

MANUSCRIPT REPOSITORIES NEWSLETTER

A Newsletter from the Manuscript Repositories Section of the Society of American Archivists

SPRING 2016

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FROM THE CHAIR

*Anke Voss, Director of Archives & Special Collections
The Urbana Free Library*

Greetings, Section Members. While the season’s spring flowers and warm sunshine do not reach everyone at the same speed, spring is finally here and summer is just around the corner! So it’s time to share some of what the Section’s Steering Committee has planned for you at the annual meeting.

Please mark your calendars, the Section meeting is scheduled for Friday, August 5, 1:00 pm – 2:30 pm. We look forward to seeing you in Atlanta!

The program at the Section’s annual meeting will feature an introduction to an exciting new SAA publication, a three-part module on teaching with primary sources, scheduled for release at the annual

meeting. Several of the authors of this new resource (copies will be available to view) have agreed to present at our Section meeting, and we are certain a fruitful discussion will follow. The first module is on theory and state of teaching with primary sources; the second module is a manual on teaching with primary sources; and the third is a case study that offers an example of how our repositories can connect students to primary sources. I also want to make a plug for an event earlier in the week, planned by our friends with the RAO-TPS Committee, which is hosting an Unconference on teaching with primary sources, scheduled for Wednesday, August 3, 2016, 9:30 a.m. – 4:00 p.m. We intend to schedule a brief recap of the Unconference at our meeting on Friday.

The Committee has also been discussing how to move forward with alerting Section members to existing tools for teaching cursive writing and a consideration of developing our own. If you know of an existing resource that you think we should consider, please contact Steering Committee member, Jennifer Cole (jmc01@gmail.com).

Finally, another important matter the Committee has been discussing is whether the Section needs to maintain a web liaison position. No one served in that position this past year, following the recommendation of the previous liaison, and duties were instead loosely shared among Committee members.

As with many other activities, how much work is involved in managing the Section's microsite depends on what we want to accomplish with it. If the answer is that we'd like to accomplish more, then it might help to have a web liaison. But if it's a matter of maintaining a minimal site like we have now (not unlike the microsities of many other groups), it may not need to be its own position. The duties could be assigned to one or two Steering Committee members. For your information, our current by-laws include the following article:

IV. Web Liaison

- 1. The web liaison is appointed by the chair and approved by the steering committee.*
- 2. The web liaison serves three years, consisting of one year as co-liaison, one year as solo liaison, and a final year working with the new co-liaison. If no one comes forward to take the co-liaison position during the solo year, the web liaison's term can be renewed until another candidate is identified.*

At the upcoming election, the Steering Committee will ask Section membership to decide whether to retain the web liaison, or remove the position and amend the group's by-laws. Section members can expect a ballot question on the Section's upcoming June ballot.

Do you have any questions or suggestion? Please share your views with me (avoss@urbanafree.org) or any member of the Steering Committee.

Our newsletter editor, Jackie Dean had a great response from members. Thank you for your many contributions. Hope you enjoy this wonderful issue!

NOMINATIONS SOUGHT FOR SECTION LEADERSHIP

*Elizabeth Wilkinson, Immediate Past Section Chair
University of Virginia*

The Nominations and Election Committee is seeking candidates for the following positions:

Vice Chair/Chair Elect: Serves as Vice Chair from the conclusion of the 2016 meeting through the 2017 meeting; serves as newsletter editor; works with the Chair and Steering Committee in establishing an agenda for the year; works to ensure that sessions of interest to Section members appear on the SAA program for the following year; prepares for term of service as Chair in 2017-2018; takes minutes during the annual Section meeting. The Vice Chair/Chair Elect must attend the SAA annual meeting.

Steering Committee (3 members): Serves for two years from the end of the 2016 meeting through the 2018 meeting; serves on the Nominations and Election Committee for 2017; assists in planning for the 2018 annual meeting; participates in Steering Committee meetings at SAA; helps set the agenda for the year; and contributes to the newsletter or other activities. Steering Committee members are expected to attend the SAA annual meeting in person or virtually.

Candidates must be members of SAA and the Manuscript Repositories Section. Elections will be held by electronic ballot four weeks before SAA's annual conference in Atlanta, July 31-August 6, and winners will be announced at the Section meeting at the conference.

To suggest a candidate (or to nominate yourself!), please send an email to any member of the Nominations and Election Committee:

Elizabeth Wilkinson: ewilkinson@virginia.edu

Sean Benjamin: sbenjam@tulane.edu

Alison Clemens: alison.clemens@gmail.com

Elisa Ho: elisa.ho@gmail.com

The deadline for nominations is May 1, 2016. Let's get involved!

FEATURED ARTICLE: "Conservation on a Budget: How to Use a Homemade Humidifier to Flatten Photographs"

*Sarah Tanner, Processing Archivist
Atlanta University Center, Robert W. Woodruff Library*

As an archivist, finding materials that are unidentified, unceremoniously shoved in boxes, and left in poor condition is an almost daily occurrence. Many institutions do not have ready access to an in-house conservation lab or staff expertise to deal with the more complicated preservation issues. Without the expensive equipment, materials are often times quickly replaced in their boxes and left to be dealt with

at a later date. However, there are cost and time effective preservation solutions to some of these issues, including the homemade humidifier. With a few simple items and several hours, rolled documents can be flattened and preserved.

Several unidentified, tightly rolled photographs were recently discovered by staff in the storage rooms of the Archives Research Center in the Atlanta University Center Robert W. Woodruff Library. In their current state, these photographs were not accessible and therefore not described in a finding aid for research use by patrons. After a quick inspection, it was apparent that these photographs were already damaged in places, with cracks, dirt, and abrasions making it impossible to simply unroll the photograph and go about business as usual. It was decided that we could use a simple homemade humidifier to flatten the images, discover their content, and be properly stored.

There are several different options when constructing a humidifier chamber, but an easy and relatively inexpensive option is to use a long flat storage bin with a tight fitting lid, blotting paper, a nylon window screening, and spun polyester. The idea behind the humidifier chamber is to safely and slowly make the stiff material temporarily pliable enough to be unrolled without causing further damage to the image. The more tightly rolled or brittle the image is, the longer the process takes and may require the humidification process be done in stages.



GENERAL PHOTOGRAPHS, ALPHA PHI ALPHA ANNUAL CONVENTION, 1949, ARCHIVES RESEARCH CENTER AUC WOODRUFF LIBRARY



Staff began by lining the bottom of the storage bin with damp blotting paper, separating the wet material with the nylon window screening, and placing a sheet of spun polyester on top of the screening. Then, the rolled item was placed on top of the polyester, and the lid fastened tightly shut. Over the course of the day, every two to three hours, a staff member checked the material and as the item became more pliable, slowly unrolled the image in stages. As the image began to unroll, small light weights were placed on the border of the image (never directly on the image), in order to help keep the image flat.



GENERAL PHOTOGRAPHS, ALPHA PHI ALPHA ANNUAL CONVENTION, 1949, ARCHIVES RESEARCH CENTER, AUC WOODRUFF LIBRARY

Finally, when the image had completely relaxed, we began the flattening process. Using weights, sheets of blotting paper, and a smooth board surface, we sandwiched the item in-between the blotting paper and spun polyester to help flatten and dry the image. The goal of the process is to preserve the image in such a way that it can be safely stored and accessible to patrons. As a final step in the process, we used an ultrasonic welder to create enclosures for the oversized images and archival board as backing to create extra stability for these rare photographs.

What you need:

- A large, long, shallow bin with a lid
- Sheets of blotting paper
- Nylon window screening
- Spun polyester such as Holytex or Reemay

To Keep in Mind:

- This method of humidification is not appropriate for all types of material. Many objects are best left to professional conservators, such as works of art, objects with water soluble media or certain inks, varnished papers, and parchment to name a few. If in doubt, consult a professional conservator.
- Never leave objects in the humidifier overnight.
- Depending on the type of emulsion, photographs should be given extra care and weights should not be placed directly on the image.

NEWS FROM MEMBERS

The Digital Archive of Native American Petitions in Massachusetts

*Nicole Topich, Project Archivist
Radcliffe Institute of Advanced Study*

The Council on Library and Information Resources has awarded a grant to the Radcliffe Institute of Advanced Study at Harvard University and Yale University to create a searchable online database and begin scholarly transcriptions of several thousand petitions at the Massachusetts Archives from dozens of Native American communities that were sent to the colonial and state legislatures from the years 1620 to 1870. Each petition image will be annotated with detailed information, and the dataset will provide web-based browsing, searching, and filtering, along with images of the digitized documents through the Imaging Services Department at the Harvard University Libraries.

This grant will build upon the previous Digital Archive of Massachusetts Anti-Slavery and Anti-Segregation Petitions, which was funded by the National Endowment for the Humanities and released through the Harvard Dataverse Network last year: <https://dataverse.harvard.edu/dataverse/antislaverypetitionsma>.

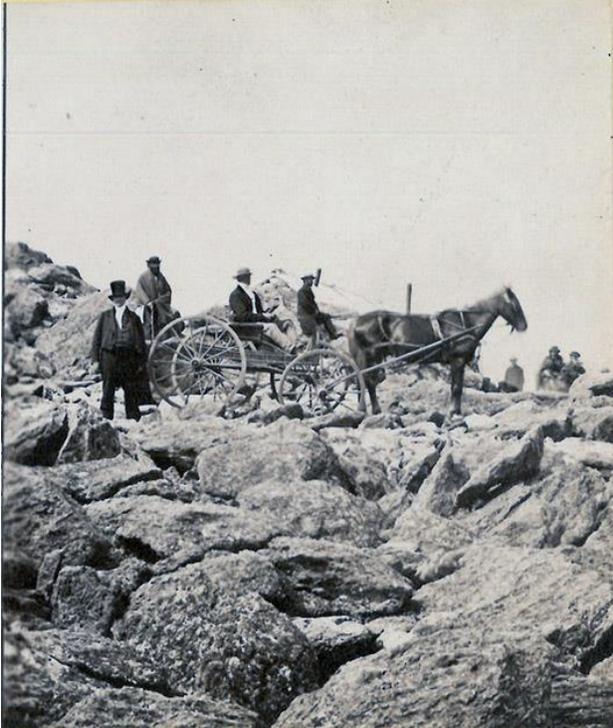
Questions may be directed to the project archivist, Nicole Topich, at ntopich@fas.harvard.edu.

News from The Phillips Library: An Update on the Processing of the Pingree Family Papers

*Hilary Streifer, Manuscripts Processor
Peabody Essex Museum*

In the fall of 2013 the Phillips Library at the Peabody Essex Museum began to process the papers of the Pingree family of Essex County. Donated by the heirs to the family, the collection had been part of our backlog for many years. Originally comprising over 420 linear feet of volumes, document boxes, and cartons, dating from 1794 to the second half of the 20th century, the papers were divided into 37 collections, the largest of which currently numbers over 126 linear feet (and continues to grow). These materials document the Salem, Massachusetts merchant and shipping businesses of the Pingree Family, in addition to recording the family's extensive land ownership and involvement in lumber and related industries in Maine and New Hampshire over multiple generations.

As of the first of March, 26 collections totaling over 345 linear feet have been processed. Finding aids for each collection are accessible in our online catalog [PHILCAT](#) and on the [Phillips Library Digital Collection](#) page. The processed collections include those of David Pingree (1795-1863), the patriarch of the Pingree family, who had a successful shipping and merchant business which he had inherited from his uncle; in addition, he invested heavily in timberland and related businesses which are well documented in these



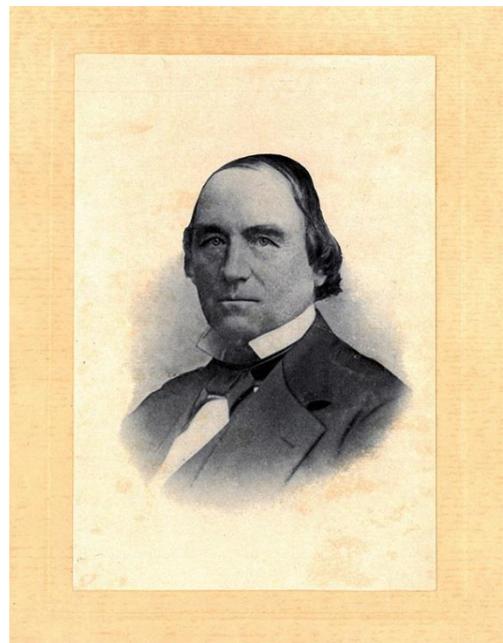
PHOTOGRAPH OF THE FIRST TEAM DRIVEN ON THE MT. WASHINGTON CARRIAGE ROAD, 1861. DAVID PINGREE IS ON THE LEFT, IN THE TOP HAT. THE MT. WASHINGTON SUMMIT ROAD COMPANY WAS ONE OF THE BUSINESS VENTURES IN WHICH PINGREE AND HIS HEIRS WERE INVESTED. MSS 911

David Pingree (1795-1863) hired Ebenezer “Eben” Smith Coe (1814-1899) as an agent to explore, survey, and develop his land purchase in Maine (Bennett 73). In turn, Coe advised Pingree to buy more land, including townships around Chamberlain Lake, Maine. In the 1840s Coe and Pingree purchased land in the Allagash Lakes region of Maine, and Coe established a farm on the shore of Chamberlain Lake. Chamberlain Farm was built to serve as a centrally located depot for equipment and supplies needed by those working for Coe and Pingree (Bennett 76). Coe was also instrumental in constructing dams on the Allagash River and reversing the flow of the upper Allagash into the east branch of the Penobscot River (Coe Family Papers). The Coe office in Bangor supplied and financed jobbers, maintained river improvements, handled leases, and maintained files of applicants for sporting camps on Coe and Pingree land. For almost sixty years Coe continued to make frequent trips to inspect and appraise land he owned and land he managed for the Pingrees in Maine and New Hampshire.

collections. Other collections include records from some of the many businesses in which he was involved, and papers of some of his relatives.

To date, 225.75 linear feet remain to be processed. If you just did the math you noticed that the collection has grown by 150 linear feet since the project began. As archivists, we know that it is common for a collection to grow after it is processed—oversized items are moved to more appropriately sized boxes, material filling boxes that are overstuffed are moved into additional boxes, surrogate photocopies are made so that moldy items can be placed in separate restricted boxes, and folded items are opened requiring more boxes. All of these circumstances have been factors accounting for the growth of the Pingree collections.

The largest collection within the Pingree Family papers is that of E. S. Coe (collection MSS 924), a business partner and associate of the Pingree Family for many decades.



E. S. COE, UNDATED PHOTOGRAPH, MSS 931

In addition to managing his own estate, as well as that of his deceased father, Coe acted as manager of the forest lands belonging David Pingree's heirs and siblings after his death in 1863. As manager of the Pingree lands, Coe exerted a strong influence in the region as he controlled the permits for cutting rights to the Pingree timber (Bennett 91). At the time of Coe's death on December 9, 1899, the Coe-Pingree lands totaled more than a million acres, some of them owned jointly (Bennett 91).

The E. S. Coe papers are largely business related, and contain correspondence, accounting records, and operational records for his land and lumber interests, as well as those of David Pingree and his heirs. The processing of this collection has been challenging, as almost all of the original 128 boxes contained tri-folded, bundled papers. While tri-folded, bundled papers are not uncommon in any manuscript repository, the sheer number of these materials has caused this particular collection to double in size since unfolding began in the summer of 2015. The unfolding has led to an additional 126 boxes being added to the collection.

I have been lucky to have the assistance of a volunteer who devotes 10 to 12 hours a week on this collection unfolding materials, removing metal fasteners, and rehousing the documents. Due to the enormity of the collection, only about a third of the collection has been processed, with a finding aid created for the processed series. Once the unfolding is complete, the rest of the collection will be processed, providing researchers with a great resource on the history of land ownership and management in Maine and New Hampshire in the nineteenth



and early twentieth centuries. Additionally, this material expands on many of the other Pingree Family collections, as E. S. Coe was involved in many of the Pingree family enterprises such as the East Branch Dam Company, Jackson Iron Manufacturing Company, Katahdin Iron Works, Milford Mill Company, Mount Washington Summit Road Company, Naumkeag Steam Cotton Company, Old Town Bridge Corporation, Penobscot Boom Company, and Trout Brook Farm.

If you have any questions about this project, please feel free to contact Hilary Streifer, Manuscript Processor, Phillips Library, Peabody Essex Museum at (978) 542-1861 or hilary_streifer@pem.org.

Bibliography:

Bennett, Dean B. *The Wilderness from Chamberlain Farm: A Story of Hope for the American Wild*. Washington: Island Press/Shearwater Books, 2001.

Coe Family Papers, Special Collections, Raymond H. Fogler Library, University of Maine.

Now Available: A Guide to the George Steindorff Papers

Timothy S. G. Binkley, CA, Archivist

Bridwell Library, Perkins School of Theology, Southern Methodist University

In 2015 Bridwell Library, the principal bibliographic resource for the fields of theology and religious studies at Perkins School of Theology, Southern Methodist University, processed the papers of prominent German Egyptologist Georg Steindorff (1861-1951). Early in 2016 a finding aid to this important collection was posted online at <http://www.lib.utexas.edu/taro/smu/00278/smu-00278.html>. The Georg Steindorff papers include correspondence, field notes, lecture notes, maps, photographs, published writings, research files, and newspaper clippings arranged in twelve series. The first six series represent general topics of study within Egyptology. The final six focus on Steindorff and his scholarly work as an archaeologist, author, and curatorial consultant.

Georg Steindorff was born in Dessau, Germany, on November 12, 1861. He studied at the University of Göttingen, earning a Ph.D. in 1884. After working at the State Museum and lecturing at the University of Berlin, Steindorff was appointed Professor of Egyptology at the University of Leipzig in 1893. At Leipzig Steindorff led the Ägyptologische Institut for forty-two years. Under his guidance the Institute built its collections with artifacts excavated at Giza, Tjebu, and Aniba, and with purchased antiquities. After the publication of the Nuremberg Laws in 1935, Dr. Steindorff lost his position at the Institut due to his Jewish lineage. In 1939 the Steindorff family sought refuge in the United States, locating near Los Angeles, where Steindorff continued to consult and publish until his death in 1951.

In 1952 Bridwell Library purchased the library of Georg Steindorff from his widow, Elise Oppenheimer Steindorff (1866-1963). The Steindorff library comprised approximately 1,700 books, 2,000 article reprints and pamphlets, and thirteen linear feet of personal papers. While the printed materials were catalogued promptly, the archival materials were not. In the 1970s Dieter Müller, a scholar from Germany, produced an inventory of the Steindorff papers. Müller's inventory of "Georg Steindorff Collection Material in File-boxes" served as the primary finding guide until 2015.

In 2003 another German scholar, Antje Spiekermann, digitized Dr. Steindorff's 1930-1931 Aniba journal and six hundred ninety-five pieces of correspondence. This ambitious digitization project was published on the Bridwell Library website along with the Müller inventory and an introduction based on an address given by former librarian Decherd Turner.

Early in 2015, German Egyptologist Thomas L. Gertzen contacted Bridwell Library Special Collections to make an appointment to study the Steindorff papers. This request prompted the archivist to assess the state of the inventory and of the collection. Both were found to be lacking. The boxes did not match the inventory, and the inventory was incomplete. Furthermore, while the materials had been housed in archival envelopes and boxes previously, the envelopes did not fit the records or the boxes properly, and many over-sized items had been folded. Several months of research and archival processing followed.

When Dr. Gertzen arrived for his research visit in October 2015, the collection had been rehoused, arranged, and described in a finding aid compliant with current archival standards. After his visit Gertzen forwarded editorial suggestions for changes in the finding aid reflecting modern usage of the German language. These were incorporated with gratitude.



UNIDENTIFIED INDIVIDUALS AT THE TEMPLE OF QASR ES-SAGHA, EGYPT, CIRCA 1930. GEORG STEINDORFF PAPERS, BRIDWELL LIBRARY, PERKINS SCHOOL OF THEOLOGY, SOUTHERN METHODIST UNIVERSITY.

The Georg Steindorff papers and more than three hundred other archival collections at Bridwell Library can be accessed by the public during reading room operating hours: Monday through Friday, 8:30 a.m. to 5:00 p.m. Appointments may be made by contacting Archivist Tim Binkley at 214-768-1989 or tbinkley@smu.edu. Additional information about the archival program at Bridwell Library is available at <http://www.smu.edu/Bridwell/SpecialCollectionsandArchives/Overview/Archives>.

Pat Parker Papers at the Schlesinger Library

*Kathryn Allamong Jacob, Curator of Manuscripts
Schlesinger Library, Radcliffe Institute, Harvard University*

The papers of African American poet, activist, lesbian, feminist Pat Parker have just arrived at the Schlesinger Library and will be open to researchers when processed. Parker's poetry explodes with a gritty honesty that prompted feminist scholar and poet Adrian Oktenberg to declare her "the poet laureate of the Black and Lesbian peoples." An unflinching anecdotal and autobiographical poet, Parker's poems tell the story of her life, which ended much too soon when she died of breast cancer in 1989.

Parker's work is a bridge between the black arts movement and radical lesbian-feminism and her papers will offer crucial insight into both groups. Her collections of poetry (*Child of Myself*, *Pit Stop*,

Womanslaughter, Movement in Black, and Jonestown & Other Madness) were all published with iconic feminist presses including Shameless Hussy Press, Women's Press Collective, Diana Press, and Firebrand Press. In addition to documenting the evolution of her poetry and the women's print movement, Parker's papers include extensive personal correspondence with key writers and public intellectuals, including June Jordan, whose papers are also at the Schlesinger Library, and Audre Lorde. Correspondence between Parker and her family offer a window into the life of a Texas African American family. Other papers document Parker's engagement with the black power movement, her early marriages to playwright Ed Bullins and poet Bob Parker, and her committed lesbian relationships, and offer insight into Parker as a lesbian mother, her activism, and her trip to Africa in 1985, which had a profound effect on her writing.

A year after Parker's death feminist author Lyndie Brimstone, writing in *Feminist Review*, described Parker as, "this loud and rich-mouthed poet who planted her feet firmly on platforms all over America and demanded that her audiences, whoever they may be, pay attention, was not only working class, she was Black and lesbian: the very first to refuse to compromise and speak openly from her undiluted experience."

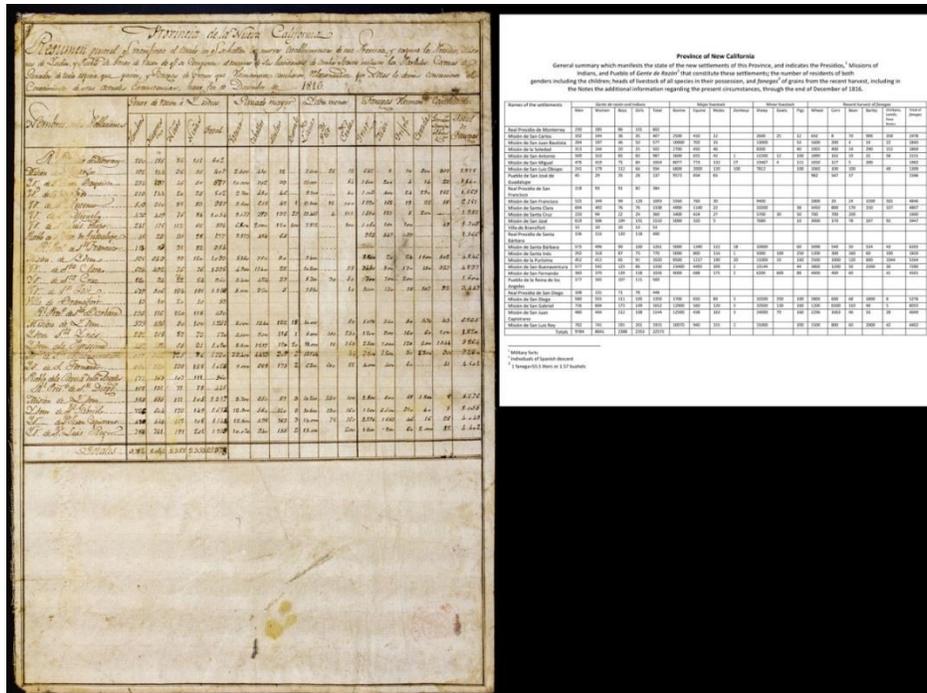
Santa Clara University Library Archives & Special Collections Reveals Mission Santa Clara Manuscript Collection During Two-Year Project

*Erin Louthen, University Archivist
Santa Clara University*

Santa Clara University Library's Archives & Special Collections (A&SC) has organized the Mission Santa Clara Manuscript Collection, which consists of hundreds of manuscripts primarily written and collected by the Franciscan missionaries from the founding of the Mission in 1777 until the arrival of the Jesuits in 1851. Over the course of the two-year project, A&SC created a descriptive guide for the collection which is published on the Online Archive of California, as well as a preliminary digital collection.

The Mission Santa Clara Manuscript Collection details the missionaries' spiritual endeavors, as well as various aspects of daily life at Mission Santa Clara. The collection is arranged into nine series (or themes): sacramental records; informes (mission reports); Fr. Viader's miscellany book (which served as a reference book for life in Mission Santa Clara and covers such themes as church doctrine, health care and food production); ecclesiastical and governmental correspondence; secularization and the formation of California's first diocese, personal legal and financial records; music manuscripts; Alta California manuscripts, and pictorial materials, ephemera and reproductions. The collection includes account books, annual reports, and instructions on wool-processing and cuisine, among others.

The digital collection consists of representative items from each series. The majority of the manuscripts are in Spanish. A number of the original documents have been translated, and these translations are included alongside the originals in the digital collection.



We invite you to browse the digital collection here:
<http://content.scu.edu/cdm/landingpage/collection/msc>.

For more information about the Mission Santa Clara Manuscript Collection, including a detailed description of each series, please visit the descriptive guide at
<http://www.oac.cdlib.org/findaid/ark:/13030/c85d8v2g/>.

For further questions and research inquiries, please contact specialcollections@scu.edu.

The Wiregrass Archives has now passed 200 collections!

Dr. Martin T. Olliff, Director

The Wiregrass Archives, Troy University Dothan Campus

The Wiregrass Archives announces its 200th collection, the Records of the Dothan Study Club, one of many such clubs created by elite women during the Progressive Era. Founded in 1912, the Dothan Study Club affiliated with the Alabama Federation of Women's Clubs. Its programs focused on literary study and intellectual growth as well as fellowship and mutual support. The club collection is particularly robust, with detailed meeting minutes, 1917-1994, program yearbooks 1937-2002, and financial files 1927-1954. This collection offers social, cultural, and women's historians an exceptional view into the society of South Alabama in the 20th century.

The Wiregrass Archives began in 1999 when Troy State University Dothan president Dr. Michael Malone secured the congressional office records of Rep. Terry Everett (R, AL-2). The Wiregrass Archives's mission

is to document the history and development of the Wiregrass region of Alabama, Georgia, and Florida. We hold collections from individuals, businesses, non-profit organizations, churches, and possess extensive photograph collections.

Located in Everett Hall on the Troy University Dothan Campus, the Wiregrass Archives is open 8 am – 5:30 pm Monday through Thursday, 8 am – noon, Friday, and by appointment. Write wiregrassarchives@troy.edu, and follow us on Facebook and Twitter. Our website is <http://www.troy.edu/wiregrassarchives/>.

SECTION LEADERSHIP

Anke Voss, *Chair*
Jackie Dean, *Vice Chair/Chair Elect*
Elizabeth Wilkinson, *Immediate Past Chair*
Amy Cooper Cary, *Interim Council Liaison*

Steering Committee Members:
Sean Benjamin
Alison Clemens
Jennifer Cole
Elisa Ho
Elizabeth Novara
Ashley Todd Diaz

THE DEADLINE FOR THE SUMMER NEWSLETTER IS 1 JUNE 2016.