

**NATIONAL ENDOWMENT
FOR THE HUMANITIES**

SAMPLE APPLICATION NARRATIVE



Preservation and Access Grants

Institution: Historical Society of Pennsylvania

Statement of Significance and Impact

The papers of the Chew family, one of Philadelphia's wealthiest and most influential families over generations, are among the largest (over 400 linear feet) and most significant collections at the Historical Society of Pennsylvania. As jurists, politicians, landowners, and entrepreneurs, the Chews played a fundamental role in shaping revolutionary and early federal America. For nearly 300 years members of the family recorded, in remarkable detail, the events of their daily lives. Despite lack of accessibility, scholars and researchers have long been aware of the collection's potential, and dozens have mined it for information on political, social, cultural, architectural, business, and legal history, resulting in numerous important publications. Yet, while the extraordinary content of this collection—intimate documentation of the experiences of affluent citizens—has traditionally been used to study elite culture, the remarkable specificity with which the Chews recorded their lives provides a rare lens onto the diversity of people and issues that shaped America's cultural landscape.

Researchers seeking to tell the extraordinary stories of more "ordinary" Americans—such as slaves and domestic servants—know that these subjects require the rigorous and strategic study of a wide variety of material, as very few non-elites recorded their own personal histories. Instead, their experiences must be reconstructed from fragments, references, and clues embedded in a variety of unique documents. For these scholars, the Chew family papers will represent a veritable goldmine of hidden histories. Amid the plethora of professional and personal material (including correspondence, diaries, account books, land papers, building plans, and household accounts for the Chew's family home) are not only details, but explicit descriptions illuminating the daily lives of the family's numerous slaves and servants, the Chews' dealings with individual craftsmen and members of an emerging middle class, and the experiences of women and young children. This wealth of new detail will greatly enhance scholarship on a variety of developing issues, from the practice of slavery to the evolution of family relationships and gender roles.

The collection in its current state, however, is largely inaccessible to researchers. A portion was roughly processed in 1983-1984; since that time subsequent accessions have arrived that are not included in the woefully deficient finding aid with a mere eight-pages of narrative, which omits reference to much of the content it was intended to describe. Even the "processed" portion of the collection consists of bundled materials that must be carefully unfolded to be used. The collection's inadequate description and inventory, not to mention its many preservation needs, have made it difficult for seasoned scholars to use and challenging for new researchers to learn about.

We propose to arrange completely and describe all 400 linear feet of the Chew Family Papers in a detailed finding aid with subseries-level descriptions and a folder-level inventory. The finding aid will be available on our Web site and through our Online Public Access Catalog (OPAC). We will add series-level descriptions to the OPAC and will upload them to OCLC. We will feature highlights from the collection on HSP's interactive online timeline. We will enhance preservation through appropriate housing, paper washing and repair, customized enclosures for volumes and unstable materials, and encapsulation of especially fragile items.

HSP's constituency provides an immediate audience for this material. HSP enables over 7,000 research visits per year both onsite and through our "Research by Mail" service; our Web site alone receives over 50,000 visits per month. We will publicize the improved access to this collection through our newsmagazine, *Pennsylvania Legacies* (sent to over 2,000 members and friends), our scholarly journal, *Pennsylvania Magazine of History and Biography* (1,800 individual and institutional subscribers), the Web site, press releases, and listservs and newsletters that reach archivists and historians, as well as other relevant interest groups and disciplines.

Through these measures, the Chew Papers, situated amid a newly processed array of interrelated multigenerational family papers collections at HSP, will offer scholars and interpreters a tremendous wealth of information never before available.

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**Narrative
Significance**

The Chew Family Papers, a collection of 400 linear feet, is the largest collection of family papers at the Historical Society of Pennsylvania. Ranging in date from the 1680s through the 1960s, the collection follows generation after generation of the Chews and related families and traces the history of Cliveden, the family's home in the Germantown section of Philadelphia (now owned by the National Trust for Historic Preservation), from the 1760s through the 20th century.

As central figures in Pennsylvania's social, political, and economic development, the Chews interacted extensively with leaders of the region and the nation, and played an influential role in shaping American public and cultural life. The professional records from their careers as doctors, judges, diplomats, merchants, and landowners greatly enhance our understanding of issues including the shifting political alliances of the Revolutionary War and early federal period and the ways in which land development drove patterns of settlement. Included are key documents of national significance relating to the surveying of the Mason-Dixon Line (the contested border between Pennsylvania and Maryland) and to the Battle of Germantown, fought quite literally in the front yard of Cliveden in 1777.

Yet the value of this richly detailed documentation extends far beyond its usefulness to scholars of the region's elite culture, commerce, and public affairs: by meticulously recording events, activities, and concerns in their personal records and correspondence, the Chews illuminate the lives of many who did not record their own stories (from servants to slaves to young children), and capture the complexity and evolution of a society that was transformed over decades and centuries. The papers provide an intimate portrait of family life, tracing the responses of affective, intergenerational, and gendered relationships to changing societal expectations. Representing more than 80 of the family's slaves in some fashion, the Chew papers are extraordinary in their documentation of the practice of slavery on both sides of the Mason-Dixon Line. Painstakingly kept account books, building plans, and household records disclose changes in material culture and consumption and trace the growth of a craftsman-based economy. The stories of the Chew women, which elaborate an extensive web of private and public relationships, reveal evolving gender roles, boundaries, and identities over hundreds of years.

The stories of the Chews themselves add unusual depth to our understanding of the process of change in America—offering a fascinating perspective not only on politics, but on society as well. In spite of the central role many of the Chews played in enacting new policies,

from the establishment of the Mason-Dixon Line to the gradual abolition of slavery, their views, affiliations, and activities often blurred the new lines being drawn.

Taken as a whole, this collection provides a truly unique window onto the process by which America became the nation it is today. The Chews, through their personal experiences, reveal how they shaped—and were shaped by—the changing ideas, relationships, and boundaries that historians seek to understand. Further contextualized by a newly processed body of interrelated contemporaneous multigenerational family papers collections at HSP, this material will significantly enhance understanding of our nation’s political, economic, and social development, building on the traditional scholarly canon and supporting countless emerging topics.

In 2000, the Andrew W. Mellon Foundation funded HSP’s comprehensive Collections Preservation and Backlog Processing Planning Project, completed in spring 2002. This project serves as the cornerstone for our efforts to prioritize and address the needs of our archival collections. The survey of our manuscript and graphic holdings (approximately 19,000 linear feet), which took place over an 18-month period, adapted an established methodology developed initially by our president, David Moltke-Hansen, at the South Carolina Historical Society and the University of North Carolina at Chapel Hill. Surveyors used qualitative and quantitative measures to rank each collection’s research value as well as the state of the collection’s intellectual and physical access and physical condition. An additional 1600 linear feet of archives from the Balch Institute for Ethnic Studies' backlog were surveyed following the Balch's merger with HSP in 2002. The resulting data have been used to determine priorities for the arrangement, description, and preservation of our extensive holdings. The protocols refined during this assessment have since become the model for leading institutions evaluating their own collections, including Columbia University, the Virginia Historical Society, and WGBH in Boston.

During the Mellon-funded assessment, the Chew Family Papers received the highest possible rating for research value. Of the nearly 5,000 collections surveyed as part of the project, fewer than 100 collections received this rating, which reflects the collection’s potential interest to researchers and the quality and depth of documentation. The questions guiding surveyors’ assessment of research value included:

- How frequently over the past five years have researchers sought materials on topics substantially documented in a particular collection?
- To what extent do emerging research agendas address other topics documented in a collection?
- How rare is a collection’s documentation of a particular topic?
- How extensive is that documentation?
- How deep or detailed is it?

The high research value of the Chew Family Papers has yet to be fully realized because current intellectual and physical access to the collection is completely inadequate. Since the rough processing of a portion of the collection in 1983-1984, subsequent accessions have arrived, the fascinating contents of which are not included in the utterly insufficient finding aid, an eight-page narrative and index (see Appendix A). All of the collection, including the “processed” component, consists of boxes of bundled materials that must be carefully unfolded to be used. Despite this lack of accessibility, scholars and researchers have long been aware of the collection’s potential, and dozens have mined it for information on political, social, cultural, architectural, business, and legal history. Still, the collection’s inadequate description and inventory, not to mention its many preservation needs, have made it difficult for seasoned scholars to use and challenging for new researchers to learn about.

Some of the richest material in the collection pertains to Benjamin Chew (1722-1810), chief justice of colonial Pennsylvania’s Supreme Court and one of the largest slaveholders in the region. Also of great interest are the papers of his father, Samuel, a medical doctor and Pennsylvania jurist. The papers of their numerous descendants include richly detailed family correspondence, diaries, travel journals, extensive business and professional papers, including account books and ledgers, detailed household accounts, estate accounts, deeds, surveys, and many early and rare maps. The collection is noteworthy for its unusual amount of women’s correspondence from the 18th and 19th centuries. The Chews, slaveholders in Pennsylvania, Delaware, and Maryland, also kept records of their slaves; the papers reference more than 80 enslaved African Americans. While most scholarship has dealt with the earlier papers and so their content is better understood, later papers from the 20th century will also prove extremely valuable to researchers, and include letters written by a number of women while traveling and vacationing, legal papers, financial records, news clippings, correspondence, and family trees that indicate a growing interest in preserving the family’s history.

Benjamin Chew’s papers, which include extensive correspondence, legal documents, account books and financial material, provide a unique view of the complexities of the public and private affairs of his era. Of particular interest is correspondence between Chew and his family while he imprisoned with Richard Penn at Union Forge in New Jersey during the American Revolution, 1777-1778. These letters illustrates his more ambiguous perspective as an official of the crown and a perceived British sympathizer. Chief Justice Chew actively reported to Pennsylvania officials on Indian Affairs and was present at the 1756 council of Six Nations in Easton, Pennsylvania, and his correspondence from that era is replete with details pertaining to

the interactions of Indians with settlers. Also worthy of mention is Chew's extensive documentation from the Mason-Dixon Line commission (of which he served as secretary), containing numerous accounts of the political progress of the Pennsylvania/Maryland dispute along with details regarding the surveyors' technical problems in establishing the physical boundary.

Perhaps one of the most significant yet under-explored topics illustrated by Benjamin Chew's papers is the practice of slavery in Pennsylvania and the Mid-Atlantic, particularly before the gradual abolition act of 1780. Chew and his family kept assiduous records of their slaves as well as their personal and business affairs. The growing body of literature on slavery outside of southern plantations, in the North, and during the colonial period will be greatly enhanced by this unique material. Chew's estate papers, for instance, document the common practice of hiring out enslaved workers, a practice that in some cases allowed slaves to purchase their freedom. Among those who did so was Richard Allen, who had been a slave of the Chews in Delaware and went on to become a prominent black leader and founder of the first AME church in the country. The papers also note instances of slave violence and resistance on the Chew's plantations. Because the Chews also kept a house in Philadelphia, the papers offer a comparative look at urban and rural slavery during this period. Even after Chew divested himself of his own slaves, he continued to act as legal counsel to slaveholders in Pennsylvania after 1780, as they attempted to navigate the complex legal environment of gradual abolition

Adding to the scholarship dealing with the historical roles of the region's wealthy and influential citizens is Chew's personal correspondence with his friends and peers, including such noted figures as the Rev. Richard Peters (1740-1776), who held several positions in the Pennsylvania government, including secretary and clerk of the Provincial Council, and who later served as rector of Christ Church and St. Peter's Church; Edward Shippen Jr. (1729-1806), father-in-law of Benedict Arnold, associate justice of the Pennsylvania Supreme Court and author of its earliest published law reports; Thomas Penn (1702-1775) and Richard Penn (1706-1771), sons of William and proprietors of Pennsylvania; James Pemberton (1723-1809), a prominent Philadelphia merchant and a Quaker, forcibly exiled to Virginia by Pennsylvania's revolutionary government for his refusal to support the war, later a leading spokesman of the Pennsylvania Abolition Society; Francis Hopkinson (1737-1791), Continental Congressman, signer of the Declaration of Independence, later a justice for the U.S. District Court for Eastern Pennsylvania; Edward Tilghman (1751-1815), a soldier in the Revolutionary War and a lawyer known for trial practice and procedure; and William Tilghman (1756-1827), noted jurist and chief justice of the Pennsylvania Supreme Court known for incorporating the principles of science and equity into

the laws of Pennsylvania. Throughout his extensive legal and political career before and after the American Revolution, Chew played a fundamental role in the development of a society in transition—while his own views, affiliations, and activities often blurred the new political and social lines being drawn.

Other Chew family members represented in this collection include Benjamin Chew's son, Benjamin Jr., a noted attorney for the Penn family who settled a number of important land disputes; "Bad Ben," or Benjamin Chew III, who had a less illustrious career than his father; and Joseph Turner Chew, a Princeton dropout who had strained relationships with his parents. William White Chew, a 19th-century diplomat living in Russia who wrote home often to his family, is also represented, as is John Chew, a young midshipman on the USS *Constellation*. Another John Chew, the half-brother of Benjamin Sr., was a merchant in Chestertown who wrote frequently to his Philadelphia relations.

Land speculation and settlement is a running theme in the collection. The family owned lands in Pennsylvania, New Jersey, Delaware, and Maryland, and the papers contain information on the development of turnpikes, roads, mines, forges, and canals. Correspondence with land agents, deeds, tax records, and surveys provide information on land in more than a dozen Pennsylvania counties, as well as on areas in other parts of the Mid-Atlantic region

Cliveden, the Chews' Germantown home, is documented in several boxes of papers relating to the construction of the house in the 1760s, including receipts for repairs and other improvements made throughout the 20th century. Also included are plans by noted architect Robert Mills (designer of the Washington Monument) for Benjamin Chew Jr.'s Philadelphia house on Fourth Street, dated 1810. Correspondence reveals that Chew was reluctant to pay Mills for his plans, and they eventually had to broker a settlement, although Chew used most of Mills's ideas.

Cliveden's construction records contain many bills and receipts for work by local Germantown craftsmen. Other bills and receipts give some indication of how complicated it was to run a house of Cliveden's size. Interpreters and scholars interested in this National Trust property rely heavily on these materials, but their implications for study extend far beyond their relationship to the site itself. Meticulous household accounts, many of them kept by Anna Sophia Penn Chew (1805-1892), an unmarried woman who lived to nearly ninety and managed the estates of her siblings, provide an intimate portrait of household practices and the details of domestic economy from the late 18th century through much of the 19th century; they reveal the family's domestic routines and illuminate the daily lives of the Chew's servants. The many

purchases and upgrades documented reflect the nation's changing material culture and consumption patterns.

Women are particularly well represented in this collection through diaries and extensive correspondence with spouses, parents, and siblings. Also included is Benjamin Chew's correspondence regarding his concern with taking care of several unmarried sisters, his worries regarding his children as well as the joy they brought him, and his maturing relationship with his wife, Katherine Banning Chew. These types of accounts and records of relationships appear in nearly every generation's papers and illuminate nearly 300 years of family life. The correspondence and diaries of Chew women are an unparalleled source of insight into childrearing culture and practice over generations and into family responses to changes in broader cultural expectations. In addition, the extensive material relating to the lives of the Chew women contextualizes them in a complex web of relationships extending outside of the private realm and across generations. Juxtaposed with the experiences of the Chew men, these stories can provide tremendous information on changing gender roles, boundaries, and identities.

Despite the collection's lack of adequate intellectual access, it has been a fruitful resource for many researchers. The books, articles, and research papers listed below are just some examples of how the collection has contributed to the study of politics, women's history, architecture, family history, and trade:

- **Social history and family life**
- Garrett, Elizabeth Donaghy. *At Home: The American Family, 1750-1870*. (New York: Harry N. Abrams, Inc., 1990)
- Gough, Robert James. *Towards a theory of class and social conflict: a social history of wealthy Philadelphians, 1775 and 1800* (Doctoral dissertation, University of Pennsylvania, 1977).
- Walls, Nina de Angeli. *Art, Industry, and Women's Education in Philadelphia*. (Westport, Conn.: Bergin & Garvey, 2001)
- **Politics and trade**
- Anderson, James LaVerne. "The impact of the American Revolution on the Governor's Councillors," *Pennsylvania History* (1967, 34:2), pp. 131-146.
- Jennings, Francis. *Empire of Fortune: Crowns, Colonies, and Tribes in the Seven Years War in America* (New York: W.W. Norton & Company, 1988.)
- **Architectural history and material culture**
- Lee, Jean Gordon. *Philadelphians and the China Trade, 1784-1844* (Philadelphia: Philadelphia Museum of Art, 1984).
- O'Gorman, James F., Jeffery A. Cohen, George E. Thomas, and G. Holmes Perkins. *Drawing Toward Building: Philadelphia Architectural Graphics, 1732-1986* (Philadelphia, Pa.: Published for the Pennsylvania Academy of the Fine Arts by the University of Pennsylvania Press, 1986)
- Tinkcom, Margaret B. "Cliveden: the building of a Philadelphia countryseat, 1763-1767," *Pennsylvania Magazine of History and Biography* (January 1964, 88:1), pp. 3-36.

- Shepherd, Raymond V., Jr. "Cliveden and its Philadelphia-Chippendale furniture: a documented history," *American Art Journal* (November 1976), pp. 2-16.
- Schiffer, Herbert, Peter and Nancy. *China for America: export porcelain of the 18th and 19th centuries* (Exton: Schiffer Publishing Ltd., 1980).

Biographical articles and books about members of the Chew family have also been published using the papers, as was a 2001 book by Edwin Danson on the surveying of the Mason-Dixon line. This book (*Drawing the Line: How Mason and Dixon Surveyed the Most Famous Border in America*) recounts the work of the surveyors as well as the history of the long-contested boundary between Maryland and Pennsylvania, which had been a long-standing bone of contention between the Penns and the Calvert family of Maryland. As the representative of the Penn family (in this and many other cases), Benjamin Chew Sr. was instrumental in resolving this conflict.

Fully processing the Chew Family Papers will not only enable further research in all of these areas (and more), it also will enhance interpreters' abilities to share the history of Cliveden, the family's ancestral home. Cliveden was the site of the 1777 Battle of Germantown and is owned by the National Trust for Historic Preservation. By opening the collection's resources to the staff at Cliveden and utilizing input from the site's staff during this project, we will provide a significant service to the historical community in Philadelphia and beyond.

History, scope, and duration

For 200 years, the Chew Family Papers were retained at Cliveden, the family's ancestral home in the Germantown section of Philadelphia. Cliveden was built by Benjamin Chew in the 1760s, and with the exception of a brief period from 1778 to 1797 the Chews occupied Cliveden continuously until 1972, when the family donated the house to the National Trust for Historic Preservation. During this 200-year period, many family members lived at Cliveden for at least part of their lives; even those who moved on to other places often returned to the house later to deposit their papers. For this reason, the collection provides an extraordinarily complete record of the personal and professional lives of the Chews and related families.

In 1947 and 1974 the Chew family deposited two groups of papers at the Historical Society of Pennsylvania. A third, larger group remained at Cliveden. In 1982 the family came to the consensus that the entire collection should be donated to HSP. A subsequent agreement created with the National Trust for Historic Preservation stated that any family papers that resided at Cliveden up until 1982 were the property of the Historical Society of Pennsylvania. In the nearly 25 years since the agreement was made, staff at Cliveden have uncovered significant caches of the family's papers as they have gradually restored the home. Additional materials have

therefore been added to HSP's holdings over time, the last of which arrived from Cliveden in 2005.

The Chew family also elected to sell selected items from the collections in 1982. These items were auctioned at Christie's, New York, and proceeds went toward the processing of the collection at HSP. This processing, undertaken in 1983-1984, was only partially completed because of the collection's large size. It also, of course, did not include roughly 150 feet of papers that were still at Cliveden. Previous archival staff left a significant portion of the "processed" papers folded, bundled, and tied (see Appendix B) and left metal fasteners in other papers. Boxes were often either overstuffed or understuffed. The finding aid that staff created includes a mere eight pages of narrative and a rough box-level inventory (see Appendix A). Written on a typewriter in the early 1980s, and then bound, the finding aid is only available in paper form to researchers in HSP's reference room

Through the years, scholars and researchers have had to untie and unfold bundles in order to conduct their research, and the various accessions that arrived at HSP after 1982, all unprocessed, have remained virtually untouched due to lack of accessibility. This proposed two-year project would enable arrangement, description, and preservation of the *entire* collection as well as development of a detailed finding aid with a folder-level inventory. Available through HSP's Web site and online catalog, this new finding aid would allow easier navigation of the collection, and series-level MARC records with robust lists of subject headings would enable efficient searching.

Methodology and Standards

The collection will be processed according to the guidelines set forth in HSP's Processing Manual for Archival Materials. This manual is based on Steve Hensen's *Archives, Personal Papers and Manuscripts*, as well as Frederic Miller's *Arranging and Describing Archives and Manuscripts* (a volume in the Society of American Archivists' "Archival Fundamentals Series"), and the *Anglo-American Cataloging Rules*. It is used to standardize the work done by staff, interns, and volunteers to achieve consistency throughout all processing projects. All finding aids are subjected to our in-house quality evaluation clinic: archives department staff reads the finding aid in advance of the clinic and then meets as a group, with the author, to critique it. The author then incorporates suggestions into a final draft that is read again by the Senior Archivist.

During the past three years HSP has been processing numerous collections of family papers, many of them a part of a "Documentary Families" project supported by the Andrew W. Mellon Foundation. During this period HSP staff arranged, described, and preserved more than

30 collections of family papers, all of high research value. Included were two large collections of approximately 200 linear feet each. During this period HSP refined its processing techniques and estimated processing times for these materials. Staff now calculates that HSP's large, multigenerational archives of exceptionally rich materials are processed at a rate of 16 hours per linear foot. Processing time for this project has been calculated at that rate and includes unfolding, sorting, and describing the papers. Even the portion of the collection that has been roughly processed is largely comprised of boxes of folded and bundled materials that were never sorted, so the project team will essentially be starting from scratch.

Time allocated for arrangement and description includes creating a detailed finding aid and a folder-level inventory of the collection, which will be available through HSP's Web site and the OPAC. It will also be available in printed form in the library. HSP's finding-aid template was developed with the EAD elements in mind, in order to streamline conversion from print format to Web format. At the completion of this project, staff will add series-level descriptions to the OPAC (which is available on HSP's Web site) and OCLC (integrating RLIN), thereby making this information available nationally and internationally.

A sample finding aid, for the papers of the Irvine-Newbold family (1766-1955), is attached as Appendix C. This 60-linear-foot collection is documented in a 114-page finding aid with an abstract and background note summarizing the family's history; several pages outlining the scope and content of the collection; an overview of the arrangement of materials in the collection into series based on family member and document type; detailed, folder-level descriptions of the contents of each series; and related materials and references found at HSP and colleague institutions. Project staff will prepare a similar, although even longer, finding aid for the Chew Family Papers and create links to the finding aid in the series-level descriptions on our OPAC.

In addition to the finding aid, staff will also feature highlights from the collection on HSP's interactive timeline, Highlights in History (<http://timeline.hsp.org>). The timeline, developed recently for another project and now in its final stages of refinement, points researchers to both historical and more personal events found in HSP's collections. Staff adds supplementary images to each entry and links to finding aids as appropriate. Staff intends to continue developing the timeline as an educational tool that informs students and researchers about HSP's holdings, and processing the Chew papers would enable staff to shed light on many topics in a unique online environment.

This project will also ensure appropriate levels of preservation for these important materials. Staff will house papers in clearly labeled archival boxes and folders and continue to

store them in HSP's secure, climate-controlled facility. Staff will unfold all papers and, if necessary, humidify and flatten them so that they can be stored properly. Metal fasteners will be removed.

As with the other collections of family papers that HSP recently processed, staff will also conserve materials that are severely damaged or in danger of sustaining further damage due to their condition. Staff in our conservation lab will test inks for solubility and wash documents in calcium-enriched deionized water, mend tears and losses with Japanese paper and wheat starch paste, and encapsulate in mylar particularly fragile documents that cannot be repaired. Staff will humidify brittle, folded papers in humidification chambers so that they can be unfolded, and will then flatten them between blotters in large presses. Staff will create customized enclosures for volumes to ease handling, provide support when on the shelves, and reduce dust from red-rot in our stacks. Conservation staff will store oversized materials, currently folded or rolled and stuffed into boxes (see Appendix B) appropriately in flat file cabinets. Mold has been identified in numerous boxes in the collection, and technicians will appropriately aspirate it from the documents in HSP's specially equipped mold treatment room, which features a special HEPA filtration system and a variable-speed vacuum for gently cleaning documents. Technicians cleaning mold will wear respirators and tyvek suits, and will label boxes containing materials that have been cleaned for mold so that especially sensitive researchers can take any precautions that might be necessary. Again, based on the formulas developed over the past three years, staff anticipates that this type of relatively intensive preservation work will take just under six hours per linear foot. This work is essential for access to the collections. Without it, many items would be too compromised for staff to present them to researchers.

Work Plan

This two-year project will require two full-time and four part-time staff positions. The Project Director and the Project Archivist will oversee the project. The Project Archivist will be responsible for the day-to-day management of project activities, including arrangement and description, as well as preservation and conservation prioritization. He or she will work closely with the Manager of Preservation and Conservation Services, with the guidance of the Project Director, to ensure that items are appropriately treated as needed. During the first three months of the project, the Project Archivist will develop a detailed work plan for the processing and preservation of materials and will also participate in hiring the Project Archival Processor.

The Project Archivist and the Project Archival Processor will arrange and describe the collection according to HSP's standards and will also identify items that must be sent to the in-

house conservation lab for treatment. Problematic documents will be categorized, tagged for original location within the collection, and handed over to the Manager of Preservation and Conservation Services. Once items with a particular type of problem have accumulated, the Technician is able to tackle in batches preservation and conservation activities such as flattening and washing documents, encapsulating fragile materials, or cleaning for mold in our mold room. She then returns the documents to the archivist who returns them to the appropriate place within the collection. If material is cleaned for mold, it will be noted in the finding aid inventory, on the folder, and on the box.

To assist with preservation work, the Manager of Preservation and Conservation Services will also oversee a part-time Preservation Technician, who in the second year of the project will assist the Manager of Preservation and Conservation Services with treating the items that have been flagged for treatment. HSP's conservation lab also sponsors and educates interns (advanced students in conservation and book arts), and each year an intern will work part-time under the Manager of Preservation and Conservation Service's tutelage, completing a total of approximately seven weeks of full-time work.

The Project Archivist and the Project Director will carefully assess workflow as the project progresses to be sure that all goals are met and that the project is completed on time. The Project Director, Project Archivist, and Project Archival Processor will meet regularly as series descriptions are finished to evaluate and edit them. To ensure that finding aids are as helpful as possible to scholars and researchers, project staff will rely on a number of consultants to advise their work and read drafts. Phillip Seitz, Cliveden's Curator of History, is familiar with the Chews and their collection and will help identify individuals and point staff toward important materials in the collection. In particular, Mr. Seitz has recently conducted extensive research attempting to reconstruct the lives of the African Americans enslaved by the Chews.

Daniel K. Richter, Professor of History at the University of Pennsylvania and Director of the McNeil Center for Early American Studies, is an expert on colonial Pennsylvania and can advise staff about the Chews' role in political and social life. A noted scholar of Native American history during the colonial period, Prof. Richter will also advise staff about the Indian Affairs materials in the Chew Family Papers.

David S. Shields, Professor of History and English at the University of South Carolina, specializes in intellectual, cultural, and literary history in the 18th and 19th centuries. He is also the editor of the journal *Early American Literature* and, with Frederika Teute of the Omohundro Institute of Early American History and Culture, has written extensively on the Republican court and on Philadelphia salon culture. Dr. Shields will offer important insights on the larger context

for the Chews' significant and voluminous cultural involvements and correspondence among family and friends, which concerns politics, social issues, and family life.

Philip Morgan is Professor of History at Johns Hopkins University, where he teaches about early British America and slavery, particularly in the Chesapeake region. Prof. Morgan is also the former editor of the *William and Mary Quarterly*. He will advise project staff about the history of slavery in the region and help staff contextualize the papers pertaining to the Chew family's slaves.

Richard S. Newman is Associate Professor of History at Rochester Institute of Technology. Prof. Newman teaches African American history, including abolition and civil rights, and has a recent book entitled *Black Founder: Richard Allen, African Americans and the Early American Republic*. Richard Allen born a slave to Benjamin Chew in 1760, and his family was sold to Stokeley Sturgis when he was young. Allen went on to purchase his freedom and became the founder of the African Methodist Episcopal Church, and was one of Philadelphia's most influential clergymen. Prof. Newman will contextualize the lives of the Chew family's slaves, with particular reference to how the abolition movement and the abolition of slavery in Pennsylvania affected the Chews and their slaves. (See Appendix E for consultants' CVs.)

Staff (See Appendix D for resumes and job descriptions)

Project Director

Leslie Hunt, HSP's Senior Archivist, will serve as Project Director. She holds an M.A. in American History from the College of William and Mary and is an alumna of the Modern Archives Institute. Ms. Hunt has worked at HSP for six years, during which time she has participated in and overseen several grant-funded projects. She also managed the final transfer of additional materials from Cliveden to HSP. She will spend ten percent of her time managing this grant and will be responsible for hiring project staff and familiarizing the processing team with HSP's archival processing procedures. She also will supervise the arrangement and description of the collection, organize and facilitate finding aid clinics as descriptions are developed, and oversee preservation activities to ensure that materials are prioritized and treated appropriately.

Project Archivist

The day-to-day management of the project will be overseen by the Project Archivist, who will work closely with Ms. Hunt and serve as the overall coordinator of the project. A Master's Degree in Library Science, preferably with a concentration in archival administration, or an advanced degree in American history or a related field, with at least two years' experience

processing archival material, will be required. Experience with EAD is desirable, as is rudimentary knowledge of conservation problems and practices. The Project Archivist's primary responsibilities will be to manage the workflow of the archival processing and conservation activities and work closely with the Archival Processor to arrange and describe the collection.

Project Archival Processor

The Project Archival Processor will assist the Project Archivist with the arrangement and description of the collection. He or she will also be responsible for assisting the Project Archivist with identifying items that require conservation treatment. A B.A. in history or a related field will be required, and manuscript processing experience is preferred.

Manager of Preservation and Conservation Services

Lindsey Mears, HSP's Manager of Preservation and Conservation Services, will oversee the conservation aspect of the project and perform the majority of the conservation treatments. Ms. Mears has an M.F.A. in Book Arts and Printmaking from the University of the Arts and extensive experience with book and flat paper repair, as well as mold treatment and other conservation work. She has been treating HSP's collections for well over a year and will devote 30 percent of her time to this project. She will work closely with the Project Director and the Project Archivist to ensure that items are appropriately prioritized and treated.

Preservation Technician

The Preservation Technician will work under the direction of Ms. Mears and will be responsible for humidifying, flattening, washing, and repairing documents. He or she will also be responsible for treating mold found in the collection. A B.A. in an art or science field or equivalent work experience and familiarity with the principles of conservation are required. Prior experience with paper conservation and coursework in preservation is desired.

Conservation Intern

The Conservation Intern is a part of HSP's archives and conservation education program and will work under the instruction and supervision of Ms. Mears. The intern will work a total of 140 hours per year, all closely supervised, and will be responsible for washing and repairing items, as well as humidifying, flattening, and making enclosures. These internships are available only to advanced students in Book Arts, Conservation, or other related programs.

Dissemination

At the project's end, the Chew Family Papers will be fully arranged and described, appropriately housed and conserved, and will have rich series-level records in OCLC (integrating RLIN), and HSP's OPAC. The finding aid will be available via HSP's Web site and through links in the series-level records. Researchers' ability to locate relevant materials in the collection, gain a comprehensive understanding of the scope and content, and handle the material will be greatly enhanced. Items from the collection will also be featured on HSP's Web-based timeline, Highlights in History (<http://timeline.hsp.org>), which emphasizes pivotal events in the history of the region as well as interesting items from the collections and freely draws upon HSP's collections to illustrate them.

The collection will be available for research during HSP's public hours (25.5 hours per week, with plans for expansion to 30 hours per week beginning in July of 2007). HSP also provides a "Research-by-Mail" service for patrons at a distance; the completion of this project will allow staff to do research in these collections more efficiently and at a more sophisticated level.

At the conclusion of the project, HSP will publicize the improved access to these collections through its popular history magazine, *Pennsylvania Legacies* (sent to over 2,000 members and friends), its scholarly journal, *Pennsylvania Magazine of History and Biography* (1,800 individual and institutional subscriptions), the Web site, press releases, and listservs and newsletters that reach archivists and historians, as well as other relevant interest groups and disciplines. We will acknowledge NEH support in all of these media, as well as on the finding aid and MARC records produced through this project.

We are grateful for the support of NEH and thank you for your consideration of our application.