SOA Fall Workshop

This fall, the Society of Ohio Archivists will sponsor its first workshop in several years. Find It--File It--Film It: A Micrographics Workshop will be held on Friday and Saturday, October 19 and 20, at the Ramada Inn and the Rutherford B. Hayes Library in Fremont, Ohio. Sessions are designed for archivists, librarians, and records managers who have or are planning an in-house microfilming program, those whose filming is done by a commercial firm, and staff members employed in filming programs. Speakers will be administrators of programs at historical societies and archives, as well as representatives of commercial firms and the National Micrographics Association. The fee for both days is $15.00 and includes Saturday lunch.

Registration for the workshop and tours of the Hayes Library, the Hayes Museum, and Dillon House are scheduled for Friday morning. The two Friday afternoon sessions will be held at Ramada Inn and will cover the fundamentals of the relationship between archives and microfilming. "The State of Filming in Archives" will examine how filming being done in archives compares with filming programs in other cultural institutions, businesses, and governmental agencies.

"Microfilm as a Medium" will inquire into future trends in film and equipment, and the compatibility of archival needs with these trends.

On Saturday, concurrent sessions will be held at Ramada Inn and the Hayes Library. The four sessions listed immediately below will take place at Ramada Inn, the first two being scheduled for the morning and the last two for the afternoon. "Administration of a Microfilming Program" will include information regarding staffing levels, salaries, processing costs, and procedures. "Preparation of Collections for Filming" will describe steps involved in the preparation of historical manuscripts, business and governmental records, and newspapers. In "Choosing a Vendor," (See Page 2)
the importance of selecting the right vendor, when equipment and services are supplied by commercial firms, will be stressed. "Archival Quality and Standards" takes note of the fact that there are several existing statements on standards. This session will identify conflicting standards and attempt to provide guidelines for standards to be used.

The two Hayes Library sessions, which will be given in the morning and repeated in the afternoon, are on topics dealing with the practical aspects of filming. Proper use and maintenance of equipment will be illustrated in "Getting to Know Your Equipment." "Quality Control" will demonstrate the use of a densitometer and a heat splicer, and the inspection of a master negative.

On Friday evening a wine and cheese reception will be held at Dillon House. This Victorian residence was built by a Fremont merchant, Charles M. Dillon, in 1875.

-Laura Chace, Program Chairman
hear from the membership about their feelings in this matter. Any ideas, pro or con, about an SOA scholarship fund would be welcomed by myself and the other members of Council.

Finally, let me note that we are considering running an archival "Dear Abbey" column in this publication. Questions about archival problems would be answered by experts from throughout the state in this new section. If you have such questions, please forward them to the managing editor. Should the number of inquiries be sufficient, we will begin the column in the next issue.

-JJG

THE HAYES LIBRARY

by Thomas A. Smith

Many members of the archival profession and related fields would be surprised, if not chagrined, to learn that the nation's first presidential library was established to house the presidential papers of the nineteenth President of the United States, Rutherford B. Hayes, and not those of Franklin D. Roosevelt, the nation's thirty-second chief executive. The origins of the Rutherford B. Hayes Library can be traced back to March 1910, when the family of Rutherford B. Hayes deeded Spiegel Grove, their father's estate, to the state of Ohio. The gift, which was transacted through Webb C. Hayes, the President's second son, specified that a fireproof building should be erected by the state as a library and museum to contain the family's gift of the former President's personal library, papers, and personal effects.

In 1912 ground was broken in Fremont for the Hayes Commemorative Library and Museum. Nearly four years later the building was completed and dedicated to the public on Memorial Day, May 30, 1916. On October 4, 1922, the one hundredth anniversary of the birth of Rutherford B. Hayes, a "library annex" was dedicated, doubling the size of the original structure. Subsequent additions of east and west wings in 1967 further increased the dimensions of the Library to its present size.

The Hayes Library is located within the confines of the beautiful twenty-five acre wooded estate of the nineteenth President. Named after the German word for "mirror" because of the reflective pools of water which collect on the ground there after a rain shower, Spiegel Grove has for more than a hundred years played host to a bevy of distinguished visitors. Many of the more than a century-old trees on the grounds bear small plaques honoring the visits of U.S. Presidents, Supreme Court justices, generals, admirals, and other prominent guests. The iron gates which ringed the White House during the Hayes administration can be found at the six entrances to the Grove. The grounds also contain a portion of the old Sandusky-Scioto Indian trail over which numerous captives were transported to such destinations as Detroit and Junqueindundeh, the principal Wyandot war village located along the Sandusky River in Fremont. During the War of 1812, General William Henry Harrison used the trail as a supply route to provision the garrisons of Fort Meigs and Fort Stephenson and the northwestern Ohio frontier.
The Rutherford B. Hayes Library and the other parts of the Hayes State Memorial are jointly administered by the Hayes Foundation and the Ohio Historical Society. In addition to the Library, the site includes the Hayes residence, a museum located in the library building, and the tomb of Rutherford and his wife, Lucy. The newest addition to the complex is the restored nineteenth-century home of Charles M. Dillon, a neighbor of the Hayes family. Situated adjacent to Spiegel Grove on Buckland Avenue, the Dillon House serves as a museum annex and as a guest house for visiting scholars doing research at the Library.

The research center occupies the entire second floor and four stack levels in the library building. The remaining space in the building is taken up by the museum, an auditorium, and workshop areas in the basement. The east wing of the Library houses the administrative offices of the director, the manuscripts librarian and the museum curator, as well as a conference room, four special collections rooms, a microfilm reading room, a storage vault for microfilm, and a reprographic studio for the Library's photographic, microfilming, and photoduplication operations. The main reference area is located in the original building between the east and west wings, and can accommodate up to twenty-five researchers at one time. The Ohio Reading Room, as it is called, also contains the master index to the Hayes Papers, the printed materials catalog, a necrology file, various other finding aids, current periodicals, and assorted works relating to the history of Ohio. The professional staff of the Library is composed of the director, a manuscripts librarian, a books librarian, and a librarian in charge of special collections.

More than 1,000,000 manuscripts, ranging in date from 1676 to the present, and over 100,000 bound volumes, excluding pamphlet material, make up the holdings of the Hayes Library. The collections of the Library contain a diverse range of information focusing primarily on the latter half of the nineteenth century and the early part of the twentieth century. They are especially strong, however, in the following areas: Civil War and Reconstruction; the Spanish-American War; local history; civil service, monetary and prison reforms; social history; education; and, the American Indian. The Library also contains a good collection of periodicals, both current and contemporary to the Hayes period, as well as Rutherford's personal library of over 10,000 volumes. The President's fine assemblage of early Americana
has been cataloged and is available for use by qualified researchers.

By far the greatest resource which the Library possesses is the personal papers of Rutherford B. Hayes. The Hayes Papers contain over 164 linear feet of material and document the career of a man whose life spanned nearly three-quarters of the nineteenth century. In addition to being President of the United States, 1877-1881, Rutherford B. Hayes (1822-1893) ably served in the capacities of criminal lawyer, city solicitor of Cincinnati, U.S. Congressman, three-term governor of Ohio, and philanthropist.

The Hayes Papers fall into the following ten groupings or categories: Hayes and Webb family genealogies; diaries; commonplace books; law notebooks; campaign notebooks; incoming correspondence; outgoing correspondence; White House records; Civil War records; business papers; speeches and messages; and, miscellaneous.

Prior to the completion of the Library, the Rutherford B. Hayes Papers were kept in Executive Mansion filing boxes in the Hayes residence. The President himself, near the close of his life, began to arrange his and his family's manuscripts in alphabetical order. In the 1930's the papers were systematically indexed under subject headings by the Remington Rand Corporation, and were later microfilmed on 16mm film. The alphabetical arrangement was subsequently abandoned in favor of chronological filing. An alphabetical index to the Hayes Papers listing each manuscript item by author or authors and containing cross reference cards for every individual mentioned in the text of a document was established on index cards.

The personal papers of other members of the Hayes family comprise another large segment of the collections of the Rutherford B. Hayes Library. The family papers include those of Lucy Webb Hayes, Rutherford's wife, his mother, Sophia Hayes, his son, Webb Cook Hayes, and other family members, including Sardis Birchard, the President's bachelor uncle and the original owner of Spiegel Grove.

The Hayes Library also collects manuscripts which were written by or to individuals associated with the federal government during Hayes's four years as President. This category includes government officials such as cabinet members, congressmen and senators, justices of the Supreme Court, military leaders, and other federal bureaucrats.

Manuscript material relating to contemporaries of Rutherford B. Hayes not directly associated with his presidential term represents another important area of the Hayes Library's holdings. Included in this group are the papers of literary, political, and military figures. Of particular interest are seven volumes of transcripts of telegrams kept in diary form by White House telegrapher Benjamin H. Montgomery during the administrations of Presidents William McKinley and Theodore Roosevelt, and a collection of correspondence, assorted manuscript volumes, photographs, and original caricatures and sketches belonging to Thomas Nast.

The Hayes Library also maintains several special collections. One of the Library's more prominent special collections is the William Dean Howells Collection. Because Howells's wife, Elinor Meade, was a first cousin of President Hayes, the Library has been actively collecting material about this noted American author and editor of The Atlantic
Monthly. The collection embodies nearly 400 pieces of correspondence both personal and family, several book manuscripts, and numerous first editions. Other major special collections are the Charles E. Frohman Collection, which documents the history of Sandusky and Erie County, Ohio, and the Great Lakes Collection, which is built around the personal collection of former Captain Frank E. Hamilton of Kelleys Island. All of these collections are housed in the east wing of the Library.

Materials pertaining to Fremont, Sandusky County, and the Sandusky River Valley represent another significant area of collecting activity at the Rutherford B. Hayes Library. In addition, the Library maintains a photo archives of over 20,000 photographs, and holds over 5,000 reels of microfilm, which are made up of newspapers, manuscript collections and historical materials from other repositories, county histories, census records, and copies of some of the institution's own collections. Newspapers of local, state, and national importance comprise yet another portion of the resources of the Hayes Library.

Since 1916 the Rutherford B. Hayes Library has evolved into a research center for the study of America during the Hayes period, particularly the last half of the nineteenth century. In so doing, the Hayes Library became the prototype for the National Archives and Records Service network of presidential libraries. Today, the nation's oldest presidential library is involved in such ventures as the microfilm edition of the Rutherford B. Hayes Papers and the production of the Hayes Historical Journal, a semi-annual publication of the Hayes Historical Society.
Selecting a Microform Reader or Reader-Printer

BY ROBERT H. SMITH

A successful and efficient micrographics operation is comprised of numerous factors: adequate physical space, proper equipment, qualified personnel, quality control during processing and editing, storage facility and solid financial commitment, to name only a few. All too often, the most crucial element in a microfilm program, the reader or reader-printer, is overlooked. Given the importance of the production process, such an oversight seems perhaps justifiable. However, the fact remains that no matter what measures are taken to ensure quality film, the operation is not successful if the user cannot locate or read the end product.

The diversity of types and great number of sources of microform readers appear to make the selection of a good machine an impossible task. The 1979 National Micrographics "Buyer's Guide," which lists the products of NMA members only, divides readers into six groups, and these are handled by 275 firms. To complicate matters further, there are a number of forms in which microfilm is made, stored and used, each requiring a different reader.

The initial step in the selection process is to find the format to match the need. Essential factors to consider are: the type of information to be stored; the type of data input; and, how it is to be used. Generally, readers are designed to accommodate one kind of microform.

Once the type of reader that will accept your particular format is determined, the next step is to analyze the various features and prices of the available machines and decide what suits your budget and needs. The purpose of this article is to review some of the characteristics and special features available among the numerous machines on the market and offer some suggestions to aid those people who may be purchasing readers in the near future.

Reader Configuration

Physical and esthetic qualities of a reader can have an impact, since first impressions are formulated on the basis of the reader's appearance. Depending upon how the equipment will be used, dimensions may or may not be important. Determine how much physical space is available and how that space will be utilized before selecting a reader. Reader weight is a factor mainly when transportability is required. Proper positioning, labeling, and ease of operating controls preclude frustration for operators. If the reader is to be used by the public in a library or archives setting, the machine should be constructed with sturdy materials of good quality.

Projection Screen

The projection screen is one of the most important factors to be considered, in that it displays the end product, the illuminated, focused image. The following are some features to keep in mind.

Size: Screens are available in a variety of sizes and shapes. In determining the size of screen to fit your needs, consideration must be given to the size of the original document, reduction
Print size and cost are important considerations in purchasing Microform Reader

ratio (lens) of the viewer.

Screen luminance: Illumination should be uniform across the screen and free from "hot spots" of light in the center. A lamp should maintain consistent intensity throughout its life.

Screen contrast: This refers to the difference in brightness of the light and dark portions of an image displayed on the screen. High contrast is often preferred since it produces sharper differentiation between text material and background. However, high contrast screens are more apt to cause eye fatigue than are low contrast screens.

Screen viewing angle: Nearly all viewers have fixed screen positions, which cause operators to adjust to the machine rather than vice versa.

Screen color: Selection of screen color is a matter of individual preference, intensity of lighting in the room, color of microform copies, and quality of those copies. Generally, neutral screens most effectively display images in color, while tinted screens (blue, green) produce somewhat less eyestrain.

Screen materials: Keep in mind that while most machines have non-breakable or shatterproof screens, some still use glass. In addition, the surface of the screen is important. A dull or matte screen surface generally proves the most comfortable for extended viewing periods. In some cases, however, where the principal requirement
may be for image sharpness, a shiny surface is best.

**Image Rotation**

This feature is especially important if your program includes different types of documents, some vertical and some horizontal reading. With roll microfilm, images are photographed in cine format (images are under each other, as in movie film) or comic format (images are side by side, as in a comic strip). If both formats are utilized, image rotation is of great importance.

**Optical System**

Readers are available with single (fixed or interchangeable), double, triple, and zoom lens configurations, and in a variety of magnifications. A decision must be made as to the number of lenses required and magnification desired based on your program's needs. Extra lenses increase flexibility and are especially useful in a library-archives setting, but they also add to the cost. Focus controls must be easy to operate and readily accessible, and must provide fine tuning adjustments for optimum efficiency. Image should be uniformly sharp and should retain clarity when moved from one frame to another.

**Browsing and Scanning**

Scanning features provide for the viewing of selected large portions of an image enlargement, or of the total image of large documents at less than full size. Browsing is the procedure utilized to locate specific images on roll film or unitized microforms (fiche, jackets). Meters or frame locators for finding images are also essential to facilitate scanning and document location, especially if fast retrieval is required.

**Light Source and Cooling**

Determine the life expectancy of bulbs and lamps and the cost of replacing them. Some machines have levels of brightness (low and high) which can add to the length of time a bulb will last. Microfilm readers also need a means of removing heat emitted by the light source. Large machines should have a blower, while smaller readers can utilize convection cooling.

**Image Access**

It is sometimes important

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<th>Fig. 1 Microfilm Reader Evaluation Check List</th>
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<tr>
<td>1. Image Brightness</td>
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<td>2. Image Sharpness</td>
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<td>3. Viewing Angle</td>
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<td>4. Carrier Versatility</td>
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<td>8. Operating Temperature</td>
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<td>9. Film Protection</td>
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<td>10. Operating Noise</td>
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<td>11. Useful Lamp Life</td>
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<td>12. Prevention of Internal Dust</td>
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<td>13. Image Magnification</td>
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<td>14. Control of Glare</td>
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<td>15. Operate in Ambient Lighting</td>
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<td>16. Uniform Illumination of Viewing Surface</td>
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<td>17. Variable Illumination</td>
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<td>18. Variable Magnification</td>
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<td>20. Controls Convenient and Easy to Work</td>
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<td>21. Writing Space for Note Taking</td>
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<td>22. Portability</td>
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<td>23. Sturdiness</td>
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<td>24. Easy Loading and Unloading</td>
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<td>25. Easy to Clean and Perform</td>
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<td>Simple Maintenance</td>
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to have an image access system incorporated into the reader for locating specific images on roll microfilm or microfiche. Some roll film units employ digital address, while unitized microforms use a grid index which accesses by X - Y coordinates.

Front or Rear Projection

Most conventional devices employ rear projection techniques by which the image is displayed through the screen. With front projection, the image is reflected by the screen, and some shielding against ambient lighting is provided. However, front projection requires users to glance downward into the reader, thereby narrowing the viewing angle.

Power

Most readers and reader-printers operate on standard 115 VAC, 60 Hz. Make sure a portable reader has a sufficient power source to allow it to operate without electricity.

Maintenance and Supplies

Readers' bulbs, mirrors, etc., must be easily accessible, so they can be cleaned and replaced when necessary. Determine the cost of such replacement parts before buying your machine. Also, be aware of warranties and guarantees a machine may have.

Reader-Printers

If your micrographic program requires copies to be made, a combination reader-printer will be necessary. Currently, microform reader-printers use one of four reproduction processes. Each process has advantages and disadvantages. The National Micrographics Association has published a pamphlet entitled "How to Select a Microfilm Reader or Reader-Printer which details characteristics peculiar to each reproduction process.

In order to select the machine that will best meet your needs, make copies of documents similar to those in your collection, using each of the four processes.

Print size and print cost are also important factors to consider. Determine the cost per print, keeping in mind the cost of related materials (toner and other chemicals). Also, take note of the size of the print, and do not buy a machine that makes larger copies than you need.

In summation: Analyze your microform program and thereby understand its needs before buying a reader or a reader-printer. Once you know your needs and have a general idea of the kind of machine to suit them, examine different makes and models and evaluate them with a prepared checklist (See Figures 1 and 2). Purchasing a microform reader or reader-printer is not always an easy task, but it is one that can be made much simpler if you are well prepared.

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The American Jewish Archives recently published the Index to the American Jewish Archives, by Paul F. White, and the Guide to the Holdings of the American Jewish Archives, by James W. Clasper and M. Carolyn Dellenbach. Also, in collaboration with Bell and Howell Microfilm Company, the Archives will produce a microfilm edition of all of the writings of Isaac Mayer Wise, the founder of American Reform Judaism. Doris Sturzenberger has undertaken this year-long project, which began in August 1979.

The Case Western Reserve University Archives held its 10th annual College and University Archives Workshop, June 17-22, 1979. Forty-four novice and practicing archivists from the United States, Canada, and Malaysia attended the sessions, which included discussions about scientific and technical records, subject access, institutional evaluation, paper conservation, and management techniques. Plans for the 11th annual workshop, to be held in June, 1980, are underway.

The National Archives and Records Service’s Modern Archives Institute announces its first series of advanced courses on archival topics. Archivists and manuscript curators who have completed an introductory course in archives are eligible to apply; classes will be limited to twenty participants each. The first of the advanced courses, to be held October 16-18, 1979, will examine problems of access and appraisal in case files. The spring course, scheduled for April 21-25, 1980, will be devoted to conservation of still photographs. For further information and application forms, write to Modern Archives Institute (ND), National Archives and Records Service, Washington, D. C. 20408.

Upcoming events at the Darke County Historical Society in Greenville, Ohio, include a showing of the photographs of Ted Grote, October 7-14, and Christmas at Garst Museum, with a candlelight Sunday night on December 2.

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The following staff changes have been reported by archival and historical institutions located in Ohio:

Catherine Spencer has joined the staff of the Case Western Reserve University Archives as an assistant archivist. She is a graduate of the Case Western Reserve University School of Library Science and Archival Administration Program.

Maureen Neff has been appointed as Special Collections Librarian at Case Western Reserve University Libraries. She was formerly Rare Books Cataloger at the Humanities Research Center at the University of Texas at Austin, and was, for several years, an assistant librarian in Special Collections at the Newberry Library in Chicago.

Dr. Genevieve Miller has retired as Director of the Historical Division of the Cleveland Health Sciences Library. She has been with the Library since 1953, serving as Editor of the Bulletin of the Cleveland Medical Library Association and later as Curator of the Howard Dittrick Museum and Director of the Historical Division. Dr. Patsy Gerstner, formerly Curator of the Howard Dittrick Museum, will become Chief Curator of the Howard Dittrick Museum and head of the Historical Division. Edward Pershey joins the staff as Associate Curator.

James F. Caccamo of Stow has been appointed Archivist-Historian of the Hudson Library and Historical Society. He succeeds Janet A. Sprague, who retired at the end of June.

(Continued, p. 12)
Mary Lynn Stevens resigned from the Directorship of the Licking County Historical Society in Delaware, Ohio, as of July 1, 1979. Phyllis Strayer has been named Executive Director of the Society, and Marilyn Hirshler is currently the Director of the Society's Webb House Museum.

Lucinda Kay Arnold, who served as Kent State's Labor History Processor for 1978-79, has left that position to accept the position of Processor for the Jewish History Archives of the Western Reserve Historical Society.

Dr. Gary Hunt is the new Head of Archives and Special Collections at Ohio University.

Richard L. Haas has joined the staff of the University of Cincinnati Special Collections Department as Records Specialist. Formerly with the Wright State University Special Collections Dept. in Dayton, he will be implementing the University Records Management Program.

The Western Reserve Historical Society announces the appointment of Michael Clegg as Assistant Reference Librarian. He replaces Virginia Hawley, who is retiring after fifteen years at Western Reserve Historical Society. Daniel Danello and Richard Arpi are the new Processors for the Society's Labor History Project Collections.

Audrey Haines, formerly Curator of the Quaker Collection at Wilmington College, left that position at the end of August. The position has not yet been filled.

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