

THE ACADEMIC ARCHIVIST
Newsletter of the College and University Section
Society of American Archivists

<http://www.archivists.org/saagroups/cnu/index.asp>

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FROM THE CHAIR

Greetings from the Twin Cities. As I write, it's 12 below and a far cry from the balmy breezes of San Francisco where we met last August at SAA. But classes are over, things are starting to quiet down on campus, and I'm looking forward to plowing through all those items on the "to do" list that have been languishing since September. Do you, like me, delude yourself into thinking that when the semester is finally over, you'll start *really* getting things done? Have you ever experienced a stretch of time in the Archives that didn't include surprises, unexpected opportunities and unplanned demands on your time? Sure, the students may be gone, but that makes it a great time for others on campus to get out *their* "to do" lists – many of which will have a significant impact on the Archives.

This week's surprise came in the form of an announcement from our VP for University Relations. Effective immediately, the announcement states, the University will cease print publication of course catalogs, bulletins, student/staff directories and other basic building blocks of the university's historical record. Further, the announcement noted that "only a handful of University reports are required by law or Board of Regents' policy" and urged administrative units to "cease the publication of annual reports."

Gulp. How to craft a response that is succinct but sufficiently detailed, rational, and positive? I started listing some questions. What formats will the catalogs and directories be in? What happens if this core content is available only in database-driven applications – which our institutional repository doesn't handle very well at this time? If annual reports are discouraged (and I have to hope this meant *print* publications), does that mean an avalanche of newly-important websites for us to crawl, or a new flock of files to be captured and managed in the IR? Or maybe the key question is, is it too late for us to be involved in the decision-making and subsequent rollout of these new guidelines? And how do we position ourselves as part of the solution, a key partner, and not a heel-dragger or naysayer?

My first response was to turn to my C&U Archives colleagues across the country for advice and ideas. What models, guidelines, and issues have others encountered at their institutions? What might we adapt for our particular institutional context? What options would be most effective in a presentation to our VP?

At times like this, I feel fortunate to be part of a large and growing community of college and university archivists. I feel lucky as well that the very same advances in technology use that may confound and bedevil us also facilitate our ability to communicate so easily

with our colleagues and share timely information in a way that adds value and renders it more useful than ever before. A good case in point is the “Campus Case Studies” project, which provides a venue for C&U archivists to share current, concise information about the practical responses they have developed to the challenges of information technology in the academic setting. If you haven’t checked it out yet, I guarantee you will find something useful: <http://www.archivists.org/publications/epubs/campusCaseStudies/casestudies.asp>.

And speaking of gratitude – I’d like to offer a special thank you to our outgoing Section Chair Betsy Pittman and to our continuing Vice Chair John Bolcer for their generosity in helping me get my bearings as new section chair. We all extend our thanks to outgoing steering committee members Aaron Purcell and Gordon Daines, and welcome incoming steering committee members Jay Gaidmore (Brown University) and Chris Prom (University of Illinois at Urbana Champaign), and incoming Council Liaison Sue Hodson. We received an impressive response to the call for volunteers – yet another measure of the energy, generosity, and talent in our Section. As always, a full list of Section officers, steering committee members, and our able newsletter editor Chris Laico and Web liaison Claude Zachary is available, with contact information on our section web page <http://www.archivists.org/saagroups/cnu/index.asp>

Included in this issue is our annual section report to SAA. It provides a thumbnail sketch of activities to date. I welcome your suggestions, ideas, and questions. Please don’t hesitate to get in touch.

Happy New Year!

Beth

Elisabeth Kaplan
Head, University Archives and
Co-Director, University Digital Conservancy
Andersen Library
University of Minnesota

The American Heritage Center Completes Collection Development Policy Project

The American Heritage Center (AHC), University of Wyoming, is pleased to announce the completion of a five-year effort to analyze the entirety of our holdings and define a formal collecting policy. The policy, having been reviewed by University of Wyoming (UW) faculty and approved by the Provost, is also being applied retroactively, as the basis for a major reappraisal and deaccession project, supported in part by a grant from the National Historical Publications and Records Commission. The policy is available online, at [http://ahc.uwyo.edu/documents/about/administration/AHC%20Collecting%20Policy%20\(3\)%20rev.doc](http://ahc.uwyo.edu/documents/about/administration/AHC%20Collecting%20Policy%20(3)%20rev.doc) (a closely related document, the AHC’s Collection Management Policy, may be found at <http://ahc.uwyo.edu/documents/about/administration/coll%20mgt%20policy%203d%20rev.doc>).

The creation and maintenance of a formal and public collection development policy is a part of the AHC’s 5-year academic plan, finalized in 2004. However, work on the policy began in the fall of 2002, when AHC faculty and staff were assigned to the first set of a series of task forces, each lasting approximately six months, and each focused on one or

more topical collecting areas. The specific topics into which the collecting universe was divided for this work were borrowed from a major collection analysis and development exercise undertaken by the State Historical Society of Wisconsin (now the Wisconsin Historical Society) in the 1980s, amended where necessary to best fit the AHC's collections.

Each task force was charged with 1) analyzing the quantity and quality of AHC holdings in its assigned topical areas, and where necessary breaking that analysis down into more workable sub-categories. 2) Determining the location and holdings of other repositories in the U.S. with collections directly related to AHC holdings. 3) Analyzing use records for materials in the major sub-categories, and to analyze and prioritize likely user groups for current and future collections (this will include discussion with relevant UW faculty). 4) Proposing a specific collecting policy for each of the sub-categories. 5) Recommending, based on that collecting policy, extant collections at AHC for deaccessioning or significant reduction. 6) Recommending, based on that collecting policy, appraisal guidelines for retained and yet to be acquired collections.

The recommendations from each task force were forwarded to the AHC's senior management staff for further discussion and (usually) revision. When all topical areas had completed this stage, the full collection development policy was presented for comment to the Center's Board of Advisors and Board of Faculty advisors. After responding to these comments, the draft policy was presented to the University's deans and directors for further comment. The draft then was posted online and a call for comments was sent to the University faculty. Finally, the revised draft was forwarded to the university's office of academic affairs for further review and ultimate approval. Now that the final policy is placed for public assessment, comments are still welcome, and will be considered when the policy undergoes formal review.

It is the intention of the AHC's administration to conduct formal (though probably abbreviated) reviews of the entire collecting policy every five years. Prior to the first review, however, attention will be focused on further and formally prioritizing among the many actively collected topical areas. This process will better match the policy to the AHC's resources. Concomitantly, decisions will be made concerning division of responsibility among Center archivists for actively managing portions of the collecting policy. In this way the policy will remain an active and flexible document, rather than one shoved to the back of everyone's shelves and forgotten. Finally, one or more AHC archivists will be encouraged to write and submit for professional publication an article about the process undertaken to create this policy, to further archival discourse on the importance of such endeavors.

The retroactive application of the policy began as each topical area analysis/policy was completed. In 2005, we began what would become a three-year NHPRC grant, the second and third years of which were partly focused on reappraisal and deaccessioning (the other focus of the grant was to catalog the AHC's unprocessed collections, create 265 new EAD finding aids, and conduct an extensive user survey of opinions about "More Product, Less Process" approach to arrangement and description). Reappraisal was conducted under the structure defined in the Center's Collection Management Policy. The development of that part of the policy is discussed in detail in Mark A. Greene, "What WERE We Thinking?"

Embracing Reappraisal and Deaccessioning as a Collection Management Tool,” *Provenance* 20 (2002) 33-49. The philosophy and management principles behind the decision to employ reappraisal and deaccessioning on a large scale are related in Mark A. Greene, “I’ve Deaccessioned and Live to Tell About It: Confessions of an Unrepentant Reappraiser,” *Archival Issues*, 30:1 (2006), 7-22.

By February 2008, the AHC had reappraised 335 collections, of which 78% were deaccessioned. Those not deaccessioned were cataloged, transferred to the UW Libraries, or deferred for later action. Of the deaccessioned collections, 60% were transferred to other repositories, 10% were returned to donors, 12% were discarded, and the remainder are still looking for homes. Collections sent to other repositories were either donated or transferred with the donor’s permission. *The total cubic feet deaccessioned during this period was 9,180.* (During the year preceding the start of the grant, we deaccessioned 30 collections totaling 2,027 cubic feet.)

The collection analysis, collection policy, and reappraisal/deaccessioning project all garnered the AHC goodwill from the UW administration, because they addressed longstanding needs of the repository. The repositories to which we transferred collections were pleased, of course, some being quite appreciative because the collections received were truly significant to their holdings. (*The collections have been dispersed to 163 different repositories in seven countries!*) As importantly, the little comment engendered by this work from AHC donors and patrons has been more positive than negative. Indeed, the AHC received only three negative responses from collection donors upset about reappraisal decisions; two were completely mollified by extended explanations of the larger context of our action, leaving only one (.002%) with continued bad feelings. One key indicator of constituent response is that AHC’s annual fund donations have increased every year since we began this work, notwithstanding the fact that from the beginning even the deaccessioning was reported in our newsletter and annual report.

Every AHC archivist (and a few paraprofessionals) participated in the collection analysis/policy development. Several, lead by processing archivist Laura Uglean Jackson, worked on the reappraisal and deaccessioning project. The AHC administration will encourage one or more archivists to submit session papers and/or articles for publication analyzing these two developments in greater detail. In the meantime, questions can be directed to AHC director Mark Greene at mgreene@uwyo.edu.

(Submitted by Mark A. Greene, Director, American Heritage Center, University of Wyoming, Laramie, WY)

IN THE NEWS

Kansas: Emporia State University Launches 180 Online Finding Aids

In less than nine months Emporia State University created over 180 finding aids in time for a public launch of their catalog on March 26, 2007, in conjunction with the inauguration of Dr. Michael Lane, their new University President. You can read all about it in a report by Heather Wade, Archivist for Emporia State University.

(http://www.eloquent-systems.com/aboutus/news_20081120.pdf)

Here are just a few examples of what you will find in her rich archival holdings at the Emporia State University:

- the personal papers of William Allen White, a multiple-Pulitzer winning journalist and political adviser to nine US Presidents,
- the memorial collection of art and manuscripts documenting the career and influence of May Masee, who, in the early 20th Century, established two of the first children's book divisions in American publishing business,
- an extensive photography collection tracing the history of the railroads in Kansas, and
- such unquestionably unique items as a scrapbook of observations made of Woodrow Wilson when he was President of Princeton. (For additional holdings, please see, <http://www.emporia.edu/libsv/>)

Giving up on squeezing archival descriptions into library software, Emporia selected the Eloquent Archives™ software for the following and a number of other reasons explained more fully in Wade's report:

- "The accessioning module would integrate our acquisitions process with the arrangement and description process and the reference process,
- the fully-searchable finding aids – underscored in MARC but created according to DACS – could be published in EAD, HTML, and PDF, literally at the click of a mouse,
- digital files including images of the items being described or complete box or folder list inventories can be linked directly to the finding aids, and
- all the technical support required to coach us through the process is available just-in-time by phone from the Eloquent Professional Services department".

(Submitted by Heather A. Wade, MA, CA. Assistant Professor and University Archivist, Emporia State University, KS.)

Massachusetts: Boston Coalition of Black Women Collection Available for Research

The historical records of the Boston Coalition of Black Women, Inc. are now open for research. An online guide to the collection is available at <http://www.library.neu.edu/archives/collect/findaids/M146find.htm>.

The Boston Coalition of Black Women, Inc. was formed in 1991 as a chapter of the National Coalition of 100 Black Women to provide African-American women in Boston with a social and political forum. The Boston Chapter was chartered as the largest founding chapter in the history of the National Coalition. In 1996, the members of the Boston Chapter voted to leave the National Coalition in order to form the Boston Coalition

of Black Women, Inc. This organization sought to provide leadership and access to resources in order to allow members to become involved in the community through education, social, economic, and civil action. Work sponsored by the organization has included mentoring opportunities, primarily the Sister-to-Sister program, and fundraising and cultural events, including two “Between Sisters” conferences. These events brought together women from all over the United States for a three-day conference that covered such issues as healthcare, women’s history, cultural trends, and parental responsibility. In 2000, in addition to its original programs and activities, the Coalition adopted a public policy agenda focused on education and legislation involving women and children. In collaboration with such groups as the Massachusetts Advocacy Center and the National Association for the Advancement of Colored People, the Coalition monitored the development of the Massachusetts Comprehensive Assessment System. Other community activities involved Coalition members mentoring girls in detention units, hosting author talks, and partnering with other community service organizations including Project Bread and Morgan Memorial Goodwill Industries.

The records date from 1993-2007 and include minutes, memoranda, correspondence, conference packets, financial records, newsletters, and photographs.

The Boston Coalition of Black Women, Inc. collection is open for research Monday through Friday from 9:00 AM to 4:00 PM in the Northeastern University Libraries, Archives and Special Collections Department, 92 Snell Library, Boston, MA. For a list of all the Department’s special collections, please see:

http://www.library.neu.edu/archives/collections/manuscript_collections/.

(Submitted by Emily Sabo, Advancement, Marketing and Events Assistant, Northeastern University Libraries, Snell Library, Boston, MA.)

Massachusetts: Freedom House Photographs Now Available Online at Northeastern

A digital resource of more than 2400 images, “Roxbury People, Places and Events, 1950-1975,” is now available online at: <http://www.lib.neu.edu/freedomhouse>. Freedom House was founded in 1949 by social workers Otto P. and Muriel S. Snowden. The initial goal of Freedom House was to centralize community activism in the fight for neighborhood improvement, good schools, and harmony among racial, ethnic, and religious groups in Roxbury, Massachusetts. Freedom House went on to play critical roles in urban renewal in Roxbury and in the desegregation of the Boston Public Schools. A guide to the entire Freedom House Collection may be viewed at:

<http://www.library.neu.edu/archives/collect/findaids/m16find.htm>.

The digitization of the images was made possible, in part, through a grant from the federal Institute of Museum and Library Services through the Library Services and Technology Act administered by the Massachusetts Board of Library Commissioners.

For additional information, please contact Joan D. Krizack, University Archivist and Head, Special Collections Department at j.krizack@neu.edu.



Roxbury Garden Project, 1960. Photo by Irene Shwachman.

(Submitted by Emily Sabo, Advancement, Marketing and Events Assistant, Northeastern University Libraries, Snell Library, Boston, MA.)

Virginia: Exhibit – “Ringling Far and Near: Student Music and Song at the College of William and Mary”

Swem Library at the College of William and Mary presents the exhibit, “Ringling Far and Near: Student Music and Song at the College of William and Mary”. Using programs, posters, photographs, uniforms and clothing, artifacts, audio recordings, publications, and other materials from Swem’s Special Collections Research Center (SCRC), the exhibit provides a general overview of music at the College of William and Mary, with a major emphasis on student groups. Music has been a part of life at the College of William and Mary from the university’s earliest years with one of the first references to music on campus an account of musicians playing from the balconies of the Wren Building to mark the death of namesake King William III. The exhibit is on display from October 1, 2008 to February 9, 2009.

Digital companions to the exhibit are available online and on Swem Library’s iPods. The companion tour is available from the SCRC on YouTube, iTunesU, and Flickr. Images of some of the William and Mary Choir material being installed for the exhibit are available from the SCRC on Flickr. A few photographs used in the exhibit and audio from the Choir were used to make a brief online video during the exhibit’s preparation. Links to the digital companions and more information about the exhibit are available at <http://swem.wm.edu/scrc/CurrentExhibits.cfm>.

The exhibit opening and Archives Month reception included performances by two of the College’s first all-female a cappella groups, Reveille and The Accidentals. Photographs

from the event are available from the SCRC on Flickr. In conjunction with the exhibit during Homecoming weekend live music was provided just outside the front door of the Swem Library by the student band The Wham Bam Big Band conveniently located near the library's Ben & Jerry's ice cream cart. Photographs of the band's performance are available from the SCRC on Flickr and video is available at <http://vimeo.com/2130313>.

(Submitted by Amy C. Schindler, University Archivist, Special Collections Research Center, Earl Gregg Swem Library, The College of William and Mary, Williamsburg, VA.)

Wyoming: The Matthew Shepard Web Archive: An Online Resource from the American Heritage Center

The American Heritage Center (AHC) at the University of Wyoming (UW) is pleased to announce the completion of the Matthew Shepard Web Archive, made possible by a grant from the University of Wyoming's President's Advisory Council on Minorities' and Women's Affairs.

Matthew Shepard was a gay student at the University of Wyoming. He was brutally beaten on the night of October 7, 1998 by two men, Aaron McKinney and Russell Henderson. He died four days later in a hospital in Ft. Collins, CO. Since Shepard's murder ten years ago, the AHC has been collecting material such as photos, news clippings, UW President's correspondence, memorial banners, pamphlets, and ephemera to document the murder and events that followed. At the same time, people throughout the world were affected by his murder and used the World Wide Web as a place to document, reach out, create, organize, and share. Websites are thus an important part of the societal memory of Matthew Shepard, his murder, and related events and issues.

With a one month subscription to Archive-It (a service from the Internet Archive that assists archives in preserving websites) the AHC captured 70 websites that broadly document the ten year mark since the murder of Matthew Shepard and related lesbian, gay, bisexual, and transgender issues. Included in the archive are blogs, wikis, videos, memorial web pages, a MySpace page, and Flickr photos. It also includes the websites of organizations, films, books, music, and events related to Matthew Shepard.

The Matthew Shepard Web Archive can be accessed through the [University of Wyoming's online library catalog](#), and through a finding aid in the [Rocky Mountain Online Archive](#). Archive-It provides access to the collection with keyword searching and browse capabilities through their [website](#). Preservation of the websites will be managed by Archive-It. It is hoped that the archive will not only enhance the AHC's existing material on Matthew Shepard, but will be valuable to the general public as a unique resource.

(Submitted by Laura Uglean Jackson, University Archivist, American Heritage Center, University of Wyoming, Laramie, WY.)

2008 ANNUAL REPORT

Date: 8 December 2008

Name of Section/Roundtable: College & University Archives

Officers:

Chair: Elisabeth Kaplan, U. of Minnesota (kapla024@umn.edu) (2008-2010)
Vice-Chair: John Bolcer, U. of Washington (jdbolcer@u.washington.edu) (2007-2009)

Steering Committee Members:

Mike Strom, Texas Christian U.	(M.Strom@tcu.edu)	(2006-2009)
John Ansley, Marist College	(John.Ansley@marist.edu)	(2006-2009)
Rachel Vagts, Luther College	(vagtsrac@luther.edu)	(2007-2010)
María R. Estorino, U. of Miami	(mestorino@miami.edu)	(2007-2010)
Chris Prom, University of Illinois	(prom@illinois.edu)	(2008-2011)
Jay Gaidmore, Brown University	(gerald_gaidmore@brown.edu)	(2008-2011)

Christopher M. Laico, Columbia University, editor, *The Academic Archivist* (cl880@columbia.edu)
Claude Zachary, University of Southern California, Web liaison (czachary@usc.edu)

Report from 2008 Annual Meeting:

- Number of attendees: ca. 200
- Election results: Slate of three candidates was presented: Kevin Leonard, Northwestern University; Aaron Purcell, Virginia Polytechnic Institute and State University; Elisabeth Kaplan, University of Minnesota-Twin Cities
- Summary of meeting activities: (See, "Meeting Agenda and Minutes" below at p. 10.)

Completed Projects/Activities Since the 2007 Annual Meeting:

- Two new members appointed to the steering committee (Jay Gaidmore, Brown University and Chris Prom, University of Illinois Urbana-Champaign), after a call for volunteers and nominations that were sent to the C&U Archives list. The appointments were made in accordance with the current C&U Archives bylaws which call for appointment of two new members each year.
- Steering committee endorsed two session proposals for the 2009 Annual meeting.

Projects/Activities Underway:

- Initiated discussions with Council Liaison Sue Hodson to identify a process for resolving two legacy issues:
 - Addressing a discrepancy between the current SAA section guidelines and the C&U Section Bylaws (drafted 1985, revised 2003);
 - Resolving approval process for the 2005 revisions to the 1999 Guidelines for College and University Archives
(See, http://www.archivists.org/governance/guidelines/cu_guidelines.asp)
 - A new issue of *The Academic Archivist* is underway.
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MEETING AGENDA AND MINUTES
College & University Archives Section Meeting
San Francisco, CA
August 29, 2008, 9:00 AM – 11:00 AM

- 1) Welcome:** Betsy Pittman, Section chair
 - a) Pittman called the meeting to order at 9:05 AM.
 - b) Pittman acknowledged the services of Gordon Daines and Aaron Purcell, who are rotating off the C&UA Steering Committee.

- 2) Announcements:**
 - a) Ben Primer, SAA Council Liaison:
 - i) Reviewed the actions taken at the last SAA Council meeting.
 - ii) Announced that the Council representative to the C&UA Section for the coming year would be Sue Hodson.
 - iii) Encouraged support for Preserving the American Historical Record legislation.
 - iv) Encouraged the submission of nominees for SAA awards.

 - b) Kate Bowers, C&UA Thesaurus
 - i) The final draft has been completed and is a forthcoming SAA online publication.

 - c) Beth Yakel – www.archivalmetrics.org
 - i) User evaluation questionnaires are available free for use on the archivalmetrics.org website.
 - ii) Feedback on the questionnaires is encouraged.

 - d) Jeff Huth – 2009 Program Committee
 - i) Announced that the 2009 SAA conference will be a joint meeting with the Council of State Archivists, with a theme of Sustainable Archives.
 - ii) The new session proposal format involves submission of an Excel file, with a limitation of 75 words.
 - iii) Proposals are due October 8th; sections can endorse two proposals, with a deadline of October 20th (for the 2008 conference, the C&UA steering committee received six session proposals and endorsed two).

 - e) Megan Sniffin-Marionoff – International Council on Archives (ICA) Section on University and Research Institution Archives (SUV)
 - i) Announced the 2009 ICA-SUV meeting is in Rio de Janeiro, Brazil.
 - ii) Announced that samples of papers from past meetings are freely available online on the ICA website.

- 3) Diversity Task Force Recommendations (John Ansley):**
 - a) The report of the C&UA Diversity Task Force was distributed by handout.
 - b) John Ansley represented the C&UA Diversity Task Force; no questions were received from the floor, and members were encouraged to send comments via email.

- 4) Approval of the 2007 Meeting Minutes:** (as published in *The Academic Archivist* (Fall 2007/Winter 2008) issue.)
 - a) Pittman called for a vote to approve the 2007 minutes; the vote to approve was unanimous.

5) Reports:

- a) Vice-Chair (John Bolcer) – Program planning/SAA sessions
 - i) Called for suggestions/proposals for the 2009 C&UA meeting program.
- b) Newsletter Editor (Pittman [for Laico])
 - i) Announced publication of most recent issue of *The Academic Archivist*.
 - ii) Call for content for the next issue, to go to editor Christopher Laico.

6) Election of Chair for 2008-2010:

- a) Candidates:
 - i) Kevin Leonard
 - ii) Elisabeth Kaplan
 - iii) Aaron Purcell

7) Program: New C&U Publications:

- a) *Campus Case Studies* (Peter Wosh)
 - i) Electronic publication to address the rapidly changing technology environment
 - ii) Grew out of Bentley Library, Mellon-funded meetings/case studies
 - iii) Lightly vetted, with creative control by submitters
 - iv) Can be used to share information on specific projects, even those still in process. Submissions are especially encouraged from anyone working with electronic records.
 - v) Currently 9 articles are online.
(www.archivists.org/publications/epubs/CampusCaseStudies/casestudies.asp)
- b) *College & University Archives: Readings in Theory and Practice* (Chris Prom)
 - i) Prom (co-editor) presented the now-published *Readings*, and acknowledged the authors who were present at the meeting.

8) Program: University of California Archivists Council on Faculty Records:

- a) Panelists
 - i) David Gartrell/UC Santa Barbara
 - ii) Lisa Mix/UC San Francisco
 - iii) Kathi Neal/David Farrell UC Berkeley
- b) Charlotte Brown/UCLA, moderator
 - i) Charlotte Brown moderated a panel discussion of a set of general guidelines for dealing with faculty papers across all of the University of California campuses.
 - ii) The guidelines were developed by the UC Council of Archivists; the panelists discussed how they are applied at their various campuses.

9) Naming of new Chair:

- a) Elisabeth Kaplan from the University of Minnesota was announced as the incoming Chair of the C&UA Section for 2008-2010.
- b) There was collective acknowledgement of Betsy Pittman, outgoing Chair.
- c) Adjourned at 11:00 AM.

Please transmit your newsletter submissions to:
Christopher M. Laico, Processing Archivist, Rare Book and Manuscript Library, Columbia
University at: CL880@COLUMBIA.EDU
