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Archival Chronicle

September, 1985

The Center for Archival Collections
Bowling Green State University

Volume 4, Number 3

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 Sargent, 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.

Announcements

The Illinois State Archives, in conjunction with the Illinois State Genealogical Society, has begun to compile a Statewide Marriage Record Index. Approximately 1,000,000 entries are expected to be made. Those interested in volunteering their services to this project should contact: Anna Vasconcelles, Illinois State Archives, Archives Building, Springfield, Illinois, 62756.

The CAC is pleased to welcome Sharon L. Book as the newest member of its staff. Mrs. Book joined the CAC as secretary this past July.

Local Government Records

Children's Home Records Many family researchers are confronted with the problem of a nineteenth 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's homes 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, probation, 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, names 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 adoptions. In earlier Admittance Records, the researcher also may find a "remarks" column which could give valuable family information. (In the County Home Admittance Record, births were usually noted as well.)

Children's Home Death Records This series is arranged chronologically and is usually indexed. It contains a record of deaths at the home, showing the name of decedent, sex, age, death date, grave location, and parents' names. Sometimes deaths were recorded in the Admittance Record within the "discharge" column.

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, purpose, etc.) 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 Infirmary Trustees also should be examined for similar information.



Homecoming, 1940.
(University Archives)

Preservation

Lamination of Documents The CAC staff is frequently asked about lamination: does this process 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 types 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 often-handled papers from tearing and accidental spills. However, this is a temporary process. In time, the glues 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 a shiny, plasticized surface, this produces a matte finish. This lamination process can be reversed, but only with difficulty. The document must be soaked in a tray of solvent (usually acetone) until the loosened tissues can be removed. Some conservation laboratories use this lamination process, but many conservators feel that the process is not truly "archival"; the use of extreme heat is believed to be too damaging to the documents.

Encapsulation The CAC does not recommend commercial lamination processes, and will only recommend "archival" lamination in those unique circumstances where encapsulation would not be successful. An item that has deteriorated into several fragments might be such a candidate. In the encapsulation process, items are "sandwiched" between two sheets of polyester—a chemically inert plastic. No adhesives touch the document and no heat is used to seal the item. This process is completely reversible. Encapsulation provides support for fragile documents, and protects them from moisture and interaction with chemicals in the air. These items can be photocopied easily. It is important to remember that neither lamination nor encapsulation will protect a document from the ultraviolet rays of fluorescent lights or the sun. Conservation specialists are working to find a way to provide that needed protection. The CAC does encapsulate items for individuals as well as libraries and historical societies. The CAC does not do any type of lamination.

New Acquisitions

Published Materials

Haskins, Glenn F. *Grandpa Reminisces*, and Haskins, Dorothy B. *Grandma's Favorite Tales*. 1985.

Oddo, Bill. *Stories of Old Bellevue*. 1984.

Church Records

First Lutheran Church (Galion, Ohio) 1831-1981
Three record books including lists of pastors, officers, members, baptisms, marriages, funerals, and communicants, as well as some important events in the church's history.

Haskins Federated Church (Haskins, Ohio) 1858-1962

Two record books and three minute books, both listing members, baptisms, marriages, deaths and probationers; also a minute book of the Tabea Ladies Society.

Hope Lutheran Church (Bowling Green, Ohio) 1910-1985

Two record books including lists of pastors, officers, members, baptisms, confirmations, marriages and funerals.

St. Anthony's Church (Milan, Ohio) 1866-1972
One record book listing baptisms, marriages, funerals conducted, contributions, church holidays, and church services; and one cemetery record book.

Manuscript collections newly opened for use by researchers include:

George and Myrtle Phillips Collection 1900-1976
Includes correspondence, educational files and scrapbooks of George Phillips, Negro educator and administrator who worked in Paulding County and Cincinnati, Ohio. Diaries kept by his wife, Myrtle Phillips, between 1932 and 1971, are also included in the collection.

American Lung Association 1920-1979

Includes minutes, correspondence, subject files, financial records and scrapbooks of northwest Ohio's area health associations formed to combat tuberculosis and respiratory diseases. This collection documents such health activities for Toledo, as well as Lucas, Defiance, Fulton, Henry, Williams and Wood Counties.

Annie Turnbull Panning Collection 1905-1982

Includes books, scrapbooks, photographs, personal and military correspondence of this woman's experiences during and after World War II in the Women's Army Corps.

Huron Institute/Western Reserve Normal School (Milan, Ohio) 1831-1948

Includes Board of Trustees proceedings, annual catalogs, literary works about the Institute and a few items of correspondence and legal documents.

Local Government Records

Ottawa County — Village of Put-in-Bay

Council Minutes 1879-1954 (13 Volumes)

Board of Trade Minutes 1902-1932 (1 Volume)

Ordinance Records 1893-1949 (3 Volumes)

Board of Health Minutes 1899-1918 (1 Volume)

Board of Health Ordinance Book (n.d.) (1 Volume)

Mayor's Criminal Dockets 1877-1955 (4 Volumes)

Mayor's Civil Docket 1899-1917 (1 Volume)

Clerk/Treasurer's Fund Account 1877-1932 (8 Volumes)

Volunteer Fire Department 1882-1945 (4 Volumes)

Justice of the Peace Civil Docket (contains Marriage Records) 1878-1909 (1 Volume)



Women's Basketball Team [192?]
(University Archives)

Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 43403
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives
Rare Books/Special Collections



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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.