COMPUTERS

TOPIC OF

FALL

MEETING

The University of Toledo campus will be the site of the October 20-21 meeting of the Society of Ohio Archivists. In keeping with the practice of holding a single topic workshop in the Fall, the focus of this meeting will be on microcomputers and their uses in archives and manuscript repositories. Sophisticated microcomputers are readily available and so inexpensive that even the smallest repositories can afford them, but deciding on a particular computer and selecting the appropriate software can be a time-consuming and confusing chore. Two computer experts will demystify the world of microcomputers through discussions of basic computer concepts and terminology, software, and hardware options.

Thursday afternoon, Matthew McGowan, a systems analyst, will tell us what we need to know before we buy a computer, how software works and what is on the market today. He will explain the use of microcomputers for budget management, report generation, and word processing.

The Friday morning session will feature Ray MacBeth of the University of Toledo who will discuss the applications of microcomputers to archival functions such as the creation of finding aids and inventories, indexes, and archival searching strategies. Following a luncheon break, we will hear from a panel of archivists who are using computers in their repositories: Wendy C. Schlereth, University of Notre Dame, Paula Cohen, Sifco Industries, and William Wallach, Bentley Historical Library. They will relate their experiences in selecting software and hardware programming computers and will give us tips on how to live happily with a computer.

In an effort to reduce the cost of our meetings, the registration fee has been set at $20.00 ($13.50 for students) and does not include any meals. All sessions will be held at the Carlson Library on the University of Toledo campus in close proximity to campus restaurants and cafeterias. A block of rooms has been reserved at the Sheraton Westgate Inn, 3536 Secor Road, adjacent to the University Campus. The Inn has recently undergone extensive renovation and features an indoor pool, whirlpool, live entertainment in the Library Lounge, and dining in the Sign of the Unicorn Restaurant.

The SOA has extended invitations to the Society of Indiana Archivists and the Michigan Archival Association to attend this meeting. If you have been contemplating automating your archives but do not know how to begin, bring your questions and concerns to Toledo in October. For more information, contact:

Robert H. Smith
Archives and Special Collections
University Library
Wright State University
Dayton, OH 43435
(513) 873-2011
PRESIDENT'S COLUMN

As president of the SOA, I have discovered one of my duties is to report to the membership on the state of the organization. I am most pleased to report that the organization is, at this time, operating on fairly solid ground (which is in marked contrast to the society's predicament two years ago). Much of the progress that has been made is attributable to the work of council members and in particular to Tom Smith. I again thank Tom for his effort and dedication.

Perhaps the best news about our current condition is the state of our treasury. The organization has enough funds to produce its two publications, finance the two meetings for the coming year, and cover any normal operating expenses. Our past financial troubles have been eliminated through careful and economic program planning and monies received from a growing list of dues-paying members (approximately 150 individual and institutions).

One development, as you probably already have noticed, is the change in the title of the SOA publication. Council believed, as did numerous members, that the content of our recent publications with feature articles, bibliographies, etc., surpassed the scope and format of a newsletter. Consequently, council approved a motion to change the title of the publication to the Ohio Archivist.

There will also be a slightly different format for our fall meeting. The registration fee for this meeting will be significantly lower. This development is a result of separating the location of our meeting and room accommodations. Previously, we have included meals as part of the program cost so that SOA would not be charged with the expense for a meeting room (normally there is a fee unless you have at least one meal a day in the hotel). Sessions for our meeting will be held at the University of Toledo while room accommodations will be reserved in a nearby hotel. Consequently attendees will be "on their own" in regard to meals.

As many of you probably already know, the Ohio Historical Records Preservation Advisory Board, OHPRAB for short, has issued its final report on the assessment of archives and manuscripts programs in the state. This report focuses its attention on local government records, historical records repositories, and document conservation; making mention of the SOA in many of its recommendations. OHPRAB members and SOA council have plans to have a joint meeting sometime this fall to discuss the implementation of these recommendations.

Finally, I would like to encourage everyone to give council members your opinions concerning the fall meeting format, the Ohio Archivist, and any other ideas or suggestions you might have. Council needs and wants to know what the members hope the SOA organization to be so that we can take your ideas into consideration. Hope to see you in Toledo.

Robert H. Smith
President
COLLECTING WOMEN’S RECORDS: THE WOMEN’S STUDIES ARCHIVES PROJECT

The Women’s Studies Archives Project began as a cooperative endeavor between Dr. Susan Arpad, director of the Women’s Studies Program at Bowling Green State University and the Center for Archival Collections (CAC). Dr. Arpad, as part of her research, had been conducting oral interviews with northwest Ohio women. She discovered that many women owned diaries, letters, and photograph albums which documented their lives as well as the lives of their female ancestors. After Dr. Arpad informed the CAC staff of her findings, it was decided that the CAC should begin an extensive regional acquisition program directed toward collecting women’s records. A grant proposal establishing such a program for one year, beginning August 1981, was funded by the National Endowment for the Humanities. This article will describe the procedures developed in implementing this project and its results.

The goals of the Women’s Studies Archives Project, hereinafter referred to as WSAP, were to develop an acquisition program involving the donation to the CAC of those manuscripts concerning women within a regional area consisting of nineteen counties in northwest Ohio, and to promote accessibility to the collections acquired through processing and developing finding aids utilizing sound archival procedures. The acquisition priorities included collecting the records of rural-agrarian organizations such as Granges, churches, homemakers clubs, and individual farming families; service, social and social-welfare organizations such as the YWCA, relief societies, auxiliary groups, volunteer groups, and individual women prominent in the service and social-welfare areas; and, professional and educational organizations such as literary societies, professional and business clubs, League of Women Voters, educational associations, unions and businesses, and again individual women prominent in the professional and educational areas. A full-time acquisition archivist, Jill Gates Smith, was hired along with a half-time processor. The University Archivist provided fifty to seventy-five percent of her time as a project director. Additionally an Advisory Board was appointed comprised of five women representing different geographical areas of northwest Ohio and different facets of life—two professors, a county commissioner, a former mayor, and a public librarian.

The project director and the acquisition archivist decided at the beginning of the grant project that to discover and acquire these women’s records, a continuous public relations program was needed as leads were developed and contacted. The sources utilized to develop lead files included county histories, city directories, census data and past and current holdings of local newspapers which contained information on women’s clubs and their meeting dates along with articles on prominent local women. Also contacted were local chambers of commerce and libraries to obtain listings of women’s organizations—these lists usually included the name and address of each organization’s current president. It was discovered that the society or women’s editors of the local newspapers maintained excellent contacts with both individual women and women’s organizations. The county home extension agents were contacted and they provided many good leads into the rural communities. An Advisory Board meeting was called during the first months of the grant project at which members were
informed in detail about the project's goals and procedures and asked to assist in developing leads and promoting the project within their own geographic area.

Once the groups and individuals to be contacted were identified—according to acquisition priorities—and lead files organized, a letter was sent to each lead's contact person on a county-by-county basis. The letter described generally the mission and facilities of the CAC and the project's goals, and specifically, the CAC's interests in the contact person's records or those of her organization. With a follow-up telephone call, some women's groups were willing to donate their records immediately, especially if the group quite literally was "dying-out". More often, the telephone call was used to describe the WDAP in more detail and obtain a booking for a presentation on the WSAP if it was an organization, or if an individual, an appointment to visit with the woman in her home. Many times after giving the presentation to a women's organization, the members, better understanding the reasons for our interests in their records, became more amiable during the solicitation process. Another method employed with success was to invite the groups to hold one of their meetings at the CAC to tour the facilities and see how the records would be preserved and accessed. Of course, whenever possible, individuals were invited to meet at CAC for the same purpose. Donations usually followed these efforts.

Public relations were used to reach a large crowd of potential donors and to complement and support the individual contacts with selected women and organizations. The news articles and the slide presentation were used to introduce the goals of the WSAP and the idea of an identifiable history of and for women to the entire northwest Ohio community. News releases from the BGSU Public Relations Office were sent to every newspaper in Ohio. The articles emphasized the reasons why the CAC was interested in collecting regional women's records and that acquisition was the main goal of the project, not writing histories or conducting oral interviews which were conceptual problems continually being confronted. Radio and television announcements also were developed by the Public Relations Office and were used as guest opinions and public service announcements. Copies of these announcements and news releases were sent to local radio stations and newspapers as leads were contacted in a new county.

The slide program, developed as a presentation to be given at meetings of various women's organizations, was another facet of our public relations program. The program consisted of seventy-five slides of photographs and documents depicting and describing women's lives in northwest Ohio from about 1870 to the present. The slide show was a means of entry into women's groups and was used to illustrate, entertainingly, the types of documents of interest and why and how these documents were important for research. This program, given to date to seventy-six groups, responded quite successfully to the oftentimes asked question, "Why would anyone be interested in our/my records?"

By the end of the grant year, the CAC had acquired eighty-one collections documenting a variety of women's activities, not only within northwest Ohio but also nationally and world-wide. To date, twenty-one collections have been added and are still receiving and initiating calls involving the presentation of the slide program and the negotiation for additional collections. All collections, upon being processed, are cataloged, entered into the Online Computer Library Center (OCLC) and entries are sent to the National Union Catalog of Manuscript Collections (NUCMC). The collections are cataloged under appropriate subject headings including the heading, "Women's Studies Archives Project", allowing for one place in the card catalog in which a researcher can
locate everything the CAC has on women.

A few problems arose during this acquisition project. As with all acquisition programs, mistrust of the institution and reluctance in donating private family or individual records was encountered, and time was spent following leads involving collections which turned out to be relatively worthless for research purposes. These inevitable problems were countered by a continuous public relations program, the slide presentation, and open invitations to visit the CAC. A great deal of credit must be given to the acquisition archivist for her enthusiasm and willingness to meet with people at their convenience, the valuable assistance provided by the Advisory Board members and the support of the CAC staff.

The research strengths of the WSAP lie in the areas of women's social and civic organizations, both rural and urban, from approximately the 1880's through the present and individual women's political and educational activities. A few of these collections should be highlighted to illustrate what "gems" can be uncovered within a small regional area and their importance to historical research.

Acquired were several collections documenting the development and growth of women's social and literary clubs. Women's history scholars are taking a closer look at these club records, realizing that the clubs promoted not only social activities but also educational and political training which enabled women to expand their sphere of life, especially during the latter decades of the nineteenth century, out of the home and into their communities. This analysis is supported by many of the club records acquired, with one good example being the Port Clinton Literary and Social Club. This collection, comprised of minutes, annual programs, histories, and correspondence, documents the club's activities from its inception to the present. Formed in 1881 in rebellion against their husband's secret lodge meetings, thirteen women joined together monthly for social discourse and tea. The group was organized along the lines of a secret fraternal lodge, but one can see in the details of organizing a tongue-in-cheek approach. The president was named the Superb Expounder and the chaplain named the Keeper of the Inner Keyhole. The gavel and block were a potato masher pounded on a metal dishpan. Initiation ceremonies involved the new member doing the dishes after the tea. Very quickly (within the first year) however, attention was turned from strictly social activities to those more learned. Programs were planned usually around a theme, a time period or geographical area, papers were assigned, researched, and presented, and discussions held with opinions rendered. Current events also were discussed at each meeting. Parliamentary procedure was followed strictly and an anti-gossip
rule was enforced through fines. The frustrating aspect to the records of this club as well as others in our holdings is that the minutes do not provide many details as to what opinions were offered during the discussions held after papers were presented. Also, very few of the papers written by members are included in these club records. These would be very helpful research tools to better understand the values and frames-of-reference with which these women were working. As the years progressed, the Port Clinton Literary and Social Club’s emphasis changed from social to educational activities and finally to civic participation. Money was raised and used to establish a public kindergarten, a public park, and the public library. This collection is just one example of many which illustrate the tremendous amount of social, civic, educational, and political activity occurring within these clubs.

The WSAP has resulted in the acquisition of several excellent collections documenting individual women’s lives. Ranging from the diaries and letters of farm women to the records documenting regional women who have had a dramatic impact on the local, state and/or national scene, these collections illustrate the tremendous resources available, if one can take the time to search, within a small regional area. The scrapbooks of Ella P. Stewart, still active at ninety, document in detail her life’s work. Mrs. Stewart graduated from the University of Pittsburgh Pharmacy School in 1916, married, and, together with her husband, owned and operated a pharmacy business in Toledo, Ohio. (Ella Stewart is the first black woman to be a practicing pharmacist in the United States.) She became involved in civic and race issues in Toledo and Ohio. This led her to become active in national and world events and issues as.

Ladies Concert Band
Rising Sun, Ohio. 1914.
(CAC, Bowling Green State University).
the 14th President of the National Association of Colored Women's Clubs, a delegate to the United States Commission for UNESCO, and a lecturer on women's affairs during a State Department tour of the Far East in 1954-1955.

Olive Colton's papers, consisting of a series of autobiographical writings, describe her activities in Toledo and Ohio during the progressive era. The heart of these writings is a series of articles entitled "Adventures in Philanthropy", "Adventures in Politics", and "Adventures in Industry". In these articles, Colton discusses her switch from philanthropy to political activism. She assisted in the formation of a local and state League of Women Voters, the Child Welfare Agency, and the Consumer's League. She had contacts with such notables as Carrie Chapman Catt and Florence Kelly. Colton, during her lobbying efforts to establish protective legislation for women and children in factories and a minimum wage law and unemployment insurance, met and described in her articles (many times quite humorously) local and state political leaders of the time period.

Mary Frances Goldmann Klein served in the Women's Army Corps during World War II and was stationed in England, France, and occupied Berlin. Her scrapbooks consist of photographs and lengthy letters in which she attempted, very successfully, to capture for her parents the events, issues, tragedies, emotions, and ravages of war. Vadae Meekison, the first woman to practice as a lawyer in Henry County, Ohio, served as a county liaison for the Ohio Woman Suffrage Association. Her collection consists of letters from Harriet Taylor Upton, President of the OWSA, written prior to the 1912 state constitutional amendment vote which would give women the franchise. Upton outlines the methods Meekison should use in order to promote ratification of this amendment.

These descriptions of collections acquired through the WSAP could continue for pages; enough has been provided hopefully to provoke your research and archival interests in women's collections and prove that regionally, wonderful historical collections are available. The CAC will continue enthusiastically in its efforts to discover and acquire women's records as part of its collecting responsibilities in northwest Ohio.

Ann M. Bowers
ARCHIVAL MICROFILMING: A SELECT BIBLIOGRAPHY

The following represents the outcome of a search, conducted on August 5, in the automated data base of ERIC for items relating to microfilm, microfilming, standards, quality, and archives. References date from 1978 through July of 1983.


Compiled By:
Raimund E. Goerler
The Ohio State University
COUNCIL HIGHLIGHTS

APRIL 14, 1983

Council met at the Cleveland Clinic Inn. Bob Smith announced the appointment of Carol Kelleher to fill the council seat resigned by Hamp Smith. Joel Wurl gave a presentation concerning arrangements for the Fall Meeting in Toledo. He was appointed by Council to make arrangements with hotels and the University of Toledo. The dates of October 20 and 21 were chosen for the Fall Meeting. The meeting adjourned.

MAY 23, 1983

Council met at the OSU Archives. After approval of the minutes of the previous meeting, Rai Goerler reported that the checking account contained $667.33, with all pending bills having been paid.

Old Business: Council decided that the Fall Meeting in Toledo would emphasize computer applications to archival administration.

Ray Schuck was appointed as SOA liaison with other historical agencies and museum associations to investigate the need for basic workshops and to recommend plans for cooperation and the need for an SOA Education Committee.

Bob Smith reported that he would contact Dennis East of the Ohio Historical Society to arrange a meeting with OHRPAB representatives to discuss implementation of recommendations outlined in their report.

The decision was made that Dayton would be the site of the 1984 Spring Meeting. No dates were established.

New Business: The title change of the newsletter was discussed. Jane Gibbs moved to change the title of the SOA Newsletter to "The Ohio Archivist", provided that this title had not been copyrighted by another institution. The motion was unanimously approved.

Council took into consideration changes to the existing brochure. Recommendations are to be made at the Fall Meeting. Jane Gibbs was asked to investigate printing costs.

Abstracts of forthcoming papers to appear in The Ohio Archivist were discussed.

After discussion concerning refunds for cancelled meeting registrants, Laura Gorretta moved that SOA grant refunds for cancelled registrations up to one week before the meeting starting date, with no refunds granted after that time. Carol Kelleher seconded the motion, which was unanimously approved.

Council discussed the various questions to be asked of members as part of the dues notices.

Meeting adjourned.
The Ohio Committee for Regional Library Conservation took steps to strengthen its role as a regional conservation agency initiated at its first meeting on February 24, 1983, when it met for a second time on June 16, 1983, at OCLC in Dublin, Ohio. More than a dozen members of the committee attended the meeting, including representatives from the State Library of Ohio, OHIONET, Ohio Historical Center, University of Dayton, Miami University, Oberlin College, Bowling Green State University, Hayes Presidential Center, The Ohio State University Library, Marietta College, Wright State University and the Ohio Library Foundation. Kevin C. Flaherty, executive director of the Michigan Library Consortium, attended as an observer.

The committee heard a report from the subcommittee to Investigate a Non-Profit Conservation Laboratory, chaired by William A. Moffett, Oberlin College Librarian, which had visited a small private conservation laboratory in Cincinnati. After hearing the subcommittee's report and discussing the results of the investigation, the committee voted to reject the idea of building a regional laboratory on the base of small private concern. It was the consensus of the committee that its future was the establishment of a larger, institution-oriented laboratory built on a fresh base.

After offering a number of revisions, the committee voted unanimously to endorse a grant proposal prepared by the Subcommittee to Investigate an Office of Conservation Information, chaired by State Librarian Richard M. Cheski. The grant would fund an Ohio Cooperative Conservation Information Office for a period of eighteen months, beginning July 1, 1983. Among the goals of the conservation office, as listed in the grant proposal, were to: 1) employ a full-time consultant; 2) identify and attempt to coordinate existing conservation expertise in Ohio; 3) make specific conservation information available to Ohio libraries; 4) serve as a source of immediate advice and referral with conservation problems; 5) assist libraries in the implementation of conservation activities through publications; 6) provide continuing education opportunities for professional librarians in the area of collection conservation and preservation through workshops; and 7) train individuals throughout Ohio in the safe and effective treatment of library materials.

Because the committee believed it was time to set specific goals and to seek appropriate funding to implement programs charted, it accepted chairman Robert F. Cayton's suggestion that a small subcommittee be appointed to prepare a working paper which would set forth goals, suggest programs of implementation and explore areas for funding. The full committee will then review the paper for possible adoption as guidelines for future action. The subcommittee, to be appointed this summer, will meet early in September, 1983.

The full committee will meet again October 27, 1983, at OCLC in Dublin. Interested persons are invited to contact Dr. Cayton who maintains a mailing list for informing those persons. Dr. Cayton may be reached at Marietta College Dawes Library, Marietta, Ohio, 45750-3030 (614-374-4758).
The Archives and Rare Books Department at the University of Cincinnati has recently returned to their renovated quarters in the Carl Blegen Library. The new facilities feature an increase in processing space and storage areas and a quiet patron room with individual study tables. The new address is: 808 Blegen Library, University of Cincinnati, Cincinnati, Ohio 45221.

The Archives and Rare Books Department has instituted the History of Design Archives. The archives concentrates on the history of graphic, industrial, fashion and interior design in Cincinnati and southwest Ohio. Documents which are being collected are the papers of individuals and the records of institutions, organizations and industries engaged in the field of design. Materials generated elsewhere in Ohio and the nation are of secondary importance.

OBITUARY

The Rev. Lee J. Bennish, 54, history professor, archivist and instructor on mystery stories at Xavier University, died Monday, August 22, 1983, at the Jesuit residence on campus.

Father Bennish wrote the book CONTINUITY AND CHANGE: XAVIER UNIVERSITY, 1831-1981 for the university's sesquicentennial anniversary. He was Xavier's first archivist, taught American History, and offered a non-credit course on mystery stories.

He earned degrees in literature, philosophy and theology and a Ph.D. in history at Xavier, Loyola (Chicago) and Duke. He had just returned from studying Spanish in Bogota, Colombia.

He was a member of a number of professional associations.

MEMBERSHIP LIST

The following were members of the Society of Ohio Archivists on June 30, 1983:
(Institutional Members are not included)

Adams, K. Haybron
Brigham Young University
Provo, Utah

Aeschbacher, W.D.
University of Cincinnati
Cincinnati

Alig, Joyce L.
Mercer County Historical Museum
Celina

Archer, George W.
Arlington, Va.

Arpi, Richard W.
Ohio Historical Society
Columbus

Augustine, Sister Mary
Sisters of St. Francis
Sylvania

Bain, George W.
Ohio Historical Society
Athens

Barclay, Morgan J.
Toledo-Lucas County Public Library
Toledo

Batway, Darwyn
Cleveland

Bax, Sister May Linus
Sisters of the Precious Blood
Dayton

Becker, William
Cleveland State University Archives
Cleveland

Bennish, The Rev. Lee J.
Xavier University Archives
Cincinnati
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<tr>
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Gorretta, Laura J.
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Cleveland

Grabowski, John J.
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Cleveland

Gray, Emma J.
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Cincinnati

Greenslade, Thomas B.
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Harrison, Dennis
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Hauserman, Martin
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Helmuth, Ruth W.
Case Western Reserve University Archives
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Hoffman, Mary Ann
Wright State University
Dayton

Horstman, Denise
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Cleveland

Hussey, The Reverend M. Edmund
Archdiocese of Cincinnati Archives
Cincinnati

Jenkins, Glen
Cleveland Health Sciences Library
Cleveland

Kelleher, Carol
Cleveland Clinic Archives
Cleveland

Kelley Ina E.
Wilmington College Archives
Wilmington

Kelly, Neal Ellis
Torrington, Wyoming

Kleberg, John R.
The Ohio State University
Columbus

Krosel, Christine L.
Diocese of Cleveland
Cleveland

Kucherenko, Eugenia, Archivist
University Hospitals of Cleveland
Cleveland

Kyvig, David
University of Akron
Akron

Laurinaitis, Brother Bernard
Marianist Archives
Dayton

Lautzenheiser, Frederick
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Lelli, Marilyn M.
University Circle Incorporated
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Levstik, Frank R.
Kentucky Department for Libraries and Archives
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Lemaster, Regina K.
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