

6-1985

## Archival Chronicle: Vol 4 No 2

Bowling Green State University. Center for Archival Collections

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### Recommended Citation

Bowling Green State University. Center for Archival Collections, "Archival Chronicle: Vol 4 No 2" (1985). *Archival Chronicle*. 13.  
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# Archival Chronicle

June, 1985

The Center for Archival Collections  
Bowling Green State University

Volume 4, Number 2

## From The Director...

The Conference on Local History (4 April) was well attended (130 attendees) by history professionals, directors, administrators, librarians, genealogists and students. Plans are currently being made to again sponsor one for April 1986. Should any readers have suggestions for topics, please forward these to me here at the CAC. Thanks for your support.

## University Archives

**Attention BGSU Faculty and Staff** The University Archives has been the recipient of many autographed faculty publications during this past academic year. These donations are appreciated, and result in an ever-increasing, in size and usage, Faculty/Staff Publications Collection.

In addition to these published works, the CAC also is interested in receiving the private papers of faculty and staff, including manuscript drafts of published works, and files documenting University and other professional activities. These collections, added to our Special Collections holdings, reflect the academic and professional strengths of this institution which proves most helpful to students, faculty/staff, and off-campus patrons.

## Rare Books

Processing of the Stranahan Poetry Collection is almost complete and the entire collection should be available for public use by 1 June. Poets represented include a wide range of predominantly nineteenth and twentieth century names from Robert Louis Stevenson and Robert Browning to Edna St. Vincent Millay, John Masefield, and Edwin Arlington Robinson.

The CAC extends special thanks to Dr. James Harner, BGSU English Department for his recent gift to the Rare Books Collection: John Dryden's *Threnodia Augustalis: A Funeral Pindarique Poem Sacred to the Happy memory of King Charles II*. London: printed for Jacob Tonson, 1685.

## Reference

**Photographs wanted:** The photographs of children at play illustrating this issue represent only a few of the images in our collections. During the selection process for pictures on this topic, for both the *Chronicle* and the display in our reading-room, it was noted that the



Fred Zarges on toy horse with long rifle  
Matilda Staib Parks collection

strengths of our holdings lie in the late 19th and early 20th centuries. If future historians and researchers are to obtain a well-rounded view of our society, we must expand our holdings of mid and late 20th century views.

If you have photographs, tintypes, glass plate negatives, or daguerrotypes pertaining to our collecting areas, the CAC will exchange on a one-to-one basis a 5 x 7 black and white print for the the privilege of copying the same with the CAC retaining the copy negative. While we would prefer more archivally stable black and white images, color photographs also will be evaluated for our collections. All copy prints would be made in black and white. Our range of interests is as broad as the range of daily life in Northwest Ohio: agricultural activities, recreation and leisure, family life, work-place scenes, general views of city, town and farm life, and significant individual portraits showing costume, customs or noted people.

## Historic Preservation

Diana D. Moran recently was hired as Northwest Regional Coordinator for the Ohio Historic Preservation Office located at the CAC. She received her MS in Historic Preservation from Eastern Michigan University in 1981, and has worked for a Regional Planning Commission in Flint, MI, and as an independent consultant in Ann Arbor.

The Regional Office coordinates preservation activities with local preservation organizations, neighborhood groups, historical societies, governmental agencies and others interested in the preservation of the built environment in northwest Ohio.

## Trader's Corner

Geer, Emily Apt. *First Lady: The Life of Lucy Webb Hayes*. 1984. 10 Copies \$16.00 each

Kyvig, David E. and Myron A. Marty. *Nearby History: Exploring the Past Around You*. 1982. (4 copies) \$16.00 each

## Preservation

**Photograph Albums** Each of us has good intentions of putting all our loose photographs together in an album...someday. Here are some important things to keep in mind as you set about making your dream album a reality. Every photo raises these questions in the viewer's mind: Who, What, Where, When, and Why? Be sure to keep all the pertinent information with each photo in the album. Always keep any negatives. Color prints will fade over time, and you may wish to have another print made at a later date.

The type of album you use will have a big impact on the life of your photographs. Albums that depend on a sticky-surfaced page covered by a plastic sheet are not recommended. The adhesive in these albums is very acidic. After a few years the adhesive turns brown and loosens: it may also stain your photos. Most scrapbook albums use a poor quality paper that soon deteriorates. Another hazard of mounting photos in scrapbooks is the common use of non-archival adhesives. Scotch and double-stick tapes, rubber cement, and many types of glue are acidic and can damage photos over time. Archival mounting corners and pH-neutral glue sticks are good alternatives to these damaging adhesives.

Some albums feature plastic pockets backed by white or black paper. This support paper is often of poor quality. Another potential hazard exists when these albums are stored in areas where temperature and/or humidity are high: photos can stick to the plastic. Plastic enclosures made from polyvinyl chloride (PVC) are unacceptable for archival storage. This plastic is not chemically stable and will cause deterioration. Enclosures should be made of polyester (*Dupont Mylar D* or *ICI Meltnex #516*), polypropylene, triacetate, or polyethylene. These plastics are chemically stable and pH-neutral.

The CAC does recommend the use of archival quality photograph albums such as those available from archival supply companies. If you would like to receive a list of these suppliers, send a stamped self-addressed envelope to the CAC, attention Regina Lemaster.

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.



Boy on roller skates  
Lucas County Records - Court of Common Pleas -  
Bills of exception

## Local Government Records

**County Auditors' Records** At various times county auditors have been required to keep records regarding the military service of county residents. A wealth of local history information can be found in these records.

**Civil War Era Records** During the Civil War the Auditor kept two records which may contain important information about Union service: Civil War Bounty Records contain a list of volunteers' names filed with the auditor for payment of the county bounty. This list includes the volunteer's name, company enlisted, age, names of dependents, date of enlistment, sworn statements and an abstract of county payments. Commutation Records concern those men drafted for service in the Union Army. It contains a list of conscripts, township of residence, and amount of commutation paid.

**Militia Roll** This is a list of males subject to conscription (the draft). The list included all male residents and listed name, age, and place of residence.

**Enumeration of Soldiers & Sailors** This is an alphabetical list by political subdivisions and then by the names of soldiers and sailors. Included in this record are the names of the living veterans of the Mexican, Civil War, Spanish-American and Philippine Insurrection, their branch of service, war, company, regiment, battery, vessel, rank, and address.

**Indigent Soldier Burial Record** If a researcher has been unable to locate the burial of a veteran or a surviving spouse of a veteran in the post-Civil War era, the Auditor has a record known as the Indigent Soldier Burial Record. This record contains the name of the deceased, last residence, rank, date of death, burial costs, place and date of burial.

## Acquisitions

### Rare Books

A number of new reference tools have recently been added to the Rare Books Collection. Some which may be of special interest to CAC users are:

Ahearn, Allen. *A Collection of First Books*. 1984. A very special dealer's catalog which describes an outstanding collection of over 1,000 firsts. With much valuable bibliographic and biographical information and current (1984) market values.

Peters, Jean. *The Bookman's Glossary*. 1983. This informative dictionary contains the definitions of over 1,800 terms used in the book trade, publishing and libraries. This new edition reflects the growing importance of computers in the book world.

Schreyer, Alice D. *Rare Books, 1983-84: Trends, Collections, Sources*. 1984. Includes discussions of both private and institutional book collecting, bibliography, trade publications, and preservation trends. Especially useful is a 'Directory of Collections and Sources' including lists of associations, auctioneers, appraisers, rare books and manuscript libraries and dealers.

*International Book Collectors Almanac/Newsletter*. This new monthly publication contains a variety of useful and interesting information for anyone interested in books. Sections include: book auction news, pseudonyms, authors' first books, reviews, collectible authors, collectors registry and available booksellers catalogs.

### Published Materials:

Gulliford, Andrew. *America's Country Schools*. 1984. Drawn from the personal accounts of hundreds of teachers and students, this history of America's one-room schoolhouses traces the impact of these schools on their communities. Funded by a National Endowment for the Humanities grant, and six years in the making, the book contains over 400 photographs and gives a list of every restored schoolhouse in America. Gulliford is both a doctoral candidate and a teaching fellow at Bowling Green State University.

Johnson, William Cumming. *Enumeration of Youth and Partial Census for School Districts in Portage County, Ohio (1832-1838)*. 1982

### Manuscript Collections:

*Congregational Church of West Milgrove, Ohio 1841-1985*

Minutes of congregational meetings, list of pastors, officers, members, baptisms, marriages and some financial records.

*Holgate United Methodist Church (Holgate, Ohio) 1891-1916*

Three record books including lists of pastors, members and probationers, lists of baptisms, marriages, and funerals; and a history of the church.

*Women's Missionary Society of the Benton Ridge United Methodist Church (Benton Ridge, Ohio) 1896-1956*

Official meeting minutes, membership, programs, some financial reports.

### Local Government Records:

#### Allen County Probate Court

Marriages: 15r 1831-1934

Index-Marriages: 2r 1831-1919

Death Records: 1r 1867-1909

Birth Records: 1r 1867-1908

Birth Registration/Correction: 15r (Books 1-42)

#### Allen County Children's Services Board

Annual Financial Reports, ff, 1905, 1943; Admittance Record, Childrens Home, 1v, 1946-1960; Register of Admittance and Indentures, Childrens Home, 1v, 1893-1904; Register of Dependent Children, 1v, 1921-1937; Children in Foster Homes Register, 1v, 1914-1939; Population Sheets, Childrens Home, ff, 1944-54; Statistics, Allen County Childrens Welfare Board, ff, 1960-1965; Annual Records, ff, 1950-1955; Temporary Guardianship Forms, ff, 1934; Child Welfare Board Agreements, ff, 1932.

(Access is restricted if records contain confidential information, as per 149.43 Ohio Revised Code.)

#### Hancock County Board of Elections

Minutes, 6v, 1891-1962

Abstracts of Votes, 3v, 1935-1952

#### Henry County Napoleon Union School District

Photocopy of Enumeration of Unmarried Youth, 1885-1886.

#### Lucas County Probate Court

(This material has not been processed. Information below is approximate.)

Naturalization Record, 12v, 1885-1906; Decl. of Intent, 5v, 1886-1906; Minors & Soldiers, 11v, 1885-1906; Index to Naturalizations, 1885-1906, 1v; Naturalization papers, 5 lf, 1841-1904.

#### Ottawa County: Carroll Township

Township Trustees: Cemetery Books and burial permits: 1r

Rusha Cemetery, 9v, 1867-1984

Locust Point Cemetery, 5v, 1906-1984

Burial Permits for both cemeteries: 1906-1984

#### Wood County: Portage Township

Township Trustees: 1r - Cemetery Deeds township cemeteries. 1884-1980.

Justice of Peace: Civil Dockets 4v 1895-1953, Criminal Dockets, 3v, 1890-1950.

Trustees: Ditch journal 1v, 1908-1913; Poor Relief Record, 1v, 1897-1909; Record of Estrays, 1v, 1891-1898; Minutes, 6v, 1883-1953; Account Books, 6v, 1884-1927; Chattel Mortgages, Index 2v 1894-1906, Records 1v, 1877-1906; Poll books and tally sheets, 1/4cf 1895-1913; Budgets, ff, 1912-1962; Board of Education misc. records (reports, contracts, registers, enumeration of youth) 1880's-1910; Relief Applications and Records, ff, 1900-1948.

Holdings: Northwest Ohio  
University Archives

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



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#### **Center for Archival Collections Staff**

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Diane V. Gagel, Local Government Records Specialist  
Linda Kidd, Secretary  
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**

**Please Note** From May 13 through August 16 the CAC will observe its public access summer hours. The CAC will be open 8:00 a.m. - 4:30 p.m. Monday through Thursday, and 8:00 a.m. - 11 a.m. on Friday. No evening or weekend hours will be observed until September 8th.

These hours are subject to change in accordance with the schedule of the Jerome Library.