgia Tech three-dimensional collection. Other acquisitions include gloves and class rings from early women graduates.

Theses and Dissertations
All theses and dissertations are stored electronically in the electronic theses and dissertation collection (ETDs) maintained by the Library’s Scholarly Communication and Digital Services department. The program increases access to theses and dissertations by making them available over the Internet without regard to geography or time of day. ETDs also provide valuable institutional records in digital format linked through the Library’s catalog. All copies are available on-line via the institutional repository, SMARTech.
http://smartech.gatech.edu/handle/1853/3739

The Library continues to maintain one copy of all student theses and dissertations from the early years of Georgia Tech until 2004.

Rare Books
The rare books collection supports and complements Georgia Tech’s academic curriculum, with subjects including the history of science and technology, cartography, architecture, and science fiction. Rare book collecting began in 1958 with the acquisition of the first edition of Sir Isaac Newton’s Principia Mathematica (1687). With this as a cornerstone, the collection was enhanced over the years by the acquisition of the second and third editions of the Principia, published in 1713 and 1726. In addition to the Principia, the library owns early editions of several other works by Newton, notably Opticks (1704), Universal Arithmetick (editions published in 1720 and 1769), and The Method of Fluxions and Infinite Series, published in 1736. A number of works by contemporaries of Newton such as Pemberton, Keill, and MacLaurin, as well as additional Newtoniana, round out this special collection.

The Library owns the nine-volume Dutch edition of Joan Blaeu’s Grooten Atlas, or Atlas Major, published in Amsterdam in 1664-1665. Seventeenth-century Dutch exploration and commerce culminated in this atlas, one of the most sumptuous cartographic collections ever published. The Library also maintains a supporting collection of works about this atlas and cartography of the era.

Science Fiction
Forming the basis of the Bud Foote Science Fiction Center is a comprehensive collection of books and periodicals in this genre donated to the library by Professor Irving (Bud) Foote. This 9,000+ volume collection has been augmented by an additional 5,000 works of science fiction donated by friends of the library. In addition, noted science fiction writers David Brin and Patrick Malone have donated many of their works to this collection.
Faculty Publications

The Archives collects faculty publications. For electronic publications, please see SMARTech http://smartech.gatech.edu.

Records Management

The Records Management Division stores inactive departmental records, the retention of which is required to meet legal and/or fiscal directives. All records created by Georgia Tech are assigned a retention schedule in accordance with the University System of Georgia's Records Retention Guidelines.

Sponsored Research

The Archives collects sponsored research reports. For electronic reports, please see SMARTech http://smartech.gatech.edu.

Languages Collected and Excluded

English by far predominates, but materials in foreign languages are not excluded.

Donations to the Archives

The Georgia Tech Archives & Special Collections accepts donations from academic departments, faculty, staff, students, and alumni, as well as outside organizations and individuals. The department’s archivists review items offered for donation for their relevance to the collection, preservation and maintenance concerns, and uniqueness. The size, organization, and physical condition of materials are a major consideration in acquisition, because each involves resource commitments. Due to space restrictions, the Archives cannot accept everything it is offered, nor can the Department make guarantees about exhibition or digitization of materials.

The Archives always seeks additional materials related to its current holdings. As the Archives has a very limited budget for purchasing materials, almost all such acquisitions are by gift.
I. Scope

This statement includes graphic arts materials in non-book formats, e.g., drawings and prints, including posters and non-reproductive digital works, as detailed in the Collecting Policy guidelines below. For books and periodicals, see the Fine and Decorative Arts - Books and Periodicals Collections Policy Statement.

The graphic art collections represent the diversity of the American people and their disparate interests.

The Library of Congress makes every effort not to duplicate the collecting efforts of other local institutions, including the Smithsonian Institution and all of its museums, the Corcoran Gallery of Art, The Phillips Collection, the National Gallery of Art, and the Historical Society of Washington DC.

Paintings, sculptures, and other three-dimensional works of art are not acquired except under the special conditions described in the Non-library Materials Supplementary Guideline or on a case-by-case basis. The Library of Congress does not acquire commercial art reproductions, including slides and posters relating directly to the materials and artists represented in the Prints and Photographs Division, except when comparable high-quality material is not available in book or other collected format. When a work of art is originally produced in a non-digital format, the Library of Congress generally will not accept digital reproductions.

II. Research Strengths

The Library of Congress supports scholars engaging in research on the graphic arts; the history of visual communication and expression from the 15th century to the current day; using graphic arts to document American creative, cultural, and intellectual achievement; and seeking visual content related to almost every Library of Congress collecting policy. Ranging from
documentary to fine art works, the areas of topical strength in the graphic arts collections are: the history of American architecture; fine and popular arts; the history of graphic design and communication; prominent artists; documentary aspects of American politics and government, cultural events and social movements; and the history of propaganda and political art.

In its capacity as an international research library, the Library collects prints and drawings that support the Library's area studies collections and document subjects of global and international interests; foreign events, individuals and trends impacting or affecting American history, achievements and concerns; and provide insight on matters of American interests, influence and concern abroad.

III. Collecting Policy

A. Fine prints

1. The Library of Congress selectively acquires artists' original woodcuts, engravings, etchings, lithographs, and other types of original prints of the highest caliber that build upon and complement strengths or fill important gaps in the Library's existing Fine Prints Collection. Single works as well as prints in collections, groups, and series (including artists' portfolios) are collected. Every effort is made not to duplicate the acquisition efforts of other local institutions.

2. International in scope, the Library's Fine Prints Collection includes works created from the 15th century to the present day with particular emphasis on prints produced in the United States since 1870. In special instances efforts may be made to acquire the complete oeuvre of printmakers for whom the Library's holdings are particularly outstanding, e.g., American printmaker and illustrator Joseph Pennell (1857-1926), American architect turned printmaker John Taylor Arms (1887-1953), and African-American printmaker and founder of the Printmaking Workshop Robert Blackburn (1920-2003).

3. Comparable to its efforts to collect non-visual works of creative prose, poetry, and music, the Library seeks to include in its collections artists' prints that compellingly blend artistry, technique, and subject matter. Visual content can include representational, figurative, and/or abstract imagery. Primacy is given to artists, subjects, and art movements that have had or potentially will have an impact on printmaking in the United States.

4. Acquisitions of foreign fine art prints seek to support research collections and interests of the Library's Area Studies divisions and build on such extant strengths as prints by Japanese, European, and Central and South American creators.

5. Current or growing strengths include works by a diversity of American creators including African American, Latino (including Chicano), and women artists, particularly working in or after the 20th century. Contemporary prints have been actively collected from the 1930s forward. Among notable artists for whom the Library has substantial holdings are Albrecht Dürer (German, 1471-1528), Rembrandt Harmenszoon van Rijn (Dutch, 1606-1669), James McNeill Whistler (American but based in England, 1834-1903), Mary Cassatt (American born, but based in France, 1844-1926), Joseph Pennell (American, 1857-1926), George Bellows (American, 1882-1925), John Taylor Arms (American, 1887-1953), Reginald Marsh (American, 1898-1954), and Robert Blackburn (American, 1920-2003). Notable subject strengths include Italian Renaissance and Baroque chiaroscuro woodcuts; French and British prints; American prints, especially 19th century works, including: Etching Revival, WPA/FAP, African American Harmon Foundation (1930s and 1940s), Social Realist and American Scene/ Regionalist, Abstract
Expressionist; and narrative and issue-driven prints related to such topics as history, politics, health, civil rights, and the environment.

B. Posters

1. The Library acquires selected posters illustrative of political, military, social, economic, industrial and cultural history, including advertising and propaganda, with priority given to documentation of the United States life and history.

2. Posters that are examples of the work of major artists, with priority given to work of United States origin, are sought.

3. The Library acquires comprehensively the motion picture posters submitted for copyright, augmented by select movie posters, lobby cards, and related materials representing blockbusters, cultural trends, and independent films, motion pictures representing the diversity of the American people, movies with trendsetting special effects, and outstanding examples of genre films. New acquisitions complement the already significant and comprehensive holdings that begin with depictions of the earliest presentations of the motion picture, to serial versions and feature-length silent films and talkies through the emergence of the movie star and the rise of the great Hollywood studios.

4. The Library seeks works illustrative of the history of the poster as an art form and as a medium of communication.

5. The Library collects foreign posters that support the research collections and interests of the Library's area studies divisions.

6. The Library will acquire digitally distributed posters that fit into the above categories when no hard-copy poster is published.

C. Artists' drawings

1. The Library selectively collects fine, representative examples of preparatory studies, sketches, and finished drawings prepared for illustrations in American books and magazines that enrich the Library's existing graphic arts collections.

2. Selected drawings that support and are related to the Library's existing collections of fine and historical prints and posters are sought. These include drawings by major printmakers represented in the Library's collections and drawings executed in preparation for or closely relating to prints and posters in the collections.

3. The Library selectively collects drawings for American political and social cartoons and caricatures as documents of public opinion and of the history of visual satire and propaganda. Drawings for foreign political cartoons and caricature drawings of personalities of international prominence will be acquired selectively as documents of the comparative history of visual satire and propaganda. This includes, but is not limited to, political illustration, comic strips, sports cartoons, gag cartoons, comic book illustrations, and caricatures.

4. The Library seeks to document American political, economic and social history through topographical drawings of a scenographic character and other drawings of documentary value
as records of American historical events and American urban and rural buildings, structures, and scenery.

5. The Library will not acquire drawings for portraits of American public figures that duplicate the efforts of the National Portrait Gallery. The Library collects drawings of American public figures associated with major court trials.

D. Architectural and engineering drawings and documentation

1. The Library acquires selected original drawings by significant or potentially significant American architects, designers and planners that serve as primary research materials for the study of architecture in the United States, its territories and possessions. The Library will not normally collect detailed engineering drawings, or the entire output of an architect's office. It does attempt to build a documentary collection of drawings and related materials showing the history, monuments, and achievements of architecture and civil engineering in the United States. The emphasis will be on buildings other than those erected by the Federal government, since the National Archives and Records Administration is responsible for the building records of the majority of these structures.

2. In attempting to document the history of architecture, design and engineering, the Library seeks selected measured drawings, photographs, and other documentation of existing, lost and, in some cases, unexecuted buildings; characteristic building types and technologies; historic structures; and the work of notable architects, craftsmen, engineers, landscape architects, urban planners and interior designers active in the United States. These materials include, but are not limited to, the Historic American Buildings Survey (HABS) / Historic American Engineering Record (HAER) / Historic American Landscapes Survey (HALS). The Library does not attempt, in general, to build large collections of original engineering or technical drawings, blueprints and specifications. The Library, rather, attempts to coordinate its acquisitions in the field of historic engineering with those of the National Museum of American History in order to avoid duplication.

3. In building a collection of materials associated with the built environment, the Library considers for acquisition selected drawings, photographs, and other documentation of buildings or sites outside the United States representing particular designers, techniques, building types and styles, technical or design innovations, etc., that have had notable impact on work in the United States or were influenced by work in this country.

4. Materials relating to foreign buildings and sites that substantially strengthen or supplement the existing holdings of the Library, or fill notable gaps in the Library's record of the history of architecture in all countries are acquired.

5. For Western architecture before 1800, the Library attempts to coordinate its acquisitions with those of the National Gallery of Art in order to avoid duplication. Similarly, the Library works with the Dumbarton Oaks Library to avoid duplication in the field of garden and landscape architecture.

6. In general, the Library does not endeavor to build large collections of original architectural drawings, blueprints and specifications relating to the construction and building trades, as these fall within the scope of the collections of the National Building Museum.

7. The Library, as part of its work towards the Cooperative Preservation of Architectural Records (COPAR), encourages the placement of archives of limited subject or geographical
interest in appropriate regional collections. The Library collects information about such holdings and, where possible, microform copies of the same.

E. Popular and applied graphic art

1. Particular emphasis is placed on the acquisition of prints that are important pictorial records of the people, history, and culture of the United States and of its present and former territories and possessions. These include views of American buildings, cities, urban and rural sites, people, and events or personalities whose work is of significance or of special importance to the history of the United States, and are acquired on a selective basis.

2. The Library acquires on a selective basis important examples of the ornamental and functional uses of the graphic arts in the United States. The types of materials include, but are not limited to, illustrated sheet music, baseball cards, advertising labels, postcards, trading cards and bank-note engravings. Outstanding examples of foreign works in these categories will be acquired if they can be shown to have influenced developments in or were significantly influenced by American illustration and graphic design.

3. The Library collects foreign prints of historical significance that support the research interests and collections of the Library’s various area studies divisions.

4. Works which are of strictly local significance are considered the province of regional repositories. The Library attempts to direct such works to the appropriate institutions.

5. Collections, in most cases, are confined to individually issued prints or series of prints, as distinct from those originally included in books or periodicals. Every effort is made to collect across the spectrum of popular printmaking: woodcuts and wood-engravings, etchings and engravings, lithographs and chromolithographs, and silkscreens, as well as photomechanically and digitally produced prints.

6. In acquiring examples of popular and applied graphic arts, the holdings of other institutions in the Washington area are to be taken into account so that duplication is generally, though not necessarily, avoided. For example, the Library takes care when acquiring portraits of American statesmen and public figures to not duplicate the efforts of the National Portrait Gallery.

7. The Library acquires on a comprehensive basis American and foreign political satires, allegories, and caricatures and other types of political prints from the Reformation period to the present.

IV. Acquisitions Sources

Graphic arts materials will be collected to support the Mission of the Library of Congress across the broad spectrum of its collecting areas. The Library will accept gifts and make purchases of those items which qualify as the best edition of works of art on paper available, both published and unpublished, regardless of fragility or wear and tear due to use and age, if they qualify based on the Specific Collecting Policy Guidelines above. The Copyright Office states its Best Edition of Published Copyrighted Works for the Collections of the Library of Congress, Circular 7b. While this establishes the ideal practice, in reality most copyrighted Visual Arts works are submitted in a reproductive format as permitted in circular 40a Deposit Requirements for Registration of Claims to Copyright in Visual Arts Material which is outside the scope of the
graphic arts collections of the Library of Congress. The Library of Congress does not limit to copyright deposit the means by which it acquires graphic arts in order to fulfill its mission.

Increasingly, graphic arts are produced digitally both by file and web site. Artists are beginning to make their works available online. The Library makes every attempt to collect visual materials in the most widely accepted format, e.g. tif, jpeg, and pdf, in order to decrease issues in accessibility for future generations. The Prints and Photographs Division has already been participating in web archiving activities in anticipation of the day when more of our acquisitions work is done online. Nevertheless, the Library excludes those materials that are reproductions in digital format of those works published originally as drawings or prints.

V. Collecting Levels

The Library of Congress acquires graphic arts selectively within each category as described in the Specific Collecting Policy Guidelines above. Acquisition is determined by the visual content of the work offered to the Library for gift or purchase, desire not to duplicate the collecting efforts of other local institutions, attempt to fill in gaps in existing holdings, efforts not to replicate existing Library of Congress collections, and the financial cost to the Library in accepting works of art, whether it be financial, spatial, or other. Level 3

Revised November 2008
Collection Development Policy Statement: Fine Arts Library Art Collection

Revised by Terrie L. Wilson, June 2006

Last Updated: Jan 28, 2010
URL: http://libguides.lib.msu.edu/content.php?pid=44529

Purpose or Scope of Collection

A. Definition

Definitions for artists' books are as varied as the objects themselves. In simple terms, artists' books are books created by artists, where the artist has total control over every aspect of the creative process. Artists' books differ from livre d'artiste in that the livre d'artiste are books illustrated with original artwork. Artists' books can take any format, from a traditional codex to a tunnel book. The history of artists' books can be traced to the Sixties, when artists began making multiple copies of cheaply produced work in order to disseminate and democratize their art. Generally speaking, artists' books continue to be made in limited editions. Artists' books offer a non-traditional yet innovative approach to the relationship between book and reader.

B. Curricular/Research/Collection Needs

The artists' books collection serves several purposes by

1. supporting the curricular needs of the Department of Art and the research needs of undergraduate and graduate students and faculty in that department, in particular, those active in the book arts,
2. supporting the research needs of the community at a land-grant institution,
3. enhancing the collection of both the Fine Arts Library and the Special Collections unit of the Michigan State University Libraries, and
4. supporting the programmatic needs of the Kresge Art Museum. Curriculum, research and programs in the Art Department go beyond the traditional media in art, an important factor to consider in collecting artists' books. MSU currently offers Bachelors and Masters degrees in Studio Art and Art History.

History of the Collection/Existing Strengths and Emphases

The artists' books collection is small but current holdings are strong. The collection includes both nationally known and local artists' works. Women artists and Cuban artists are particularly well represented. As these are items that require special housing and preservation, they are kept in Special Collections. Materials about artists' books are kept in the Fine Arts Library.

Factors Influencing Collection Policy

A. Anticipated future trends

Current trends include course work in the book arts taught by Studio Faculty in alternating Spring semesters. Artists' book exhibits are becoming increasingly popular and prevalent on local, regional and national level.

B. Scope

A variety of formats will be collected, in order to provide representative examples of all types of artists' books. Students and faculty would benefit from a wide variety, and the collection will be more typical of other artists' books collections if a number of formats are acquired. At this time, virtual artists' books will not be included in the collection, but requests for this type of book will be taken into consideration. Because of availability, an emphasis will be placed on regional and national artists rather than international. Foreign language books will not be actively collected but may be included. There is no restriction on dates of publication for artists' books, although retrospective collecting may be constrained by budget limitations.

C. Acquisition

Both the Art Librarian and the Special Collections Librarian will select items in the collection. Artists' books will be purchased 1) directly from the artist, 2) from artists' books dealers or distributors, such as Printed Matter, Art Metropole, Women's Studio Workshop, or Califia Books, and/or 3) through galleries or dealers at exhibitions. Donations of books will be accepted and sought out, if feasible.

Collection Management Issues

A. Anticipated future trends

Current trends include course work in the book arts taught by Studio Faculty in alternating Spring semesters. Artists' book exhibits are becoming increasingly popular and prevalent on local, regional and national level.

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Collection Development Policy
Images and Archives Collections
History of Medicine Division
Paul Theerman

Introduction

The collecting mandate for the National Library of Medicine is extremely broad. The Library is the library of record for U.S. literature in biomedicine and public health, and has a comprehensive collection of other countries’ literature on this topic.

A similar comprehensiveness is not possible for image and archives collections. No rational collection development policy could direct NLM to take in all significant collections of manuscript, graphic, or audiovisual materials. First of all, because these are unique materials, some will inevitably go to other repositories, making our holdings incomplete. We'll never get every collection we’d like! Additionally, very real resource constraints, in terms of staff and space, make a comprehensive policy not possible now, or ever. Both space and staff would have to gear up significantly, say by a factor of three or four, to make a comprehensive collection development policy begin to make sense.

Some more specific collecting criteria are necessary, therefore. This document proposes such criteria for a collection development policy for the next five years. It will lay out areas that will form the focus of collection development over this time, as well as specify areas that will be of less importance. It will not seek, for the most part, to identify particular collections for possible acquisition. However, it will present criteria for identifying these collections.

First of all, this document proposes areas for collecting that cross programmatic lines, that is, they apply equally to Archives and Modern Manuscripts, Prints and Photographs, and Historical Audiovisuals. Next, specific areas of emphasis for each of these three areas will be laid out, to take account of some of the strengths of each program and the limitations that each medium presents.

General Considerations

1. Images and Archives should focus on collecting where other institutions are not available to take on that role. Thus, while not being the NIH Archives we might well focus on records of NIH researchers, which are usually not collected by the National Archives, and where such researchers lack a university connection. Similarly, we might well focus on records of smaller advocacy organizations over those of government, or of larger institutions that could manage their own records.

2. The collecting focus should be on the twentieth century. The twentieth-century collections have been lighter than warranted, opportunities are greater for these materials, and focussing on the twentieth century gives us the chance to preserve a documentary record that is in danger of being lost.

Collection Development Policy—Images and Archives
3. The collections should primarily illustrate and document the social and cultural development of health and medicine. The collections should not provide a record of the medical or public health information, which is better done through other library functions, nor should biomedical research materials dominate other types of documentation.

4. The collections should be predominantly primary documentation, rather than secondary. That is, the collection should document activities in the development of health and medicine from which historians may work, rather than be collections of other researchers’ work, such as notes, photocopies, book drafts, etc.

**Programmatic Concerns:**

Collections considered for acquisition by the Images and Archives Collections of the History of Medicine Division of the National Library of Medicine should:

1. Fit within the mission statement of the History of Medicine Division.
2. Fit within the subject matter focuses of the Images and Archives Collections (for which see further below).
3. Be in good physical condition, or in such condition as may be brought to an acceptable standard through the preservation and conservation activities of the Library.
4. Ideally, have a known provenance.
5. Have clear title transferred to the National Library of Medicine.
6. Have well-understood intellectual property rights, and, in cases where active royalties are not involved, ideally have these rights transferred to the National Library of Medicine, or to the public.
7. Be free of unreasonable or excessive restrictions of access for research, quotation, citation, reproduction, exhibition, or deaccessioning.
8. Be free of unreasonable or excessive requirements for Library resources or exhibition.
9. Be largely free of materials that have privacy concerns.
10. Ideally, not be a separate part of a larger collection, the remainder of which resides elsewhere.

In accordance with these programmatic concerns, only under exceptional circumstances will the Images and Archives Collections accept the following:

a. Collections loaned and not deeded to the National Library of Medicine.

b. Collections given with a requirement for cataloging or exhibition.

c. Collections where access to the whole or to a significant part is barred for a period of time in excess of 25 years from the date of acquisition, or of the materials, whichever is earlier.

d. Collections with a preponderance of medical records or similar materials with privacy concerns.
The Images and Archives Collections will not accept the following:

e. Collections where Library activities (e.g., of preservation) will assist in underwriting the donor’s earning royalties or otherwise enable the donor to profit. (However, if the simple fact of NLM’s acquisition or exhibition of collection materials happens to profits the donor, that in itself becomes no bar to acquisition, as long as exhibition is not a requirement of donation.)

f. Collections that in whole or in part may not be deaccessioned at the Library’s discretion.

**Subject Matter Focuses for the Images and Archives Collections**

I anticipate actively developing the collections in five broad areas that help tell the story of twentieth- and twenty-first–century health and medicine.

1. Biomedical Research: papers of leading researchers/research administrators/professional societies.

Focus on those who researchers who have won the Nobel prize or the Lasker award, or who have risen to prominence within the National Institutes of Health.

Focus areas, building to the strengths of the collections:

a. Molecular medicine and cellular regulation: neural and hormonal action/signal transduction (Axelrod, Rodbell); genetics and genetic engineering (Fredrickson, Lederberg, Cohen).

b. Human psychosocial development (child development papers, Bowen).

c. International health, especially tropical health (Soper, Work).

d. Medical informatics (Collen, American Association for Medical Systems and Informatics, NLM Archives). Represents a library focus.

e. Health Services Research (Eisenberg). Represents a library focus.

2. Biotechnology/Drugs.

Relying on traditional strengths of the collection and active connections to possible future areas, as well as the possibility for exhibition

a. Artificial Internal Organs/transplantation (ASAIO Project).

b. Alternative and Non-Traditional Devices/Fraud/Quackery/ (FDA Case files, advertising materials)

Acquiring the papers of biotechnology firms is important, as these corporate archives are likely not to survive if the firm goes out of business. Though it’s not been a traditional focus, I’d like also to consider:
c. Genetic engineering.

3. Health Policy.

There are enough “official” voices for health policy. I’d like to see us focus on the “unofficial” voices, that is, those of advocacy groups and outliers, especially when these records are unlikely to survive otherwise.

b. HMOs (Lear report).


Our focus to a great extent in the Prints and Photographs collections and significantly in the Historical Audiovisuals collections is on public health education materials. This focus should continue, supplemented by the papers of those in public health leadership, especially when these records are not otherwise likely to survive.

a. Public health and the media. Posters and cards, public service announcements, public health films, Surgeon-General activities.
b. Public health leadership (Cornely).

5. Health Workers and Patients

This area is relatively light in our collections, although some documentation exists, especially in the records of the National League of Nursing. Yet in the twentieth century the changes have been dramatic in the lives of health care workers and in the relationship between those workers and their patients. This area represents a relatively new but potentially very rich focus for collecting.

a. The experience of primary care givers (Lear report).
b. Women and minorities in the health professions. National League of Nursing, ACNM.
c. Alternative and complementary medicine.

6. Traditionally Marginalized Groups in Health and Medicine.

Our collection development policy should focus on documenting the experiences of women and minorities, not just as health care workers, but also as biomedical researchers, as inventors, and as figures in the development of medical and public health policy.

In other areas of traditional strengths, we will remain passive collectors, that is, collecting when the opportunity presents itself.

1. Military Medicine
2. Leaders in medicine outside the disciplines above.
3. Professional medical societies.

**Special Considerations for Individual Programs**

**Archives and Modern Manuscripts**

The following types of collections are preferred, in rank order:

1. Personal papers.
4. Closed institutional records, where the collection is no longer growing.
5. Open, active, and growing institutional records.

**Justification:**

The social and cultural history of health and medicine is most effectively told through the personal papers, oral histories, and video histories of significant figures.

Our bound and folio collection is slowly growing, mostly through purchase. These are often individually significant items, and usually build to the strength in the collection, especially recipe books, herbals, etc.

Institutional records can be a good source for history, but need to be carefully evaluated, as often the “density” of materials is not high, with a great proportion of records devoted to routine society business or society publications. Open, active, and growing institutional records usually represent a significant investment of time and resources to ensure continued deposit of materials with the Library, and need to be carefully assessed before this relationship is agreed to.

**Prints and Photographs**

The following types of collections are preferred, in rank order:

1. Post-1950 “genre” shots, that is, pictures of health and medicine activities, rather than stock portrait or institutional shots.
3. Public health and quackery materials, especially including posters, ephemera, advertising materials, as discussed above.
4. Special emphasis on international efforts and on efforts involving women and minorities.
5. Fine arts prints or photographs with medical themes, especially from contemporary photographers or printmakers, to continue the excellent fine-print collection.

Historical Audiovisuals

1. We should consider acquiring any film or video produced prior to 1950 that is related to medicine and health, unless widely available in copies elsewhere. These are rare materials, and build to our considerable collection strength.

2. Genre considerations—from most important to least important.
   a. Documentation (of clinical practice, field research, or laboratory research), including home movies and “orphan films.”
   b. Documentaries.
   c. Instructional materials.
   d. Public service announcements/media features.
   e. Promotional or celebratory materials.
   f. Video conference proceedings (but tend to acquire if this is the only form in which these proceedings exist or if the speakers are very prominent).

3. Access— not in rank order.
   a. Materials where a copy does not exist in another publicly accessible research collection.
   b. Materials that are in the public domain, or where the donor will agree to put them in the public domain or to substantially lower the copyright term.
   c. Materials that are in good physical condition, and in a usable format, or where library resources exist to transfer to a suitable medium.
The mission of The Ohio State University Billy Ireland Cartoon Library & Museum (CGA) is to build a comprehensive research collection of materials documenting printed cartoon art in the United States and to provide access to the collections. Animation materials are collected very selectively. The purpose of this document is to define broadly what the acquisition strategy is for CGA. Decisions about any individual item or collection will consider the research value as well as the costs of preserving, storing, and making it available. Gifts-in-kind that have extraordinary costs associated with accepting them will be reviewed by the Collection Donation Review Committee which must approve their acquisition.

In general, CGA's acquisition funds are used for published materials. Original cartoon art is purchased very selectively. The vast majority of CGA's holdings of original cartoon art has been acquired as gifts-in-kind, and this is expected to continue.

Early American Printed Cartoon Art

Original cartoon art and works published prior to the Civil War will be collected as feasible, primarily as gifts-in-kind. Full runs of 18th and 19th century serials containing cartoons will be collected as feasible.

Original Artwork and Manuscript Collections

CGA seeks to collect representative samples of all cartoonists' original artwork. In addition, the original artwork and manuscript collections, including digital files, of major cartoonists are collected as comprehensively as possible. Special consideration will be given to the work of Ohio cartoonists as part of our land grant mission. These guidelines apply to the following genres:

- Caricature
- Editorial Cartoons
- Comic Strips
- Comic Books
- Magazine Cartoons (gag cartoons and cartoon illustrations)
- Sports Cartoons
- Underground Cartoons/Comics
- Graphic Novels

Cartoon Books

Published collections of editorial cartoons and caricatures will be purchased comprehensively. Reprint volumes of major comic strips will be purchased as feasible. Comic books and comic book reprint trade paperbacks are purchased very selectively. Gifts-in-kind of comic books are not accepted, except in rare instances when they are part of larger collections. Reprint collections of magazine cartoons, sports cartoons, and underground cartoons/comics will be collected selectively. Published underground comics will be acquired only as gifts-in-kind.

Graphic novels published in North America are collected comprehensively. Volumes collecting and reprinting comics previously published as serials will be acquired selectively. Wood-cut narratives and wordless stories are collected selectively.

Prints

Original limited edition prints by major American cartoonists are collected comprehensively.

Proofs and Other Syndicate Records

Syndicate proofs of comic strips, panel cartoons, and editorial cartoons will be collected as gifts-in-kind in cooperation with the major syndicates. Related archival material that documents the business of cartooning will also be acquired from the syndicates as gifts-in-kind.

Animation

Original animation production art and secondary sources related to animation are acquired only as gifts-in-kind.

Cartoonists' Professional Associations

Archives documenting national professional cartoonists associations and related groups will be collected comprehensively.

Secondary Sources

History and criticism monographs and serials, cartoonists' biographies and autobiographies, and how-to cartoon books related to all of the genres of printed cartoon art collected by CGA will be acquired comprehensively. Clippings and scrapbooks related to all of the genres of printed cartoon art collected by CGA will be acquired very selectively and only as gifts-in-kind.

International Cartoon Art
Original artwork by international cartoonists is collected very selectively.

Prints, especially by British artists during the late 18th and early 19th century, will be collected as comprehensively as feasible.

Reprint volumes of international cartoon art will be purchased selectively or acquired as gifts-in-kind.

As part of its membership in the Consortium of Popular Culture Collections in the Midwest, CGA collects broadly representative examples of manga, including works about manga, important cartoon magazines, popular titles and other works by renowned cartoonists; and examples of the use of manga in selected fields such as history, biography, science, religion, and government. Secondary sources related to printed international cartoons are collected when possible.

Licensed Products

Products such as toys, games, clothing and dishes that use cartoon and comic strip characters will be collected only as part of a larger collection where the relationship between the creator/collector and the object is clear. Collections consisting only of these products will not be collected.

11/2009

[1] In this context, a major cartoonist is one who has had popular and/or commercial success, won important awards, expanded the understanding of his/her art, or otherwise made notable contributions to his/her profession. Other cartoonists are those whose public recognition is less, but whose work merits documentation with representative examples in CGA's permanent collection. Juvenilia is not collected except as part of a major cartoonist's collection.
Byrd Polar Research Center
Archival Program

Collection Management and Development Policy
Revised December 2009

A. Statement of Purpose

The Byrd Polar Research Center Archival Program (BPRCAP) is a collaborative effort of the Byrd Polar Research Center and The Ohio State University Libraries/Archives. Its mission is to collect, preserve, and provide access to historical documents concerned with exploration and scientific investigation of the Polar Regions. The goal of the BPRCAP is to make rare or unique historical material about polar exploration and scientific investigation available for research and educational use in the context of an active polar research environment. Historical collections contain papers, records, photographs and other forms of documentation concerning explorers, scientists and other figures and organizations prominent in the advancement of knowledge about polar environments.

The purpose of the Collection Management and Development Policy is to identify areas of collection and to manage resources by establishing priorities. Gifts that require extraordinary costs for preservation, storage, processing and cataloging are reviewed in accordance with the OSU Libraries' Gifts in Kind Review Policy for Special Collections.

B. Nature of the Collection

The BPRCAP collects the papers (letters, diaries, photographs, reports, expeditionary records) and artifacts (medals, furs, etc.) of explorers and scientists who have contributed to knowledge of Polar Regions. The core of the collection includes: Papers of Admiral Richard E. Byrd, the Papers of Sir George Hubert Wilkins, the Frederick A. Cook Society Records, and the American Polar Society Records (APS).

More details about the collection are available at:
http://library.osu.edu/find/collections/byrd-polar-archives/

C. Collecting Activities

Priorities

- Documentation of Byrd, Wilkins, Cook or the APS.

- Documentation and/or artifacts that complement existing collections, i.e., papers of expedition members who accompanied Byrd, Cook or Wilkins.

- Oral histories of polar explorers or scientists produced by the BPRCAP Oral History Project or other programs.
• Documentation of prominent contemporary polar researchers/scientists of the Byrd Polar Research Center.

Secondary Priorities (Collections acceptable only if resources exist without jeopardizing priorities identified above.)

- Artifacts
- Documentation concerning oral history interviewees created during the course of their careers.
- Prominent scientists who were not members of the Byrd Polar Research Center.
- Collections available for purchase only.

[Note: If collections of the above are not accepted, prospective donors should be directed to other colleges and universities and historical agencies and members of the International Polar Libraries Colloquy.]

Not collected by the BPRCAP

- Raw scientific data (accepted on a case by case basis).
- Books and other published materials may be retained by the BPRCAP as reference materials. Otherwise, these are referred to the Goldthwait Library of the Byrd Polar Research Center.
- Collections that have indefinite restrictions on use.
Plastics Collection Development Policy

Purpose
The Plastics Center at Syracuse University, founded in 2008, is the world’s largest university-based resource on the history of plastics. The purpose of the Plastics Center is to serve as a research and programming center to advance the study and understanding of plastics in modern society, including its role in chemistry, technology, industry, marketing, health, art, design, and other fields. Syracuse University Library is home to the Plastics Center’s collection of books, periodicals, manuscripts, and plastic objects produced from the mid-nineteenth century to the present day. Syracuse University is developing the collection as a research resource and to serve as a platform for new and innovative programming to serve the needs of academic scholarship, public history, and broad community education.

Scope
The nucleus of the library’s history of plastics collection is its longstanding industrial design resources paired with forty-three archival collections, three thousand books, and two thousand artifacts transferred from the National Plastics Center and Museum in Leominster, Massachusetts, in 2007. The Leominster materials are largely focused on the New England region. We aim to broaden the collection by including materials that document the rise of plastics across America.

To date, the story of plastics has been told largely through the eyes of large producers of “raw” plastic—multinational chemical companies. Many of these companies maintain their own corporate archives. Syracuse University’s collection therefore emphasizes the use of plastic in design and its adaptation by entrepreneurs in creating important consumer, medical, and industrial products.

Formats
Syracuse University Library seeks archives and manuscripts relating to the individuals and companies who defined the American plastics industry either as inventors, designers, or entrepreneurs. In particular, we seek to add materials relating to recognized members of the Plastics Hall of Fame and/or companies whose plastic products could be described as especially innovative. Papers of individuals and groups advocating for and against plastic also will be accepted.

Some of the types of archival materials we aim to add include design specifications, professional correspondence, laboratory notebooks, patent applications, and promotional/marketing files. We are not seeking to add corporate personnel records, nonprofessional personal files, and confidential financial and tax records.

The library also seeks trade manuals, technical manuals, journals, trade publications, textbooks, and other printed materials from the early years of the plastics industry—the mid-1800s to 1945. Later materials are already well-represented in the Syracuse University Library’s general collections. In particular, we would like to add materials relating to celluloid, Bakelite, polystyrene, and nylon. We also seek limited-distribution corporate publications such as annual reports and company histories.

Because our collection focuses on the history of plastics, we typically do not add modern trade publications or mass-market books, unless they relate to the individuals and companies reflected in our archival collections. (For a list of current collections, please see library.syr.edu/plastics.)
We also collect plastic artifacts where the artifact documents a key moment in the history of plastic; represents an important scientific, technical, or cultural innovation; or is deemed an iconic object due to its development, design, or purpose. We also accept plastic artifacts that complement and illustrate our existing collections. All donated artifacts must have basic descriptive information. This should include the date, type of plastic, and manufacturer, as well as some narrative explaining the item’s significance.

Geographic range
Our collection focuses primarily on the United States.

Chronological range
The objects and documentation date from the mid-1800s to the present. The earliest material relates to John Wesley Hyatt, who pioneered the use of celluloid in 1869. Our collection is most heavily concentrated in the period from 1945 to 1970; archival materials dating before and after that period are especially desired.

Contact
Sam Gruber, Curator of the Plastics Collection: plastics@syr.edu (e-mail), 315-443-2697 (telephone), 315-443-2671 (facsimile)
COLLECTION DEVELOPMENT POLICY

The Albert and Shirley Small Special Collections Library
The University of Virginia
September, 2002

The Albert and Shirley Small Special Collections Library acquires printed books, manuscripts, maps, broadsides, photographs, prints and drawings, sheet music, sound recordings, digital images, artifacts, and other formats in support of the Library's mission to serve the undergraduate and graduate teaching and research programs of the University.

This is the Special Collections Library's general policy that documents major collections and guides collecting in targeted areas. The current list of priorities covers areas in which we have fund support for purchases. Gifts in all areas are sought and considered.

COLLECTING RATIONALE
The Special Collections Library acquires materials that support teaching and research at the University and builds on existing strengths. In addition we actively seek new initiatives and acquire new collections in anticipation of or response to changing academic needs and interests. We are also committed to developing unique and distinctive collections in areas which have little coverage elsewhere.

LIBRARY CONSTITUENTS
The Library's primary responsibility is to the University of Virginia's faculty and students. In addition, we provide service to scholars from other institutions, national and international, as well as to the general public, particularly the citizens of the state of Virginia.

CURRENT COLLECTING PRIORITIES
The Library's current collecting activities focus on collecting to strength, purchasing according to fund parameters, responding to gift and purchase opportunities, supporting current academic needs, and developing new collecting initiatives to serve research needs, both current and future. All formats are collected as appropriate. Areas of active acquisition are:

American literature, antiquarian and contemporary

American history (Southeastern United States)

Virginiana
- Political history and records
  - Family papers (emphasis on Central Virginia)
- African American materials
- Church records
Architectural papers
Maps
Sheet Music

British literature
18th and 19th century

Sporting books and manuscripts
Horse racing
Fox hunting
Regional antiquarian broadsheets
Carriage-making
Veterinary medicine
English illustrated sporting books
Equestrian fiction

World War I
Sheet music
Fiction
Posters

Bibliography, the book arts, history of the book and typography
Fine press and artist’s books
Pop-up books
Victorian publishers bindings
Typography

DESCRIPTION OF MAJOR COLLECTIONS

American Literature
The American literature collections include over 80,000 printed works and approximately 275,000
manuscripts, representing fiction, poetry, drama, and essays. The collections include virtually all
printed works and large manuscript holdings of major and minor American authors from 1775
through 1950, as well as selected authors up to the present. Included are modern authors, writers
of the Harlem Renaissance, the Beats, popular fiction, and over one hundred contemporary
American and Virginia authors.

Current collecting focus: Selected antiquarian and contemporary American and Virginia authors.

American History
The major emphasis of the American history collections is on primary materials relating to the
history of the southeastern United States, including the states of Alabama, Florida, Georgia,
Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia,
and West Virginia. Works on or relating to all aspects of the history of Virginia and books owned
by Thomas Jefferson comprise the areas of greatest interest. Subjects include all areas of the
historical record, and cover the period prior to European contact with America in the 15th century,
continuing through the Reconstruction following the Civil War, in the latter part of the 19th
century.

Current collecting focus: Primary materials relating to the Southeastern United States.

Virginiana
Collecting interests for Virginiana overlap somewhat with those for American history and American
literature, and are supported by designated funds. Virginiana collections include both antiquarian
and contemporary printed and manuscript materials such as literature, maps and atlases,
publishers’ imprints, cookbooks, and general and local histories. Also collected are books from the
1828 Catalogue of the University of Virginia Library, historic newspapers relating to Jefferson and
other regional historical figures or subjects, postcards, authors’ papers, photographs of local
interest, business records, architectural drawings and papers, church records, political histories and
records, and family papers.

Current collecting focus: Political papers, architectural drawings and papers, central Virginia
families, church records, literary papers, maps, general and local histories, African American non-
literary authors, Civil War in Virginia, fiction by non-Virginia authors set in Virginia, natural
history.

British Literature

The British literature collections include both printed and manuscript works by authors and
illustrators of all periods. Among the most significant are collections of gothic novels, British
periodicals, and Vanity Fair illustrations. Eighteenth-century holdings are well represented by
Alexander Pope and Henry Fielding, and the nineteenth century has significant collections of Alfred
Tennyson, Charles Dickens and Rudyard Kipling. Major women authors include Jane Austen and
the Brontes. The twentieth century is most significantly represented by a collection of the works of
Edith, Osbert, and Sacheverell Sitwell.

Current collecting focus: Pope, Fielding, Victorian literature (especially women authors)

Sporting Collection

The sporting collection contains books, manuscripts, periodicals, broadsides, and ephemera relating
to the history and practice of equestrian and related estate sports, including racing, coaching, fox
hunting, and horse breeding. Also included are a variety of materials in allied fields of
horseshoeing, veterinary medicine, hunting dogs, falconry, game fowls, cockfighting, animal art,
equestrian fiction, and life on the old coach roads of England. Modern and antiquarian items are
included and are of interest to historian and sportsman alike.

Current collecting focus: Carriage-making, fox hunting, regional antiquarian stud broadsides,
veterinary medicine, English illustrated sporting books, equestrian fiction, horse racing.

World War I

The World War I collection is a broad one containing printed works, manuscripts, literature,
memories, military manuals, movies, posters, broadsides, sheet music, art and cartoons, camp
newspapers, pamphlets, propaganda, photographs, and ephemera relating to the war years as
fought abroad or endured at home.

Current collecting focus: Sheet music, fiction, posters

Bibliography, the book arts, history of the book, and typography

These collections contain materials in any format that support the study of bibliography and the
history of the book and printing. Included are works on typography, binding, papermaking,
preservation, book illustration, bibliography, biography, history of the book, fine printing, fine
bindings, exemplars of the book arts, printing history, and various bookmaking techniques, book
artist’s papers and artifacts, and medieval manuscripts.

Current collecting focus: artist’s books, pop-up books, Victorian publishers bindings, typography

French Books, 16th - 19th century

An important group of French books on philosophy, history, and literature, from the sixteenth
through the nineteenth century, this collection contains many elaborate bindings by the finest
French craftsmen of the eighteenth and nineteenth centuries, as well as many seventeenth century
books in original bindings of the period. The collection’s particular strength is the Renaissance, where such authors as Montaigne, Ronsard, Estienne, and Rabelais are well-represented. The thirty-six volume Encyclopaedie, ou Dictionnaire raisonne des Sciences, des Arts et des Metiers... (1751-1780), known as the Diderot Encyclopaedia, is unquestionably the most important title in the collection.

Current collecting focus: Funds are currently unavailable for purchase in this area; however, appropriate gifts are accepted.

Archives of the University of Virginia

Holdings of the University Archives extend from the early 19th century to the present, with strongest holdings from the twentieth century forward. Materials include the non-current records of lasting value that are generated by or that document the activities of the students, faculty, and administrators of the University. Records consist of information in any of a variety of formats such as: correspondence on paper or in electronic form (email); office administrative files of information organized by subject; financial information on computer tape or microfiche; invoices; tape recordings of meetings; videotape or movie film of graduation; etc., which are arranged in thirty-one record groups.

Current collecting focus: The Rector and Visitors; Office of the President; Office of the Provost; Office of the Vice President for Administration; faculty; administrative staff and officers (personal papers); students and alumni papers; and facilities management.

PROGRAMS SUPPORTED BY THE COLLECTIONS

Academic programs and institutes:

- American studies
- Rare Book School
- Foreign language studies
- British and American literature and history
- Education
- Media studies
- Art and architecture
- Music
- Government
- Religion
- History of Science
- Women’s studies
- African American studies
- Sociology and anthropology
- Geography
- UVA history and life

Other Programs:

- Library exhibition programs
- Digital and electronic publications and resources
- Public relations, development, and outreach of the Library and the University
Arrangement Guidelines
<table>
<thead>
<tr>
<th>Object number:</th>
<th>Subjects:</th>
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</thead>
<tbody>
<tr>
<td>Collection number:</td>
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<tr>
<td>Category:</td>
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<tr>
<td>Object term:</td>
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<tr>
<td>Object name:</td>
<td></td>
</tr>
<tr>
<td>Common name:</td>
<td></td>
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<tr>
<td>Current location:</td>
<td></td>
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<tr>
<td>Location notes:</td>
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<td>Donor/Source:</td>
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<td>Former owner(s):</td>
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<td>Provenance notes:</td>
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<td>Historic location:</td>
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<td>Measurements:</td>
<td></td>
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<td>Material and process:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Inscription:</td>
<td></td>
</tr>
<tr>
<td>Mark:</td>
<td></td>
</tr>
<tr>
<td>Maker/Artist:</td>
<td></td>
</tr>
<tr>
<td>Place of Origin:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Condition: Excellent Good Fair Poor Very Poor</td>
<td></td>
</tr>
<tr>
<td>Condition notes:</td>
<td></td>
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<tr>
<td>Exhibit history:</td>
<td></td>
</tr>
<tr>
<td>Sources used in identification:</td>
<td></td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

Cataloger: 
Date Cataloged: 
Common and Useful Information Elements for Cataloging Pictorial Materials

Compiled by Helena Zinkham, June 2004

Prints & Photographs Division, Library of Congress, Washington, DC 20540-4730

The following ideas come from both formal cataloging standards and from practical experience with large collections as well as single images in digital imaging projects. Published guidelines, such as Graphic Materials (GM) and Describing Archives: A Content Standard (DACS), should be consulted for more detailed advice. The “Tips for Useful Description of Pictures” (on the last page) explains why some information elements are especially important for visual materials.

Common Elements for Description & Cataloging

The information elements are equally applicable to catalog records and finding aids. The elements appear in most encoding schemes (although the data name differs), including MARC21, Dublin Core, and EAD. The collection-level example is for a fictional group of photographs. The item-level example uses a real photograph (shown at right) associated for teaching purposes with the fictional collection.

Source: Library of Congress, Prints & Photographs Division, LC-USZC4-6165

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
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</thead>
<tbody>
<tr>
<td>IDENTIFY</td>
<td>Title</td>
<td>Cole South collection of African American history photographs.</td>
<td>Portrait photo of Sojourner Truth.</td>
</tr>
<tr>
<td></td>
<td>Extent &amp; physical description</td>
<td>circa 600 photographs.</td>
<td>1 photographic print on carte de visite mount; 4 x 2.5 in.</td>
</tr>
<tr>
<td></td>
<td>Reference code</td>
<td>US-AkAX-PH100</td>
<td>US-AkAX-PH100.22.3</td>
</tr>
<tr>
<td></td>
<td>Repository name &amp; location</td>
<td>ABC Archives, Anchorage, Alaska, US</td>
<td>ABC Archives, Anchorage, Alaska, US</td>
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<tr>
<td></td>
<td>Level of description</td>
<td>Collection</td>
<td>Item</td>
</tr>
</tbody>
</table>

p. 1 of 3
### CONTENT & STRUCTURE (includes subjects and work types)

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope &amp; content</td>
<td>Photographs showing African Americans in different situations including military life, schools, and civil rights activities. Also many portraits.</td>
<td>Portrait shows Sojourner Truth, an African American abolitionist and women’s rights advocate, holding her knitting while seated by a table. She sold this portrait to raise money to support herself.</td>
<td></td>
</tr>
<tr>
<td>Arrangement</td>
<td>Arranged in 2 series: 1. Portraits (alphabetical by sitter); 2. Subjects (alphabetical by topic).</td>
<td>(not used)</td>
<td></td>
</tr>
</tbody>
</table>

### ACCESS & USE (restrictions)

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access conditions</td>
<td>Access to the original photographs is limited to special appointments because the images are fragile.</td>
<td>(not used for this example)</td>
<td></td>
</tr>
<tr>
<td>Rights &amp; reproduction status</td>
<td>Rights status of individual images varies. For general information see reference aid: “Copyright …”</td>
<td>No known restrictions on publication.</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td>Captions are in English; the collector wrote most.</td>
<td>(not used for this example)</td>
<td></td>
</tr>
<tr>
<td>Finding aids</td>
<td>List of portraits, subjects, and photographers is available in a finding aid.</td>
<td>(not used for this example)</td>
<td></td>
</tr>
</tbody>
</table>

### ACQUISITION & APPRAISAL

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate source &amp; custodial history</td>
<td>Gift, Cole South, 1996.</td>
<td>(not used for this example)</td>
<td></td>
</tr>
<tr>
<td>Appraisal &amp; accruals</td>
<td>Additions are expected.</td>
<td>(not used for this example)</td>
<td></td>
</tr>
</tbody>
</table>

### RELATED MATERIALS

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies &amp; originals</td>
<td>Photocopies provided for general reference use. Selected items have been digitized for viewing at ...</td>
<td>Digital reproduction available at <a href="http://hdl.loc.gov/loc.pnp/cph.3g06165">http://hdl.loc.gov/loc.pnp/cph.3g06165</a>.</td>
<td></td>
</tr>
<tr>
<td>Related archival materials</td>
<td>(not used for this example)</td>
<td>Forms part of the Cole South collection of African American history photographs.</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td>(not used for this example)</td>
<td>Published in: Sojourner Truth / Nell Painter. N.Y.: Norton, 1996, p. 185–199.</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL NOTES

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes on source of title, condition, exhibition, etc.</td>
<td>(not used for this example)</td>
<td>Printed below photo: I Sell the Shadow to Support the Substance—Sojourner Truth.</td>
<td></td>
</tr>
</tbody>
</table>

### CONTROL of DESCRIPTION

<table>
<thead>
<tr>
<th>Area</th>
<th>Element(s)</th>
<th>Collection-Level Example</th>
<th>Item-Level Example</th>
</tr>
</thead>
</table>
“USEFUL” Description of Pictorial Materials

- **Use a word that identifies the broad type of material, such as “pictures”**
  The general word for the type of visual material should appear in the description even when specific media or format terms are also used. Most users ask for pictures using general vocabulary. Stating the broad “object type” or “work type” early in a description helps distinguish visual materials from the many other ways that information is expressed, such as in text, music, maps, or sound recordings.

- **State the physical media/format and quantity**
  Photographs, prints, drawings, etc., come in so many shapes and sizes that researchers rely on designations such as “2,000 photographs: slides” or “1 drawing: 50 x 30 cm” to gauge the nature of the information. Will the images be hard to view? Will there be clear visual detail? How many items need to be looked at?

- **Express the subject and specific work type, media, or genre**
  Expand on broad work types (e.g., photographs) to provide direct information about subject content, genres, and specific media (e.g., trees, landscapes, cyanotypes).

- **Favor names of creators**
  Mentioning the names of the lithographers, photographers, and other visual creators, even when they are only partially identified, helps researchers gauge the nature of the visual information, such as amateur, commercial, corporate, or personal viewpoints.

- **Undertake rights statements**
  A rights statement in or linked to the descriptive record, even if the statement says “unknown,” can simplify a researcher’s choice of which materials to request or reproduce. Getting copies is often the goal for picture researchers.

- **Link to digital reproductions**
  At least selectively, try to show users what the pictures look like. Viewing an image conveys lots of information beyond what reading a verbal description can accomplish.
Arrangement Schemes for Photographs
Compiled by Brett Carnell, 2004

Prints & Photographs Division, Library of Congress, Washington, DC 20540-4730

This “how to” tip sheet outlines typical categories (also called series) for arranging photographs within collections. A sample container list for a fictional collection illustrates the presentation of the physical arrangement.

Typical series for photographs

Physical format is a frequent primary criterion for establishing photographic series. Original order is often based on format distinctions, because material such as prints and slides have different storage needs and uses even before they reach an archives. The archives might further separate material by format, especially negatives, to ensure preservation of fragile material. When only a few items are in a special format, references to separate storage locations can suffice rather than establishing an entire series.

Photographic series listed in finding aids often appear to be subject based, because topical words begin the series name. The primary criterion for such series, the physical format “prints,” is implicit. Series for other formats such as negatives, albums, or cased photographs tend to have the format term stated explicitly in the series name.

Within each format-based series, the subseries can rely on such “unifying elements” as function or genre, subject, or chronology. Series may also be divided into file units or items based on format such as a single album.

Examples:

**Format-based series**
- Prints
- Negatives
- Slides
- Oversize

**Function or Genre series**
- Advertising photos
- Book illustrations
- Campaign photos
- Exhibit prints
- Landscapes
- Portraits
- Public affairs photos
- Staff identification photos

**Subject-based series**
- People
  - Culture groups
  - Employee photos
  - Family members
  - Friends and acquaintances
  - Organizations
Things
  Buildings and structures
    Architect
    Client
    Construction site location
    Type of structure

Products
  Type or date

Events
  Anniversaries
  Conferences
  Manufacturing activities
  Parades
  Training programs

Places

Chronology
  Year

Creator-based series
  Names of photographers or sponsors of images

Sample Container List (Fictional Collection)

The following container contents list for a finding aid illustrates a typical arrangement scheme using a fictional photograph collection. The broadest categories are based on type of material, such as prints, albums, and negatives. The subcategories rely on genre and subject matter. Most material fits into document boxes, but special storage locations are noted for daguerreotypes, panoramas, and supplement archives.

Milagro Family Photographs, 1855-1981, bulk 1890-1966

Container

Box 1   Portraits
       
Family
  Milagro, Concepcion, 1863-1888, n.d.
  Milagro, Hermione, 1887-1972
  Milagro, Marco Polo, 1909-1966
  Milagro, Maria Guadalupe, 1862-1942, n.d.
  Milagro, Minnie Corazon, 1916-1980
  Milagro, Simon Bolivar, 1876-1936
  Milagro, Yabasta, 1895-1966
  O’Neal, Carmen Milagro, 1937-1966

Friends and associates
  Bayard, Thomas Francis, 1894-1942
  Farragut, David G., 1862
  Harte, Bret, 1876
  Paul, Alice, 1914-1953
  Scott, Randolph, 1936-1942
  Unidentified, n.d.
DAG CABINET 1  Daguerreotypes
Concepcion Milagro, 1855
Maria Guadalupe Milagro, 1857

Box 2  Yabasta Milagro lantern slide lecture on women’s suffrage, 1922

Box 3  Hermione Milagro as actress and playwright, 1924-1936
Rush to Madness, 1924
Guadalajara Rebel, 1924
Four on the Run, 1925
Tender Embrace, 1926
On the Rocks, 1936

Container

Box 4  Simon Bolivar Milagro ambassadorship to Xanadu, 1932
Official activities and travel
Presenting papers, Feb. 2, 1932
Ribbon Cutting, Styx Bridge, March 15, 1932
State dinner, March 21, 1932
Conference on Xanadu oxygen production, April 1-4
Good will tour, May 2-22
Audience with Grand Vizier, May 24
Departure ceremonies, May 28

Box 5  Presentation album from the Grand Vizier

PANORAMA 176  Panorama of Xanadu Royal Palace

Albums
Box 6  1875 – 1921
Box 7  1922 - 1948
Box 8  1948 - 1953
Box 9  1954 – 1962
Box 10  1959 Disneyland vacation
Box 11  1963 - 1966
Box 12  Milagro family art collection
Painting
Photography
Sculpture

SUPP ARCH 33  Campaign button of Senator Marco Polo Milagro, 1956

Drawer 14  Negatives
PastPerfect IV:
Instructions & Guidelines

Add New Object

• Open PastPerfect – click on desktop icon

• Log into PastPerfect:
  Double-click your name from the list
  Enter password: cgaperfect

• On the main menu, click the OBJECTS button to bring up the Objects Catalog item record screen

• Click the ADD button (top of the record, third from left) to bring up the Add New Object screen

• To clear the fields on the Add New Object screen, select Fill with Blank Data button

• Enter ACCESSION # - click Search File for accession number and double-click selection

[PRESS TAB]

• SOURCE will fill in automatically with the donor’s name

[PRESS TAB]

• Enter OBJECT ID
  CGA.Artcase.drawer#.Item# [CGA.AC.A17.007]
  CGA.Coll Code.Box#.Item# [CGA.JS.1.155a-155t]

[PRESS TAB]

• Enter OBJECT NAME – click Search Authority File button and double-click the format from the authority list

• Select ADD – this will bring up the Objects Catalog Item Record screen

*Accession Number for each donation is created by authorized library staff.

* Object ID is a unique identifier, sometimes referred to as the Finding Number, assigned to each object which identifies its location
* Object ID is written lightly in pencil at the lower right corner on the verso of the object
* Item# must have 3 digits (001, 024, 999)
* Last record # entered will appear beneath

*Object Name is the format or physical type of the work. Please ask if you are unsure.
*Default is “original art”
Add Metadata to the Objects Catalog Item Record

• Select COLLECTION from the authority list – right click in the field, double –click collection name to add

[PRESS TAB]

• Notice the Object ID shows up automatically

• Enter OTHER #

[PRESS TAB to Home Location]

• Notice that the Accession # shows up automatically

• Enter HOME LOCATION by right-clicking and selecting from the authority list: “Billy Ireland Cartoon Library & Museum”

[PRESS TAB to Date]

• Enter DATE as YYYY-MM-DD
  o If no month, YYYY-??-DD
  o If no day, YYYY-MM-??
  o If year only, YYYY

[PRESS TAB]

• Enter the YEAR RANGE for the object
  o If date is known, enter the year in both fields
  o If date is YYY?, enter YYY0 thru YYY9

[PRESS TAB]

• Enter CATALOG DATE which is the date the record is entered – MM/DD/YYYY

[PRESS TAB]

• Enter CATALOGED BY – right-click and select your name from the authority list
[PRESS TAB to Description]

- Enter notes regarding the object in DESCRIPTION
  - If there are multiple objects for one item record, please provide a short description next to the Object ID for each item, if applicable

[PRESS TAB]

- Enter DIMENSIONS of the object in centimeters
  - Be sure that the CM. radio button is selected; if not, save the record, select Edit button, select cm. button and continue

[PRESS TAB to Count]

- Enter COUNT if more than 1 item is represented by the record

[PRESS TAB to Dimension Details]

- Enter DIMENSION DETAILS, if any, for the object or other objects represented by the record

[*Before advancing to the Title field, be sure that the ART button and ART radio button are both selected]

[PRESS TAB to Title]

- Type in the artist’s TITLE or caption of the object exactly as it is written
  - If no title is provided, enter the text from the first word balloon in the upper left; then other wording from the art; and finally, a supplied title entered in [brackets]

[PRESS TAB]
• Enter the **ARTIST** – right-click in the field and double-click name from the authority list

[PRESS TAB]

• If more than one person participated in creating the object, enter **ARTIST2** from the authority list, then **ARTIST3** if applicable
  - To enter a fourth creator, click the **Custom** button and enter **ARTIST4** as above

[PRESS TAB to Signed Name]

• Enter the **SIGNED NAME** used by the artist – it may be last name only, pseudonym, or abbreviation

[PRESS TAB]

• Enter **SIGNATURE LOCATION** on the object

[PRESS TAB]

• Select the **MEDIUM** used for the object – right-click in the field and choose from the authority list. Multiple entries, in order of prominence, can be selected
  - Medium support should be the last entry

[*You will now be working with the screens accessible by the buttons in the last section of the record in the lower right quadrant]*

**Artist** is the creator and or names associated with the creation of the work

**Do not edit Artist names on the authority list**

**If Artist names or life dates need to be added, notify authorized staff**

**When adding multiple creators, click in the field to the right of Artist field, and select their role in creating the object from the authority list (artist, illustrator, writer, etc.)**

**Medium** refers to the substance or materials the artist used to create the artwork.

**Medium support** refers to the substance on which the medium is applied (paper, board, canvas, fabric, wood, glass, etc)

**Print medium** is identified by technique (chromolithograph, etching, engraving, silkscreen, etc.)
Add Metadata to Location

- Click on LOCATION to add location information for the object

- Enter the HOME LOCATION /BUILDING – right-click in field to select from the list: Billy Ireland Cartoon Library & Museum

[PRESS TAB to Container]

- Enter the Object ID without the prefix of CGA into CONTAINER (AC.M17.006a-t) [PRESS TAB]

- Type the date into the INVENTORY DATE [PRESS TAB]

- Enter BY – right-click and select your name from the authority list

- Select DATASET at the lower and choose CGA from the drop-down list

- Click CLOSE at the upper right of screen

[Notice that the Location button is highlighted after information has been entered]

Add Metadata to Condition

- Click the CONDITION button to add general and/or detailed information about the condition of the object.

- Enter CONDITION by choosing from the drop-down list

[PRESS TAB]

- Type the DATE

[PRESS TAB]
• Enter BY – right-click and select your name from the authority list

[PRESS TAB]

• Enter GENERAL CONDITION NOTES if applicable

• Click CLOSE at the upper right of screen

Add Metadata to Classification, Subjects, Search Terms

• Click PEOPLE, CLASSIFICATION, SUBJECTS, SEARCH TERMS button to enter additional details for the object

• Enter CLASSIFICATION – right-click in the field to select from authority list.

[*If the object is an NOT an editorial cartoon, click on CLOSE and proceed to CUSTOM instructions]
or

[PRESS TAB if object is an editorial cartoon]

• Enter SEARCH TERMS for an editorial cartoon – type in pertinent objects or people shown in the cartoon. Press “enter” after each entry

[PRESS TAB]

• Enter SUBJECTS for an editorial cartoon – type in words or phrases that describe topics or issues addressed by the cartoon. Press “enter” after each entry

• Click CLOSE at the upper right of screen

*Enter obvious condition problems such as: tears, staining, foxing, mold, losses, folding, creasing, etc.
*Enter if the object is encapsulated, matted or framed, mounted to board, etc.
*More detailed condition reports are entered via another screen

*Classification is the genre, the category of artistic endeavor having a particular form, content, or technique
*Do not edit Classification authority list
* Multiple entries are possible (magazine cartoon + editorial cartoon.)

*Press “enter” after each entry
* Use full proper names for all notable persons (George W. Bush, NOT Bush or George W.)
*No periods in abbreviations (USSR, FBI, NAACP)
*Spell out words such as World War II, NOT WWII, United State NOT US, American flag NOT US flag
*Do not repeat Search Terms in Subjects
*If you don’t know, consult other resources including the Internet or ask authorized staff
*For dated cartoons, search news stories by date at Vanderbilt Television News Archive at http://tvnews.vanderbilt.edu
Add Metadata to Custom

• Click on CUSTOM button to enter Publication, Publication Vol., Publication No., Syndicated By and/or Artist4

• Enter the name of the PUBLICATION – right-click in the field to select from the authority list

[PRESS TAB or CLOSE]

• Type in PUBLICATION VOL. number if applicable

[PRESS TAB or CLOSE]

• Type in PUBLICATION NO. (issue number) if applicable

[PRESS TAB or CLOSE]

• Enter SYNDICATED BY – right-click in the field to select from the authority list

[PRESS TAB to Artist4 or click CLOSE]

• Enter ARTIST4 if applicable – right-click to select from the authority list

[PRESS TAB to Alternate Title or CLOSE]

• Type in ALTERNATE TITLE if applicable

• Click CLOSE at the upper right of screen

• Click SAVE button in the upper left of the Item Record to save all information

• Check the record for accuracy

* Publication is the title of the journal, magazine, newspaper or book in which the art was published
* Do not edit Publication authority list
* If a Publication needs to be added, notify authorized staff

*A Syndicate serves as an agent for a cartoonist or comic strip creator and markets, promotes and distributes their work to various media on behalf of the artist. An Artist can be self-syndicated
* Do not confuse Syndicate with publisher
* Do not edit Syndicated By authority list
* If a Syndicate needs to be added, notify authorized staff

*Do not edit Artist4 authority list
* If an Artist needs to be added, notify authorized staff

* Alternate Title is most often used for comic strips. The indexed title is entered as Title with the additional title for that particular strip entered as Alternate Title
Making Corrections

- Click on the EDIT button at the top to correct or add additional information
- Enter all corrections or additions on any screen in the record
- To correct the Object ID, click on EDIT, then click Change Access#, Object ID or Loan# button located next to the Edit button and make the change, then click the SAVE button
- Finally, click SAVE at the upper left of the Item Record to save the updated record
- Select ADD to add another object record to the database

Creating Default Data

*Click Edit on the Location, Condition, Classification/Subjects/Search Terms and Custom screens to make changes. Then click Save and Close buttons in the upper right to save these changes.

*Change Default Data allows you to enter data into the fields that is common to all or a group of records.
*For the following records, click Fill with Default Data and these entries will fill in automatically until you change them
*Examples of default data include: Collection, Collection Code, Catalogued by, Artist, Classification, Publication, Syndicate

TIPS

First and foremost, if you have any questions about anything, please ask. Accuracy in spelling and inputting the correct information into the proper fields is of utmost importance. Errors will affect the results of any search.
**Because of the variety of materials found in the Modern Graphic History Library, the following steps are guidelines and should be applied flexibly and sensibly, keeping in mind that they will address many basic questions and concerns that you will have when processing the collections. Please see the MGHL Curator with questions.**
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INTRODUCTION

The Modern Graphic History Library is dedicated to acquiring and preserving distinguished works of modern illustration and pictorial graphic culture while also promoting sustained academic consideration of those materials. Focusing on artists' working materials and sketches as well as finished artworks, the range of the collection extends from book, magazine, and advertising illustration to graphic novels, comics, poster design, pictorial information design, and animation, with the Al Parker Collection standing as a highlight.

The purpose of processing the MGHL collection is to organize and preserve archival documents and artwork relevant to the history of modern illustration and to ensure its access to Washington University faculty and students, and the public.

This manual is based on the Washington University Archives manual and manuals created by other repositories and adapted for specific use at the MGHL:


Background Research

It is important to obtain information regarding dates, works, contributors, and publications. Further research into the artworks and persons involved may also be required. Research is fundamental to enabling informed decisions regarding the context, arrangement, and value of the materials.

When secondary sources are unavailable, information can be gleaned from the collection itself. Information from secondary sources should also be verified by the collection.

Guiding Principles

Respect des fonds/provenance. Papers or records created or accumulated by one person or office should not be intermingled with those of another.

Original order. Identify and preserve if possible; this will save processing time and may reveal something about the creator (especially important in dealing with personal papers).
Order out of chaos. The initial survey of a collection may not show any order, but check closely as some creators have a scheme that is not easily discernable.

Accessibility. The arrangement and description of a collection so that researchers can find information with a minimum amount of searching. Accessibility may conflict with original order, so the decision about arrangement must be decided on a case-by-case basis.

Lack of universality. There is no one way to arrange and describe all collections.

Service. One of the major goals of the Modern Graphic History Library is to make the material that has been donated available and accessible to researchers. This is accomplished through the processing of collections, as described in this manual; by staffing a reading room with regular hours of operation; by responding to telephone, e-mail and written requests for information; and by advising patrons on research strategies.

Preservation. To preserve historical documentation is considered by many archivists to be the major goal of the archival profession.

Informed judgment and common sense.

Types of Collections

Organic.

- Personal papers of an individual or family.
- Records of an organization.

Collective.

- Combination of organizational records and personal papers (as in the case of company records that include the personal papers of the founder or executives).

Artificial.

- Discrete items assembled by a collector or by the Archives to document a particular person or subject (e.g. Craver Collection).

** Each type could be a new collection or an accrual (addition to an existing collection). For accruals, make sure to look at the original collection and discuss with the supervisor whether to integrate the material or set up a similar separate arrangement.
Accessioning

The accessioning process allows us to get basic intellectual control over the materials. Once the collection is physically transferred to the MGHL, library staff will document the contents of the collection, their condition, order, and its temporary location until processing occurs.

Arrangement

Arrangement is the way items, groupings, and collections are ordered to reveal their contents and significance. It involves the physical organization of materials in accordance with the accepted archival principles of provenance and original order. There are several steps involved in the arrangement process: research, survey of records, physical arrangement, processing, re-housing, and labeling.

Objectives of Arrangement

- To provide a rational order in which individual documents or facts can be found with a modest amount of search and analysis.
- To maintain (or restore) and present to researchers the original order of the papers or records as evidence of how they were used by the creator and why they were created. The "sum of the whole is greater than the parts" in that there is value in knowing what a person saved, what they did not save, and how they organized the material.
- To identify potential preservation problems.
- To provide a basis for description.

Levels of Arrangement

- Repository: How collections are arranged on shelves (the MGHL uses a shelf list to locate collections because alphabetical or chronological arrangement would require constant shifting as new collections are added).
- Collection (also known as Record Group): Usually by provenance, or several related accessions may be combined.
- Series and subseries: Logical breaks by content, arrangement, medium, or format.
- Folder: Sequential, alphabetical, chronological or some combination of these.
- Document: Usually sequential.

Types of Arrangement

- Original order (used whenever possible).
- Chronological
- Topical
- Alphabetical
- Combination
Description

The process of establishing intellectual and administrative control over holdings through the preparation of finding aids.

Objectives of Description

- To provide administrative control for the repository staff
  - Location of collections physically, so it can be located
  - General contents of collections
  - Provenance of collections (Why is it here? How long has it been here?)
- To establish intellectual control for the researcher
  - General nature of repository’s holdings
  - General contents of individual collections
  - Information available on a specific topic
  - Specific information available within an individual collection

Levels of Description (from general to more specific)

- Repository (Online list of finding aids in University Archives for staff and patrons; shelf list for staff).
- Collection (Finding Aid, Inventory, Box List, etc.).
- Series and subseries (located within a finding aid).
- Folder (located within a finding aid).
- Document (inventory of individual items located in folders).
  - Normally used only for very small or very important collections.

Qualities of Good Finding Aids

- Clarity and conciseness
- Anticipation of researchers’ needs
- Objectivity
- Avoid archival jargon (provenance, ephemera, etc.)
- Avoid terminology that may be confusing or archaic.
- Avoid abbreviations or acronyms when possible (except for very well known, YMCA, US)
• SERIES A body of file units or documents arranged in accordance with a unified filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use.

• SUBGROUP A body of related records within a record group, usually consisting of the records of a primary subordinate administrative unit or of records series related chronologically, functionally, or by subject.

• SUBSERIES A subgrouping of materials in a series maintained by the file’s creator for reasons of function creation, receipt, or use.

• TRANSCRIPT Whether it is in the author’s or a copyist’s hand, or typewritten, a transcript implies the copying of something already completed: often, indeed, of something already published. When, for example, a poet writes out a favorite poem for a friend or an admirer, the result (although it is in his AUTOGRAPH) is a transcript, and not an original manuscript in the strict sense. [From ABC]

• VERSO The back or reverse, side of the LEAF; i.e. the left-hand page of an open book or manuscript. Verso is the complement to RECTO. ABC

GLOSSARY OF ARTWORK-RELATED TERMS

This glossary is based in part on and draws several definitions from Wikipedia.com.

• ACRYLIC PAINT A fast-drying paint containing pigment suspended in an acrylic polymer emulsion. Acrylic paints can be diluted with water, but become water-resistant when dry.

• ARTIST’S BOOK A book conceived and/or produced by an artist; may include imagery conceived for the publication and/or text.

• ARTWORK All illustrated material, ornamentation, photos and charts, etc. that is prepared for reproduction.

• CANVAS A firm, loosely woven cloth. Or, a painting.

• CARICATURE An exaggerated, distorted representation of a subject in art or literature.

• COMIC (Comic book, Comic paper, Strip cartoon) A sequence of illustrations containing a story, or stories.

• COLLAGE (From the French: coller, to glue) A work of formal art, primarily in the visual arts, made from an assemblage of different forms, thus creating a new whole.

• COMMERCIAL ART (see also GRAPHIC DESIGN) Artwork, such as illustration, photography, graphic design, prepared for predetermined commercial purposes, such as advertising and general promotion.

• GOACHE Pronounced “Gwash” (rhymes with “squash”) (from the Italian guazzo, “water paint, splash”) A type of paint consisting of pigment suspended in water. Gouache differs from watercolor in that the particles are larger, the ratio of pigment to water is much higher, and an additional, inert, white pigment such as chalk is also present. This makes gouache heavier and more opaque, with greater reflective qualities.

• GRAPHIC ARTS Usually refers to arts derived from or dependent on drawing; sometimes used to denote all processes by which prints are made; may refer to the entire field of commercial printing and illustration.
• GRAPHIC DESIGN (See also COMMERCIAL ART, VISUAL COMMUNICATION) The design of visual communications, usually to be printed or reproduced photographically, advertisements, books, magazines, newspapers, leaflets, posters, diagrams, trademarks, corporate identities, sign systems, packaging, film and television graphics, etc., and employing words and/or images.
• GRAPHICS Any presentation of data in visual form; illustrations, graphic designs, etc.
• ILLUSTRATED BOOK A book that includes visual images to explain, augment, or embellish the text.
• ILLUSTRATION A drawing, photograph, or other image representation designed to decorate or to clarify a text.
• MIXED MEDIA In drawing and painting this refers to the use of different media in the same picture.
• OIL PAINTING A painting with pigments that are bound with a medium of drying oil.
• OIL PASTEL (also called wax oil crayon) A painting and drawing medium with characteristics similar to pastels and wax crayons.
• PEN AND INK A technique of drawing or writing, in which colored (this includes black) ink is applied to paper using a pen or other stylus.
• PROOF A trial impression of a printed image.
• SKETCH A preliminary drawing of a composition.
• SKETCH BOOK A book of, or for, sketches or rough drawings.
• STUDY A detailed drawing or painting made of one or more parts of a final composition, but not the whole work.
• TEAR SHEET A term used by Advertising agencies to denote a page cut or torn from a publication as proof that an article/photo/illustration was published.
• TYPOGRAPHY The art or practice of printing; the style and appearance of printed matter.
• VISUAL COMMUNICATION Conveying a message through sight, a recognition of symbols, rather than through textual or auditory means.
• WATERCOLOR The medium or the resulting artwork, in which the paints are made of pigments suspended in a water soluble vehicle. The traditional and most common support for watercolor paintings is paper.
Art Collection Descriptions
This collection contains materials relating to the activities of Project Ngoc (1987-1997), a non-profit humanitarian group consisting mainly of college students. Materials from Project Ngoc include correspondence, records of meetings and activities, and photographs and slides documenting travel to refugee camps and statewide activities. Materials from various organizations involved with refugee issues include correspondence, bills, and other printed ephemera. The collection also contains artwork done by refugee artists in the Hong Kong camps.

Project Ngoc (PN), a non-profit humanitarian organization comprised mainly of college students, strove to publicize and gather support for Southeast Asian refugees. Originally initiated as a class at UCI by graduate student Tom Wilson, PN was an attempt to increase the awareness of the students concerning the Vietnamese refugee crisis. Students in the class then decided to help alleviate the tragedies of the refugees by taking the Project beyond the limitations of the classroom and forming an organization in the hopes of realizing more concrete projects to assist the refugees.

8.0 Linear feet (11 boxes and 9 oversize folders) and 148 digitized images

Property rights reside with the University of California. Literary rights are retained by the creators of the records and their heirs. For permissions to reproduce or to publish, please contact the Head of Special Collections and University Archives.

Collection Contents
Subject files concerning refugee issues, Project Ngoc organizational files, Visual and audiovisual materials, Artwork, Newspaper clippings,
Guide to the Project Ngoc Records MS.SEA.016. Artwork
http://www.oac.cdlib.org/findaid/ark:/13030/kt8z09p8pd/dsc/#ref282
Title: Contemplation
Creator/Contributor: Duy, Khoa, Artist
Subject: Refugee camps, Refugees and Immigrants, Social Aspects, Vietnamese, Hong Kong
Note: Title supplied by artist
Type: Paintings
Physical Description: 1 painting : 114 x 55 cm
Identifier: cui-ucid-sea016-027
Copyright Note: Material in public domain. No restrictions on use
Related Item: Metacollection: California Cultures, Metacollection: SEAAdoc
Collection: Project Ngoc records
Contributing Institution: UC Irvine, Southeast Asian Archive
Graham collection of psychedelic posters (Library of Congress)

**About This Item**

- **Title:** Graham collection of psychedelic posters (Library of Congress)
- **Other Title:** Bill Graham collection of psychedelic posters (Library of Congress)
- **Related Names:**
  - Graham, Bill, 1931-1991, donor
- **Date Created/Published:** 1966-1970.
- **Medium:** ca. 400 prints (posters) : most color; various sizes.
- **Summary:** Includes posters created to advertise rock concerts and other musical performances held primarily at the Fillmore West Auditorium in San Francisco, California. Among the performers featured in these "Bill Graham Presents" productions are the Grateful Dead, Jefferson Airplane, the Rolling Stone, Donovan, and Aretha Franklin. Leading artists of the California Psychedelic movement are well represented, including Rick Griffin, Bonnie MacLean, McHugh, Victor Moscoso, Stanley Mouse, and Wes Wilson.
- **Reproduction Number:** ---
- **Rights Advisory:** Rights status of individual images not evaluated. For general information see "Copyright and Other Restrictions..." (http://lcweb.loc.gov/rr/print/195_copr.html)
- **Call Number:** Guide Record [P&P]
- **Repository:** Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA
- **Notes:**
  - Arrangement: Organized into two series according to size. The large posters are interfaced with the U.S. artist posters. The small posters are in a series called POS - Graham (B size).
  - Arrangement: The arrangement is alphabetical by artist name, then by sequential number. Call number example: POS - GRAHAM U.S..M244, no. 21 (B size).
  - Collection title devised by Library staff.
  - The poster media are predominately photomechanical processes; other techniques are also represented.
  - Digitized images for many items in the collection and their associated identifying information are available through the Prints & Photographs Online Catalog.
  - Posters are viewable in black-and-white on a microfilm made in 1975 (MICROFILM LOT 11243-7).
  - Library of Congress staff assembled the movie posters, chiefly through copyright deposit acquisitions.
  - Finding aid is the microfilm and a card catalog. Copies of the cards are also interfaced in the U.S. Poster artist card catalog.

**Subjects:**


**Format:**


**Collections:**

- Guide Records

**Bookmark This Record:**

http://www.loc.gov/pictures/item/2005682805/
Artwork in the Richard E. Byrd Papers

Short Link: https://byrdpolarmedia.osu.edu/Artwork_in_the_Richard_E_Byrd_Papers

Collection Expiration Date: 05/17/2020
Title: Artwork in the Richard E. Byrd Papers
Date: February 17, 2010
Donor: Kissel, Laura

Description: This collection consists of the artwork found in the Richard E. Byrd Papers. Some of the art is three dimensional, but most are paintings, illustrations, and prints relating to Admiral Richard E. Byrd and polar expeditions.

Contents: The materials on this Website have been made available for use in research, teaching and private study. For these purposes, you may reproduce (print, make photocopies, or download) materials from this site without further permission on the condition that you provide the following attribution of the source on all copies: https://byrdpolarmedia.osu.edu/Artwork_in_the_Richard_E_Byrd_Papers. For any other use, please contact the polar curator at 614-688-8173 or kissel.4@osu.edu.
Artwork in the Richard E. Byrd Papers: Man in Snow Tunnel by David Paige

Short Link: https://byrdpolarmedia.osu.edu/5SNnDeLcP
Filename: byrdartifact 468_2_3.jpg
Title: Man In Snow Tunnel by David Paige
Location of original media: Richard E. Byrd Papers, Box 468, Folder 2, Item 3, 054-362.21:3-4
Dimensions: 9” x 12” (entire)
Donor: Anonymous
Entry by: Sasha Westgate
Media Type: Pastel on paper

Description: This pastel depicts a man with an instrument on a tripod inside of a snow tunnel. This may have been a working draft or companion to the “Magnetometer in an ice cave - illuminated by candle light” pastel found in The Magic of Antarctic Colours.

Notes: For more of David Paige’s work, please visit the extensive Digital Exhibit, which features more art, a chronology, and
James Williams, the son of Francis (née Porter) and Alexander Raymond Williams, was born on 26 December 1955 in Hamilton, Ontario. He completed a degree (AOCA) in new media art at OCAD in 1989 and BFA and MFA degrees in photography from the State University of New York at Buffalo in 1990 and 1992, respectively. His photographs, which juxtapose workers in factories and other settings, have been exhibited in many galleries and other venues throughout the world. He currently lives in Salford (Great Britain), where he teaches photography at the University of Bolton.

The fonds consists of inkjet prints and silver gelatin prints of different dimensions, depicting workers in factories and other buildings and settings in Dubai, western New York, Slovakia, southern Ontario, and Sydney, Nova Scotia.

Title based on the content of fonds.
The fonds (01-2011) was donated by Janice Haluszka, Edward Williams, and Dennis Gerencser on 3 January 2011.
Finding aid available electronically.
There are no access restrictions.
Further accruals are not expected.

Contact: archives@mcmaster.ca
Last Reviewed: March 14, 2011
URL: http://library.mcmaster.ca/archives/findaids/fonds/w/williamsj.htm
The William Ready Division of
Archives and Research Collections

Back to W Index

To Fonds Description

Williams, James

James Williams fonds

Two catalogues of exhibitions.


35.6 x 53.3 cm inkjet prints, framed 45.7 x 61 cm
Fashion #1, Dubai, 2000. Colour photograph of a women’s fashion show inset with 3 b&w photographs of men at sewing machines.
Fish market #3, Dubai, 1999. Colour photograph of seafood for sale inset with 3 b&w photographs of men showing fish and seafood.
Fish market #4, Dubai, 2000. Colour photograph of vegetables and other food and drink for sale inset with 3 b&w photographs of men (one carrying a bowl of fish).
Fish market #5, Dubai, 2000. Colour photograph of a restaurant with blue tables, chairs, and carpet inset with 3 b&w photographs of men (two with baskets of fish).
Construction crew #5, Dubai, 1999. Colour photograph of a building featuring a spiked fence and a sculpture of a camel inset with a b&w photograph of men wearing caps.

50.8 x 76.2 cm, b&w inkjet prints, framed 81.3 x 101.6 cm
Steeltown, southern Ontario #1, 1994. Factory inset with 3 photographs of workers.
Steeltown, Mexican chapter, 1996. Slag heap and factory inset with 3 photographs of workers.
Steeltown, Slovakian chapter #1, 2004. Parked cars inset with 3 photographs of workers.

27.9 x 35.6 cm silver gelatin prints, framed 81.3 x 101.6 cm
Steeltown, Slovakian chapter #4, 2004. 2 photographs. Hotel Metal; back of building with clothes line.

53.3 x 68.6 cm, colour inkjet prints, framed 81.3 x 101.6 cm
Mr. Steven Enich (04/21/1923 – 10/10/2004) was a prominent Serbian-American lawyer, practicing primarily in Wisconsin. An amateur photographer as well as philanthropist, especially to the Serbian Orthodox cultural heritage, from approximately 1979 to 1994, he was given often unprecedented access to Serbian Orthodox cultural monuments in the former Yugoslavia. In the course of several trips there, he amassed a collection of almost 5,000 slides, the majority of which he took himself. Often, he would share these slides with interested groups, particularly among the Serbian Orthodox communities in the United States.

In 2006, his widow, Mrs. Irene Enich (nee Miller), hoping to ensure "continuing access to and the preservation of" this valuable collection, donated the entire collection and related valuable personal notes of Steven Enich to the Hilandar Research Library, where these visual materials can embellish the largely Eastern (and Serbian) Cyrillic Orthodox manuscripts on microfilm, which this special collection preserves and to which it creates access as the largest such collection in the world.

Notes: 1. There are occasional differences between the original Enich notes and the images. In all such cases, we have attempted to identify, occasionally enhance, and describe the actual content of the slide. Also, the notes refer to a time before the break-up of the former Yugoslavia, and thus geographic and other terms may not always reflect current usage. 2. The place names used to describe the items in this collection came from the photographer’s notes, but we have also included a controlled name for each place from the Getty Thesaurus of Geographic Names.

The Hilandar Research Library gratefully acknowledges the generosity of Mrs. Irene Enich, as well as the work of a number of individuals at The Ohio State University Libraries, and especially: Amy L. McCrory, Digital Imaging Technician, OSU Libraries Preservation Department, and Jennifer Bretlighan, student assistant to A. McCrory; Melanie B. Schlosser, Metadata Librarian, Scholarly Resources Integration Department; Morag E. Boyd, Metadata Librarian, Special Collections Cataloging Department. In addition, it should be noted that the difficult and time-consuming task of identifying the slides and their contents was divided between Dr. Lyubomira Parpulova Gribble, Assistant Curator of the Hilandar Research Library, and Andrew J. Kier, Graduate Research Associate of the Resource Center for Medieval Slavic Studies.

Logo image: Decani Monastery.

In honoring Mrs. Enich's wishes, the Hilandar Research Library, through the OSU Libraries and Knowledge Bank, makes images of the vast majority of these slides broadly available through the Knowledge Bank. In addition, the original notes of S. Enich are also available as scanned images. These images may be downloaded for private or academic use; for other use, please contact the Hilandar Research Library (hilandar@osu.edu).

Collections in this community

Church Items (Enich Slide Collection)
Frescoes from Monasteries of Serbia (Enich Slide Collection)
Good Friday and Easter, 1981 (Enich Slide Collection)
Kalemegdan Fortress, Ruzica, and St. Petka (Enich Slide Collection)
Life and Cathedral of St. Sava (Enich Slide Collection)
Miscellaneous (Enich Slide Collection)
Montenegro (Enich Slide Collection)
Patriarchal Activities (Enich Slide Collection)
Patriarchal Museum (Enich Slide Collection)
The Steven Enich Serbian Orthodox Culture Slide Collection
https://kb.osu.edu/dspace/handle/1811/37112

Serbian Monasteries (Enich Slide Collection)
St. Cyril and Methodius, St. John Kanty Church, Irene's House (Enich Slide Collection)
Stara Serbia (Enich Slide Collection)
Tesla, Military, and Public Museums (Enich Slide Collection)
Theological Educational Facilities (Enich Slide Collection)
Vidovdan (Enich Slide Collection)

Recent Submissions

- Church on Nikolje monastery mill grounds...
  (1988-02-01)
- Žiča Monastery view
  (1987-05-01)
- Stara Pavlica -- panoramic view of the a...
  (1991-06-01)
- Pantokrator at Ravanica
  (1987-05-01)
- Presentation of Christ in the Temple (Sr...}
 Electronic Version: View all submissions >

If you have problems with the site, difficulty accessing portions of it due to incompatibility with adaptive technology, or need information in an alternative format, please contact the system administrators.
St. Sava Cathedral -- Main entrance

Please use this identifier to cite or link to this item: http://hdl.handle.net/1811/43831

Title: St. Sava Cathedral -- Main entrance

Creators: Enich, Steven

Issue Date: 1989-10-01

Publisher: Ohio State University. Libraries

Description: Beograd

Place: Beograd

Related Item: http://hdl.handle.net/1811/37160

URI: http://hdl.handle.net/1811/43831

Rights: hilandar@osu.edu. Fair use and other exemptions to copyright apply.
Guide to the Doel Reed Aquatints Records

Collection Number 1999-296

Special Collections and University Archives

Oklahoma State University
Stillwater, Oklahoma

Contact Information

Special Collections & University Archives
Edmon Low Library, Room 204
Oklahoma State University
Stillwater, Oklahoma
74078-1071 USA
Phone: 405-744-6311
Fax: 405-744-7579
Email: lib-scua@okstate.edu
URL: http://www.library.okstate.edu/scua/index.htm

Processed by
Evan Rogers, June, 2002.

Updated by
Tawny Taylor, October 2010.

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All rights reserved.
Brief Description of Collection

Title
Doel Reed Aquatints Records.

Creator
Doel Reed

Dates
1932.

Language
No linguistic content

Extent
1 oversize box.

Related Archival Materials

Repository
Oklahoma State University Library, Department of Special Collections and University Archives

Location
For current information on the location of these materials, please consult the Library's online catalog or contact the Special Collections and University Archives Reference staff.

Administrative Information

Access Restrictions
Access to this collection is unrestricted.

Usage Restrictions
Access to this collection is unrestricted.

Preferred Citation
[Identification of item], Doel Reed Aquatints Records, Special Collections and University Archives, Oklahoma State University Libraries.

Provenance
Gift of Martha Reed

Reference Code
Local Identifier: 1999-296
Repository Identifier: OkS
Country Identifier: US

Biographical Note

Doel Reed formalized and chaired the Art Department at Oklahoma A & M College starting in 1924 until his retirement from the position in 1959. He became nationally recognized as a modern master of aquatint, a unique form of engraving that uses an acid biting process to create fields of shading instead of using hatching or stippling.

Doel Reed, N. A. was born May 21, 1894 in Logansport, Indiana. Shortly after he moved to Indianapolis where he would spend the years of his youth. As a young man, Reed attended Saturday drawing classes at the John Herron Art Museum in Indianapolis; here he developed his tastes for and in art as well as his interest in its pursuit. One of the figures from the museum that strongly influenced his work was the famous painter and engraver Francisco Goya. Goya inspired the strong contrasts that exist in Reed’s own work. Reed also found inspiration from more contemporary artists such as Laura Knight’s “beautifully designed plates” (from the preface of Doel Reed Makes An Aquatint), Arthur Davis, Earl Horter, and Emil Ganso all of whom he mentions in the preface of Doel Reed Makes An Aquatint.

After high school Reed took an apprenticeship to an architect for four years before enrolling at the Art Academy of Cincinnati. Here Reed discovered graphic design, the area in which he would make his name in aquatinting. After being enrolled at the Art Academy of Cincinnati for 1916 and 1917, Reed volunteered for service in World War I. Gas blinded Reed while he fought with the 47th Infantry in the U.S. Army, and his injuries hospitalized him for year. On his recovery he returned to the Art Academy where he discovered his interest in graphics. Since very few schools specialized in or taught graphics, Reed taught himself. His work in oils and caseins helped establish him; his aquatints, though, made him famous.

Reed married in 1920 and made his first etching for the birth announcement of his daughter. An associate, Joseph Henry Sharp, had told him about the “boundless beauty of the Southwest,” and reed moved to Stillwater, Oklahoma where he chaired the art department at Oklahoma State University from 1924 until retiring to Talpa, New Mexico in 1959. While at Oklahoma State, the National Academy of Design elected him to an Associate membership position, and in 1952 he achieved full Academician status. Talpa, the surrounding pueblos, and countryside of the Taos area had served as the subjects of many of the sketches he turned into prints during his time in Stillwater. He visited New Mexico and Arizona often on the advice of his associates and friends. It was his practice to sketch in the field, to set down the mood as quickly as possible, and then finish the
painting or print back in his studio. His early base in architecture made buildings a focal point of much of his work.

A prominent member of the art community in Taos and New Mexico after 1960, Reed’s work has been exhibited in somewhere close to 350 juried shows, and he has won over 100 national and international awards for art. His subject matter consists mainly of southwest geography and the female form. He expressed that he felt that landscape is “most sympathetic to creative work” (from preface). The Gardiner Art Gallery on the Oklahoma State University campus started its permanent collection with prints by Reed, the department’s founder. Doel Reed passed away in 1985, but his work continues to be shown and sold especially in the southwest where he made his home. Reed has work in the Bibliotheca Nationale, Paris, France; the Victoria and Albert, London, England; the Metropolitan Museum of Art, New York; the Philadelphia Museum of Art, Philadelphia; the Library of Congress, Washington, D.C.; the Dallas Museum of Fine Arts; the Fine Arts Museum, Santa Fe, New Mexico; the Philbrook Museum, Tulsa, Oklahoma; the Gilcrease Museum, Tulsa and more.

Scope and Content Note

Three black and white aquatints signed and authenticated by Doel Reed and dated 1932. Subjects of the pictures include pueblos, mountains, and kitchen.

List of Series

Series I: Aquatints

Container List

Arranged alphabetically.

<table>
<thead>
<tr>
<th>Box</th>
<th>Item No.</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Aquatint. “Mexican Kitchen” edition 9 of 50. Doel Reed. Black and white aquatint on paper. Signature in pencil. Stamp of DOEL REED to left of signature. 10 7/8” x 13”</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Aquatint. “Mexican Night” edition 9 of 50. Doel Reed, 1932. Black and white aquatint on paper. Signature in pencil. Stamp of DOEL REED to left of signature. 8” x 9 ¾”</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Aquatint. “untitled” edition 4 of 50. Doel Reed, 1932. Black and white aquatint on paper. Signature in pencil with DOEL REED stamp to left of signature. 7 ¼” x 9 ¾”</td>
</tr>
</tbody>
</table>
Summary Information

Title: Charles Craver Personal Papers
Creator: Charles Craver
c. 1940 - 1948
Extent: 2.0 linear feet
Call number: mghl00008
Language: English
Repository: Washington University in St. Louis
University Libraries, Department of Special Collections, Modern Graphic History Library
One Brookings Drive
Campus Box 1061
St. Louis, Missouri 63130

Access and Use:

Source of Collection:
This material was donated to the University Archives by Charles Craver in the 1990s. The material was transferred to the Modern Graphic History Library in 2008.

Access Restrictions:
There are no restrictions to access.

Use Restrictions:
Users of the collection must read and abide by the Rules for the Use of Modern Graphic History Library Materials.
Users of the collection who wish to use items from this collection, in whole or in part, in any form of publication (as defined in the form) must sign and submit to the Modern Graphic History Library a hard copy of the Request for Reproduction of Modern Graphic History Library Materials form.
All publication not covered by fair use is restricted to those who have permission of the copyright holder.

Processing Information:

Biography

Charles Henry Craver was born in Eldon, Missouri and attended the School of Fine Arts at Washington University in St. Louis, where he graduated with a Bachelor of Arts in 1933. After an early career as a freelance illustrator, he was employed for over 50 years as a staff artist for the Missouri Department of Health in Jefferson City.

Collection Scope and Content Note

Scope and Content Notes
This collection is divided into 2 series as follows:
Series 01: Magazine Illustrations (arranged by size) Series 02: Original Artwork (arranged by size)
Subject Terms

- Carver, Charles

Contents List

Title

**Series 01: Magazine Illustrations** [series]:
Scope: arranged by size

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Missouri Ruralist, May 25, 1940, black and white</td>
</tr>
<tr>
<td>01</td>
<td>Southern Agriculturist, March 1948, black and white</td>
</tr>
<tr>
<td>01</td>
<td>Southern Agriculturist, May 1942, black and white</td>
</tr>
<tr>
<td>01</td>
<td>Kansas Farmer, April 5, 1941, black and white</td>
</tr>
<tr>
<td>01</td>
<td>The Front Rank, September 15, 1940, black and white</td>
</tr>
<tr>
<td>01</td>
<td>The Military Miniature Collector, undated, black and white</td>
</tr>
</tbody>
</table>

**Series 02: Original Artwork** [series]:
Scope: arranged by size

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>01</td>
<td>Black and white, ink and mixed media</td>
</tr>
<tr>
<td>01</td>
<td>Black and white, ink</td>
</tr>
<tr>
<td>01</td>
<td>Black and white, ink and mixed media</td>
</tr>
<tr>
<td>01</td>
<td>Black and white, ink and mixed media</td>
</tr>
<tr>
<td>01</td>
<td>Black and white, ink and mixed media</td>
</tr>
<tr>
<td>01</td>
<td>Black and white, ink and mixed media</td>
</tr>
</tbody>
</table>
Overview

The Harold Rome Papers were established in the Music Library of Yale University by Harold Rome in 1984.

Information about Access

The Papers are open to researchers by appointment. There are no restricted materials in the collection. Please contact the Special Collections staff to schedule an appointment.

Ownership & Copyright

The Harold Rome Papers are the physical property of the Irving S. Gilmore Music Library of Yale University. Copyrights belong to the composers and authors, or their legal heirs and assigns.

Cite As


Biographical Sketch

Harold Jacob ("Hecky") Rome was born in Hartford, Connecticut, on May 27, 1908. His education included a B.A. from Yale College (1929), studies at the Yale Law School (1929-1930), a B.F.A. from the Yale School of Architecture (1934), and courses at the Yale Schools of Art and Music. He played piano in the Yale orchestra, making four trips to Europe with the group, and supported himself by playing with dance bands and for dance classes. This period also saw the birth of Rome's interest in African art, a fascination sparked when Rome visited Paris in 1930 and attended an exhibition of African sculpture there.

In 1934 Rome headed to New York to begin a career in architecture. What began as supplemental music jobs, however, blossomed into a more fulfilling and lucrative profession than architecture. During his three seasons (1935-1937) at Green Mansions (a summer resort in the Adirondacks), he produced musicals, wrote songs, and played the piano. His genius for songwriting was evident, and it was not long before his songs were sung by Gypsy Rose Lee and the Ritz Brothers.

In 1937, Louis Schaeffer hired Rome to write songs and be the rehearsal pianist for the revue Pins and Needles, which was produced and performed by I.G.L.W. union members. When, in 1937, the show opened in New York, it met with such wide acclaim that it moved on to Broadway and ran there and on the road for four years, establishing Rome as a composer and
lyricist. He won an ASCAP award for the song "Sunday in the Park" from Pins and Needles, followed by another for the song "Franklin D. Roosevelt Jones" from the 1938 revue Sing Out the News (produced by Max Gordon, with sketches by George S. Kaufman and Moss Hart, and songs by Harold Rome).

There followed revues, mostly sociopolitical, including Sing for Your Supper (1939); Streets of Paris (1939); and The Little Day Laughed (1940), a musical based on the book by Joseph Schrank. Lachtrème Follies (1942), to which Rome contributed several songs, was a series of forty-five minute morale-boosting revues presented to workers at war-materiel factories. It included sketches by George S. Kaufman, Moss Hart, and Maxwell Anderson, and was produced and supervised by Kurt Weill. This was followed by Star and Garter (1942) and Let Freedom Sing (1942).

As a serviceman during World War II, Rome wrote songs for the army shows Stays and Gripes (1943) and Skirts (1944), the latter done in collaboration with fellow PFC Frank Loesser. Rome's return to civilian life was the theme for his next revue, Call Me Mister (1945), performed by former servicemen and servicewomen, among others.

That's the Ticket (1948), a musical based on a book by Julius and Philip G. Epstein, was directed by Jerome Robbins. This was followed by four more revues: Pretty Penny (1949), with sketches by Jerome Chodorov and directed by George S. Kaufman; Alice and Kicking (1950); Michael Todd's Peep Show (1950); and Bless You All (1950), with sketches by Arnold Auerbach.

Apart from Romancine of Juliet (1957): play by Peter Ustinov with incidental music by Rome, directed by George S. Kaufman and produced by David Merrick, and La Grossa Vulgaris (1965, for which Rome wrote the lyrics), the final productions were the book-musicals With You Were Here (1952, book by Arthur Koerber and Joshua Logan, directed by Logan), Fanny (1954, book by S.N. Behrman and Joshua Logan based upon the trilogy by Marcel Pagnol, directed by Logan and produced by Logan and David Merrick), Destiny Rides Again (1955, book by Leonard Gershe, produced by Merrick), I Can Get It for You Wholesale (1962, book by Jerome Weidman, produced by Merrick), The Zulu and the Zephyr (1965), and Gone With the Wind, which opened in Tokyo as Scarlett (1972), and finally moved to Los Angeles (1973) to begin a United States tour.

In his book Show Times (1986), Steven Suslin describes Harold Rome's revues as having "sparkling comedy lyrics for everyday characters, set to bright and fresh music," and his musicals as having "rich, emotional scores." This accounts for the tremendous popularity of the shows and individual songs, as well as for their numerous performances and recordings. In fact, many of the shows were vehicles that launched the careers of performers such as Jack Cassidy, Bob Fosse, Betty Garrett, Elliot Gould, Buddy Hackett, Florence Henderson, Carl Reiner, Jerome Robbins, Barbra Streisand, and William Warfield.

Harold Rome died in New York on October 26, 1993.

Description of the Papers

The Harold Rome Papers include holograph, manuscript, and published musical works by Rome. These include vocal music, piano works, and a string quartet as well as the stage works. Among the stage works are some that have never been produced. Also included are scripts and lyrics, many of them in Rome's own hand. There are production materials which include contracts, royalty statements, and related correspondence. The correspondence, mostly from others, includes letters from many illustrious friends and collaborators. There are numerous photographs of Rome and his stage and art works, including many slides and negatives. Twelve scrapbooks containing programs, correspondence, clippings and photographs, have been disassembled and the items assigned to the appropriate series. The clippings have been copied onto acid-free paper and the originals discarded.

The Papers also contain original art works by Harold Rome. An inventory of 75 oil paintings and watercolors appears in this register. Approximately 128 cassette and reel-to-reel tapes and 138 sound discs (40 45s, 83 78s, and 33 LPS) were transferred to Yale's Historical Sound Recordings collection.

A song index was compiled to indicate the shows in which songs appeared. The index also includes cross-references of variant titles for a show. Cross-references also appear within the register and in the series introductions. The song index was compiled for the general convenience of researchers. It is important to note, however, that not all of the songs listed there are present in the Harold Rome Papers.

Boxes and folders are numbered consecutively, except for oversize boxes and folders, which are housed at the end.

The Papers were a gift of Harold Rome. They came to the Library in three installments: seventeen boxes of music in September, 1984; manuscripts, paintings, correspondence, agreements and contracts, programs, and sound recordings, on July 19, 1986; and seventeen boxes of additional manuscripts, scripts, and sound recordings in February, 1988.

Arrangement

In 9 series as follows: I. Music by Rome. II. Scripts and Lyrics. III. Production Materials, Contracts, Royalty Statements, and Related Correspondence. IV. Correspondence. V. Programs. VI. Art Works, Exhibit Catalogues, and Inventories. VII. Clippings. VIII. Photographs. IX. Miscellaneous Items. X. Sound Recordings.
VI. Art Works, Exhibit Catalogues, and Inventories 1942-1977

Box  Folder  Description

VI. Art Works, Exhibit Catalogues, and Inventories 1942-1977
.a' (1 box)

This series is divided into two subseries: A. Art Works by Harold Rome; and B. Exhibit Catalogues and Inventories. The art works fall into two categories: watercolors and oil paintings. An inventory of the oil paintings has been made, supplying a catalogue number, title, and date, if available. They are listed alphabetically by title with the untitled works at the end. The approximate dimensions (measured from the outside of the frame) are noted as well as whether they are signed. The exhibit catalogues and inventories are for Rome's art works as well as for his collection of African art, and are filed chronologically.

VI.A. Art Works by Harold Rome

Watercolors
ca. 36 items ; 15” x 20”
Not signed or dated

Oil paintings
41” x 51”
Signed
Title crossed off
260. Audience #2 1967 Apr.-May
32” x 52”
Signed
262. Audience #4 no date
34” x 50”
Signed
35” x 50”
Signed
30” x 50”
Signed
36” x 50”
Signed
35” x 50”
Signed
312. Critics 1962 Nov.
41” x 33”
Signed
Artifact Collection Descriptions
The Chung Collection

The Wallace B. Chung and Madeline H. Chung Collection contains more than 25,000 rare and unique items (documents, books, maps, posters, paintings, photographs, silver, glass, ceramic ware and other artifacts).

The Chung Collection is housed in Rare Books and Special Collections on Level 1 of UBC Library's Irving K. Barber Learning Centre. Search for items in the collection from this website, or come to Rare Books and Special Collections to visit the Chung Collection exhibition.

Hours:
Monday - Friday: 10 am - 4 pm | Saturday: 12pm - 5pm (Sept-April)
Monday - Friday: 10 am - 4 pm (May - Aug)
Please see hours for Rare Books and Special Collections for holidays and other discrepancies.
The Chung Collection holds one of the largest research collections on the Canadian Pacific Railway Company. Dovetailing into the collection's documents on Asian immigration and the Chinese experience in North America, the C.P.R. portion of the Chung Collection tells the story of the building of the railway, the C.P.R. steamship services, and the experiences of travelers on C.P.R. ships, trains and planes. The collection is rich not only in archival materials originating from the C.P.R. and publications about the C.P.R., but also in artifacts and graphic material, reflecting travel and tourism in a bygone era.

Dr. Chung was first inspired to collect items on the subject of the Canadian Pacific Railway company when as a young boy he saw a poster of the Empress of Asia in his father's tailor shop. His collection started modestly, with newspaper clippings and scrapbooks, but has now grown to thousands of rare and sometimes unique items. Click on the links to the left to explore this collection further.
First class travelers on C.P.R. steamships and railways ate off of distinctive lines of china and silverware, and had the opportunity to purchase C.P.R. souvenirs, such as dishware, picture frames and diaries to fill in the memories of their journeys. The Chung Collection contains several hundred artifacts of the C.P.R., including glass and ceramic ware, silverware, souvenirs, employee hats and badges, and more.

Many of these artifacts were salvaged from the bottom of the ocean. Dr. Chung purchased them from a scuba diver who gathered dishes which were discarded by C.P.R. steamship kitchen staff too tired to finish washing up at the end of the night. Others were purchased at antique and flea markets. The collection includes a newel post from the *Empress of Japan*, one of many artifacts salvaged by locals after the ship was scrapped in Burrard Inlet.
**Title:** Ashtray  
**UBC Identifier:** CC-AR-00004  
**Description:** Silverplated ashtray engraved with the words "Hotel Vancouver" with a matchbox holder and a striker on a 7.3 cm pedestal set into the center of a round tray with the manufacturer "International S. Co. of Canada, Limited" engraved on the reverse side.

**Physical Description:** Artifacts  
**Creation Date:** [1938]  
**Creator:** International Silver Company of Canada  
**Subject:** Ashtrays  
**Location:** Box 401  
**Media Type:** Artifacts

**ITEM INFO**

Items from the Chung Collection can be requested for use in person at Rare Books and Special Collections, UBC Library. Click here for location and hours.

**RELATED ITEMS**
- Souvenir ashtray  
- Pedestal ashtray  
- Ashtrays  
- Ashtray
Title:
Orange County Californio families photographs

Date:
ca.1865-ca.1900

Subject:
Orange County (Calif.)--History
Orange County (Calif.)--Photographs
Sepulveda family
Peralta family
Yorba family
Burruel family

Note:
This collection includes 66 studio photographs, carte de visites, and tintypes of early and prominent Californio family members. The families are predominantly from the Orange County area and include the prolific and prominent Yorbas, Peraltas, and Sepulvedas, the first three land grant families that received titles for areas which include the present day UC Irvine campus from King Ferdinand VII of Spain in the early 19th century. Also included are portraits of members from the Avilas, Burrue, Dryden, Gless, Landell, Lugos, Pryor, and Ríos families. Individual and group portraits of adults predominate, although there are a number of child and infant portraits. Also of interest are photographs of a wedding party, Soledad Pryor Landell and Peregrina Yorba bridal portraits, and an unidentified priest. Several of the 17 tintypes are hand-colored.

Type:
Photographic prints--California
Photographic prints--California--Orange County
Tintypes--California--Orange County
Photograph albums--California
Photograph albums--California--Orange County

Physical Description:
1 album;66 photographs in album

Language:
English

Identifier:
cui-ms-r76-01

Copyright Note:
Material in public domain. No restrictions on use

Related Item:
Metacollection:  California Cultures
Collection:  Orange County Californio families portrait photograph album
Contributing Institution:  UC Irvine, Special Collections
Title:
Cabinet photograph of male adult

Note:
Unknown male, ca.1885
Photograph by Taber, San Francisco, Calif
Type:
Cabinet photographs
Identifier:
cui-ms-r76-01-003
From:
Orange County Californio families photographs
Collection:
Orange County Californio families portrait photograph album
Contributing Institution:
UC Irvine, Special Collections
The collection consists of 215 cuneiform tablets, the majority of which were written by students in ancient Mesopotamian schools. Tablet subjects include writing composition and language, mathematics, science, law and religion. The chronological range of the tablets extends from the Uruk Period (c. 3200 B.C.E.) to the Old Babylonian period (c. 1800-1600 B.C.E.). The collection was donated to UCLA by Lloyd Cotsen in January, 2011.

The Lloyd Cotsen Cuneiform Tablet Collection was created from other smaller, private collections, acquired over several decades. The tablets in the Cotsen Collection were chosen specifically for their scholastic content. The tablets were integrated in the existing Cotsen Children’s Library Collection housed at Princeton University. In 2011 the Cotsen Institute donated the cuneiform tablet section of the Children's Library to UCLA Special Collections.

206 boxes house 215 tablets (9 boxes are partitioned to hold 2 tablets)

Property rights to the physical object belong to the UC Regents. Literary rights, including copyright, are retained by the creators and their heirs. It is the responsibility of the researcher to determine who holds the copyright and pursue the copyright owner or his or her heir for permission to publish where the UC Regents do not hold the copyright.

Open for research. STORED OFF-SITE AT SRLF. Advance notice is required for access to the collection. Please contact UCLA Library Special Collections for paging information.
Box 1 Item: 1 Cotsen ID: 31718.1 School text, lexical exercise of divine epithets Old Babylonian Period (c. 1900-1600 BCE)

Translation:
1. Ashgi of the animal pen
2. Ashgi of the long-lasting animal pen
3. Wise Ashgi

Physical Description: 3 1/4” diameter x 5/8” depth, lentil joined from fragments

Condition: A lenticular tablet that has been broken into at least six pieces and repaired with adhesive. The repairs are best viewed from the unincised face. This face has multiple losses and has adhesive residue on much of the surface as well as in cracks. The incised face has a strange surface texture, perhaps a light textile or fingerprint impression? There are two side-by-side gouges on this face that appear to have been made with a modern tool.

Language of Material: Sumerian

Scope and Content Note
This tablet contains a student exercise listing the epithets for the deity Ashgi.

Box 1 Item: 2 Cotsen ID: 31718.2 School text, lexical exercise of bird names Old Babylonian Period (c. 1900-1600 BCE)

Translation:
 Item: 1  Cotsen ID: 31718.1  School text [cuneiform tablet]


UNIVERSITY OF CALIFORNIA, LOS ANGELES

Search results
1 result found

Download all text
Download transliterations
Reduce to catalogue data
Return to Search Page
Terms of Use
Internal

CDLI-Found Texts
[12/10/12 4:52:22 PM]

Search results
1 result found

NABU 1996/068, 2
Click for archival page

Primary publication
NABU 1996/068, 2
Author(s) Foster, Benjamin I.
Publication date 1996
Secondary publication(s)
Collection Cotsen Collection of Cuneiform Tablets, Special Collections, UCLA, Los Angeles, California, USA
Museum no. 31718_1
Provenience unclear
Excavation no. Period Old Babylonian (ca. 1900-1600 BC)
Dates referenced
Object type tablet
Object subtype
Material clay
Language Genre School
Sub-genre CDLI comments
Catalogue source
20090701 englund
ATF source
Translation
UCLA Library ARK 21198/zz0022rpmr
Seal no.
CDLI no. P388546

Unclear abbreviations?
Please contact us!

Tablet
obverse
1. {d}{asz}aszgi tur3
Ashgi of the animal pen;
2. {d}{asz}aszgi tur3-sud
Ashgi of the long-lasting animal pen;
3. {d}{asz}aszgi ku3-zu
wise Ashgi
reverse
(uninscribed)

Uploads and Revision(s):
2011-09-07 14:59:54 by brumfield, credit brumfield

View line art
Tablet
James Brander Matthews (1852–1929), America’s first professor of dramatic literature, created a Dramatic Museum at Columbia in 1911 to supplement his teaching. He insisted that material objects and images were crucial to understanding drama, and that theater knew no geographical or chronological bounds. The differences in national style visible on the contemporary stage had their origins, he argued, in ancient local rituals and religious practice. So in addition to considerable manuscript collections and a large collection of printed books, the Dramatic Museum included 34,500 theatrical portraits (prints and photographs); 2,350 speech recordings; 35,000 eighteenth-, nineteenth-, and twentieth-century playbills; approximately 600 artworks, including costume and scenic designs and posters; 392 puppets and 128 masks; 12 models of historical theaters; and 29 stage sets.

The Museum was formally dissolved and its collections dispersed in 1971. By the 1990s, the collections had all gravitated to the Rare Book and Manuscript Library (RBML). Manuscripts and printed books have been assimilated into our collections as a number of archival collections and as individual items cataloged into the online catalog, CLIO. Later, the posters, programs, playbills, subject files, lantern slides, scrapbooks, and portraits were made into the Dramatic Museum Ephemera collection.

Now, thanks to a grant from the Gladys Krieble Delmas Foundation, RBML is creating a new collection and finding aid. Dramatic Museum Realia consists of puppets, masks, theater models and stage sets. The puppets and masks have all been photographed, and these images are presented here.

The puppets come from around the world: Africa, Burma, China, England, France, Haiti, India, Indonesia, Italy, Japan, Mexico, Thailand, Turkey, Russia, and the U.S. There are 40 large (over five feet tall) shadow puppets and approximately 350 other puppets, including six oversize marionettes made by the prominent artist Remo Bufano. Most were collected by the 1930s; many date from the nineteenth century. The masks have a similar range: they come from Africa, Ceylon, Europe, Japan, Java, Mexico, North America, Sri Lanka, and Thailand.

A card catalog was created for the puppets and masks in the 1960s during what would prove to be the last years of the Dramatic Museum. We have taken what information we could from the catalog cards, supplemented by the Museum’s office files, and past exhibition labels, and edited it.

YOU CAN HELP US!

We now ask those who view the online images to send corrections and additions to these descriptions, via the easy "send feedback" boxes on the pages for the individual items. We will use the information you send to correct and augment the data presented. The email we receive will automatically tell us the item number you are discussing.

Thank you for your help!

Exhibit Curator

Jane Siegel, RBML; Libraries Digital Program Division

Puppets: Burma »

Puppets: China »

Puppets: England »

Puppets: France »

Puppets: Ghana »
Burmese Marionette

Title
Burmese marionette of male with white face and red robe

Description
Male with white face hands & feet, pointed headdress, red robe with silver trim, full-length weighted apron

Source
Dramatic Museum Realia
Rare Book & Manuscript Library, Columbia University

Identifier
DM number: P20.01
Box: 1

Coverage
Burma

Provenance
Purchased by John Mulholland in Singapore, 1926

Citation

Original Format
Marionettes (stringed puppets) wood, cloth

Physical Dimensions
13" (21.5")

Citation
Bain News Service photograph collection

**Title:** Bain News Service photograph collection

**Other Title:** George Grantham Bain News Service photograph collection

**Creator(s):** Bain, George Grantham, 1865-1944, photographer

**Related Names:** Bain News Service.

**Date Created/Published:** 1860-1937, bulk 1910-1920.

**Medium:** ca. 40,000 negatives : glass ; 4 x 5 in. and 5 x 7 in.

ca. 710 negatives : glass ; 8 x 10 in.

64 negatives : nitrate film ; 2 1/1 x 3 1/2 in. and 4 x 6 in.

**Summary:** The photographs document local, national, and international news events with a special emphasis on people and events in New York City. The range of subjects includes: celebrities, parades, sports events, immigration, political events, aviation, World War I, and the Mexican Revolution. Most images date from the 1900s to the mid-1920s, but scattered images can be found as early as the 1860s and as late as the 1930s. The collection also includes extensive card indexes with the categories: American personalities, Foreign personalities, Artists, New York City, Sports, and General.

**Reproduction Number:** ---

**Rights Advisory:** No known restrictions on publication.

**Access Advisory:** For unprocessed portion of the collection: Please allow fourteen days advance notice to view materials. To make a request, see “Access to Unprocessed Materials,” [http://www.loc.gov/rr/print/info/022_unpr.html](http://www.loc.gov/rr/print/info/022_unpr.html).

**Call Number:** Guide Record [P&P]

**Repository:** Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA [http://hdl.loc.gov/loc.pnp/pp.print](http://hdl.loc.gov/loc.pnp/pp.print)

**Notes:**

- Arrangement: Negatives are organized into three filing series: LC-B2 (for 4x5 and 5x7 glass negatives) LC-B21 (for nitrate negatives) and series LC-B22 (for 8x10 glass negatives). Within each filing series negatives are arranged in original negative number order which, for the most part, is chronological. Prints associated with the collection have been processed under the call number prefixes BIOG FILE (surnames A-G), SSF, and LOT. Each LOT and negative is separately catalogued. The unprocessed material includes numerous prints in PR 06 CN 126 (Portraits for surnames H-Z), PR 06 CN 131, and PR 06 CN 133.

- Most negatives are captioned.

- Collection title devised by Library staff.


- Digitized images of selected items from the collection, along with corresponding identifying information, are available through the Prints & Photographs Online Catalog.

- Photographs: J. D. Culver; 1948.

- George Grantham Bain founded the first news photography service in 1898 in New York City. The Bain News Service accumulated photographs of world-wide coverage which were distributed to various newspapers. The Bain News Service was enhanced by receiving local pictures from its newspaper subscribers as part of their reimbursement.

- A set of catalog records describing each item is available through the Open Archives Initiative Protocol for Metadata Harvesting. See [http://hdl.loc.gov/loc.gdc/lcoa1/about](http://hdl.loc.gov/loc.gdc/lcoa1/about)

**Subjects:**

- City & town life--New York (State)--New York--1860-1940.
Bain News Service Photograph Collection
http://www.loc.gov/pictures/item/2005682517/

- Aeronautics--1860-1940.
- Celebrities--1860-1940.
- Sports--1860-1940.
- World War, 1914-1918.

Format:
- Glass negatives--1860-1940.
- Nitrate negatives--1860-1940.
- Photographic prints--1860-1940.
- Portrait photographs--1860-1940.

Collections:
- Guide Records

Bookmark This Record:
http://www.loc.gov/pictures/item/2005682517/

View the MARC Record for this item.

Rights assessment is your responsibility.
Ballooning


This collection consists of a variety of artifacts (a coin token, brass and wooden boxes), a barometer, illustrations and art, books, cards, and ephemera about ballooning from the late eighteenth century to the first decades of the twentieth century.

Title based on the contents of the collection.
The collection (74-2010) was acquired from Jessica Shields on 28 October 2010.
Finding aid available electronically.
There are no access restrictions.
No further accruals are expected.

Contact: archives@mcmaster.ca
Last Reviewed: January 19, 2011
URL: http://library.mcmaster.ca/archives/findaids/fonds/b/balloon.htm
Ballooning collection


2 - Hand drawn sketch of pencil with watercolour highlights. “Volo su Roma della aeronauta Sig. Antonio Comaschi il 3 ottobre del 1842”. Antonio Comaschi in his ascent over Rome on October 3, 1842. This illustrates the flight over Rome by Sr. Comaschi. By drawing a Ruins of Rome scene complete with cartouche, the artist is trying to give it a ‘classical’ flavor. Italy. Provenance, ex Christies London. Exterior frame dimensions 29.5 cm x 23 cm.


4 - PRINT - THE ARIEL published by Ackerman in London on March 26th, 1843. By Permission of the Patentees, this Engraving of THE FIRST CARRIAGE, THE “ARIEL”. Early depiction of motorized winged aircraft. ORIGINAL PRINT of the period. Frame dimensions 45” x 40 cm. ENGLAND. Reproduction.

5 - “Sunset”, lithograph. Image over the CHICAGO WORLD’S FAIR in 1894. By André Castaigne. Printed by George Barrie. Done for ART AND ARCHITECTURE. Size is 29.5 x 43 cm.


7 - ENGRAVED Print. Note balloon in window to left. A CONSULTATION PREVIOUS TO AN AERIAL VOYAGE FROM LONDON TO WEILBURG IN NASSAU ON THE 7th DAY OF NOVEMBER 1836. Engraved by J. H. ROBINSON, Painted by J. HOLLINS, A.R.A. Published by Graves on Nov. 7, 1843. Size is 36.5 x 31.5 cm.

8 - Coloured ENGRAVING by Aubert & Co. and drawn by Ch. Jacque. LA MACHINE AERIENNE. Flapping Winged Carriage. Humorous picture. Size is 30 x 23.5 cm. From La Mode, May 5th, 1843. Number 10.


11 - COPPER ETCHING – [circa 1909], “DER EROBERUNG DER LUFT”. Early Bi Plane. Reverse reads in German OR French (as imaged) Fr. SIMON (?). Plate is 19 x 16.5 cm and printed on a 28 x 36 cm paper

12 - Poem, broadside. *Up in a Balloon* P. Brereton, 1 Lr. Exchange St., Dublin. Circa 1850. Others by this printer in National Museum of Scotland and Bodleian (Oxford), “One night I went up in a Balloon | On a voyage of discovery to visit the moon | .... Up went the balloon quickly higher & higher | Over house top & chimney pot tower & spire....” 11 x 28 cm.


14 - *The Magazine Antiques* from November 1941. 25.5 x 32 cm. Cover and article on BALLOONING COLLECTIBLES. Prints, Picture Puzzles, art etc.


17 - Brass box with hinge lock, circular handles and lions paw feet. Identified owner: C. BILLINGHAM. Engraved with man on top of a winged balloon over the countryside. Lions Paw feet. Reference is to Francois Letour who was killed on a parachute glider in 1854. Of the period. Size is 16.5 x 7 x 8.5 cm. Uniform wear.

18 - Brass box with engraved words “MODERN PROPHECY”. Images winged Air Ship. Hinged. Size is 7.7 x 9.5 x 2.3 cm. Circa 1850. Nicely made.


20 - Compensated barometer. 4.5 cm. Probably English circa 1860. Original case is 9 cm tall. Case has top missing. Barometer is in excellent condition.

21 - Stereo card. Ballooning ascent. Hand coloured circa 1860. Unmarked. 17.3 cm x 8.6 cm.

22 - Stereo card. Tissue with hand colour when held with light to background. FRANCE. Illustrates the preparation for a Balloon ascent. Circa 1860. 23 and 24.

23 - Stereo cards. 2 cards of the Boer War. Lord Roberts’ Infantry crossing the Zand River 1900 and Lord Roberts’ and the Balloon Corps (1901). Both Underwood and Underwood.
24 - See above.

25 - Chromolithograph trade card for Liebig Extract. 10.4 x 6.5 cm. Circa 1900

26 - Post card. At WORTHING "Captivated with the Scenery" is similar to a WW 1 (the Great War) Observation Balloon. Circa 1918. Not postally used.

27 - Coin token – For Isaac Earlysman, dated 1825. Reverse reads Ironmonger Bishopsgate. England. This for the flight of the balloon Sparrow. Example in the Smithsonian Institution is inventory number: A19720152000. Size is 2.3 cm. With original patina.

28 - James Gillray, engraving featuring a cardinal in a balloon above a crowd with prelates and churches in background (MILES from OXFORD to ROME on a signpost), c. 1810 but plate from the Bohn edition, 1851.
Biographical/Historical Information

Ira Silverman is a commuter railroad executive and railroad enthusiast. He was born October 1, 1946 in New York City. Mr. Silverman received his B.S. in Economics at New York University (1964-1968) and completed course work for a M.S. at the Transportation Center at Northwestern University (1968-1970). His professional career began at the Illinois Central Railroad (1970-1975), where he worked as a Financial Analyst and Assistant to the Senior Vice President, Operations. He continued as Manager, Operations Planning and Equipment, Route Manager Eastern Routes and Director, Route Marketing at Amtrak (1975-1995). In 1995 Mr. Silverman became the Chief Transportation Officer and Manager Transit Strategy at Commuter Rail, MARC, the Maryland Area Regional Commuter, a regional rail system administered by the Maryland Transit Administration.

Mr. Silverman began frequent train travel in his native New York City as a high school student. His interest in and collection of railroad menus began while he was a student at Northwestern University in 1968. He, along with other students, would travel outside Chicago to have dinner on the returning evening train, on railroads as diverse as the Burlington, Milwaukee, Rock Island, GM&O, Santa Fe and Illinois Central. His collection of dining car menus began with these trips. Mr. Silverman went on to ride trains in the United States, Canada, New Zealand, Japan, South Korea, and all of Western Europe. Mr. Silverman is a resident of Rockville, Maryland.

Scope and Content

Scope note adapted from the Mr. Silverman's description of the collection:

In the last decade of the privately operated passenger train (1960-1971) over half of the passenger trains east of the Mississippi had a terminus in New York City. Historic Penn Station was on a death watch to be replaced by an anonymous office building and sports arena. But trains of the Pennsylvania, Atlantic Coast Line, Seaboard Airline, Southern, Norfolk and Western, Chesapeake and Ohio and Ohio and New Haven could all be found on the tracks in the bowels of the station. Across town Grand Central Terminal hosted the remains of the New York Central's fleet including the 20th Century Limited as well as the New Haven's trains to New England such as the Merchant's Limited. Hidden across the Hudson in Hoboken were the Erie and Lackawanna.

Dining car service in the 20th Century was one of the primary methods of competition among the railroads for passenger business. Railroads often had special dishes that they were known for, like the Northern Pacific's Great Baked Potato and the Baltimore and Ohio's "help yourself" salad bowl. Dining car service always lost prodigious amounts of money which was considered a cost of the business. By the 1960's the Pennsylvania, New York Central and New Haven were staggering under large passenger deficits and declines in freight traffic. But even those two railroads maintained a measure of luxury on their two famous streamliners to Chicago, the Central's 20th Century and the Pennsy's Broadway Limited (one of the last all sleeping car trains in the US). The two railroads serving Florida (the Coast Line and the Seaboard) and the Santa Fe still believed that their major steamliners could make money and were considered the champions of the passenger train. Depending upon their financial condition and type of passenger service levels ran the gamut in between. Some carriers like the Lehigh Valley had already abandoned all service with more to follow. Unfortunately the decision of the Post Office to remove mail from the railroad in 1967 was the kiss of death for many trains.

Most menus could be found reflecting the traditional values but also slimmed down to a more basic menu to serve the discretionary travelers who represented the bulk of the passengers. Inevitably a steak, fish and chicken entrée were standard with less adventurous appetizers and desserts. Interestingly an omelet often showed up on the evening bill of fans. The Gulf, Mobile and Ohio offered the GM&O special sandwich, a gargantuan club sandwich complete with caviar. Rocky mountain trout could be found on the Denver and Rio Grande and fried apples on the Norfolk and Western. The Illinois Central offered a five course Kings Dinner. With Amtrak taking over all of the long distance passenger trains starting in May 1971 (the Rio Grande, Rock Island and Southern initially held out) the day of regional variety was largely dead. Amtrak would take one step forward and then inevitably two steps back in their dining car menus. As of 2011, twelve
Amtrak long-distance trains still offer dining car service.

**Arrangement of Materials**
Items are arranged by associated corporate body.

**Subjects**

- Menus--Canada
- Menus--United States
- Railroads--United States--Dining-car service

**Container List / Contents**

<table>
<thead>
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<th>Container List / Contents</th>
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<tr>
<td>Expand All</td>
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<tr>
<td>+ Amtrak</td>
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<td>+ Atchison, Topeka, and Sante Fe Railway Company</td>
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<td>+ Atlantic Coast Line Railroad Company</td>
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<td>+ Boston and Maine Railroad Corporation</td>
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<td>+ Union Pacific Railroad Company</td>
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</table>
Container List / Contents

- Amtrak
  - Menus
    - Breakfast menu, 1976
    - Menu, 1976
    - Dining car menu, 1975
    - Menu, Amtrak's Metroliner Service, 1982
    - For an Amtrak dinner today, Between 1971 and 1989
    - Menu, 1975
    - Menu, City of New Orleans, Between 1971 and 1990
    - Menu, 1972
    - Beverage list, Between 1971 and 1989
    - For an Amtrak breakfast today, Between 1971 and 1989
    - For an Amtrak luncheon today, Between 1971 and 1989
    - For an Amtrak dinner today, Between 1971 and 1989
    - For an Amtrak dinner today, Between 1971 and 1989
    - For an Amtrak breakfast today, Between 1971 and 1989
    - For an Amtrak breakfast today, Between 1971 and 1989
    - Menu, Between 1971 and 1989
    - Menu, 1975
    - Menu, 1972
    - Menu, 1972
    - Menu, 1972
    - Dining room menu, 1993
    - Amtrak dining car menu, 1976
    - Luncheon menu, 1977
    - Amtrak dining car menu, 1976
Artifacts in the Richard E. Byrd Papers

Description: The Richard E. Byrd Papers contain not only documents and images, but a large quantity of 3-dimensional artifacts that document Byrd's explorations in the polar regions. These objects include artwork, expeditionary equipment, philatelic materials, and even personal items from Richard Byrd's life.

URL: http://library.osu.edu/find/collections/byrd-polar-archives/byrd/

This collection contains 4 sub-collections:

- Artwork in the Richard E. Byrd Papers
  - [export]
- Expeditionary Artifacts in the Richard E. Byrd Papers
  - [export]
- Non-Expeditionary Artifacts in the Richard E. Byrd Papers
  - [export]
- Philately in the Richard E. Byrd Papers
  - [export]
Expeditionary Artifacts in the Richard E. Byrd Papers: Parka and Mukluk Boots

Short Link: https://byrdpolarmedia.osu.edu/9bixUXSri
Filename: byrdartifact 20088.jpg
Title: Parka and Mukluk Boots
Location of original media: Richard E. Byrd Papers, Polar Accession 20088
Dimensions: Parka: approx. 48" chest, 23" sleeve, 39" bottom to collar, 17" diameter hood; Mukluks: 17" tall, 12" long (heel to toe), 6" diameter at top
Donor: Byrd, Eleanor "Lee"
Entry by: Sasha Westgate
Media Type: Reindeer fur; leather
Description: The large parka and boots were donated by Admiral Byrd's granddaughter and were worn by Byrd himself during the expeditions. The tag inside of the fur hood states that it was manufactured in Nome, Alaska, by the Lohman Reindeer Corporation.
Toni Mendez Collection Guide

Title: Toni Mendez Collection
Repository: The Ohio State University Billy Ireland Cartoon Library & Museum
Creator: Toni Mendez
Dates: 1960-2003
Bulk dates: 1946-2003
Quantity: 440 cubic feet (416 boxes + 735 art originals + 93 oversized art case items)
Abstract: The business papers of Toni Mendez, a cartoonists' and writers' agent; includes correspondence, license agreements, publishing agreements, licensed character merchandise, and original art.
Identification: SPEC:CGA, TM
Language: The records are in English.

Description Summary
Biography of Toni Mendez, 1907-2003
Scope and Content
Statement of Arrangement
Restrictions
Subject Terms
Related/Sponsored Materials
Administrative Information
Detailed Description of the Collection/Box and Folder List
Series 1: Correspondence
Subseries 1.1: General Correspondence
Subseries 1.2: B. Kilborn Correspondence
Subseries 1.3: B. Kilborn Artwork Reference Files
Series 2: Merchandise
Subseries 2.1: General Merchandise
Subseries 2.2: Roy Bailey - Toni Cofield Sketch Case
Subseries 2.3: B. Kilborn
Subseries 2.4: Milton Caniff
Series 3: Syndicate Promotional Materials
Series 4: Memorabilia

Ohio State University
Toni Mendez Collection Guide
http://ead.ohiolink.edu/xtf-ead/view?docId=ead/xOhCoUCR0002.xml;chunk.d=headerlink;brand=default
Toni Mendez Collection Guide. Scope and Content
http://ead.ohiolink.edu/xtf-ead/view?docId=ead/xOhCoUCR0002.xml;chunk.id=scopecontent_1;brand=default

Scope and Content

The primary holdings of the collection are business correspondence and licensed character merchandise. Toni Mendez's business files include correspondence with writers, cartoonists, illustrators, publishers, manufacturers, foreign licensors, and film and television executives, dating from the 1940s to 2003. The merchandise spans the years 1949 to 1994, and includes samples of licensed products based on the work of cartoonists represented by Mendez; there are 347 digitized images of selected products, representing approximately one-third of the complete merchandise holdings. The collection has significant holdings of products based on Cat by B. Kilian, Steve Canyon by Milton Caniff, and Tom Corbett Space Cadet by Ray Bailey. The collection also includes syndicate proofs of comic strips, editorial features, and newspaper graphics; syndicate sales kits; memorabilia including greeting cards and photographs; and sound recordings describing Mendez's cultural exchange visit to the Soviet Union in 1964.

The Correspondence series contains letters and legal documents concerning publication of books, production of merchandise based on licensed cartoon characters, and syndication of newspaper features including cartoons and written columns. Manuscript submissions, negotiations, copies of agreements, promotional materials, and brief biographical information on writers and artists are typically included in most files.

There are two correspondence subseries related to B. Kilian, as there are substantial holdings of correspondence and reference files related to Mendez's work as his licensing agent. One contains correspondence; the other contains numbered images of artwork created for products. These numbers are often referred to in correspondence about product development, so researchers using the correspondence may request to see the related image file if desired.

The Merchandise series contains 156 boxes of samples of licensed products. General descriptions of the contents of each box are provided; more detailed inventories in separate files are accessible via clickable links. Images are provided for selected, representative items. There are also proofs of various comic strips, identified by title and artist. Subseries are devoted to B. Kilian, Ray Bailey, and Milton Caniff. The former two are given detailed description. The Caniff subseries is treated with a general descriptive note, and a link to a more detailed inventory, as many of the products may be duplicated in The Ohio State University Billy Ireland Cartoon Library & Museum's Milton Caniff collection.

The Syndicate Promotional Materials series contains various types of syndicate products, primarily proofs and promotional materials. The proofs include both editorial and graphic features. The promotional materials include sales kits, posters, brochures, and product packages designed to sell features to newspapers. Most of the sales materials are in this series, although examples may also be found in the correspondence and merchandise series.

The Memorabilia series consists primarily of greeting cards and photographs. The greeting cards include both commercial greeting cards and hand-drawn cards inscribed to Mendez by various cartoonists. There is one box of photographs, which includes a few images of cartoonists doing Chalk Talks for the American Theater Wing in World War II. This series also contains the audiocassettes of Mendez's trip to the Soviet Union.

Original artwork is found in the correspondence, merchandise, and memorabilia subseries. For additional information, see the Separated Material note, below.
Subseries 2.2: Ray Bailey - Tom Corbett Space Cadet, 1951-1954

http://ead.ohiolink.edu/xtf-ead/view?docId=ead/xOhCoUCR0002.xml;chunk.id=c02_1JJ;brand=default
Guide to the Toni Mendez Collection
Series II: Merchandise

Box TM.RB.M1

Tom Corbett Space Cadet wrist cuffs

Tom Corbett Space Cadet sweater

Tom Corbett Space Cadet slipper socks

Tom Corbett Space Cadet pajamas

Tom Corbett Space Cadet Inter Planet Command Jacket

Tom Corbett Space Cadet shirt

Tom Corbett Space Cadet pants

Return to the Toni Mendez Collection Finding Aid
Title: Tom Corbett Space Cadet sweater  
Creator: Barclay  
Date: 1950s  
Size: 49 cm long  
Source: Toni Mendez Collection, The Ohio State University Billy Ireland Cartoon Library & Museum  

Click on image to view reverse

Return to Box TM.RB.M1 thumbnail page  
Return to the Toni Mendez Collection Finding Aid
SELECTED RESOURCES
Books, Articles, and Reports


Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging. 2nd. ed. Prepared by the Bibliographic Standards Committee of the Rare Books and Manuscripts Section, ACRL/ALA. Chicago: Association of College and Research Libraries, 1991.


**Additional Resources**

ACRL Rare Books and Manuscripts Section
*Controlled Vocabularies: Genre Terms*
[http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.htm](http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/genre/alphabetical_list.htm)

American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals
*Resource Description and Access Toolkit*
[http://www.rdatoolkit.org/](http://www.rdatoolkit.org/)

International Council of Museums, International Committee for Documentation
*LIDO: Lightweight Information Describing Objects*
[www.lido-schema.org/](http://www.lido-schema.org/)
Library of Congress
  Graphic Materials: Rules for Describing Original Items and Historical Collection
  http://www.loc.gov/preservation/testing/preservation/)

Library of Congress
  Thesaurus for Graphic Materials
  http://www.loc.gov/preservation/testing/preservation/tgm/

The Getty Research Institute
  Getty Vocabularies
  http://www.getty.edu/research/tools/vocabularies/

The J. Paul Getty Trust
  Categories for the Description of Works of Art

RLG
  Descriptive Metadata Guidelines for RLG Cultural Materials
  http://www.oclc.org/content/dam/research/activities/culturalmaterials/RLG_desc_metadata.pdf

Visual Resources Association Foundation
  CCO Commons: Cataloging Cultural Objects
  http://ccovrafoundation.org/

Yale University, Beinecke Rare Book and Manuscript Library
  http://www.library.yale.edu/beinecke/manuscript/process/xi.html

Other Examples of Finding Aids from Survey Respondents

University at Buffalo, SUNY
  http://purl.org/net/findingaids/view?docId=ead/archives/ubar_ms0022_0.xml

University of Chicago
  http://www.lib.uchicago.edu/e/srcr/findingaids/view.php?eadid=ICUSPCL,HELBEB&q=artifact

Columbia University
  Inventory of the Max Abramovitz Architectural Records and Papers Collection, 1926-1995

University of Illinois at Urbana Champaign
  Finding Aid for Herbert L. Clarke Music and Personal Papers, ca. 1880 - 1945
Yale University  
*The Virgil Thomson Papers*  

York University  
*Inventory for the Allan Robb Fleming fonds*  
http://archivesfa.library.yorku.ca/fonds/ON00370-f0000529.pdf

Note: All URLs accessed December 11, 2012.