

Local History Collections: A Symposium

THE FOLLOWING three papers were given at an open meeting sponsored by the College and University Libraries Committee, New York Library Association, Syracuse, New York, May 21, 1949.

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WHILE THE Local History Collection and the University Archives are housed in the same rooms and administered by the same staff in the University of Rochester Library, each has its own identity, its distinct history and its separate purposes and goals. The relationship of the two collections is close, since the university has been an integral part of, and an influential element in the history of the city for almost 100 years, and the city has in turn supported and encouraged the growth of the institution, furnished many of its leaders and the greater proportion of its student body. The joint administration of the two collections is therefore a logical one.

The library has, from its earliest days, either purchased or accepted as gifts, a certain amount of local history material. Collecting in the field was not active, however, and as we look back upon it, the process of acquiring local material seems to have been somewhat haphazard. Until 20 years ago, what books of a local nature we had were not segregated but were a part of the main collection. In the spring of 1929 and again in 1930 and 1931, three large private collections of western New York material came into our possession. The first of these was

the collection of C. Walter Smith, a member of the class of 1885 of the University, a prominent Rochester business man and a descendant of one of Rochester's oldest families. The second, and largest of the three collections, was that of R. W. G. Vail, now librarian of the New York Historical Society. The third collection consisted of a portion of the library of Rear Admiral Franklin Hanford, acquired from the New York Public Library in 1931.

The great value of these three collections lay in the fact that they represented carefully chosen volumes, reflecting the expert knowledge and discriminating taste of the men who had chosen them. By their acquisition we came into possession of practically all the more important works in the field of western New York history in a very short space of time. Many of the titles were rare and difficult to locate on the market; many were extremely costly when purchased separately. All three collections included not only books but also maps, prints and manuscripts as well. With these three collections as a nucleus, our Local History Collection was organized as a separate unit, housed originally in our rare book room, later in separate quarters of its own. We actively purchased books, maps, prints and manuscripts to fill out the collection or solicited them as gifts or deposits whenever occasion arose.

Our main purposes and justification for entering the field were twofold. The first,

and more important, was the growing need to provide research material for our students and faculty members. Our graduate school was developing rapidly, and in the middle thirties, honors courses for undergraduates were started. For both of these groups of students it was essential to provide adequate source materials. The second and less selfish purpose was the desire to join in the general movement to collect and preserve local records which were in imminent danger of being lost or destroyed, or, as in the case of the collections mentioned above, of being dispersed. The criteria on which we justify any additions to the collection are these: is the material of value to our faculty and students for research; will it fill some future need; will it facilitate our work with what we already have; and finally, is it really worth preserving?

Originally the scope of the collection included material relating only to central and western New York, with greater emphasis on Rochester and the area immediately surrounding it. Because of the nature of our work and the subject matter of certain of our manuscript collections, it became obvious that we had restricted ourselves to too narrow a field. We have in recent years collected material covering a wider area, roughly speaking, all of New York State except New York City and its immediate vicinity.

The outstanding features of our collection are a reflection of the ideas which I have just sketched. Three large groups of manuscripts form the backbone of the collection and somewhat overshadow the remainder of it. These are the personal papers of Lewis Henry Morgan, Rochester attorney and a pioneer anthropologist; those of Thurlow Weed, New York State politician, one-time editor of the *Rochester Telegraph*, and founder, editor and publisher of the *Albany Evening Journal*; and those of Henry A. Ward, a Rochesterian, a naturalist and a world traveler who founded the Rochester firm which has supplied American museums and laboratories with specimens for almost 100 years. Some 35 smaller collections, and many separate items, comprise the remainder of the manuscript collection. Maps, prints and broadsides form another category and number several hundred items. Pamphlets, which are of sufficient value to warrant the treatment, are bound or encased

in envelopes and catalogued as books. Others are kept in a vertical file arranged by subject just as is usually done in general reference collections. Our book collection includes the standard works on New York State and Rochester history with greater strength on subjects of peculiar interest to western New Yorkers; for example, the Iroquois Indians, contemporary works on the rise of modern spiritualism in Rochester, the antimasonic movement, the Mormons, the Erie Canal and railroads. We have collected local imprints and, to a limited extent, books and pamphlets by local authors. We do not collect genealogy or local newspapers, the first because there is no justification for our entering the field, the second because there is an extensive collection in the Rochester Public Library. We *do* have an incomplete run of local newspapers acquired from the duplicates at the public library which has proved most useful as far as it goes.

There are two unusual features of our book collection which perhaps ought to be mentioned. One is the collection of both records and books of an old subscription library which was started in a village nearby in 1805 and continued in active existence until 1875. This is known as "The Farmer's Library," and because of its peculiar interest, has been kept as a unit. The other is the technical library of a local nursery firm, the Ellwanger & Barry Company, and includes some 1,700 horticultural and botanical periodicals and monographs of the nineteenth century.

One thing must be emphasized in regard to the Local History Collection. All the material which has been gathered together has some local connection, but the subject matter, particularly in the case of manuscript collections, is often broader in scope. The papers of Mr. Morgan, local ethnologist, are of world-wide interest; those of Thurlow Weed, local newspaper editor, are of greater interest to the student of state and national politics than to the local historian; those of James W. Colt, a local railroad engineer, relate to the expansion of American interests in the Near East. Their appeal is, therefore, to a much wider circle than one might expect, and their use extends beyond our own university circle to scholars throughout the country and occasionally abroad.

There is nothing unusual about the classifi-

cation and organization of the printed material, except that in the card catalog we have used additional subject headings to bring out certain features of a book which would not ordinarily be used in a general catalog. In the cataloging of our manuscript collections we have used the manual issued by the Minnesota Historical Society and have found it most usable and satisfactory as, I am sure, have many others who have tackled the problem. We have not attempted to calendar the individual items in our collections, but we have prepared what we call an "Index to Letters" which indexes all letters in the various manuscript collections by the name of the writer of the letter and, with some exceptions, the addressee. Since all our correspondence files are arranged chronologically, we thus have three approaches to the material in each file and have found the system workable. Our "Index to Letters" includes at the present time approximately 40,000 entries.

The accumulation of university archives in the library has been in process over a much longer period. From the very beginning, each librarian has been interested in collecting the printed reports and catalogs of the university, student and alumni publications, theses and prize essays, programs and memorabilia. The natural storehouse for all official university records and correspondence no longer of current use was the library, and although their fate was for many years to be stored away in the darkest corner of the basement, or in attics or any other available space, they were at least preserved. When the main library was moved to its present quarters on the River Campus in 1930, more space was available and more records were turned over to us.

I do not mean to imply that there was a conscious effort in the early days to preserve everything of value, nor that all records of historical worth have been saved. A disastrous fire in a downtown business office in 1904 wiped out many of the financial records. The records of many of the teaching departments have sometimes been destroyed or perhaps were kept in the same files as the personal papers of the department head and later removed from the university. In a small undergraduate college such as Rochester was for many years, the keeping of department records was somewhat informal and in many

cases we have nothing left but the manuscripts of occasional annual reports to the president. On the other hand, the official papers of the administrative officers of the university are relatively complete and we have been able to collect on our shelves in the archives, the charters, the proceedings of the Board of Trustees and of the Executive Board, the correspondence and reports of the university presidents, many of the records of the registrars and bursars, what remains of the early financial records and the records of many of the deans.

The first step in organizing the collection was taken in the middle 1930's when the Local History Collection was moved to its present quarters and the decision was made to combine the two subjects. At that time we moved from the main stack collection all the printed material published by or relating to the university and brought it together by a special classification scheme. All manuscript material was brought together and stored in a vault which was designed for the purpose. Files of memorabilia, the biographical records of deceased alumni, and the collection of faculty and alumni publications were added to the collection from other parts of the library.

Since that time we have actively collected not only the official archives of the university, but also the personal papers, records and publications of our trustees, faculty members, alumni and student groups. Scrapbooks, diaries, account books and notebooks of undergraduates have been welcome additions. We have accepted collections of personal papers either as outright gifts, or on deposit, and frequently with restrictions on their use which we have been glad to comply with. In this way we have been able to add materially to our collection of local history since many of the members of the university family have been active in civic affairs.

The collection of archives was not put on an official basis until early in 1942. The stimulus came from John Richmond Russell, our new librarian, who had come to us from the staff of the National Archives and who was familiar with the problems involved. The urgency which arose early in the war to put records of value into safekeeping added force to the movement. Mr. Russell, together with members of the Library Committee, drew up

a series of regulations which were adopted by the Board of Trustees. By these regulations, the library was made the official depository of all university archives. They are brief, and as follows:

"1. The archives of the official activities of university offices and officers, such as files of letters sent and received, record books of all kinds, vouchers, memoranda, mimeographed and other processed material, are the property of the university.

"2. Such property is not to be destroyed without the approval of a committee of two, consisting of (a) the officer in charge of the department in which the papers accumulate, and (b) the university librarian.

"3. All archives which are no longer needed in the office in which they have accumulated are to be sent to the University Archives in Rush Rhees Library. The officer in charge of each office, department, or committee will determine when records of that office, department, or committee are no longer in active use and may be transferred.

"4. The university librarian and the staff in charge of the University Archives are to assist officers of the university in the disposition or transfer of records, to preserve records transferred to the University Archives, and to locate documents in the University Archives which are needed by officers of the university."

In the collection of both university archives and local history material, one must be constantly on the alert. Printed notices and publicity of one sort or another reach but a limited circle and are soon forgotten. The only really effective means of gathering material is constantly to search out new sources, pass the word along through personal contacts, call on or write to prospective donors and convince them of your sincerity, your ability to handle the material and willingness to protect it from destruction or unwise use. Any reasonable restrictions placed upon the use of manuscript material by the donors, we endeavor to follow conscientiously. We require persons using manuscripts to fill out a form showing the nature of their research, giving references and warning them against the unauthorized publication of material found in our collections. In the use of archives, we have adopted a ruling that records

for the period from 1900 to the present will be treated as confidential, and that authorization of the office of origin will be obtained before they are used by anyone other than the person who deposited them. The process of accumulating the collections is slow and requires the utmost care, tact and diplomacy.

The combined collections of local history and archives now number approximately 6,000 volumes, 1,000 pamphlets, 300 almanacs, 60 collections of manuscripts which include possibly 200,000 items, some 75 prints, a larger file of pictures, about 200 maps and the usual assortment of museum pieces. It is administered by a staff of two professional persons, each of whom devotes half time to it, and a clerical assistant. Books and pamphlets are prepared for us by the Catalog and Classification Departments, and the rest is up to our own staff. We combine the tasks of acquisition, sorting, arranging, cataloging, indexing and filing with assisting readers, answering reference questions and preparing occasional exhibits and articles for our *Library Bulletin*.

The work has infinite variety, lighter moments and rewards. We find odd things in our acquisitions. In going through the papers of a former faculty member, renowned for his historical works, we were delighted to find a collection of knitting needles, crochet hooks and buttons. Locks of hair, bits of ribbon, samples of dress material, stamps of value and a host of other things of like nature are found from time to time. During the war, when the scarcity of such objects made life a problem, we were delighted to find a new two-way stretch girdle in an envelope, filed in a collection of scientific papers of an alumnus whose research in the abstract sciences has brought him fame. Our patrons range from the college undergraduate with an antiquarian turn of mind to the most serious scholar. Townspeople have found our collections of interest frequently, and the number of research workers from other cities and institutions grows constantly. We have been able to assist in the preparation of several books and articles, and within the last three years three full-length biographies have been published which were based largely on collections in our care—those of President Rush Rhees, Thurlow Weed and Henry A. Ward.

The Development of a Regional History Collection at Cornell University

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THE COLLECTION of Regional History was established late in 1942 with the aid of a Rockefeller grant and with the understanding that the Cornell University would absorb the unit at the end of the first five years. During those years the university generously encouraged and supported the development of Regional History, and in 1948 incorporated it as a department of the library.

While still young in its vigor and constant expansion and in the somewhat disconnected and fragmentary nature of its holdings, Regional History has gained sufficient experience and maturity to attempt a self-appraisal. From the outset its purpose was to cultivate a keen interest in and a deep appreciation of the culture and the way of life—the habits, manners and morals, the everyday activities, both business and pleasure, the thoughts and aspirations—of the past generations who lived in the region of which New York State was the center. Elsewhere a very substantial progress had been made in bringing together diaries, account books, old newspapers and other printed and written records. The wealth of material preserved within New York by libraries and societies, both private and public, local and state, had been enjoyed by many people and had stimulated others to write novels, plays, biographies and scholarly monographs about the region. These studies in turn had thrown light on the development of the state and the nation. Much of the material thus preserved related to the activities of great, or near great men, or to specialized subjects. The common man who had developed the region and its characteristics, the average citizen of our democracy, had been overlooked. His resurrection and fresh interpretations of his activities would throw light on the history of the region and on the development of the American way of life. The newspapers, broadsides and other ephemeral material which reflected his environ-

ment, and the letters, diaries, account books and other evidence of his reactions to that environment lay buried in the accumulations of generations in the attics, barns and old offices of the region. No program had been formulated for any systematic location of such documents or for their preservation against the hazards of fire and weather and destruction by the unknowing hand so that the student of today and posterity might work with them. Thus the collecting program instituted at Cornell University had an almost untouched field and a challenging one.

As a department of Cornell University, Regional History had tangible and intangible advantages. The libraries and the faculty of scholars offered rich facilities and valuable guidance not only for the prospective research workers but also for the staff as well. The very background of the university proved advantageous since its history for nearly a century had been woven into that of the region. Its inception sprang from an indigenous "people's college movement," for most of its founders and early trustees were professional and business men whose interests extended into many and diverse fields within the region. Numbers of its students came from New York and adjacent areas. Its research activities and the expanding extension facilities of the New York State College of Agriculture had influenced life in the region and had created loyalties among thousands of people. Cornell had a sphere of interest, and many were the people who would enjoy the opportunity, once it was presented to them, to assist in creating an historical research center on its campus.

Any collecting program involves the problems of locating the possessors of the desired items and of persuading them to part with these possessions, treasured or otherwise. Success in locating and acquiring historical documents depends upon the degree to which the public is aware of the existence of the collecting agency and enthusiastic over its aims. To arouse this awareness and interest,

Regional History uses two types of publicity. The first includes newspaper notices and articles, circulars, manuscript guides, exhibitions of manuscripts, radio programs and talks before local groups, and in time will widely disseminate a knowledge of this depository for family papers and an appreciation of the scholar's need for primary material. This type of approach, however, is not conducive to the rapid building of a manuscript collection since it demands too much initiative on the part of the reader, spectator or listener who generally underrates the historical value of his papers and has in addition a resistance to making himself conspicuous by talking or writing about his possessions.

The second type of publicity is that involved in the personal contact. Having determined the possible general location of specific types of manuscripts or of hidden caches, the curator betakes herself to the field and uses persuasion which consists largely of patience and a thorough explanation of how Regional History handles manuscript gifts and makes them available to research workers. Generally the descendants of the early settlers in any given community have a considerable respect for the papers of their forebears and do not wish to see them scattered or sold. Yet sooner or later they reach a point where they no longer can be concerned with the physical preservation of papers which have little or no meaning in their everyday activities. The bonfire is their answer to the problem. To be told by someone with authority that their family papers have real value for the research worker strikes them as a pleasant surprise; and to have the opportunity to donate them for preservation and use relieves them of a guilty feeling engendered by the idea of the bonfire. A donor spreads the good word in his community while alumni and friends of Cornell University, where present, approve of the whole project and generously extend themselves to assist in the tasks of location and persuasion. This method of publicizing Regional History has been highly successful, and the number of gifts has been in direct proportion to the amount of traveling and contact work.

Recently approaches have been made through graduate students who on the basis of their specialized knowledge of certain regional subjects locate manuscripts, interest

the possessors and then introduce Regional History as the logical depository. Generally they announce their find with a rueful air of triumph since the bulk of it invariably deals with subjects beyond their field. Such cooperation between graduate students and the curator can be invaluable, excepting the qualification that graduate students with a vital interest in hidden raw sources are relatively rare.

From the beginning some allowance has been made for the purchase of manuscript and other documentary materials where they seem vital to the building or completion of specific units. Purchase from dealers has been rare, however, since experience has proved that \$300 expended for contact work in the field has brought gifts valued up to \$30,000 by dealers.

At first the collecting activity tended to be indiscriminate for New York with its multifarious economic activities and its diverse social patterns. New York, the well-traveled highway to the West, offered no clear and easy guide as to how to bring together quickly related masses of research materials. But the materials themselves tending to fall into definite categories gave guidance to the collecting which then began to follow largely a program to locate and acquire material which would strengthen the most promising of these categories and create such substantial units as to attract the immediate attention of scholars and research workers. As of July 1, 1949, Regional History's holdings amounted to 2,997,582 items, including single manuscripts, account books, journals, diaries, letters, surveys, photographs, broadsides and other types of materials. The sets of papers and collections represent diverse and colorful aspects of our regional life and are the documentary evidences left by abolitionists, educators, ministers and social reformers, farmers, mechanics and the small storekeeper, lawyers and politicians, students and adults, business men, land speculators and bankers, canal builders and railroad owners, and many others. Some collections have their beginnings in New England, center in New York, and extend toward the Midwest and other regions, while all show the constant movement of a restless people in an ever changing region.

Newspapers, a vital source for the re-

searcher, merit special attention for they face careless and casual destruction even more than do manuscripts. Some 150,000 issues of newspapers, a number of them rare or unique, have been gathered by Regional History. On the basis of the quality and quantity of local and historical news published in their papers, some 40 editors of small-town weeklies were solicited for free subscriptions. Like other wood-pulp papers published during the past 75 years, these weeklies present the particular problem of rapid deterioration. While ideal in meeting this problem as well as those of space and easy availability, microfilming is still an expensive and at times an uncertain process. At present, the Cornell Library and its Regional History Collection are engaged in a project of filming a 120-year run of the *Chronicle-Express* of Penn Yan. Both the editor of the present paper and Yates County are subscribers in the belief that the films will be of value to the public within the county.

Regional History has the twofold task of collecting documentary material and of making it available to research workers. Works now published have relied upon our holdings for their major or minor sources while a dozen publications in the undertaking by professional historians and writers, and including biographies and histories, depend in varying degrees upon our source materials. Subject fields range from primeval forest types to speech patterns, and include such topics as antislavery and abolition, agrarian movements, agricultural developments, the gold rush, phrenology, the removal of the New York Indians, women's rights, the histories of towns and railroads within the region, popular music in folklore, the investment of New York capital in the Midwest, pioneer villages and other topics relating to varied phases of regional life.

The stimulating of research interest in Regional History's holdings depends upon a number of factors; the processing and analyzing of the material; the making of a card index and the preparing of printed guides; and the cooperation between our staff and other departments of the university, between other institutions, agencies and individuals both within and without the region. Although absolutely essential to make the material available, processing is time-consuming by the most

simplified methods. A dirty, ragged, miscellaneous and jumbled collection arrives in baskets, barrels, boxes or trunks, usually via the curator's car, and is immediately given a title and the number following the latest entered in the acquisition file. All correspondence and data concerning this collection are kept in the properly numbered folder in the acquisition file. The papers are then sorted to remove newspapers, books and broadsides which go to the library or our broadside file; and also to remove a certain amount of worthless paper, although no real stripping can be done until single manuscripts or series are judged in terms of their value to the whole collection. The papers are next cleaned, flat-filed and arranged chronologically in rag paper folders in manuscript boxes with both folders and boxes indicating the number, the title and the inclusive dates of the pieces enclosed. All important to the visiting researcher, the card file is the index to all the holdings and has each acquisition cataloged under name, geographical and subject headings. All the whole cataloging requires is the attention of a trained historian since an earnest attempt is made to give sufficiently provocative information for researchers in diverse fields without, however, going into unnecessary detail. A subject heading list is most useful at this point for the researcher as well as the staff member. Second to personal contact and cooperation, the printed guides have been the most effective agencies in stimulating both manuscript gifts and research. Each consecutive report of the curator aroused widespread interest, brought greatly increased demands for copies of manuscripts, bibliographies and information, attracted more research workers, both accredited scholars and students, to work in Regional History's holdings, and resulted in the acquisition of tons of manuscripts. Cooperation with the faculty is as vital in exciting research as personal contact is in acquiring manuscripts. The faculty member brings the raw paper evidences of our historical development and the graduate student together, a situation which is unique to the manuscript division of a college library and the first step toward the creation of an institute of regional research.

The Rockefeller grant to Cornell University for the establishment of Regional History

covered a five-year period and allowed for travel, salaries and the expense of collecting source materials. The university allotted space and facilities in Boardman Hall and over the five years appropriated funds to supplement the Rockefeller funds and to cover operating expenses, fluorescent lighting, shelving, boxes, the printing of reports, an electrocopy machine and other items. On July 1, 1948, the university accepted the full responsibility for the manuscript division, and on the same day incorporated it as a department of the Cornell University Library. The most immediate benefit for Regional History, the library, Cornell University and the region was the resulting cooperation in the handling of records and papers relating to the development of the university, an integral part of the region. For many years, the library had been accepting and storing in its vault and in other places the papers of Ezra Cornell, Andrew D. White, Jacob Gould Schurman, Justin Morrill and other notables who by their

policies or actions had deeply influenced the growth of the university and the life of the nation. With the acquisition of a manuscript division the library could plan on the proper disposal and foresee an orderly use of these historical source materials. Prior to the incorporation, the collection had taken into its custody a part of the university archives and many of the papers relating to the creation and development of the university, and to the varied activities of some of its leaders.

The Collection of Regional History's six and a half years of existence has proved that the opportunities for collecting a great wealth of documentary material relative to the role of the common man in this region are limitless, that such material has national as well as regional importance, and that when it is made available to research workers it is used. Yet the collection has done little more than make a rough survey of the field of hidden manuscripts and has only begun to stimulate substantial research activity.

By DOROTHY A. PLUM

The Vassariana Collection

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THE VASSAR College Library may be considered an average college library in regard to the problem of collecting and maintaining materials relating to the institution. It is a typical undergraduate college. While some work leading to the master's degree is offered, the number of graduate students is small. The college was chartered in 1861 and has an alumnæ body of about 16,000.

The duty of the library to collect and preserve books, pamphlets, periodicals and ephemeral material relating to the college and to preserve and index the archival materials of the college is clearly recognized. As stated in the *Governance of Vassar College*:¹ "The historical records of the college shall be preserved in the library. Accordingly the library shall receive copies of each book, pamphlet, or

¹ *Bulletin of Vassar College*, 32:45, no. 5, December 1942.

other materials published with college funds."

The sources of Vassariana are varied. First come the college archives; many of these documents may be said to be acquired by inheritance. Unfortunately the early records of the college can never be complete since at the time of the founder's death many of the personal papers of Matthew Vassar were sold for old paper, "thereby increasing the value of the estate," as the overzealous executor remarked. With each change in administration archival materials are deposited in the library and the responsibility for requesting current materials rests with the library. Individual donors furnish many of the items which make up the Vassariana collections. In this group are the trustees, the faculty, the alumnæ and friends of the college, the alumnæ forming the largest and most generous source. We try to arouse and sustain alumnæ interest in the library by publicity in the college press, by exhibitions and special displays at the time of reunions and by personal contact. The third

source is by purchase, though we acquire relatively little this way since we are limited by lack of funds.

Before describing the composition of the collection, I should note that the term "Vassariana" is loosely applied as it includes manuscripts, printed material and museum items. These in turn may be classified as historical, biographical and exhibition materials. The historical materials include the official publications of the college, theses, department reports and other source materials and histories (including studies of the curriculum, student life, etc.). All of these are supplemented by files of ephemeral materials and scrapbooks of clippings and programs. In the biographical group are lives of the founder and his family. For the trustees we do not attempt to build up extensive biographical records, but concentrate on items that have immediate relationship to the college. We have, for instance, a wealth of material in the papers of Benson J. Lossing, one of the original trustees of the college. We keep a biographical file for members of the faculty and supplement this with a collection of their publications. Since the Alumnæ Office maintains an extensive biographical file for the alumnæ, the library has a selective file, mainly alumnæ trustees and alumnæ authors. This is supplemented by a collection of the writings of alumnæ. For both the alumnæ and the faculty, in addition to soliciting items for the collections of publications (which are not complete), the library compiles lists of current publications. The exhibition materials include photographs, classified as views, class pictures, both group and individual, portraits of members of the faculty, trustees, the founder and his family, memorabilia and other scrapbooks, souvenirs and relics. Class pins, the trunk brought to college by a student in the first class to graduate, Matthew Vassar's canes and his famous life preserver are typical examples of souvenirs.

The technical organization of the Vassariana collection is, as far as possible, consistent with the organization of the rest of the library's holdings. The Vassar College Library uses the Decimal Classification somewhat expanded and modified. In 378 a special subdivision is used, consisting of the country subdivision followed by an initial for the name of the college or university; we use 378.42C for Cambridge, 378.7V for Vassar. For general

material about American colleges and universities the number 378.73 is used. For the individual college or university, the table for school and college publications (following 378.99) is modified to suit our needs; for instance, we used E4 for the library and YB for the Cooperative Bookshop.

The bulk of the Vassariana collection, about 1,500 items, is fully cataloged. This is a noncirculating collection, housed in a special location. Duplicates of the most used items are available on the open shelves. The location symbol indicates a restricted item. Some years ago we felt the need of a chronological supplement to the cataloged material. Even with the minute classification and detailed subject headings of the card catalog, it was difficult to find certain types of material easily. We therefore instituted a supplementary vertical file which is arranged chronologically. Originally this was fully cataloged, but lately we have interfiled uncataloged items with the cataloged material. We found it helpful to withdraw the subject cards from the catalog for this chronological file; they have been of more use as an index to the file than in the main card catalog. The author cards have been left in the catalog. The file consists to a large extent of pamphlet material.

The uncataloged portions of the Vassariana collection are provided with finding lists. The Alumnæ Collection, consisting of about 3,400 titles, has an official finding list made by the Catalog Department. This is in the main alphabetical, but we have subject cards for biographical material, children's books and class bulletins. The Faculty Collection, about 1,700 titles, has an unofficial author-finding list. The collection of archives has an author- and subject-finding list.

For the college periodicals, various indexes are maintained. In making these indexes we try to use the same headings as are used in the card catalog. This is also true in setting up the vertical files of ephemeral material. The bibliographies of faculty and alumnæ publications mentioned above are a valuable supplement to these files. We maintain two series of scrapbooks; one, a chronological collection of clippings, was started by Matthew Vassar and has been kept up to date by the library; the other is a collection of programs arranged by the academic year. We add to

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impossible to break if this were taken literally. One college indeed refused to break it when they refused to accept a trained librarian at a salary of \$2500. They have since not had a head librarian, and have operated under administrative direction of a faculty committee.

The vicious circle in many of these libraries must be broken at the point of university administration, in order that new concepts of library service may be developed. The supervising body, whether board of governors, president, or faculty committee, must be convinced, whether by the library staff or other agency, of the service which a library can offer when operating under a capable administrative specialist. It would then be the administrator-librarian's task to convince the faculty in general and win their cooperation in a

program of welding the library to the instructional work. Unfortunately, the supply of capable librarians, of academic standing equal to the faculty, and with experience in library administration is particularly limited in eastern Canada. "Persuasive personal relationships," however, would make expensive library programs perhaps less necessary. Joint faculty library approach is essential if the library is to be an active and essential part of the student's education.

The other aspect of the problem is regional, and here again personal relationships, and the continued health and prosperity of regional library associations, will accomplish much. Nevertheless, some actual institutional cooperation, relinquishment of sovereignty even, will be needed to make the librarians' task possible.

The Vassariana Collection

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both of these series constantly, for each new gift of Vassariana brings some item hitherto lacking in our collection. As a final "last resort" we have an information file for ready reference. This includes not only items of information, but also location notes and statistics.

As for the physical care of the collection, books and pamphlets are cared for in the usual way, being protected by leather or cloth bindings, lacers, binders, envelopes or pamphlet boxes. Oversize broadsides, maps and charts are stored in large poster boxes, protected by folders of acid-free paper. The archival materials in the vault have special shelving, lockers and cupboards. Fragile items which need extra protection are placed in cellophane envelopes or acid-free folders. We buy 100 per cent rag content paper, substance 13, in sheets 28" x 34" and cut them to the desired size. Many of the rarer items have been restored and repaired; some are mounted on silk, others on linen or photo-mount. In our experience the lamination

process has not been successful.

Since the library is the official depository of college publications, we have worked out a plan for the storage and arrangement of extra copies. After some experimenting we decided to arrange the items by call number. An author index in slip form gives the exact location, the number of copies available and any special notes about scarcity or other restrictions. A student assistant records items and keeps the collection in order.

We have a definite program for the reproduction of unique and fragile items. Copies are made by photography, including microfilm and portagraph, and typescripts are made whenever advisable. For example, we plan to copy all of the manuscript letters of Matthew Vassar. The collection of typescripts will then be cataloged to serve the need of the student who is interested in content only. At present we have not the necessary funds or the personnel to carry the program forward as rapidly as we would like. A Vassariana endowment is greatly needed.