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From the Director...  
An increase in acquisitions, especially in the areas of women's and church history, the expansion of its computer system, and greater emphasis on public outreach characterized the CAC's accomplishments in 1984-1985. In 1985-1986 the CAC anticipates expanding the church records microfilm program, sponsoring a second conference on Local History, participating in the Ohio Newspaper Project, and continuing to expand its local/regional history collections. Efforts also will be made to increase the CAC's Endowment, which currently supports several preservation programs.

On a local note, the Bowling Green Sesquicentennial Committee, comprised of Joan Gordon, chair; Lyle Fletcher, Pat McGinnis, Beryl Parrish, Paul Jones and Kay Sergent, have just released Bowling Green, Ohio: A Sesquicentennial History 1833-1983. The book is extremely well-illustrated and is available in hardback for $24.85. For further information, contact Joan Gordon, Bowling Green Chamber of Commerce, Bowling Green, Ohio 43402.

At a recent meeting of the Friends of the University Libraries and the Center for Archival Collections, Dr. Dawn Glanz, associate professor of Art, was elected President. Dr. Ramona Cormier, professor of Philosophy, and Jonathan Orser, a Perrysburg consultant, were elected as new board members.

University Archives
Bowling Green State University will celebrate its 75th anniversary during the academic year, 1985-1986. Special events will be held throughout the year with the highlight being an anniversary academic convocation on November 10, 1985; a date which reflects the November 10, 1910 date on which Bowling Green was selected as the official site for the normal school. The University Archives already is experiencing an increase in usage as the colleges, departments, and offices research various aspects of this institution's history for publications and exhibits, and especially as University Historian, Dr. Stuart Givens, completes an updated history of Bowling Green State University.

The University Archives has extensive holdings of official files and photographs, but is most interested in acquiring more scrapbooks, photographs, and other documents of former students, faculty and staff, dating from the inception of the University to the present. If you have such documents, please contact the University Archivist, Ann Bowers, at the CAC.

Rea McCain, member of the first faculty of Bowling Green State Normal College.  
(University Archives)

Reference
The CAC now has the National Museum Act-Grant Programs Guidelines for 1986. These programs, administered by the Smithsonian Institution, grant funds for the support of "research and studies on critical museum problems, professional assistance projects to address shared needs in the museum field, and projects providing opportunities for professional museum training." For more information, call or write to the CAC, attention Judy Robins.

The Wood County Chapter of the Ohio Genealogical Society is having a drive to fund the duplication of the Wood County Records of Birth Registration and Correction on microfilm. These records list individuals whose birth information was never recorded or had been recorded incorrectly. The drive, entitled "Adopt a Reel," encourages members everywhere to contribute the cost of duplicating one reel ($15), or a portion of that amount. It was suggested that contributors might request local members to do one hour of research in exchange for the contribution. For more information, send a stamped, self-addressed envelope to the Wood County Chapter, Ohio Genealogical Society, P. O. Box 722, Bowling Green, Ohio 43402.
Local Government Records

Children's Home Records Many family researchers are confronted with the problem of a nine­
teenth century adoption, or the disappearance of one or more siblings after a parent died or had left the family. Some of these "lost" siblings were taken into the families of relatives or friends. More often, however, the fate of these children was handled through a local government agency.

Prior to 1866, Ohio townships appointed Overseers of the Poor to take responsibility for children whose families experienced difficulty in supporting the children. Often, these children were indentured to insure their support.

In 1866, the Ohio General Assembly took steps to provide for children by authorizing the establish­ment of orphan asylums at the county and district level. These children who were accepted children who had been orphaned, abandoned, neglected, or otherwise poorly supported. Records of these homes are open to the public except for those per­taining to "physical or psychiatric examinations, adoption, probate, and parole proceedings." Most nineteenth century records are considered open. The researcher also should check County Home and County Infirmary records, as many counties did not have separate facilities for children.

Admittance Records This series is arranged alphabetically, therein chronologically by admis­sion. The researcher will find the name of the child, admittance date, name and addresses of parents (if known), birthdate, race, sex, and a statement about the child's physical and mental condition upon admission. This record also may include lists of children. In earlier Admittance Records, the researcher also may find a "remarks" column that could give valuable data. In the County Home Admittance Record, births were usually noted as well.

Children's Home Indenture Records This series is arranged chronologically by indenture. It includes the name of the child, date indentured, age, sex, the name of the person to whom the child is indentured, and the conditions of the indenture (length, payment). This record may be in volume form, or in loose paper.

Minutes of Board of Trustees of Children's Homes These are the proceedings of the Board of Trustees and include reports from the superinten­dent which may give information on the children cared for by the home. The Minutes of the County Infantary Trustees also should be examined for similar information.

Preservation

Lamination of Documents The CAC staff is fre­quently asked about laminating because this process either harm the document, or does it prolong the life of the item? To clarify the issues in this debate, it is necessary to distinguish between the two types of lamination now available: commercial and "archival" lamination.

Many firms provide a lamination process for such items as driver's licenses and other forms of iden­tification cards. Some schools may have systems for laminating teaching materials such as maps and diagrams. In this commercial process, by use of extreme heat, items are glued between two sheets of plastic. This plastic coating protects often­handled papers from tearing and accidental spills. However, this is a temporary process. In time, the glue will discolor and the plastic will crack, ruin­ing the document. There is no known way to reverse the lamination process once it is done. For the above reasons, this process is not recommended for items that should be permanently preserved. A rule for archival preservation is that any treat­ment must be reversible.

"Archival" lamination differs from the process described above in several ways. The items to be laminated are first deacidified. This process helps ensure that the document itself will not "self-destruct" from its own chemical content. The deacidified document is then placed between webs of acid-free laminating tissue which is adhered to the item using extreme heat. Rather than providing for items that should be permanently preserved. A rule for archival preservation is that any treat­ment must be reversible.
Center for Archival Collections Staff

Paul D. Yon, Director
Ann M. Bowers, Assistant Director/University Archivist
Sharon L. Book, Secretary
Diane V. Gagel, Local Government Records Specialist
Regina K. Lemaster, Conservator
Marilyn I. Levinson, Cataloger
Diana D. Moran, Regional Historic Preservation Coordinator
Judith A. Robins, Reference Archivist/Newsletter Editor
Nancy G. Steen, Rare Books Librarian

Visitation hours at the CAC

As of September 8th, 1985, the CAC will return to its regular schedule. The CAC will be open:
- 4:00 p.m. - 8:00 p.m. Sunday
- 8:30 a.m. - 8:00 p.m. Monday
- 8:30 a.m. - 4:30 p.m. Tuesday through Friday.

These hours are subject to change in accordance with the schedule of the Jerome Library. Please call ahead to verify these hours before you visit.