

**NATIONAL ENDOWMENT  
FOR THE HUMANITIES**

SAMPLE APPLICATION NARRATIVE



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Preservation and Access Grants  
Institution: Newberry Library

*History at the Country's Crossroads: Preserving and Enhancing Access to Manuscript Collections Centering on Family Life in Chicago and the Midwest*

**DESCRIPTION OF THE PROJECT AND ITS SIGNIFICANCE**

The Newberry Library seeks NEH support for a two-year project to arrange, preserve, describe, and make electronically accessible 56 compelling and underused manuscript collections with a common focus on American families. These collections form part of the Library's Midwest Manuscript Collection.

Though centered on Chicago and the Midwest, the scope of the Newberry Library papers documenting families is national, and even global. Chicago, a major urban industrial center and transportation hub, was a crossroads and a way station. The multigenerational collections reflect this in their economic and ethnic diversity, and in the astonishing geographic mobility of family members. There are letters, diaries, photographs, business records, and other materials of individuals who lived, worked, and traveled all over the country and the world.

Dating mainly from the late eighteenth through early twentieth centuries, these diverse manuscript collections of wealthy, middle-class, ethnic, and rural families enrich and enlarge the historical universe and provide important background for the concerns of the present. They tell the stories of women, children, the elderly, farmers, immigrants, and others who formed the fabric of American society. Not only do the collections document everyday life from the perspective of the participants, but far more than quantitative sources, they reveal what people believed, valued and felt. For this reason, these papers remain a foundational resource for cultural history topics. They allow historians to reach beyond the opinion-makers and prescriptive literature to uncover connections between personal beliefs and attitudes, familial and social relationships, and the wider society and culture.

Although open for research, the Newberry's papers documenting families are underused due to inadequate processing and poor intellectual access. They have been consulted most frequently because of the family name or activities of the creator, and a few times for social history topics. In general, locating materials in the collections pertaining to specific genres, subjects, or time periods has been difficult, if not impossible.

This project will remedy problems with lacking, incomplete, and fragmented paper finding aids by providing EAD inventories and collection-level cataloging records with carefully written scope and content notes and thoughtfully applied subject terms. It will also improve the physical condition of the materials by arranging, preserving, and housing collections to current standards. NEH funds will support two experienced archivists who will work with the supervision, consultation, and specialized assistance of Newberry staff to:

- arrange, preserve, and house 56 collections comprising 604.8 cubic feet;
- conserve selected collection contents that would be damaged by use;
- create 56 EAD descriptive inventories for the collections and make them available on the Newberry Library website and the OCLC ArchiveGrid database;
- create 56 collection-level MARC catalog records on OCLC, import them to the Newberry's web-based online catalog, and link them to their corresponding EAD inventories.

When this project is completed, the Newberry's manuscript collections documenting American families will assume their rightful place as vital resources interconnected with the Library's superb American, local history, and family history print collections, and with the holdings of other regional and national repositories. With established research and education programs for scholars, undergraduates, high school teachers and students, genealogists, and the general public, the Library is ideally situated to promote use of its collections by a wide audience. This work advances the Newberry Library's continuing mission "to preserve research collections ... and provide for and promote their effective use by a diverse community of users."

*History at the Country's Crossroads: Preserving and Enhancing Access to Manuscript Collections Centering on Family Life in Chicago and the Midwest*

**CONTENTS**

<b>NARRATIVE</b>	<b>1-20</b>
<b>Significance</b> .....	<b>1-11</b>
Family Manuscript Collections	1
Value for Research, Education, and Public Programs	7
Relationship of the Collections to Similar Holdings in the United States	10
Current Physical Condition, Accessibility, and Use	10
<b>History</b> .....	<b>11-12</b>
History of the Midwest Manuscript Collection	11
History of the Program to Process Midwest Manuscript Collections to Current Standards	11
<b>Methodology and Standards</b> .....	<b>12-16</b>
Archival Arrangement	12
Conservation	13
Archival Description	14
EAD Encoding	15
Electronic Dissemination of Finding Aids	15
<b>Plan of Work</b> .....	<b>16-18</b>
Project Time Line	16
<b>Staffing</b> .....	<b>18-20</b>
Grant Funded Positions	18
Newberry Library Funded Positions	18
<b>Dissemination</b> .....	<b>20</b>
<b>HISTORY OF GRANTS</b>	<b>21</b>
<b>AUTHORS OF LETTERS OF SUPPORT</b>	<b>22</b>
<b>BUDGET</b>	<b>23-34</b>
Budget May 2009 - April 2010 .....	23
Budget May 2010 - April 2011 .....	29
Summary Budget .....	34

<b>APPENDICES</b>	<b>35-105</b>
<b>A. Newberry Library Fact Sheet</b> .....	<b>35</b>
<b>B. Manuscript Collections Documenting Families: Descriptions and Notes re Processing Needs:</b> .....	<b>36-50</b>
<b>C. Grant Funded Positions – Vitae</b> .....	<b>51-54</b>
1. Senior Project Archivist – Lisa Janssen	51
2. Project Archivist – Kelly Kress	53
<b>D. Newberry Library Funded Positions - Vitae</b> .....	<b>55-68</b>
1. Project Director – Martha Briggs	55
2. Project Manager – Alison Hinderliter	57
3. Director of Conservation Services – Giselle Simon	59
4. Director of the Scholl Center for American History and Culture - Daniel Greene	61
5. Director of Collection Services – Alan Leopold	63
6. Curator of Local and Family History – Jack Simpson	65
7. Director of Information Technology - Drin Gyuk	67
<b>E. Nathan Kendall and Abby J. Reed Kendall Papers: EAD Inventory</b> .....	<b>69-76</b>
<b>F. Nathan Kendall and Abby J. Reed Kendall Papers: Collection-Level Catalog Record</b> .....	<b>77-78</b>
<b>G. Conservation Treatment Proposals</b> .....	<b>79-82</b>
<b>H. Letters of Support</b> .....	<b>83-88</b>
1. Kathleen Neils Conzen	83
2. Alice Fahs	85
3. Dennis Meissner	88

## *History at the Country's Crossroads: Preserving and Enhancing Access to Manuscript Collections Centering on Family Life in Chicago and the Midwest*

### **NARRATIVE**

The Newberry Library proposes to arrange, preserve, and describe to current archival standards 56 manuscript collections within its Midwest Manuscript Collection that document the American family from the late eighteenth through early twentieth centuries. These collections (604.8 cubic feet) delineate the beliefs, activities and relationships of multiple generations. Sharing a common focus on Chicago and the Midwest, their scope is frequently national and international. Currently these family-related collections are unprocessed or roughly sorted, and have no online finding aids or only brief paper-based descriptions. As a result, most have been consulted very infrequently, if at all. Recognizing the family papers' research value and inaccessibility, the Library in 2004 selected them for inclusion in the Association of Research Libraries (ARL) "Special Collections Survey to Identify Common Interests in Unprocessed Collections" (<http://db.arl.org/SCsurvey/default.html>). It has also prioritized the processing of these collections as part of a library-wide hidden collections initiative. The papers' wide-ranging content will be made evident through collection-level online catalog records and EAD inventories containing thorough scope and content notes and subject headings. With improved access, historians and students will be able to make creative use of these relatively untapped resources to interpret everyday life and experience from the viewpoint of the participants. (See Appendix B for descriptions of the collections revealing their rich and diverse content.)

### **SIGNIFICANCE**

In his groundbreaking 1970 study of family life in the Plymouth Colony, John Demos described the family as "... an extremely fundamental and durable institution: it often provides a kind of common denominator for a whole culture."<sup>1</sup> His work and that of other pioneer practitioners of what became the "new social history" opened up whole new areas of study. In the almost four decades since their work altered the historical landscape, historians have discovered people who had been overlooked and human experiences that had been neglected. These new stories have enriched and expanded the narrative of American history.

Manuscript collections documenting family life have become an increasingly important resource for this broader interpretation of the historical record that brought women, children, the aged, laborers, farmers, immigrants, and other groups into play. Not only do such collections reveal the nuts and bolts of how people acted, but far more than quantitative sources, they also reveal what people believed, valued and felt. For this reason, family papers remain a foundational resource for the investigation of cultural history topics. They allow historians to reach beyond the opinion-makers and prescriptive literature to uncover connections between personal beliefs and attitudes, familial and social relationships, and the wider society and culture. As such, these collections continue to enlarge and enrich the study of the American past and provide background for the concerns of the present.

Manuscript collections centered on families who settled in Chicago and the Midwest are ideal for researching social and cultural history topics on a larger scale. Having a unique place in American

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<sup>1</sup> John Demos, *A Little Commonwealth: Family Life in Plymouth Colony* (London, Oxford, New York: Oxford University Press, 1970) ix.

history and geography, Chicago offers a microcosm of perspectives on American life. As an urban center surrounded by rich farmland and connected by rail, lake, and river transportation, this “city on-the-make” grew exponentially from the mid-nineteenth century on. It supported a vital and diverse population attracted by economic opportunity: industrialists and financiers, a large middle class of businessmen and professionals, and a mushrooming population of rural migrants and immigrants who found work within a growing business base. The city was also a way-station whose residents were connected by close ties to family members who remained in the East or moved on to the Great Plains and the West, and the collections reflect this geographical diversity.

The Newberry’s collections focusing on Midwestern families reflect the diverse population of the region. They document families of prominent industrialists and financiers, middle-class professionals and businessmen, farmers, and immigrants over the generations. They contain information on wide-ranging topics and at the same time connect the private family sphere and the more public sphere in which family members acted daily. Specifically, the collections contain primary sources that:

1. reflect a diversity of class, culture, and occupation;
2. reveal belief and practice in a number of areas, including religion, health and medicine, child-rearing and education;
3. document businesses, and philanthropic and leisure pursuits;
4. give voice to how everyday people viewed divisive issues;
5. provide first-hand accounts of wars and other local, national, and international events and movements;
6. offer evidence of emotional bonds and relationships within the family circle, illuminating connections between siblings, parents and children, husbands and wives, cousins and friends, and the changing roles of family members.

### *1. Sources reflecting a diversity of class, culture, and occupation:*

A number of large Newberry collections record the lives and activities of **prominent Chicago families** whose fortunes were made by young men migrating to the city and establishing businesses in Chicago’s early years. The Blatchford (lead products manufacturer), Fairbank-Graham (commission merchant and manufacturer), Smith-Dewey (banking), Harris (banking), Goodman (lumber), and McNally (publishing) papers place these self-made individuals in the context of their backgrounds – eastern farm, professional, and business families that formed the long-settled population of early nineteenth century America. They contain a rich record of involvement in the cultural, social and intellectual life of the city. They document a way of life that included Eastern prep schools and college educations, club memberships, leisure travel, summer homes, and elaborate Chicago residences. They reveal how businesses, wealth, and civic-mindedness were transmitted to succeeding generations.

**Middle-class families** are also well-represented. The Howe-Barnard, Edwards, Everett, Brown, Waller, Spencer, and Pearce families headed by small businessmen, educators, ministers, and other professionals offer a particularly compelling view of smaller-scale family economies and of women’s participation and power within them. Like the papers of the wealthy, these collections also document the lives of siblings, cousins, parents, grandparents, and predecessor generations in the eastern states and across the country. They also contain significant information on education, reform, and political issues.

The papers of **rural families** living in small-towns and on farms consider many of the same issues found in the papers of wealthy and middle-class urban residents, but they also reveal what it was like to live in pioneer conditions: the life cycle of the farm, crop failures and poverty, the merging

of work and family life, loneliness, and other concerns common to living and working in a land-based community. Members of the Rodgers family farmed in Monmouth County, Illinois, pioneered in 1840s Oregon, and homesteaded in post-Civil War Kansas. Other major rural-related collections include the Endicott Family Papers (downstate Illinois), Milo Kendall Papers (Princeton, Bureau County, Illinois), Louise Lewis Papers (Pendleton, Indiana), Isaac Stevens Metcalf Papers (DuQuoin, Illinois), and Bent family (Iowa frontier).

Newberry collections also document **immigrant families**. By the mid-1800s, German-American families were settling in Chicago and on farms in the Midwest. Their experiences and observations appear in letters home, and in documents that record land purchases, expenses, and other details of daily life. Members of the Prüssing, Höfel, and Hoffman families also saved materials regarding their participation in ethnic social institutions and politics, and several collections extend to the first American-born generation. Although most ethnic-related papers come from German-Americans, a few collections concern the experiences of other nationalities, including the Irish Reynolds family, Welsh Everetts and Morgans, and successive generations of Swedish Petersons and Johnsons who worked as craftsmen and engineers for the Pullman Company beginning in the late 1800s.

## ***2. Sources pertaining to religion, health and medicine, child-rearing and education:***

Letters and diaries reveal the pervasive and integral place of **religious faith** in daily existence, and multigenerational collections can be used to investigate changes in the intensity of belief and practice and the rise of a more secular focus over time. Many collections also include examples of religious belief expressed as vocation. Jonathan Thomas, an ancestor of the Lewis family who moved from Pennsylvania to rural Pendleton, Indiana, served as a Quaker missionary to the Indians in New York during the early 1800s and wrote his wife about his experiences. Civil War U.S. Christian Commission worker Edward Williams wrote long letters home and kept a diary detailing his ministry to hospitalized soldiers.

**Health issues** are another constant presence in the papers, and medical knowledge and practice can be investigated as well. Letters frequently carry descriptions of the writers' own ailments, as well as news of the illnesses of family and friends. From 1768 to 1811 Lucy Putnam Osgood kept notebooks in which she noted family births, marriages, and deaths, chronicling final illnesses in great detail. Spencer and Parish family members expressed concern about an alcoholic father and brother, and Rodgers family siblings worried about a mother who is "getting childish." How medicine was practiced can be gleaned from the medical school notes of Mary Howell, who graduated in 1871, the daybooks kept from 1837 to 1876 by New Hampshire physician Jonathon Greeley Gale, and the correspondence of Dr. Ralph Isham during his late nineteenth century tenure as surgeon-in-charge of the U.S. Marine Hospital in Chicago. Popular remedies like bleeding, purgatives, and water cures are also described in letters, and recipes for medicines are often recorded in the back pages of journals and diaries.

There is also much evidence of **educational attitudes, practices, and experiences** in the collections. The school notes, papers, grading reports, programs, yearbooks, scrapbooks, photographs, and other memorabilia kept by students reveal educational attainment of children. They also document curricula and student life. Often parents wrote didactic letters to children that reveal expectations and children wrote of their attempts to measure up. During the Depression, R. Ford Bentley's father laid down the law to his spoiled, self-indulgent adolescent son. A century earlier, James Waller expressed a fervent desire to meet parental expectations. Firmly held educational beliefs are also mentioned in letters, like Lucy Metcalf Forbes's assertion in the decades leading to the Civil War that "I do not think children should be sent to school until they are six years old."

The papers also record the activities and aspirations of **teachers and educational reformers**. Prominent reformers heavily represented in the collections include Annie Lyon Howe who was active in the kindergarten movement in Chicago and Japan, Alice Lucretia Barnard who was one of the first women principals in the Chicago public schools, and Edward Gardiner Howe who promoted field trips as a component of scientific education. There are also examples of the less prominent, including William Porter who wrote about his experiences with the system of instruction in common schools, and a Rodgers friend who in 1845 described his school in Mount Prairie, Missouri.

### ***3. Sources documenting businesses, and philanthropic and leisure pursuits:***

**Large and small family-owned businesses** are also well-delineated. There are records of Spencer Business College branches operated in the post-Civil War years by a daughter and daughter-in-law of handwriting expert Platt R. Spencer. Mary Howell kept accounts and journals of the homeopathic practice she ran with the assistance of her sister, Jenny. Family farms, and their cooperative management by both sexes is recorded in the papers of the Rodgers family, among others. There are company records for both John Andrew Graham's West Virginia Coal Company and Isaac Stevens Metcalf's DuQuoin Coal Company (Illinois). Because the Harris and Smith families founded and ran two major Chicago banking institutions over the generations, their papers contain considerable information on executive-level decision-making, and also on the preservation and transmission of family wealth through trusts and other instruments.

Others worked for **transportation, retail, and financial industries**. The Brown and Pearce papers contain full records (cargo lists, accounts, invoices, and correspondence) of the operation of ocean-going sailing ships and inland river steamboats. Records in the Isaac Stevens Metcalf and Charles Rich papers document their 1850s engineering and construction work for the Illinois Central Railroad. The Edwards Family Papers contain store accounts, brochures, and advertisements, as well as letters from Marshall Field to John C. Edwards, a department store employee for thirty years. William Hartin Peterson, an engineer at the Pullman Company, saved documents and publications relating to both the company town and the factory. In his diaries, bond salesman Louis J. Cross, recorded his personal sales figures, stock market averages, and investment trends.

The papers are also replete with information about the **philanthropic activities** of wealthy Chicago families who supported and ran social welfare, missionary, and educational organizations like the Chicago Home for Incurables, and Chicago cultural and educational institutions like the Chicago Symphony Orchestra. Throughout the nineteenth and twentieth centuries, women focused their efforts in this area. Beginning in the 1860s Mary Williams Blatchford founded and led the Women's Board of Missions of the Interior. Almost a century later Marjorie Robbins Goodman Hopkins wrote *Food and Fun for Daughter and Son* (1947) to benefit the Illinois Children's Home and Aid Society. Before John D. Rockefeller stepped in, Nathan Kellogg Fairbank kept the University of Chicago afloat and instigated the movement to found the Chicago Symphony Orchestra. Chauncey McCormick was a longtime chair of the Art Institute of Chicago Board of Trustees.

The collections also provide a mini-history of **travel, and the growth of tourism and leisure pursuits** in the nineteenth and twentieth centuries. Prior to the Civil War and the advent of photography, family members who journeyed to distant places wrote detailed journals and long letters that seem to have been intended to let relatives and friends participate vicariously in new adventures. In the decades after the Civil War, many prosperous Chicago families possessed the means and leisure to take European grand tours, and even to travel to South America and other



more exotic international locations, which they carefully chronicled in trip diaries and other memorabilia that has been saved in the collections. After 1900, more families traveled by rail and automobile to resorts and national parks like Yosemite, Yellowstone, and Florida, taking pictures with Kodak cameras that they kept in photograph albums. The wealthy also had the means to pay for space in places they viewed as especially desirable. Leisure time and plenty of money allowed prosperous Chicago families to escape to summer homes in Lake Geneva and New England, a phenomenon that is well-recorded in the collections.

#### ***4. Sources recording how everyday people viewed divisive issues:***

Family papers contain considerable information on how people who did not often write for publication or comment publicly felt about controversial topics – from abolition to the United States entry into World War II. Letters express both writers’ opinions and in some cases their active engagement with divisive issues. When Daniel Lyman Chandler left Illinois for Kansas in the 1850s, he stated that he was voting with his feet to keep Kansas a free state. In his 1862-1865 courtship letters written while a student at the University of Wisconsin, Copperhead Democrat Gideon Winan Allen commented frequently and emphatically on the Civil War and politics. John C. Edwards, living in boarding houses in Chicago and working for Potter Palmer, expressed strong feelings at the onset of the conflict on the right of states to secede. From posts in Charleston and Norfolk, American Missionary Association teacher Cynthia Everett chronicled her belief in the abilities of her ex-slave students and passed on the information that “mother is indignant with Samuel Roberts and wonders that a welchman should be so deluded as to think anyone better off in bondage than freedom.” The physician Mary Howell wrote about her active campaigning for women’s suffrage. Republican Party activist Chauncey McCormick expressed in no uncertain terms his ardent New Deal and anti-interventionist sentiments.

#### ***5. Sources containing firsthand accounts of local, national, and international events and movements:***

Diaries, letters, photographs, and other documents also chronicle **participation in major world and national events**. Included in the collections are eyewitness descriptions of the French countryside during the French Revolution, a ship’s capture by Barbary pirates in the Mediterranean, an overland journey to Oregon with an emigrant company formed by Marcus Whitman, a debate between Abraham Lincoln and Steven Douglas, conditions in military hospitals during the Civil War and Spanish-American War, Polish relief efforts following World War I, and life in neutral Switzerland after Germany’s invasion of Poland. In addition, many letters and diaries document **military service** from the Civil War to World War II. Among these are Lyman Spencer’s beautifully illustrated Civil War letters to his sister and Monique Storrs’s letters to her family while accompanying Patton’s troops across France after being liberated from a Gestapo jail.

Given the Chicago and Midwest focus of the collections it is also not surprising that they contain a number of descriptions of **Chicago** and of momentous local events like the Chicago fire of 1871 and the 1893 World’s Columbian Exposition. In his 1838 letters to a New Jersey cousin, Thomas Butler Carter described the then pioneer town in detail. Eliphalet Blatchford, Emma L. Hambleton, and a member of the Everett family all fled the 1871 conflagration and wrote firsthand accounts of the tragedy. Elizabeth Gookin, who visited the 1893 fair twenty-eight times and recorded her impressions of each day’s activities in a journal devoted to the event, was topped by Charles Andrews Heath, who detailed 107 visits in his diary. In papers of the Peterson family are the carefully preserved programs, books, and other memorabilia collected at the fair.

## ***6. Sources providing evidence of emotional bonds and relationships:***

Both men and women lived in webs of family connections that were often sustained by letters. These letters, together with other documents like diaries and journals, can be used to investigate and compare relationships, activities, aspirations, emotional experiences, and private power through the life cycle and across generations.

A number of collections contain letters between **husbands and wives** that begin with courtship and continue almost daily whenever they were apart. These letters provide evidence of emotional attachment and information on the division of labor and family power. From courtship to old age, Nathan Kellogg Fairbank and his wife Helen Graham Fairbank (married in the 1860s) corresponded almost daily whenever they were separated, as did two generations of Harrises and three generations of Blatchfords. When livelihoods kept them almost constantly away from home, sailing ship captain William Brown and river steamer captain Christopher Gardner Pearce relied on their wives to conduct family financial affairs, and these transactions are made explicit in exchanges of letters. Letters between husbands and wives also frequently offer a very full picture of partners' work and social activities, and the world in which they were conducted.

Because physical distance between the generations was a reality for many Midwestern families, letters between **parents and children** at all stages of the life-cycle are common. Parent-child relationships are revealed in letter writing, beginning in childhood when a parent or parents were away, continuing in some families when a child attended school, and extending in many cases from an adult child's departure for work or marriage into the parents' old age. In 1809 when Eliza Weisiger left Louisville, Kentucky, to attend a woman's academy in Washington, D.C., her letters and those of her parents express the pain of their separation. The Rodgers family papers contain three generations of parent-child correspondence, the first of which documents Andrew Rodgers Sr.'s concern for the welfare of his elderly parents who stayed behind in Rockbridge, Virginia, when he emigrated to Missouri and later settled in Monmouth County, Illinois.

The correspondence between **siblings** is another important feature of the collections. As soon as school, military service, employment, or marriage separated them, brothers, sisters, and brothers and sisters used the mail to keep in touch. These letters offer the opportunity to investigate lateral family ties and sibling dynamics within a family. The relationships of the sons and daughters of the penmanship expert Platt Rogers Spencer and of Welsh Congregationalist minister, reformer, and abolitionist Robert Everett can be viewed in over fifty years of letters written from the 1850s on into the early twentieth century.

Letters between close **friends and cousins**, though less frequent, are revealing as well. Friends could confide in friends in a way they might not to parents or siblings. For instance, young cousin-friends Lucretia Mason Dean and Lucy Bond wrote unguardedly in letters dating from 1802-1809 about their hopes and progress in finding romantic attachment. A Bowdoin College fraternity brother writes in 1846 to Isaac Stevens Metcalf that in his spare time he is taking dancing lessons, commenting that "in many places, I should never dare to commit such a gross outrage upon morality and good manners! Bah!" He goes on to describe "the companions in my vices." Commenting on parental authority, Andrew Rodgers Jr. tells his friend William Porter he is satisfied with Illinois, and even though his father wants to try Texas, he won't prevail.

The subject matter and possibilities for research outlined in the preceding paragraphs barely scratch the surface of these rich collections. Important materials lie untouched and undiscovered. Arranging and preserving the collections, and revealing their diverse content through carefully

written scope and content notes and thoughtfully applied subject terms will open underused family papers to scholars specializing in a variety of disciplines, graduate and undergraduate students, high school teachers and students, genealogists, and the general public.

To summarize the scope and content of the project, 56 collections (604.8 cubic ft.) of Midwestern family papers having especially high research value will be arranged, preserved, and described. This includes 29 larger collections (over 1 cubic foot) and 27 smaller collections. Inventories for the collections will be encoded using the EAD format and made available on the Internet. In the case of smaller collections where "folder level" information is unnecessary for access, EAD records will describe content to the collection-level only. Collection-level catalog records for all collections will be created using the MARC format and made available on the Newberry Library's web-accessible Online Catalog. (See Appendix B for descriptions of the contents of individual collections and summaries of the processing needs for each.)

The collections to be processed complement 60 previously arranged and described Newberry family manuscript collections, including:

- papers of Civil War soldiers and officers, and their families;
- papers of individuals and families active in the worlds of newspaper journalism, literature, and social reform;
- family-related manuscript collections forming part of the Edward E. Ayer Collection on the History of the North American Indian.

Collection-level catalog records appear in the Newberry Library Online Catalog ([www.newberry.org](http://www.newberry.org)), CARLI I-Share (statewide bibliographic database), and WorldCat. EAD inventories for collections are available on the Newberry Library website ([www.newberry.org](http://www.newberry.org)) and on OCLC's ArchiveGrid, a searchable database of finding aids contributed by thousands of repositories. A complete list, with abstracts, of Newberry Library collections documenting families may be viewed at [www.newberry.org/collections/familymss.html](http://www.newberry.org/collections/familymss.html).

### **Value of Manuscript Collections Documenting Families for Research, Education, and Public Programs**

The proposed collections have been selected foremost on the basis of their potential value for research and other uses. This assessment is derived from careful observation of use patterns at Newberry over the past several years. The Newberry's family-related manuscript collections are a rich resource for the study of American society. Their value for scholarship is enhanced within the Library by the presence of superb American, local history, and family history print collections that provide context and background. With established and active research and education programs, the Library is ideally situated to encourage the use of these primary resources by diverse audiences. To enable effective use for programming and by researchers, the collections' wide-ranging subject-matter needs to be surfaced by appropriate intellectual access. Processing manuscript collections centering on families will expand the reach of Newberry collections and strengthen support for teaching and study at all levels.

The collections' value for research is made evident by the ways they have been used, even with the minimal access that is now available. Most frequently they have been consulted for topics that are obvious with available finding aids, or because of prior knowledge of a collection creator's activities. Genealogists and family historians have sought information on families after whom collections are named. Scholars have investigated calligraphy and penmanship in the Platt Rogers Spencer Papers, theater in the Kenneth Sawyer Goodman Papers, Welsh immigration and abolitionism in the Everett Family Papers, and art and design in the Gookin Family Papers. In a

few instances, they have also mined the collections with curatorial help for social and cultural history topics like:

- Power and Love: Fatherhood in Early Industrializing America,
- Social History of Grandparenting in America,
- U.S. Domestic Service, 1880-1920,
- Families' Management of Separation in Nineteenth Century America,
- Rural Midwest Migrants in Chicago, 1871-1929,
- Slave Women in Antebellum America,
- Impact of Racism on Nineteenth Century Black Artists.

Careful arrangement and description of these collections will make known their relevance and value for investigating a much wider range of topics relating to events in American and world history, social movements, and all facets of everyday existence.

An impressive collection of books, pamphlets, newspapers, magazines, and maps that document the history of the United States, the Midwest, and Chicago complements the manuscript collections centering on families at the Library. Of particular significance are local history and genealogy resources from all regions of the United States, with especially strong holdings for the Midwest, New England towns, and Mid-Atlantic counties. These print resources have recently become much more accessible through the retrospective conversion of the card catalog. Collection-level catalog records for the family manuscript collections will connect them with the Library's print holdings in the web-accessible Online Catalog, making it possible to exploit together the Newberry's unpublished and published collections for topics related to nation, region, city or town, and family.

The Newberry Library is well situated to promote use of its manuscript collections documenting families through a variety of research, education, and public programs sponsored by its Research and Education Division and by the Department of Local and Family History within its Library Services Division. Fulfilling the Library's mission "to provide for and promote" the effective use of the collections "by a diverse community of users," public offerings in recent years have included seminars and fellowships for scholars, undergraduate classes, teachers' programs, and public lectures, workshops, seminars, and exhibits.

**Social and cultural historians and other user groups** are supported by the programs of the Library's Scholl Center for American History and Culture. Since 1971, this department within the Library's Research and Education Division has promoted innovative research and teaching through the use of the Library's rich collections in family, local, and American history. With programs geared toward a variety of audiences, the Center is ideally suited to incorporate primary sources documenting the American family in its programs and foster use. Its offerings, including exhibits, publications, classes, and other projects, have interpreted the Library collections and made them known to wider audiences. To encourage use of the collections by high school teachers and students, it has created digital resources and run summer institutes. For graduate students and postdoctoral scholars, the Center sponsors monthly seminars in labor history, rural history, urban history, the early republic, and technology, politics, and culture.

For both **postdoctoral scholars and doctoral candidates**, the Research and Education Division of the Library runs an active and competitive residential fellowship program. Each year between sixty and seventy scholars receive awards to travel to the Newberry for periods of intensive study ranging from one week to a year. These grants allow researchers to engage with the Library's collections and the lively scholarly community that gathers around them. In recent years, web-based manuscript collection inventories and abstracts have been an especially big help to short-

term fellowship applicants, who must document their need to consult specific materials in the Library's collections.

To introduce **college students** to research, the Research and Education Division sponsors longstanding programs to promote use of Newberry collections. For more than thirty-seven years the Associated Colleges of the Midwest (ACM) and the Great Lakes College Association (GCLA) have offered semester-long research-intensive undergraduate seminars at the Newberry in which the students are in residence led by two instructors. Twelve years ago the University of Illinois at Chicago, DePaul University, Roosevelt University, and Loyola University joined to form a parallel seminar at the Library for Chicago-based undergraduates. College classes from neighboring universities have also visited the Library in ever-increasing numbers for in-depth orientations that result in individual research visits. Consistent finding aids offering one-stop access to manuscript collections documenting family life will make it possible for professors and Newberry librarians to promote the use of primary sources to investigate social and cultural history topics that less sophisticated undergraduate researchers often find compelling and immediate.

The Library also promotes collection use by **secondary school teachers and students**. Two programs encourage high school teachers to use primary sources in their own research and teaching: "Teachers as Scholars" for Chicago Public School teachers and the "Newberry Teachers' Consortium" for AP and advanced course instructors and librarians. The thriving Chicago Metro History Center, located at the Newberry since its inception in 1977, reaches 170 schools and 17,000 students, many through its annual history fair that introduces students to historical research. When Internet-based finding aids make it easier to discover the rich and diverse content of family collections, the Newberry's programs for secondary students and teachers will be better able to encourage their use by this clientele.

For **genealogists**, the Library's Local and Family History Department within its Library Services Division hosts a number of public programs and web offerings. Frequent Saturday morning genealogy and local history orientations, an annual genealogical workshop, and other regular lectures are designed to encourage use of the Library's unique resources. The most recent two-day annual workshop featured the use of maps in genealogical research. This event combined the expertise of the Library's map and genealogy librarians and highlighted its excellent map collections. On its web page, the Department also hosts a very popular blog, an interactive source map with links to other genealogical resources, and other research tools. Such active programming offers a perfect vehicle to begin to encourage and educate genealogists to use manuscript resources that document families. Providing personal name access in web-accessible finding aids for all major surnames found in the collections will open them up to this Internet-savvy community.

Once finding aids are accessible via the Internet, there is every reason to expect increased usage of manuscript collections documenting American families. It has been the Newberry's experience that researchers find and use collections described in web-accessible finding aids. Web visits to EAD inventories have increased a remarkable 58 percent in just the last two years. In 2007, these inventories were the most active site in the collections area of the Newberry website, receiving 69,084 unique visitors or 48 percent of all collection-area visits and 7 percent of visits to the entire website. Researchers have not only located the online inventories; they have markedly increased their on-site and remote usage of the collections so described. Since 1999 when the Library began its program to provide electronic finding aids for manuscript materials, the number of modern manuscript readers has risen from 499 to 868 per year. During the 2006-2007 fiscal year modern manuscript reference requests constituted 43 percent of all Special Collections Department remote queries.

## **Relationship of the Collections to Similar Holdings in the United States**

While many repositories throughout the United States collect papers documenting families, the Newberry Library collections are most consistent with those housed in other established Chicago and Midwestern libraries and archives such as the Chicago History Museum, the Wisconsin Historical Society, and the Bentley Historical Library at the University of Michigan. Like the Newberry's collections, the Chicago History Museum's holdings have a strong Chicago and Illinois focus; the emphasis of other Midwestern repositories is on their respective states. Collections are similar in temporal coverage, in their documentation of all types of families, and in their subject content. They document families who came to the Midwest from the East or from Europe, retained connections with their geographically dispersed relatives, and participated in a number of noteworthy national and international events and movements. Clearly, improving access to Newberry manuscript collections will benefit Midwestern repositories and users interested in regional topics. But because the scope of the Newberry family papers is wider than the Midwest, electronic finding aids will also connect the collections to related materials held in institutions outside the region.

Bringing together related materials is a very important feature of online finding aid databases. In addition to their availability on institutional websites, finding aids for manuscript collections at the Chicago History Museum, Wisconsin Historical Society, Bentley Historical Library, and many other repositories throughout the United States are also fully searchable on the OCLC's ArchiveGrid database. Contributing descriptive inventories for Newberry Library family manuscript collections to this ever-growing OCLC resource (now over 65,000 fully indexed archival inventories and 800,000 bibliographic records) will connect the Newberry's collections to collections in other repositories, offering a single point of access to a wealth of related primary source material located at a variety of institutions.

## **Current Physical Condition, Accessibility, and Use**

Although these family manuscript collections are open for research, their physical condition and lack of finding aids make them difficult for researchers to discover and use. The Newberry has deemed it a priority to remedy this concern.

The physical condition of the collections is mixed. The collections are housed in an excellent temperature and humidity-controlled stack environment, the first and main defense against further deterioration. Still, their current physical state remains far from optimal, and has been exacerbated by their unprocessed state. Although the collections are open for research, in many cases they cannot be used successfully and safely by researchers.

Intellectual access has been a serious problem both within the Library and from a distance. Information about the contents of these manuscript collections is incomplete, inconsistent, and fragmented. Some paper-based finding aids are available, including a patchwork of collection descriptions, container lists, and indexes of various kinds. However, entire collections and parts of collections remain undescribed and there is almost no subject access. It has been very difficult for on-site researchers and non-specialist staff members to discover and navigate existing finding aids without help, and large collections with no finding aids are almost impossible to service and use.

Not surprisingly, the family manuscript collections have remained a relatively untapped resource. Since 1990 only 151 readers have used any of the 56 collections proposed for arrangement and description, and have not located important materials even in the most frequently consulted of them. "Use of Manuscript" forms show that not one Newberry reader has looked in the Rodgers

Papers for overland and Oregon documents, the Everett Papers for information on the education of freedmen in the South, the Howe-Barnard Papers for information on pioneer women educators in Chicago, or the Spencer Papers for information on women's work outside the home in nineteenth century America. Researchers have investigated the Edward Eagle Brown Papers only for the activities of Brown or his father, the Chicago jurist Edward Osgood Brown, and not for the materials of earlier generations, e.g., records regarding piracy in the Mediterranean and illness and death in the late eighteenth and early nineteenth centuries.

A wealth of compelling and diverse subject matter will remain hidden without more careful arrangement and description. To meet the needs of researchers -- scholars, students, teachers, and genealogists -- the task of continuing to preserve and make widely accessible these underused collections is urgent. The Newberry needs assistance to accomplish this work in a timely fashion.

## ***HISTORY***

### **History of the Midwest Manuscript Collection**

The Newberry Library has been acquiring manuscript collections documenting families who settled in the Midwest for more than a half-century. In 1942, Stanley Pargellis, a historian with a long tradition of using unpublished sources in his own work, was appointed President and Librarian. Almost immediately, he initiated an effort to assemble archival and manuscript materials to complement the Library's strong book, newspaper, and periodical holdings on Chicago and the Midwest. More than a quarter-century before historians began to embrace the new social history, Pargellis specifically sought to acquire family manuscript collections to support the Library's strong genealogy and local history print collections. Succeeding generations of Newberry librarians and curators have continued to build upon this pioneer effort. Today, family collections are an integral part of an important Midwest Manuscript Collection that also documents regional history, politics and government, social activism, journalism, literature, music, printing, fine arts, dance, theater, and business.

The Newberry continues to add manuscript collections that document families because of their value for social and cultural history topics and because they complement and enhance the Library's print collections. Most are donated, like the papers of Charles Andrews Heath (2008 gift), but a few are purchased when collection development funds become available. This summer the Library has been able to acquire the papers of the Edwards family, which richly document the pre-Civil War settlement of the Chicago region, Chicagoans in the Civil War, and grassroots temperance organizations.

### **History of the Program to Process Midwest Manuscript Collections to Current Standards**

The Newberry Library's ongoing and progressively evolving program to arrange and describe the collections within its Midwest Manuscript Collection to current standards and to make finding aids for them electronically available builds on the experience gained in archival and manuscript processing projects completed at the Library during the past eighteen years. It also capitalizes on an increased staffing commitment to these unique collections, and incorporates developments in Internet access.

Since 1990 the Newberry, with the assistance of targeted grant support, has processed to current professional standards some of its very large archival holdings -- its own institutional archives, and the vast records of the Pullman Company and the Illinois Central Railroad Company. It has

produced guides to each, as well as MARC cataloging to the series level for Newberry Library and Pullman Company records. In 2003 archivists completed a lengthy EAD inventory for the Illinois Central records. These projects' processing procedures have been applied to the Midwest Manuscript collections.

In 1999 the Library added a second full-time professional archival staff position and revised its descriptive program. It implemented a processing plan that incorporated Encoded Archival Description (EAD), and received outside funding to arrange and describe its larger Midwest Manuscript collections to current standards. As a result of two NEH-supported projects to process social action, literary, and newspaper journalism manuscript collections – and through the efforts of volunteers and interns – over 200 collection inventories are now available on the Newberry Library website and through the OCLC ArchiveGrid finding aids database. When the second NEH project concludes in January of 2009, EAD inventories will be fully searchable via a dedicated search engine on the Newberry's website.

More recent descriptive initiatives have included creating web-based collection-level abstracts and planning for the routine creation of preliminary EAD inventories and MARC collection-level catalog records. Brief collection-level abstracts that describe collection content and available finding aids (with links to electronic versions) are now available on the Newberry Library website for all modern manuscript collections. In the near future, the library intends to routinely create preliminary EAD inventories as part of the accessioning process and to add preliminary collection-level catalog records based on the web abstracts to the online catalog. These finding aids are intended to make all collections discoverable and broadly usable even before the desired levels of arrangement and description are achieved. They will become part of a continuum of description to which more detail is added where necessary as collections are processed.

## ***METHODOLOGY AND STANDARDS***

To improve intellectual access to the collections and ensure the long-term survival of the materials, the Newberry Library is committed to applying the best current professional methodologies and standards for archival, preservation, and library practice in all its work. The standards and methodologies to be employed in this project cover

- archival arrangement;
- conservation;
- archival description;
- EAD encoding;
- electronic dissemination of finding aids.

### **Archival Arrangement**

The arrangement of the manuscript collections will follow professional standards outlined in the Newberry's in-house processing manual, which was based on archival publications such as Fredric M. Miller's *Arranging and Describing Archives and Manuscripts* (1990). The precepts contained in more recent publications -- Kathleen D. Roe's *Arranging and Describing Manuscripts* (2005) and Mark Greene and Dennis Meissner's "More Product, Less Process: Revamping Traditional Archival Processing" (*American Archivist*, Vol. 68, Fall/Winter 2005) -- will also be applied as appropriate on a case by case basis.



To prepare for this project, archivists have reviewed recent historical literature and consulted with visiting readers and fellows. They have carefully surveyed each family collection, considering both research value and fit with the Library's Midwest Manuscript collection policy. Collections identified as out-of-scope, of marginal research value, or sufficiently accessible at the current level of description have not been included in this proposal and will be considered for future deaccessioning. Archivists will also continue to assess the research value of components of the proposed collections during processing.

The staff has prepared a preliminary plan for the organization and arrangement of each collection in keeping with the nature of the materials and their anticipated use. (See Appendix B for summaries of individual collection processing needs). Prior to processing, these plans will be reviewed and developed further. If a collection has a workable existing organization and arrangement, it will be retained. Arrangement and preservation will proceed only to the level that is necessary to facilitate access and ensure safe use of the materials.

The project's archival staff is well versed in recently-promulgated archival processing approaches and will make use of these precepts as appropriate. In "More Product, Less Process" archivists Mark Greene and Dennis Meissner urged repositories to move away from applying a detailed and time-consuming one-size-fits-all processing standard to every archival collection regardless of age, size, type of material, and content. At the Newberry, where insufficient staff and grant deadlines have been the norm, archivists have long made practical decisions that favored product over process, particularly when dealing with massive twentieth century archives like the records of the Pullman Company and the Newberry's own institutional records. However, nineteenth and early twentieth century family collections present special challenges that in many cases demand a more intensive approach. Often, such collections have arrived at the Library with little or no discernible order and contain fragile materials that cannot be used without some preservation intervention. They also harbor wide-ranging and important subject matter that can only be discovered through more careful arrangement and description.

To facilitate access, preserve order within collections, and prevent loss from filing errors, folders will be labeled with series titles, folder titles, collection call number, box number, and folder number. Boxes will be labeled consistently with the collection call number, collection title, series title, inclusive folder titles, box number, and inclusive folder numbers.

All 56 family collections (604.8 cubic ft.) require some degree of arrangement. There are 383.5 cubic feet of totally unprocessed materials, 128.3 cubic feet that have been rough-sorted by type of material, 62.5 cubic feet that have been partially arranged, but require rehousing along with significant reprocessing, and 28 cubic feet that have been arranged and housed in acid-free boxes and folders, but require labeling and some reprocessing. (See Appendix B for descriptions of manuscript collections and summaries of work required.)

### **Conservation**

While relying mainly on archival housings and a good storage environment to protect collections, processing archivists will need to identify and remedy some preservation problems to prevent damage during use. This will be the exception rather than the rule. Selected folded and crumpled papers will be flattened, torn documents and fragile nineteenth century photographs sleeved in mylar or polyethylene, and oversized materials and large volumes stored flat.

In a few cases, the problems should be handled with the advice and supervision of trained conservators. The Conservation Services Department at the Newberry is a well-equipped facility

incorporating both traditional and modern approaches to book and paper conservation. In the past decade, the department has expanded its commitment to training students and volunteers to perform conservation treatments. This project will take advantage of this established program.

During processing, archivists will record difficult conservation problems in an Excel spreadsheet. Conservation and project staff will evaluate needs and prioritize treatment based on the importance of the item(s), degree of damage, and expected frequency of use. Using the successful model established in a previous NEH processing project, the Director of Conservation Services will supervise the project archivist, who will perform treatments.

At this time it is impossible to ascertain precisely the number of conservation treatments that will be performed during the grant. The goal is to stabilize the collection materials so that they can be used without damage or endangering researchers. Some bundled papers and folded oversize papers and parchments will require intervention so that they can be opened safely. Very fragile and torn documents will be mended if necessary, but the preferred treatment will be housing in polyester sleeves. Late nineteenth and twentieth century newspaper clipping scrapbooks will be spray-deacidified if it is determined that their research value warrants it and their deterioration is not so far advanced as to require reformatting. For safety and preservation reasons, photographs, paintings, drawings and other documents will be removed from frames, and mold will be removed or neutralized. The goal in each case will not be to achieve an ideal conservation standard but to provide sufficient attention to enable normal use. (See Appendix G for sample conservation treatment proposals with photographic documentation.)

### **Archival Description**

For each Midwest Manuscript collection two types of interrelated finding aids will be prepared: an OCLC MARC catalog record to describe content at the collection level; and an EAD-encoded descriptive inventory. The catalog record will be extracted from the descriptive inventory. Archival manuals, library cataloging rules and authorities, and EAD manuals and guidelines will all be consulted to create these descriptive tools.

EAD inventories and MARC collection-level records will be provided for all collections regardless of size, but archivists will adopt a flexible approach to the level of detail to be included in the EAD inventory. For larger collections the EAD inventory will provide a more in-depth guide to the papers, taking description beyond the collection-level to the series, box, and/or folder levels. For smaller collections where description beyond the collection-level is unnecessary, information in the EAD inventory and the MARC record will often be the same.

It is essential to provide both MARC catalog records and EAD descriptive inventories because they provide important access in different settings. MARC records integrate manuscript materials with books, maps, newspapers, periodicals and other holdings in the Newberry Library Online Catalog and in international bibliographic utilities like OCLC's WorldCat. EAD inventories on the Newberry website, the in-development portal of the Chicago Collections Consortium, and OCLC's ArchiveGrid allow researchers to locate information about all manuscript collections in one central location and to search across all collection inventories by subject, name, and keyword. Since MARC catalog records are extracted from EAD inventories and both follow the same cataloging conventions, the work of constructing the catalog record requires only some cutting, pasting, and editing. The time-consuming work of determining appropriate subjects and names and checking them against cataloging authorities needs to be done only once.

Fifty-six EAD inventories and fifty-six MARC collection-level catalog records will be prepared during the project. For a sample EAD inventory of the Nathan Kendall and Abby J. Reed Kendall Papers, see Appendix E. This inventory may also be viewed on the Newberry Library website at [www.newberry.org/collections/findingaids/Kendallreed/KendallReed.html](http://www.newberry.org/collections/findingaids/Kendallreed/KendallReed.html). See Appendix F for a sample copy of the Newberry web-based collection-level online catalog record for the same collection. This record may also be viewed on the Newberry Library Online Catalog at [www.newberry.org](http://www.newberry.org).

## **EAD Encoding**

Encoding descriptive inventories in XML (extensible markup language) according to the EAD DTD (Encoded Archival Description Document Type Definition) is accomplished at the Newberry Library with XMetal Software Version 3.0, together with NoteTab Pro (a document editor), Microsoft Word (a word processing program), and Microsoft Excel (a spreadsheet program).

The Library uses XMetal because it permits use of a template, spell-checking, and validation. The Newberry template is constructed in accordance with EAD 2002, *Describing Archives: A Content Standard*, and Research Libraries Group and Online Archive of California EAD encoding guidelines. With the template, all information repeated from inventory to inventory is automatically added to a new inventory at the onset of creation. The template also facilitates consistent application of encoding principles and presentation of information. Validation ensures that encoding conforms to the EAD DTD. This process results in inventories that are well-formed, consistent, and meet professional standards.

NoteTab Pro is used to convert XML EAD documents created in XMetal to HTML documents for Internet presentation. NoteTab Pro, in conjunction with Saxon (a freeware conversion product), applies the Newberry Library stylesheets to the XML document, simultaneously creating several different HTML versions of an inventory. The end-user has the choice of viewing the inventory with frames, without frames, or in a printer-friendly format. A sample inventory offering the three viewing formats may be viewed at <http://www.newberry.org/collections/findingaids/Kendallreed/KendallReed.html>.

## **Electronic Dissemination of Finding Aids**

Collection-level catalog records will be available on the Newberry Library's web-based Online Catalog, which is part of I-Share, the statewide universal catalog for CARLI (Consortium of Academic and Research Libraries in Illinois). They will also be accessible through OCLC WorldCat, its free web portal, and the National Union Catalog of Manuscript Collections free web gateway to the OCLC database.

EAD inventories mounted on the Newberry Library website will be available via links from Newberry collection-level Online Catalog records and from website collection-level abstracts. Website abstracts are organized two ways: alphabetically by creator, and by broad general subjects like journalism, literature, politics and government, and family papers. By May of 2009, when the proposed work on the family papers would begin, a Newberry Library website search engine dedicated to manuscript collection inventories will make it possible to search by keyword, subject, name, and format to locate materials of interest across collections.

To enable full-text searching by researchers unaware of the Library or its holdings, the EAD inventories will also be accessible via the OCLC ArchiveGrid database. The Newberry Library subscribes to ArchiveGrid to offer its researchers the ability to search across its own finding aids

and those of related collections at other institutions. A currently in-development Chicago Collections Consortium web-based portal will also facilitate searching the Newberry's Chicago-related EAD inventories together with the finding aids of other Chicago-area repositories.

### ***PLAN OF WORK***

Processing order will be determined by type of family and predominant dates. This will allow project staff to develop and apply subject expertise to related collections. It will also improve consistency in description. During the first six months archivists will begin to arrange and describe the papers of nineteenth century rural and urban families who moved to Chicago and the Midwest from the Eastern United States and from Europe (154 cubic ft.). In the next half-year they will process smaller collections of nineteenth century rural and urban families, and begin arranging and describing the family papers of self-made Chicago businessmen, many of whom came from backgrounds similar to those in the first group (160.7 cubic ft.). Archivists will continue with these collections during the third six-month period (144.6 cubic ft.) and complete them during the project's final six months. In the last quarter of the grant, they will also process the twentieth century collections (total 145.5 cubic ft.). It is expected that the project archivist will perform most of the conservation treatments during the final six months, when it is possible to compare and prioritize needs.

#### **Project Time Line**

The projected processing schedule attempts to balance the varying degrees of arrangement, description, preservation, and rehousing required, but it is obviously schematic. It is not always possible to predict which collections will take the most time to complete.

Archival supplies will be purchased at the beginning of the two-year project in order to realize volume-related savings.

#### ***First Six Months (May - October 2009)***

- Order archival supplies for the two-year project.
- Hold twice-monthly project meetings to monitor progress and identify problems.
- Meet monthly with the Director of the Scholl Center to discuss collection content and appropriate access.
- Arrange, preserve, and rehouse 11 collections of nineteenth century urban and rural families who came to Chicago and the Midwest from the East and Europe. Collections include: Edward Eagle Brown, Edwards Family, Everett Family, Howe-Barnard Family, Milo Kendall, Louise Lewis, Isaac Stevens Metcalf, Rodgers Family, Platt R. Spencer, Waller Family, Woolson Family (154 cubic feet).
- Identify materials in the above collections with further conservation needs and record in an existing conservation needs spreadsheet.
- Create 11 EAD inventories in XML using XMetal and other programs, convert to HTML, and mount on Newberry Library website.
- Create 11 collection-level MARC records on OCLC for the above collections. Link catalog records to EAD inventories.

### ***Second Six Months (November 2009 - April 2010)***

- Hold twice-monthly project meetings to monitor progress and identify problems.
- Meet monthly with the Director of the Scholl Center to discuss collection content and appropriate access.
- Arrange and house small nineteenth century rural and urban family collections (21 collections, 7.7 cubic ft.) and create 21 collection-level MARC records and 21 EAD inventories (collection-level unless further description is warranted by content).
- Arrange and house 3 collections of the families of self-made nineteenth century Chicago businessmen. Collections include: Blatchford Family, Harris Family, and MacClean Family (153 cubic feet).
- Continue identifying materials in the above collections with further conservation needs and record in an existing conservation needs spreadsheet.
- Create 3 EAD inventories in XML using XMetal and associated programs, convert to HTML, and mount on Newberry Library website.
- Create 3 collection-level MARC records on OCLC for the above collections. Link catalog records to EAD inventories.

### ***Third Six Months (May - October 2010)***

- Hold twice-monthly project meetings to monitor progress and identify problems.
- Meet monthly with the Director of the Scholl Center to discuss collection content and appropriate access.
- Arrange and house 6 larger collections and 3 smaller collections of the families of self-made nineteenth century Chicago businessmen (69.6 cubic ft.). Larger collections include Fairbank-Graham Family, Heath Family, Chauncey McCormick, McCormick Family, McNally Family, and Reynolds-McBride Family. Begin work on the Smith-Dewey Family (75 of 117 cubic ft. total). (Total 144.6 cubic ft.)
- Continue identifying materials in the collections with further conservation needs and record in an existing conservation needs spreadsheet.
- Create 9 EAD inventories (to the level appropriate for the collection) in XML using XMetal and other programs, convert to HTML, and mount on Newberry Library website.
- Create 9 collection-level MARC records on OCLC for the above collections. Link catalog records to EAD inventories.
- With the Curator of Local and Family History and the Director of the Scholl Center, begin planning for the Local and Family History annual workshop and for the “Spotlight” exhibit (See Dissemination).

### ***Fourth Six Months (November 2010 - April 2011)***

- Hold twice-monthly project meetings to monitor progress and identify problems.
- Meet monthly with the Director of the Scholl Center to discuss collection content and appropriate access.
- Finish arranging and housing the Smith-Dewey Family (42 of 117 cubic ft.). Arrange and house twentieth century family papers, including 8 larger collections and 3 smaller collections (103.5 cubic ft.). Larger collections include: James Madison Barker, R. Ford Bentley, Augustine Bowe, Louis J. Cross, Kenneth Sawyer Goodman, Gookin Family, William H. Peterson, and Storrs Family. (Total: 145.5 cubic ft.)

- Create 12 EAD inventories (to the level appropriate to the collection) in XML using XMetal and other programs, convert to HTML, and mount on the Newberry Library website.
- Create 12 collection-level MARC records on OCLC for the above collections. Link catalog records to the EAD inventories.
- Identify materials in the above collections with further conservation needs and record in an existing conservation needs spreadsheet.
- Perform conservation work, including the construction of special housings where necessary.
- Conduct Local and Family History annual workshop and mount “Spotlight” exhibit (See Dissemination).

### **STAFFING**

Staffing for the project will include Newberry Library employees for project management, supervision, consultation, and specialized work; and two full-time grant-supported positions. Project staff funded by the grant will consist of two experienced professional archivists who have worked on previous Newberry Library manuscript collection processing projects.

#### **Grant Funded Positions**

**Senior Project Archivist** (full-time, 2 years). Lisa Janssen is currently Project Archivist for the two-year NEH Chicago journalism manuscript collections processing project, and before that was Contract Archivist on the NEH Voices of the Prairie project and a NHPRC Fellow in Archival Administration at the University of Wisconsin-Milwaukee. As Senior Project Archivist Ms. Janssen will work with the Project Manager to determine processing plans and priorities, provide daily direction of project work, arrange collections, perform authority work for finding aid names, subjects, places, and form/genre terms, and create EAD XML inventories and MARC records. She will also speak about the collections at a Newberry Library colloquium. (See Vita, Appendix C-1)

**Project Archivist** (full-time, 2 years). Kelly Kress is currently Processing Archivist for the two-year NEH Chicago journalism manuscript collections processing project. Prior to coming to the Newberry Library in July of 2006 as Contract Archivist, she worked for six years as Assistant Archivist of the Southern Folklife Collection at the University of North Carolina – Chapel Hill. As Project Archivist, Ms. Kress will arrange collections, perform authority work for finding aid names, subjects, places, and form/genre terms, create EAD XML inventories and MARC records, and perform conservation treatments. She will also create a month-long Newberry Library “Spotlight” exhibit to feature the family collections and offer a Newberry Library Colloquium related to the exhibit. (See Vita, Appendix C-2)

#### **Newberry Library Funded Positions**

**Project Director** (15% of full-time over two years or 546 hours). Martha Briggs, Lloyd Lewis Curator of Midwest Manuscripts, has twenty-eight years of professional curatorial and archival experience at the Newberry Library (including the management of grant-funded archival projects), the Huntington Library, and the Rockefeller Archive Center. She will provide overall supervision; monitor progress, oversee the budget, and write reports; facilitate work with other Library departments; determine conservation priorities; advise on narrative content and appropriate subject

terms for inventories and catalog records; and promote knowledge and use of the collections. (See Vita, Appendix D-1)

***Project Manager*** (40% of full-time over two years or 1456 hours). Alison Hinderliter, Archives and Manuscripts Librarian, has been at the Newberry Library since 2001. Prior to assuming her current position in 2006, Ms. Hinderliter supervised the work of several archival processing projects: Ann Barzel Dance Research Collection, NEH Voices of the Prairie, and Illinois Central Railroad. She has eighteen years of professional archival experience at the Newberry Library, Chicago Symphony Orchestra, Chicago Public Library, and Chicago History Museum. As Project Manager, Ms. Hinderliter will oversee project work and conduct regular staff meetings. She will consult with the Senior Project Archivist to determine processing plans and priorities; determine conservation priorities; oversee the creation of OCLC MARC collection-level cataloging records and EAD inventories; perform all website work; provide reference assistance; promote use of the collections; and assist in processing as time permits. (See Vita, Appendix D-2)

***Director of Conservation Services*** (5% of full-time over two years or 182 hours). Giselle Simon, a conservator with eighteen years of experience at Northwestern University and the Newberry Library, has directed conservation activities at the Newberry for six years. She will advise on conservation problems and issues, and will train and provide supervision for the conservation work of the Project Archivist. (See Vita, Appendix D-3)

***Director of the Scholl Center for American History and Culture*** (5% of full-time over two years or 182 hours). Danny Greene received his Ph.D. in history from the University of Chicago in 2004 and most recently was employed as Historian at the U.S. Holocaust Memorial Museum (2005-2008). There he curated exhibits, produced podcasts, and led a team responsible for developing programming, public events, educational activities, and materials on historical and contemporary anti-Semitism. Dr. Green will advise project staff on the potential research use of the collections and promote them in Scholl Center programming. He will also work with the project staff and the Director of Local and Family History to organize a conference during the project's second year to encourage use of the family manuscript collections by both historians and genealogists. (See Vita, Appendix D-4)

***Director of Collection Services*** (5% of full-time over two years or 182 hours). Alan Leopold, formerly the Newberry Library's Rare Book and Manuscript Cataloger and a cataloging instructor at Dominican University's Graduate School of Library and Information Science, will train archival staff and advise on cataloging-related issues. To ensure the accuracy and consistency of cataloging practices within the Library, he will check all OCLC MARC catalog records created by project staff. Mr. Leopold will also transfer records to the Online Catalog, and link them to their respective web-based inventories. (See Vita, Appendix D-5)

***Curator of Family and Local History*** (5% of full-time over two years or 182 hours). Jack Simpson joined the Newberry staff in 1999 as Reference Librarian, and in 2001 was appointed Curator of Family and Local History. His duties include promoting use of the collections through outreach and instruction, overseeing public programs in genealogy and local history, leading seminars in local and family history research, and acquiring local and family history publications. Mr. Simpson will work with the Curator of Midwest Manuscripts and the Archives and Manuscripts Librarian to develop educational and instruction programs to promote the use of family manuscript collections by genealogists and local historians. He will also work with the project staff and the Director of the Scholl Center to organize a conference during the project's second year to encourage use of the family manuscript collections by both historians and genealogists. (See Vita, Appendix D-6)

**Director of Information Technology** (3% of full-time over two years or 109 hours). Drin Gyuk, who has managed Newberry Library information systems since 2003, has thirteen years of systems administration experience at institutions including the Chicago History Museum and the University of Michigan School of Information. He will advise and provide technical support on all software, hardware, and Internet issues. (See Vita, Appendix D-7)

### **DISSEMINATION**

Electronic finding aids produced during the project will be disseminated widely via the Internet and national bibliographic utilities. Specifically, collection-level catalog records will be available on the Newberry's website, I-Share (statewide bibliographic database), and the OCLC WorldCat bibliographic database. They will also be accessible via the free web portal to WorldCat and the National Union Catalog of Manuscript Collections' web link to OCLC Worldcat. Inventories will be fully searchable on the Newberry Library website and on the OCLC ArchiveGrid database. As part of a Chicago Collections Consortium project now in the development stages, Newberry inventories will also be made available via links from a web portal to Chicago-related manuscript and archival collections held by area repositories.

To inform the public about the project and its end products, the Newberry's Director of Public Relations and Communications will announce the project in a press release, and issue regular updates on its progress. Notices will also be placed on the Library website, on the Local and Family History Department weblog ([www.newberry.org/genealogy/news](http://www.newberry.org/genealogy/news)) and in the *Newberry Newsletter*, a print and online publication distributed to Newberry Library Associates and other interested parties.

Tours and talks will acquaint Newberry staff, readers, and groups visiting the Library with the project and the collections. Articles about new web inventories and interesting or intriguing items found in the collections will also appear regularly in the monthly *Newberry Staff Bulletin*, which is emailed to staff and fellows. Modeling very successful talks given during the previous NEH journalism project, archivists will also present their findings at Newberry Library Wednesday afternoon colloquiums. This information will help Newberry library research, public programs, and development staff to better serve researchers, advise fellowship applicants, promote use of the collections, and attract financial support for Library operations.

During the second year of the project, Newberry manuscript and archival staff will collaborate with the Curator of Local and Family History and the Director of the Scholl Center for American History and Culture to plan and conduct an annual workshop on the use of family manuscript collections in local and family, and social and cultural history research. This workshop will be directed to genealogists, local historians, scholars, and students. For genealogists and local historians it will describe the family manuscript collections, offer tips on how information contained in them might be of benefit, and explain how to find and use family collections in the Newberry and elsewhere. For scholars and students, it will suggest how they might use the family manuscript collections in conjunction with the resources of the Department of Local and Family History. The project archivist will feature the collections in a month-long "Spotlight" exhibit scheduled to coincide with the workshop.

Presentations at professional and discipline-based conferences, and notices placed in professional and scholarly association newsletters will also publicize project methods and the increased accessibility of the collections.