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Archival Chronicle

January, 1986

The Center for Archival Collections
Bowling Green State University

Volume 4, Number 4

PRESERVATION

Displaying Your Memories: The Danger of Light

Family records, such as marriage licenses and military service papers, have a personal value far beyond their market worth. The guidelines for displaying paper documents and photographs are very similar to the guidelines for the storage of these items. Storage conditions have a significant impact on the life of paper documents and photographs. A constant level of humidity (50%) and temperature (70F°), always should be maintained. Special additional care is needed for items that are to be framed and displayed.

First, the item should not touch the glass, and only "acid-free" or acid-neutral materials and archival adhesives should be used. The type and amount of light that will be allowed to touch the document should be carefully considered. Light that is rich in high frequency radiation (ultra-violet light) is responsible for photochemical changes or can cause photosensitized reactions in paper and many other organic materials. Light embrittles and weakens paper by breaking down its cellulose molecules. This destruction is assisted by oxygen and ozone in the air, high relative humidity and temperature, as well as air pollutants and impurities in the paper's structure. The same light that can harm paper also can cause fading of such design materials as the dyes in paints, pastels, crayons, and inks. The damage depends on the intensity and the length of the item's exposure to light.

Sunlight and fluorescent artificial lights are very rich in ultraviolet (UV) rays. These UV rays, although wonderful for houseplants, are dangerous for paper and photographic items being displayed. Incandescent lights (old fashioned light bulbs) are much lower in UV rays and are a much safer source of light. Where fluorescent lighting is utilized museums, libraries, and archives may install ultraviolet shielding. The UV shields in use at the CAC are slipped over the fluorescent tubes as a protective jacket. UV shields are available from conservation supply companies.

If it is not possible to adjust the lighting of a room, there are ways to prevent light from harming the item in the frame. Framing professionals may insert a sheet of styrene in the frame between the item and the glass. Styrene blocks a large percentage of UV rays. It resembles plexiglass however, it is about half as thick as a sheet of glass. By placing the styrene underneath the glass rather than over it, it is protected from being scratched when the frame is cleaned. The cost of styrene is comparable to glass. Another alternative is to frame objects behind Denglas®. This is a glass that has been coated with a material that blocks out UV rays; it is similar to that used



General store with proprietor and two customers (1907)

to coat both sides of a camera lens to reduce reflection. It is actually baked on the glass and has the added advantage of being a non-glare surface. However, at approximately \$10.00 per square foot, this can be expensive. To find sources for these materials, check the yellow pages in your local telephone directory under "Picture Frames-Dealers."

We strongly suggest that "copies" rather than original photographs be displayed. This will assure the continued preservation of the original.

TRADER'S CORNER

Architecture in the Ohio Heritage \$5.00

Atlas of Wood County 1912 \$15.00

Bowling Green Directory 1957 \$7.50

Cram's Unrivalled Atlas 1921 \$10.00

Directory and Guide to Wards (Lucas County Board of Elections)

1928 (3 copies), 1931 (2 copies), 1933 (3 copies)

1961, 1964 and 1966 (1 copy each) \$5.00 @

Fremont City Directory 1935, 1937, 1939 \$7.50 @

Key Yearbook (BGSU) 1960, 1961, 1972, 1974 \$5.00 @

Mary Manse College Yearbook 1926, 1959, 1969, 1970 \$5.00 @

Pemberette (Pemberville, Ohio High School Yearbook) 1935-1938 \$5.00 @

RARE BOOKS

The Guymon Detective Fiction Manuscript Collection is currently being processed, and will be available soon to researchers. The Collection's highlight is the voluminous correspondence between the internationally known book collector Edward T. (Ned) Guymon, Jr. and his many friends in the detective fiction world including Raymond Chandler, Fred Dannay ("Ellery Queen"), August Derleth, Ross McDonald, Craig Rice, and Vincent Starrett. Also of special interest are a number of literary manuscripts, intriguing material on the Baker Street Irregulars and the Mystery Writers of America, and many rare photographs of Mr. Guymon and his famous friends. The Collection was the gift of Mrs. Edward T. Guymon, Jr. of Rancho Santa Fe, California and complements the Guymon book collection which was received in 1983.

The Rare Books Collection has recently acquired an interesting addition to its Ray Bradbury holdings. *Long After Ecclesiastes: New Biblical Texts*, a miniature book of poetry by Bradbury, was recently released by Gold Stein Press of Santa Ana, California, and subsequently purchased by the CAC. It indeed will be an asset to the Bradbury holdings.

REFERENCE

Due to an increased number of special photographic projects undertaken by the CAC, we regret that we must postpone all off-campus darkroom requests until July, 1986. We apologize for this inconvenience. The expertise of the Preservation staff will continue to be available, and if you need information about preserving photographs, we encourage you to call the CAC.

The Regional Historic Preservation Coordinator has begun the process of creating a solid core collection, at the CAC, of published materials on varying aspects of historic preservation. These books and pamphlets provide information about architectural styles and restoration techniques, the laws governing historic preservation activity, the development of the preservation movement and how to organize for neighborhood action.

HISTORIC PRESERVATION

A major focus of the Historic Preservation Office is the National Register of Historic Places. The National Register is the list of the nation's historic and prehistoric cultural resources that have been determined, by the Secretary of Interior, to be worthy of recognition and preservation. The register includes homes, commercial buildings, churches, bridges, archaeological sites and historic objects.

The *Archival Chronicle* is the quarterly newsletter of the Center for Archival Collections, Bowling Green State University.

The primary mission of the Center for Archival Collections is to acquire, preserve, and make accessible to researchers documentary materials in four broad categories: Northwest Ohio, University Archives, Rare Books, and Special Collections.

Readers are invited to submit information about events and publications of interest to historical or genealogical researchers in northwest Ohio. Information for each issue should be received by the editor no later than two weeks prior to the first of the month of publication at the Center for Archival Collections, 5th Floor Jerome Library, Bowling Green, Ohio 43403-0175. Attention: Judy Robins, Editor.

In order to have a cultural resource listed on the National Register, a comprehensive history of the resource must be conducted. For example, if a house is being nominated, a history of the property must be completed to discover all past owners, the significance of each owner must be identified, and the types of changes the house has undergone should be documented. Then all the information must be organized and placed on an official nomination form.

The Center for Archival Collections provides excellent resources for anyone conducting such research. After the researcher has established the chain of ownership, he has an opportunity to use the extensive collection of historical materials at the CAC. This includes such publications as county atlases, county histories, Sanborn Fire Insurance Maps, city directories, and local government documents such as tax assessment rolls, marriage records and cemetery records. The Preservation Office has a number of completed Ohio Historic Inventory Forms, which provide a brief description and history of many resources in the region. Ohio Historic Inventory Forms may be obtained at the Historic Preservation Office located at the CAC.

The Historic Preservation Office can assist with National Register nominations. When nominations are received, most research has been completed, and it is then edited to conform with the nomination format. The Historic Preservation Office does initiate nominations. Currently of interest is the Friends Meeting House which is located near West Unity in Williams County. It is a unique example of Quaker architecture unusual to Northwest Ohio. The Historic Preservation Office is interested in learning about any other Quaker meeting houses in this region. Any information about this meeting house or the Quaker community should be addressed to Diana Moran care of the CAC.

The Historic Preservation Office welcomes information about other resources in this region--houses, buildings, objects or sites--that could be examined to determine their eligibility for listing on the National Register. The Office will be happy to assist any one interested in nominating a property to the National Register.

FROM THE DIRECTOR. . .

On April 3, 1986, the Center for Archival Collections will host its second annual Local History Conference. The conference will again bring together historians, educators, museum and library administrators, archivists, students, and others interested in current developments and new concepts in Local History. Scheduled sessions will focus on "the community and family." Ideas and suggestions for topics to be explored in the upcoming conference, as well as that being planned for 1987, will be welcomed. For registration information, write to the CAC, attention Sharon Book.

UNIVERSITY ARCHIVES

As a part of the continuing year-long celebration of Bowling Green State University's 75th Anniversary, the University Archives produced a photographic exhibit illustrating the historical development of the University. The exhibit, located in the McFall Gallery (2nd floor, McFall Center), is open to the public and can be viewed between 8:00 a.m. and 5:00 p.m., Monday through Friday.

NEW ACQUISITIONS

Local Government Records

Allen County City of Lima

City Council: Code of the City of Lima, 1 v., 1949

Lucas County Clerk of Courts

Civil Docket, 1 v., 1891.

Criminal Docket, 1 v., 1918.

Naturalization Petition Record, 22 v., 1906-1929.

Index to Naturalizations, 3 v., n.d.

Naturalization Records Declarations of Intention, 53 v., 1906-1952.

Index to Declarations of Intention, 1 v., n.d.

List of Certificates of Naturalization, 1 v., 1907-1931.

Trial Docket, 1 v., 1930-1931.

Lucas County Probate Court

Miscellaneous Judge's papers (Estray Notices, Jury Lists, Correspondence, Ministers' Certificates, Pension Papers, Appointments and Petitions), ff, 1844-1885.

Birth Records, 4 r., 1867-1909.

Index to Birth Records, 1 r., 1867-1910.

Death Records, 2 r., 1867-1909.

Index to Death Records, 1 r., 1867-1908.

Journals, 7 r., 1852-1885.

Marriage Records, 7 r., 1835-1922.

Medical Certificates, 3 v., 1896-1979.

Minister's Licenses, 6 v., 1900-1976.

Nurses' Records, 2 r., 1905-1962.

Naturalization Records Declarations of Intention, 8 v., 1886-1906.

Will Record, Volumes 1-28, 11 r., 1835-1901.

Seneca County Liberty Township

Township Trustees:

Account Books, 4 v., 1877-1915.

Board of Education Minutes and Account Books, 11 v., 1859-1918.

Board of Education Record of Graduation, 1 v., 1902-1907.

Chattel Mortgage Records with Index, 3 v., 1879-1906.

Ditch Journal, 3 v., 1879-1917.

Justice of the Peace Dockets, 6 v., 1842-1879.

Marshal's Records, 2 v., 1884-1898.

Minutes, 9 v., 1865-1958.

Poll Books and Tally Sheets, 10 v., 1909-1925.

Road Tax, 2 v., 1900, 1902.

Township Poor Record, 1 v., 1897-1898.



George J. Heschel Electrical Supplies, 218 North Arch Street, Fremont, Ohio (1927)



Gribbon's Barber Shop (Bowling Green, Ohio) n.d.

Historic Preservation

Baggerman, Anne. *Historic Preservation Plans: an Annotated Bibliography*. 1976.

Hosmer, Charles Bridgham. *Preservation Comes of Age: From Williamsburg to the National Trust, 1926-1949*. 1981.

Maddex, Diane, ed. *Built in the U.S.A.: American Buildings From Airports to Zoos*. 1985.

Morrison, Jacob H. *Historic Preservation Law*. 1974.

Mulloy, Elizabeth D. *History of the National Trust for Historic Preservation, 1963-1973*. 1976.

Poppeliers, John C. *What Style Is It?: A Guide to American Architecture*. 1983.

United States Conference of Mayors. Special Committee on Historic Preservation. *With Heritage So Rich*. 1983.

Rare Books

Bradbury, Ray. *Long After Ecclesiastes: New Biblical Texts*. 1985.

Northwest Ohio

Wood County Chapter, Ohio Genealogical Society. *Index to the 1870 United States Census of Wood County, Ohio*. 1985.

ANNOUNCEMENTS

Betty Neidecker, a CAC Field Assistant and a former BGSU faculty member, has recently published an article on the artist William Frank Gilmore, of Canton, Ohio. Gilmore painted many Ohio scenes, including those of old canal scenes. Of particular importance was the assistance provided by long-time supporter of the CAC, Mrs. Ardath Gilmore, formerly with the BGSU College of Arts and Sciences, daughter-in-law of William Gilmore. The article appeared in Vol. XXIII, No. 3, of *Towpaths*, the quarterly publication of the Canal Society of Ohio.

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University Archives
Rare Books/Special Collections



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VISITATION HOURS AT THE CAC

Please Note that between December 17, 1985 and January 19, 1986, the CAC will be open: Monday through Friday 8:30 a.m. - 4:30 p.m.

After January 19th, 1986, the CAC will maintain its regular schedule, and will be open Sunday 4:00 p.m. - 8:00 p.m., Monday 8:30 a.m. - 8:00 p.m.; and Tuesday through Friday 8:30 - 4:30 p.m.

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.