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For the Spring Issue of North Carolina Libraries, Mae Tucker, Public Library of Charlotte and Mecklenburg County, will be the Guest Editor.

President Reporting

By Elizabeth H. Hughey

January 6, 1961

Dear NCLA Member:

With the dawning of the New Year comes the realization of how soon this biennium will be expiring. During the Southeastern Library Conference in Asheville your Executive Board met and developed some plans for the remainder of the biennium. A midyear work conference is scheduled for April 8, 1961, at Wake Forest College in Winston-Salem. Section and committee chairmen should begin early to make agenda and alert members about meeting on the 8th. These groups will meet in the morning and the entire group will assemble for an afternoon reporting and coordinating session.

The biennial conference has been scheduled for October 25–28, 1961, in the Jack Tar Hotel in Durham. Some may question the wisdom of returning to Durham this year and the hardship which may be placed on Durham librarians. A survey of facilities indicated without doubt that Durham is the desirable place. The hotel with its enlarged convention personnel offers to take our blueprint and put on the convention with a minimum of local committee responsibility. This is an experiment which should be successful with careful advanced planning.

Carlton P. West, Vice-President of the North Carolina Library Association and Librarian of Wake Forest College, is program chairman for the convention. Section chairmen have already been alerted to advise him of program plans and to make suggestions for general sessions. You are asked to send any program suggestions for general sessions direct to Mr. West. The convention can be only as good as your help makes it with suggestions and participation.

Archives and Manuscripts in North Carolina

By H. G. Jones, State Archivist

This issue of North Carolina Libraries is intended to give to librarians and public school personnel in the State a view of archives and manuscripts collections and repositories in North Carolina. Because it is not directed toward professional personnel in the field of archives and manuscripts administration, the articles will be of a general nature and will avoid, insofar as possible, entering the highly specialized areas of procedures.

It is difficult to describe the archivist-manuscript curator. He is a mixture of many things—part historian, part antiquarian, part librarian, part translator and transcriber. But most of all, he is new. His profession is still in the formative stage. Only in the past three or four decades has he come to consider himself as a professional person at all. His training has been in several fields, and only recently have clearly defined professional training courses been established for the archivist-manuscript curator. He does not resent being called a mixed-breed, because he is acutely aware that his professional qualifications must reach into several fields of learning. But he realizes that there is but one foundation upon which his professional skills can be built—he must be first of all a historian. Because more than anything else, the archivist-manuscript curator is the conscience of history. He is the custodian of the mine of knowledge. It is in his mine of records and manuscripts that the raw materials of new knowledge are dug.

Thus, this new breed which defies classification in conventional terms acts as the guardian of the past and the guide for the future. He preserves the written story of man. And he advises how modern man can best record his story for succeeding generations.

Manuscript collecting in North Carolina is not new. But professional administration of the collections is a twentieth-century development.

Early historians such as Hugh Williamson, Francois X. Martin, Archibald D. Murphey, Francis L. Hawks, and John H. Wheeler made efforts of varying degrees to bring to light source materials relating to the history of North Carolina, but it is to David L. Swain that the most successful efforts must be credited. Governor Swain's work on behalf of North Carolina history stands out as the greatest achievement in the field prior to the Civil War. First, he prodded the General Assembly into taking positive steps toward copying and preserving our historical records, and second, he collected many records and manuscripts which became the nucleus of the great Southern Historical Collection at the University of North Carolina.

The interest created by Swain was revived after the Civil War, and in the 1880's the General Assembly provided for the publication of a series of volumes of documents relating to the early history of the State. William L. Saunders, then Secretary of State, edited and the State subsequently published The Colonial Records of North Carolina, 1662–1776, in ten volumes. For the first time historical source materials formerly stored in basements and attics, as well as materials copied in the British Public Record Office, were made available to historians. Beginning in 1895, Judge Walter Clark edited and the State published sixteen volumes of The State Records of North Carolina, carrying the documentary history series to 1790. These two series were supplemented by four volumes of indexes, compiled by Stephen B. Weeks, thus rounding out the combined thirty-volume set collectively called The Colonial and State Records of North Carolina.

But the publication of documentary materials and the preservation of the originals are two different things. Except for the small Swain collection at the University of North Carolina Library, little had been done to provide proper care for the official records of the State and its sub-divisions, or for private manuscripts.

Preserving Manuscripts

> "Collecting manuscripts has been one of the most important activities of many historical societies since the formation of the first of such organizations in this country, the Massachusetts Historical Society, in 1791. The vast accumulation of these primary materials in historical societies and other historical agencies, in archival depositories, in research libraries, and in public and private libraries constitutes the large majority of the sources from which American history is written. Within this magnificent mine of documentation lie rich nuggets of fact and veins of information that reveal the past. Every serious student of our history works this mine in his search for knowledge and understanding.
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> "The significance of manuscripts to the cause of history has given high purpose to the repositories that collect them. In collecting manuscripts,

> furthermore, a repository imposes upon itself the obligations to take adequate steps for their care and preservation and to make them readily available to persons engaged in research."

—James H. Rodabaugh in the Preface to Lucile M. Kane, A Guide to the Care and Administration of Manuscripts (Bulletins of the American Association for State and Local History, Volume II, Number 11, September, 1960).

By the turn of the century historians were becoming more scientific in their research and there were those who bemoaned the writing of history books based upon previously written books which in turn were based on hearsay, imagination, and mythology. Men like Stephen B. Weeks, John S. Bassett, and R. D. W. Connor realized that North Carolina history still lay in the dry attics and damp basements of private homes and public buildings. They knew the importance of yellowing paper that for generations had been pushed aside and often burned as trash. Later they were joined by men like J. G. de R. Hamilton and William K. Boyd who sought out manuscript materials across the State and through persuasion and cajolery began assembling the materials in repositories where they could be preserved and made available to researchers.

The success of these and other men may be seen in the fact that few States in the nation can compare with North Carolina in the successful location and salvaging of manuscript materials in the past sixty years. The work of the three great repositories—the Southern Historical Collection at Chapel Hill, the Duke University Manuscripts Department in Durham, and the State Department of Archives and History in Raleigh—is described in detail on the succeeding pages, and brief mention is made to several other institutions having in their possession manuscript materials.

Definitions

To the professional archivist and manuscript custodian, there is an important difference between "archives" and "manuscripts."

The word "archives" is of Greek origin and may refer either to a place in which public records are kept or to the public records themselves. It today may also refer to records of an organization. The National Archives defines "archives" as follows: "(1) The permanently valuable records, in whatever form, that have been created or received by a governmental body for its official purposes and made a part of its official documentation. (2) Records so created or received by a corporation, firm, church, or other organization." The term "manuscript" refers simply to a handwritten document (although admittedly in modern usage a typescript document as well as an author's working copy of a literary work may be referred to as a manuscript). The difference between "archives" and "manuscripts" in common usage is this: a historical manuscript usually is a private paper, not belonging to a body of records of a governmental unit, firm, church, or organization. For example, the records of a State-supported college are archives, inasmuch as they were "created or received . . . for its official purposes and made a part of its official documentation." The correspondence of one of its graduates, however, constitutes private papers and therefore falls into the category of manuscripts.

Public records of permanent value, therefore, are “archives.” Private papers are “manuscripts.” As will be seen in the following articles, the State Department of Archives and History maintains public records or government archives, but it also has a fine group of private manuscripts. On the other hand, Duke University is a manuscript repository specializing in private papers and archives of non-government organizations. Since the Department of Archives and History has legal responsibility over all public records, only it has official archives, except in the case of university and college archives maintained by each State institution.

Use

Archives and manuscripts usually exist only in one copy. Obviously greater care must be exercised over this copy, then, than would be exercised over a book available in many copies. The loss of a single paper might mean the loss to posterity of a valuable piece of historical information.

For this reason, archival and manuscript repositories may operate under restrictions repugnant to the views of a librarian. As a general rule, an original document may never be taken from its repository, and it may be used only under the care of the custodian. Likewise, strict care must be taken to prevent the marking of a document in any way. Many repositories will not permit the use of fountain pens because of the danger of spilled ink. Some prohibit the use of any type of pen at all. The mutilation of a document is one of the highest crimes in the archivist-manuscript curator’s code.

These restrictions are designed to insure the safety of the documents themselves and are not just picayunish idiosyncrasies of the custodian. The serious researcher will not be hampered by precautions designed to preserve his source materials, and he will find archivists and manuscript curators ready and anxious to assist him in his pursuits. It should be remembered, however, that no one can do another’s research for him, and certainly no archivist or manuscript curator can devote a great deal of time to private research. The duty of the archivist and manuscript curator is to make the materials available. It is the duty of the inquirer to do his own research.

Because administration of original source material requires trained personnel, and because such personnel is not commonly available, most repositories are open only during week days. A few are open on Saturday mornings. Almost none are open at night and over the week end. It is recommended that persons desiring to do research in any archival or manuscript agency inquire about hours and regulations prior to planning a visit.

The State Department of Archives and History

By H. G. Jones, State Archivist

The Over-All Program

For the purpose of this issue, the word “archives” will mean “public records” unless it is prefaced by an adjective such as “church” archives or “business” archives. In other words, archives in this chapter will refer to public records, which in legal terms comprise

“all written or printed books, papers, letters, documents and maps made and received in pursuance of law for the public offices of the State and its counties, municipalities and other subdivisions of government in the transaction of public business.”

The interest of the State Department of Archives and History in the preservation of public records dates from its beginning in 1903 as the North Carolina Historical Commission (the name was changed in 1943). R. D. W. Connor, its first head (who in 1934 was appointed by President Franklin D. Roosevelt as the first Archivist of the United States), and Col. Fred A. Olds, who joined the Commission in 1914, were instrumental not only in bringing into the State Archives great bodies of official records from both State agencies and local governments, but they also stirred up enthusiasm among public officials themselves in the proper preservation of the historical records of North Carolina. Even so, without a staff of adequate size and the necessary funds to do the job, their success was limited. While valuable groups of records from both State agencies and local governments were salvaged, many others were lost in the meantime through neglect or calamity. The statutes gave the Historical Commission only an advisory capacity.

In 1935, the General Assembly passed the State’s first comprehensive public records law. This law, which stands now as Chapter 132 of the General Statutes of North Carolina, is one of the most comprehensive public records acts in the United States. Under it, official records are made public property, and the official in the performance of whose duties the records are received or created is responsible for their care and preservation in partnership with the State Department of Archives and History. The latter Department is designated as the official archival agency of the State, and no public official may “destroy, sell, loan, or otherwise dispose of any public record . . . without the consent of the State Department of Archives and History.”

The law provides further that (1) custodians may demand public records from any person having illegal possession of them; (2) public records may be inspected by citizens of the State unless they are closed by provisions of a special statute; (3) custodians must keep their records “in fireproof safes, vaults, or rooms fitted with non-combustible materials and in such arrangement as to be easily accessible for convenient use”; and (4) an out-going official must turn the public records in his possession over to his successor, or if there be none, to the State Department of Archives and History.

Finally, the Department is given authority and responsibility of examining into the condition of public records, giving advice and assistance to public officials in the solution of their problems of preserving, filing, and making available the public records in their custody, accepting for transfer into the State Archives such records as the Department determines have permanent value and which are no longer needed for administrative purposes in the office of origin, and otherwise working with public officials and establishing policies with regard to official records in North Carolina.

[Diagram: Organization Chart of the North Carolina Department of Archives and History, Division of Archives and Manuscripts, dated October 1, 1960. At the top is the State Archivist. Three divisions report to the Archivist: Administration (1 Archivist II, 1 Steno II, 1 Clerk II part-time); Newspaper Microfilm Project (1 Archivist II, 1 Clerk II Cameraman,

1 Clerk II part-time); and three operating sections below: Archives Section (Asst. State Archivist Archives, 2 Archivist II, 2 Archivist I, 1 Clerk II Laminator, 1 Janitor), Local Records Section (Asst. State Archivist Local Records, 1 Archivist II, 3 Archivist I, 1 Steno II, 2 Clerk IV Cameraman, 1 Clerk III Cameraman, 2 Clerk II Laminator, 1 Clerk II part-time), and State Records Section (Asst. State Archivist State Records, 1 Archivist II, 2 Archivist I, 5 Clerk II Microfilmer, 1 Clerk II part-time, 1 Janitor-Messenger). Each box includes a description of functions.]

Because of insufficient funds to implement the law, little success was immediately forthcoming. With the availability of federal funds through the WPA Historical Records Survey, however, the Historical Commission was able to inventory public records in several of the State agencies and in all the one hundred counties. The Survey also made possible the identification and arrangement of many records groups both in the Archives and in the public offices. North Carolina was the only State in the Union to publish the inventories of records of all its counties, and inventories of records of a number of State agencies were mimeographed. This program, by publicizing the availability of valuable records, did much to increase interest in and use of historical materials.

[Photograph: Group portrait of the administrative staff of the Division of Archives and Manuscripts of the North Carolina Department of Archives and History. Four individuals stand together. Second from right is State Archivist H. G. Jones. From left to right are the three Assistant State Archivists: Rear Admiral A. M. Patterson, Retired, in charge of the Local Records Section; Mrs. Memory F. Blackwelder, in charge of the State Records Section; Jones; and Cyrus B. King, in charge of the Archives Section.]

World War II and its aftermath brought about a problem so great that new ideas and procedures in public records management were necessary. Modern government creates enormous quantities of records. It has been said that the United States government has created more records since World War II than it did for the entire period of its existence prior to that time. Thus every government agency came to face the problem of how to manage more and more records. One solution was to dispose of records indiscriminately. Another was to provide more and more offices and other space to care for the records. The State Department of Archives and History offered a third solution.

That solution was one of selective retention through a program of inventorying and scheduling public records. The plan provided for the inventorying of all records groups in each State agency, and the application of a retention period (“schedule”) for each series. The Department also proposed the microfilming of selected groups of records for space-saving purposes, and the use of a low-cost records storage building for economy in handling records of a purely temporary nature.

A major step in the evolution of the State’s records management program came in 1939 when the Department (then the Historical Commission) took over supervision of records of the Emergency Relief Administration which were housed in a warehouse at the State Fairgrounds. Space for semi-current records of a number of other State agencies was made in this “records center” which from the beginning had been inadequate. Records problems continued to grow after the war, and in 1951 the General Assembly

appropriated funds for the Department to establish a central microfilm unit for State agencies. Many records of continuing administrative value—but which had no permanent historical value—were microfilmed and then destroyed, thus saving approximately 98% of the space that the original records would have required. And, in 1953, the Records Center moved into a new building specially designed for the economical storage of records of only temporary value. Office space totalling thousands of square feet around Capitol Square was cleared of file cabinets and re-converted to its original purpose.

Since the establishment of the State records management program, it has been possible to destroy more than 40,200 cubic feet of records which have served their purpose. This is the equivalent of 6,295 four-drawer filing cabinets which would cost the State $324,696 for the cabinets alone plus $113,310 per year for office space (computed at $3 per square foot per year). The cost of the Records Center structure plus the salaries and operating expenses since 1951 have been more than compensated for by these savings. Thus the program has actually operated at a profit to the State of North Carolina.

[Photograph: A woman staff member sits at a work table sorting through papers from open cardboard boxes. Behind her, filing equipment and additional boxes are visible. Caption: Much of the work of the archivist-manuscript curator involves appraisal of manuscripts to determine what to keep. Shown here is a staff member sorting out various classifications of papers just received in the State Department of Archives and History. Every paper must be appraised, classified, and arranged.]

Every series of records of more than forty State agencies has been inventoried and placed under schedule. This means that not only does the agency personnel have a guide to the retention and disposal of each series of records, thus assuring the preservation of valuable records and the timely disposal of those of no further value; it also means that it is possible to draw up space requirements on a government-wide basis for several years in advance.

[Footnote 2: For a history of this program, see Memory F. Blackwelder, "The North Carolina Records Management Program," in The North Carolina Historical Review, Vol. XXXVI, No. 3 (July, 1959). A 12-page leaflet, Records Management in North Carolina (1960), is available from the State Archivist.]

The State records management program is carried on in the State Records Section of the Division of Archives and Manuscripts, administered by the Assistant State Archivist (State Records), Mrs. Memory F. Blackwelder, and a staff of three other archivists, six microfilmers, and one janitor-messenger. All operations are housed in the State Records Center, two blocks from the State Archives.

Local records, like those of the State, had largely been neglected prior to the establishment of the Historical Commission. Many had been destroyed by fire, steam, water, vermin, theft, improper temperatures and humidity, inferior paper and ink, illegal custody, enemy forces, and natural deterioration. One-third of the State's one hundred counties have lost courthouses by fire, and many city halls have been destroyed. It is estimated that at least one-half of the counties have been deprived of some of their valuable records by one or more of these causes.

To prevent further losses, the Historical Commission in 1914 began encouraging the transfer of valuable county records to the State Archives. By 1924, some records from 59 counties had thus been salvaged for permanent preservation. Such transfers continued until today there are in the Archives some records from practically every county in the State.

In the post-World War II period, the Department made an effort to give advice and assistance to county and municipal officials in meeting their records problems. Here again, insufficient funds prevented the Department from doing a complete and first-rate job.

Early in 1958, the State Archivist proposed a sweeping new local records program. The idea was endorsed by the various associations of county officials, and the General Assembly in 1959 passed S. B. 101 (Chapter 1162, Session Laws of 1959) appropriating approximately $75,000 per year to the Department for the execution of "a program of inventorying, repairing, and microfilming within the counties for security purposes those official records of the several counties which the Department determines have permanent value. . . ." For the first time, the Department could undertake a local records program—a program which is today the most comprehensive of any State in the Union.

To carry out the new program, a Local Records Section was established in the Division of Archives and Manuscripts with the Assistant State Archivist (Local Records), Rear Admiral A. M. Patterson, USN, Retired, in charge of a staff of four other archivists, three cameramen, two clerks (laminators), and one stenographer.

The new Section has six primary functions: (1) the arranging and processing of county records transferred to the State Archives for permanent preservation; (2) the inventorying and scheduling of all official records in the counties; (3) the repair (by lamination) of county records needing immediate attention; (4) the microfilming, in the counties, of records designated as essential; (5) the proofreading, splicing, and preservation of the security copy of the microfilm; and (6) the extension of these services to municipalities and other sub-divisions of government as time and funds permit. Present services are provided at no cost to the county.

[Footnote 3: For a detailed discussion of this program, see H. G. Jones, "North Carolina's Local Records Program," in The American Archivist, Vol. XXIV, No. 1 (January, 1961).]

[Photograph: A male staff member sits at a microfilm camera mounted on a stand, photographing large bound record books on a table in a county courthouse setting. Shelving with volumes is visible behind him. Caption: Among the field services of the Department is a program to microfilm in the counties for security purposes all permanently valuable county records. Here a staff member is shown filming the land records in a county courthouse.]

Thus the State Department of Archives and History today has far-reaching programs designed not only to preserve permanently valuable original records, but also to provide security copies of essential records and to assist public officials—both State and local—in their records problems by setting up schedules by which records of temporary value

may be disposed of after they have served their purposes. For instance, cancelled checks in the State Treasurer's office would soon fill up the Capitol if it were not for the fact that they are destroyed after having been microfilmed by the Department of Archives and History. Chattel mortgage books in the county would soon tax the capacity of the courthouse except for the fact that the Department approves their destruction after they are fifteen years old. In addition to saving money, the timely disposal of useless records makes room for other more important records that must be kept permanently. Without a program of disposition of useless records, the preservation of those of historical value would be made more difficult.

The State and Local Record Sections, however, are not ends in themselves. They serve as a funnel through which permanently valuable records no longer needed for day-to-day operations in the office of origin are transferred into the State Archives. The two sections, therefore, serve somewhat as field agencies offering advice and assistance in public records problems and at the same time arranging for the transfer of historical records into the State's archival repository.

The State Archives

In 1900 the State Literary and Historical Association was created, and this association at its annual meeting on January 23, 1903, adopted a resolution requesting the General Assembly to set up a Commission to preserve the State's history. At its session in the latter year the legislature established the North Carolina Historical Commission whose duty was "to have collected from files of old newspapers, from court records, church records and elsewhere valuable documents pertaining to the history of the State." The duties of the Commission were broadened in 1907 when the following provision was added:

> "Any State, county, town or other public official in custody of public documents is hereby authorized and empowered at his discretion to turn over to said Commission for preservation any official books, records, documents, original papers, newspaper files, printed books or portraits, not in current use in his office, and said Commission shall provide for their permanent preservation. . . ."

Thus was born the State Archives, a repository of official records, private manuscripts, and other North Carolina historical resources. Functioning as the Archives Section of the Division of Archives and Manuscripts of the State Department of Archives and History, it is the official repository of public records of the State and its subdivisions when those records have permanent value for research but are no longer needed for administrative use in the office of origin.

The State Archives is located at 101–106 Education Building at the corner of Edenton and Salisbury Streets in Raleigh, and is open Monday through Friday from 8:30 to 5:30 (except 8:00 to 5:00 during June, July and August). It is closed on Saturdays, Sundays, and holidays. Historical materials may be used by visitors in the Search Room (Room 101) during office hours.

Primary functions of the Archives Section are acquiring, preserving, and making available for public use historical materials, mostly unprinted, relating to North Carolina.

Its holdings consist of official records of State, county, and local governmental units, and copies of federal and foreign government materials. In addition to these official records are personal collections, maps, recordings, genealogical data, account books, early North Carolina newspapers, and a small reference library. In all, the Archives houses about 7,000 cubic feet of historical materials.

Materials in the Archives constitute by far the most valuable assembly of manuscript North Caroliniana in existence. No broad study of the history of the State can be made without their use. Furthermore, there are many specialized subjects in North Carolina history that cannot be covered adequately without work in the Archives. For instance, a person doing research in the educational history of the State will find the bulk of his material in the records of the State Literary Board, the Superintendent of Common Schools, and later the Department of Public Instruction. A person writing a financial history of the State will find valuable data in such papers as those of the State Treasurer, Comptroller, and Auditor. One studying the relationship of the prices of slaves and real estate in antebellum North Carolina will find county tax lists and the federal census indispensable. And, of course, county historians will seek valuable data from such county records in the Archives as court minutes, tax lists, deeds, wills, election returns, and school reports. In addition to the official records, the historian will find useful such personal papers as those of Zebulon B. Vance, John Gray Blount, William A. Graham, and R. Gregg Cherry. The Department's North Carolina map collection is perhaps the best in existence. These are but a few examples of the importance of the historical materials in the Archives.

Records and papers in the Archives are listed in one of three places: a card catalog, a typed "finding list" or descriptive inventory, and a book listing microfilm holdings. Personal collections acquired before 1939 are described in the Guide to the Manuscript Collections in the Archives of the North Carolina Historical Commission (now the State Department of Archives and History), which is available for $3.00 from the Division of Publications, P. O. Box 1881, Raleigh. A more detailed listing of the over-all holdings of the Archives than is possible in this article may be found in The North Carolina Historical Commission: Forty Years of Public Service, 1903–1943, which is now out of print but a copy of which is available for public use in the Search Room. More recent accessions of both personal and official materials are listed in the appendixes of the Department's biennial reports.

The major classifications of materials in the Archives are listed below. In some cases the date of the earliest papers in the group is given. The list of materials is incomplete and is intended only to serve as an example of the materials in each category.

[Footnote 4: Interested researchers may obtain free from the State Archivist, P. O. Box 1881, Raleigh, an 8-page leaflet, Historical Research in the North Carolina Department of Archives and History.]

State Records

Legislative Papers, dating from the 17th century. Certificates of elections, journals, petitions, bills, amendments, reports of State officials, tax lists, and a variety of other types of records.

Governor's Papers, beginning in 1694. Letterbooks, general correspondence, minutes of the Council of State, requisitions and extraditions, lists of justices and notaries, reports of State agencies, pardons and paroles, appointments.

General Court Papers, dating from the 17th century. Minutes and original papers of the court.

Department of Public Instruction Papers, dating from the establishment of the State Literary Board in 1825. Letterbooks, general correspondence, addresses, common school reports, land entry payments.

Attorney General's Papers, beginning in 1777. Letterbooks, general correspondence, opinions.

Auditor's Papers, beginning in 1863. Correspondence, receipts, reports, accounts, pension records of the Civil War.

Comptroller's Papers, 1777–1868. Letterbooks, day books, ledgers, journals, lists of taxes, muster rolls, militia returns, commissary records, Revolutionary Army vouchers.

Treasurer's Papers, beginning in 1755. Warrants, vouchers, accounts, bonds, tax records, sheriffs' reports, accounts of State agencies, journals, ledgers.

Adjutant General's Papers, dating from 1777. Letterbooks, correspondence, land warrants issued to soldiers, ledgers, registers of troops and some other Civil War records, records of National Guard.

Secretary of State's Papers, beginning with 1663. Letterbooks, general correspondence, entry takers' returns, land surveys, court records, tax lists, original wills and estates papers prior to 1760, Revolutionary War pension papers, election returns, oaths of allegiance, federal census records for 1850–1870.

Customs Records, 1732–1790. Scattered materials for Ports Roanoke, Brunswick, Bath, Beaufort, and Currituck.

District Court Papers, 1741–1848. Records of some districts for varying periods.

Various State Agency Records. Permanent, non-current records of most State agencies, including minutes, correspondence.

Military Records. Among the military records in the Archives are Revolutionary Army Accounts and vouchers, War of 1812 vouchers, State pension records of the Revolution and the Civil War, World War I draft cards, World War II separation papers, and a collection of miscellaneous records relating to World War I and World War II.

County Records

Some records of more than 90 existing counties, five extinct ones, and five counties now in Tennessee are housed in the Archives, either in original form or as copies. The quality and quantity of these records vary with the county. Included for many counties are minutes of the Court of Pleas and Quarter Sessions and the Superior Court, original wills and deeds, estates papers, marriage bonds to 1868, lists of taxables, school reports, election returns, and the like. In addition to original records, there are positive

microfilm copies of wills, deeds, court minutes, estates papers, and other records for various counties. Most of these records are for the period before 1868.

[Photograph: Image of an original 17th-century manuscript document bearing multiple signatures. The document is written in an ornate hand. Caption: Pictured here is an original document signed by seven of the eight Lords Proprietors in 1664. This is one of more than twenty valuable documents dating from 1664–1674 in the Thurmond Chatham Collection in the State Archives.]

Federal Archives Relating to North Carolina

Bureau of the Census Records, 1790–1880. Printed population schedules for the census of 1790 for North Carolina, microfilm copies of population schedules, 1800–1840, and population and special schedules, 1850–1880.

Military Papers. Microfilm copies of the indexes to the carded service records of North Carolina participants in the various wars (the carded records are maintained by the National Archives), and photocopies of original manuscript applications for pardon, 1865–1867.

Foreign Archives Relating to North Carolina

English Archives, 1663–1783. Manuscript copies and photocopies of originals in British Public Record Office, chiefly memorials, letters, and materials relating to North Carolina Loyalists in the American Revolution, but including also letters to governors, military and financial records, land grants, data on quitrents, and miscellaneous materials.

Spanish Archives, 1566–1802. Typed copies and photocopies of originals in the archives at Seville, Madrid, and Simancas, relating to Florida (approximately 1650–1760) and to the Spanish Southwest (approximately 1783–1802).

European Archives, 1773–1783. Facsimiles of manuscripts relating to America in European archives and private collections, prepared by B. F. Stevens, and consisting chiefly of confidential correspondence of the secret intelligence department of the British government.

Maps

The Department possesses an outstanding collection of approximately 2,500 maps, most of which depict North Carolina or some portion thereof.

Newspapers

The Department has attempted to obtain either the original or a photocopy of every North Carolina newspaper in existence published prior to 1801.

[Footnote 5: For an article on the Department's program for the preservation of copies of all North Carolina newspapers, see H. G. Jones, "North Carolina's Newspaper Microfilming Program," in North Carolina Libraries, Volume 19, Number 1 (Fall, 1960).]

Genealogical Data

Many of the materials in the State Archives—particularly the census and county records—lend themselves to genealogical research. An 8-page leaflet, Genealogical

Research in the North Carolina Department of Archives and History, is available at no charge from the State Archivist, P. O. Box 1881, Raleigh.

Personal Collections

The Personal Collections in the State Archives relate mainly to North Carolina and North Carolinians. The earliest papers, from the standpoint of acquisition, include original manuscripts of prominent citizens active in the State's development—the papers of John H. Bryan, Calvin H. Wiley, Jonathan Worth, Zebulon B. Vance, and Archibald D. Murphey, to mention only a few. Where originals were unobtainable, transcripts were secured, including copies of Governor Samuel Johnston's papers at Hayes, the Dartmouth Papers in England, the Richard Henderson Papers from the Historical Society of Wisconsin, and later photostats of important documents from the Library of Congress, the New York Public Library, and various historical societies.

In scope these papers cover a wide range of such personal items as wills, deeds and other land records, account books, tavern records, almanacs, temperance society and academy records, diaries, scrapbooks, and manuscripts of published and unpublished books. Personal papers of such officials as the Governors complement the public papers of these same individuals as they fulfilled their duties of office (the latter papers are official records and are transferred to the Archives automatically). The timelessness of the acquisition of papers is illustrated in a collection recently received. The late Congressman Thurmond Chatham, stationed in England during World War I, purchased a valuable group of original documents relating to the Colony of Carolina from 1664–1674. Chatham gave these papers to the State Archives in 1956 and following his death in 1957, his personal papers were given by his heirs. Other recent acquisitions include the personal papers of the late governors J. C. B. Ehringhaus, R. Gregg Cherry, and W. Kerr Scott; and the private papers of the late Governor J. Melville Broughton are in the process of being acquired.

In 1942, a Guide to the Manuscript Collections was published, describing the papers acquired through December 21, 1939. Plans are now under way for bringing this guide up to date. A finding list, used primarily for official records, describes the more recently acquired large collections of personal papers, and a card index describes the earlier and smaller collections. All collections are now being rearranged by Miss Beth Crabtree, Archivist II, with a view toward a more detailed catalog system, and a new guide will be published when this work has been compiled.

Summary

The State Department of Archives and History, under the supervision of Director Christopher Crittenden, in 1961 has the most comprehensive archival program of any State in the Union. Its Division of Archives and Manuscripts, headed by the State Archivist, has the largest staff—35 employees—and the largest budget—$200,000 per year—of any archival agency, and its program encompasses public records administration from the Governor's office down to the lowest local government office. The State Records Section and the Local Records Section serve not only as field agencies giving assistance to all public officials in their records problems, but also funnel permanently valuable records into the State's archival repository. The Archives permanently preserves our State's history as documented through its official records.

North Carolina's Department has since 1903 been among the leaders in archival programs in the entire United States. Its first archivist, R. D. W. Connor, was honored by appointment by President Franklin D. Roosevelt as the first Archivist of the United States, and three of its heads—Connor, Albert Ray Newsome, and Christopher Crittenden—have been presidents of the Society of American Archivists. These distinctions have been won in large measure by the reputation by which the Department has been known in the new profession. It is, therefore, in the tradition of the past that the Division of Archives and Manuscripts has experienced continued growth and expansion in all phases of archival and manuscript activities and today maintains its leadership in these fields.

The Southern Historical Collection

By Carolyn Andrews Wallace, Curator, Manuscripts Department, University of North Carolina Library

The Southern Historical Collection is the major body of manuscripts in the custody of the University of North Carolina Library and is one of the most important collections of its kind to be found in the country. Consisting of over 3,300,000 manuscript pieces, organized in more than 3,500 groups, it has material relating to every southern state and to every period of southern history. It is widely acclaimed by scholars for the breadth, excellence, and availability of its holdings.

The Southern Historical Collection has been built on a nucleus of materials acquired in ante-bellum days by the former North Carolina Historical Society. The Society's collections are extremely valuable for the history of North Carolina, but when the teaching of southern history became a part of the University program they proved inadequate as source materials for the history of the region. Dr. J. G. de Roulhac Hamilton, then head of the Department of History, began in the 1920's an active program of collecting from the entire South, with the twofold object of preserving the priceless but then neglected sources of southern history and of supplying essential research materials for graduate instruction in state and southern history. His vigorous and persuasive solicitation of manuscripts was so successful that in 1930 the Southern Historical Collection was established as a part of the University Library by action of the Board of Trustees. Since then there has been constant growth in the number of manuscripts; and great strides have been made in the never-ending task of organization, description, and cataloging. Dr. Hamilton's successor, Dr. James W. Patton, continues to acquire notable additions, often in proportions alarming both to the staff members who must process them and to the Library administrators who must find space for them.

As a result of the broadening of the University's manuscript policy, the Southern Historical Collection, although still especially rich in materials on the history of North Carolina, is now truly regional in scope. In fact, since Southerners have been a traveling and a migrating people, the papers of those who stayed at home frequently include letters and other materials from relatives and friends in most states and many foreign countries. The Collection is also broad in time coverage, with a relatively small number

of documents from the mid-sixteenth and seventeenth centuries, a large number for the eighteenth century, a heavy concentration in the nineteenth century, and a constantly increasing volume of twentieth-century papers. The size of the individual groups also varies widely, from one item to many thousands.

The Southern Historical Collection is a manuscript collection and does not include published or printed historical materials. When these are received with manuscripts, they are transferred to the appropriate division of the University Library unless they are small items closely related to and best utilized with manuscripts, or unless they are received with a group which is on loan. Published materials related to North Carolina are in the North Carolina Collection of the Library, and historical materials pertaining to the other southern states are available in the general stacks. As a result of the emphasis on the study of state and regional history in the University, the holdings of the Library in these fields are extensive and provide valuable aids to the scholar who is working in manuscripts.

The papers in the Southern Historical Collection are private as distinguished from public records; they are usually acquired as a unit comprising the papers of an individual, a family, an institution, or a business. The unit is given the name of its creator, and is filed as a separate group within the Collection. Examples are the Robert L. Doughton Papers, the Cameron Family Papers, the Globe Church Record, and the Speculation Land Company Papers. Occasionally a group may be an artificial collection, not acquired by an individual in the course of his regular activity, but collected by him because of his interest in contents or signatures. An example of this is the Preston Davie Collection, a group of manuscripts relating to the colonial and revolutionary periods of North Carolina and South Carolina, which in the short time since its acquisition has proved of great interest to a number of historians and writers.

Each group is, of course, different from all others, but a typical group of papers accumulated by a North Carolina family of the nineteenth century will probably include many of the following items: land grants or deeds to property, scattered business letters and financial papers varying in nature according to the business or profession of the man of the family, correspondence between the man and his wife before and after marriage, letters from relatives and friends, correspondence with children of the family away at school and letters and reports from their teachers, letters from older children living in their own homes, letters from sons or friends in military service during a war, letters reflecting political interests or activities of the men of the family, and papers relating to the settlement of the estate of the head of the family. If the group continues beyond these last items, it will probably include a similar assortment of papers for the next generation, usually those accumulated by the son or daughter who continued to live in the family home. In addition to the letters and other loose papers, there may also be a variety of records kept in blank books. These manuscript books are most often diaries, plantation journals, or account books, but they may also contain school notes, miscellaneous memoranda and random jottings, reminiscences, literary efforts, or copies of letters sent.

[Photograph: Interior view of the Search Room of the Manuscripts Department of the University of North Carolina Library. Several readers sit at individual work tables using manuscripts. A doorway and window in the background reveal the entrance lobby of the

building. Caption: A view of the Search Room of the Manuscripts Department of the University of North Carolina Library, showing readers using manuscripts of the Southern Historical Collection. Through the doorway and window may be seen the entrance and a portion of the lobby.]

Many groups of manuscripts in the Southern Historical Collection are not so complete as this, while others may be even fuller. Most groups of an earlier day include correspondence among members of the family and letters received from persons outside the family, but only rarely are there copies of letters sent to friends or to business or political associates. In contrast, groups which cover the period after the coming of the typewriter and carbon paper frequently contain copies of letters sent and thus show both sides of a correspondence. The typewriter has also greatly increased the quantity of papers. A modern politician's papers are voluminous, but they generally differ from older papers by including only office files and not personal and family correspondence.

The individuals represented in the Southern Historical Collection cover a wide variety of businesses and professions and include national officials and diplomats, senators and congressmen, jurists of state and nation, governors, military and naval officers, educators, religious leaders, physicians, lawyers, writers and editors, railroad builders, industrialists, merchants, bankers, and businessmen of all kinds. The Collection is not exclusively devoted to the papers of prominent men, for historians frequently find the papers of ordinary men to be equally valuable. Anyone who left records of his thoughts and opinions, his joys and sorrows, even of his commonplace daily activities, may have contributed to the historian's knowledge of the past.

The Southern Historical Collection is administered by the Manuscripts Department of the University Library, which has a staff of four experienced persons. This Department has full responsibility for servicing manuscripts, performing the functions of acquisition, processing, reference, and circulation. The Manuscripts Department also services the Archives of the University of North Carolina, which is a body of papers smaller than the Southern Historical Collection but nevertheless extremely valuable and important. The Archives include Trustees' Minutes, Faculty Journals, University Papers (a large body of loose papers accumulated by the secretary and treasurer of the Board of Trustees and by administrative officers), Student Records, records of the literary and debating societies and other student organizations, and records of several academic departments. These papers date from the beginning of the University and are invaluable to those who are interested in University history. The reader who tries to gain from them information on a specific student may be disappointed, for the small University of earlier days did not maintain detailed personal statistics, but with time and patience a reader may still learn much about the college life of a student. The University Archives for the period through 1920 are available to interested readers. Papers dated later than 1920 may be consulted only with the permission of the Chancellor.

The Manuscripts Department also administers most of the general and literary manuscripts acquired by the Library. These at present are not extensive, for aside from a small number of European manuscripts there are only three large groups. The first of these consists of the correspondence and notes of Samuel Aaron Tannenbaum, noted scholar and bibliographer in the field of Elizabethan drama, especially Shakespeare.

The second group contains drafts and revisions of the plays of Augustus Thomas, American playwright. The third major group consists of manuscripts written in Spanish concerning several related families of Popayan, Colombia. There are also a number of manuscripts in the custody of other departments of the Library. In the Rare Book Room are manuscripts of the thirteenth through the eighteenth centuries, not personal papers like those previously described, but handwritten copies of books. In the North Carolina Collection are the Thomas Wolfe Papers, a number of manuscripts in the Bruce Cotten Collection, and manuscripts of published books written by North Carolina authors.

[Photograph: Image of an 18th-century handwritten letter covering two pages. The letter is legible in a period script. Caption: Pictured here is a letter from John Wesley, Bristol, England, to Edward Dromgoole, Petersburg, Virginia, September 17, 1783, in the Edward Dromgoole Papers in the Southern Historical Collection.]

The reader who wishes to use the Southern Historical Collection or the University Archives will find the Manuscripts Department near the east end of the ground floor of the University Library building. The quarters of the Department are near the area occupied by the North Carolina Collection before the recent remodeling of the building, and readers seeking the North Carolina Collection frequently find themselves deep in a discussion of manuscripts before they realize that they are on the wrong floor and consulting the wrong department. At times this experience leads the reader to an unexpected source of information, for the Collection’s extensive holdings of the manuscripts of North Carolinians may often supplement the printed material originally sought.

The reader who is seeking manuscripts will often find that they are difficult to use. It is impossible to browse among them, for they are filed carefully in folders which are in turn placed in boxes, and they are protected from unnecessary handling or exposure to light. They cannot be thumbed through quickly as can a book, and to the modern eye many of them appear almost illegible.

For these reasons it is extremely important that the papers be properly processed. Frequently the manuscripts received in the Library are a disorganized mass which must be carefully arranged before being usable. The processor usually arranges a manuscript group of the Southern Historical Collection in chronological order, with the undated material at the end. When the arrangement of the papers is completed, the processor must describe and catalog them, supplying the equivalent of a book’s title page, preface, table of contents, and index. Such processing is slow and expensive, and there is nearly always an uncompleted backlog. The Manuscripts Department tries to be as quick yet as thorough as possible in its processing, for the staff members know that the repository which holds inadequately processed manuscripts renders a disservice rather than a service to scholarship.

The processing of the Southern Historical Collection has resulted in the production of a number of aids which help the reader to locate materials on a specific subject. The first of these is the Guide to the Manuscripts in the Southern Historical Collection of the University of North Carolina, published by the University Press in 1941 and available in many libraries. The Guide is now quite out of date, including only 809 of the 3,500 groups in the Collection. To supplement it, the reader may use in the Library a variety of

finding aids. These include a catalog listing each group alphabetically by name; a chronological index listing all groups which fall within specific time periods; a geographical index listing all groups which have significant material for each state or foreign country; a proper name index listing the most important persons, places, and institutions represented in the papers; and a subject index listing the groups by a limited number of subjects. With over 3,000,000 items, it is obviously impossible to list each one and the group rather than the item must be the catalogable unit. The proper name index is an attempt to ensure that important or unusual items will not be buried in large groups of papers.

For more information on the papers than can be supplied on a catalog card, the reader is referred to the survey of the group, which is a typewritten description filed alphabetically by the name of the group in a series of loose-leaf binders. The survey is the fullest description of the group prepared by the processor and is the record from which the catalog cards are made. It gives basic information about the group—name, inclusive dates, quantity and brief physical description, source of acquisition, terms of restriction if any apply, identification of the principal persons and places involved, and a general description of the papers. If the group is large or heterogeneous, there will also be a chronological analysis.

Having identified through the catalog and the surveys the manuscripts he wishes to read, the reader may examine them in an adjacent reading room or in a small study where he may use his typewriter. If he wishes, he may order photographic copies (prints or microfilm), which the Photographic Service of the Library will make for a moderate charge.

The reader who is unable to come to Chapel Hill can make only limited use of the Southern Historical Collection. As unique and irreplaceable items, the manuscripts are of course carefully safeguarded and may be consulted only in the quarters of the Manuscripts Department, never by interlibrary loan. Inquiries may be sent to the Department, and the staff will gladly supply information which will help the scholar determine whether the Collection has material on his subject. The staff is small, however, and cannot undertake to compile extensive bibliographies or to do research for individuals. Occasionally correspondents may be served by means of microfilm, but this is possible only when the selection of material to be filmed is a quick and simple process.

The reader who wishes to make thorough use of the Southern Historical Collection and to receive the maximum satisfaction from it is invited to visit the Library for personal examination of the finding aids and manuscripts. The Manuscripts Department is open Monday through Friday, 8:30 through 4:30, and on Saturday, 8:30 to 12:30. The visitor to the Department will be welcomed by staff members who will assist the new reader in identifying the materials he needs to use, and, if necessary, even in deciphering the manuscripts he tries to read. If he persists, he will soon gain experience and often a keen enthusiasm for research in manuscripts. If he is lucky, he may have the thrill of discovering previously unknown information. At the least he will acquire from handwritten documents a unique sense of real relationship and immediate personal contact with people and events of the past.

Manuscript Collections in the Duke University Library

By Mattie Russell, Curator of Manuscripts, Duke University

The collections of manuscripts which constitute a department within the Duke University Library are an outgrowth of the intellectual awakening that occurred at Trinity College in Randolph County, North Carolina, after John Franklin Crowell, a Yale graduate, was inaugurated president of that struggling Methodist college in 1887. In his first report to the Methodist Conference he mentioned that a "Seminary of History" would be created for advanced students, and this he predicted would lead to sound historical scholarship at Trinity. A few years later, after the college had moved to Durham, he established a separate department of history and political and social science and appointed Stephen B. Weeks chairman. Weeks had just received the degree of Doctor of Philosophy at the Johns Hopkins University, and had already published studies in North Carolina history. Through his professor Herbert Baxter Adams at Hopkins he had caught the spirit of the German school of scientific historians, and he was not long in making an appeal in the college paper in behalf of the library for books on history, and especially for the raw materials of history. A diligent collector himself, particularly of North Caroliniana, he was successful in arousing in others an interest in history. Before his first year was out he had organized the Trinity College Historical Society, whose aims were to collect books and other printed matter, manuscripts, works of art, and relics illustrative of the history of North Carolina and the South, and to encourage the writing of history through lectures and publications.

[Footnote 1: In tracing the background and early development of the Manuscript Department in the Duke University Library, the author has borrowed heavily from Nannie M. Tilley, The Trinity College Historical Society, 1892–1941 (Durham, 1941); and the preface by Nannie M. Tilley in Guide to the Manuscript Collections in the Duke University Library (Durham, 1947), which was compiled by Miss Tilley and Noma Lee Goodwin. A briefer article by the author entitled "The Manuscript Department of Duke University Library" was published in North Carolina Libraries (March and May, 1957).]

Weeks' stay at Trinity lasted only two years, but when he resigned he left behind a vigorous historical society. He took his collection of source materials with him, however, and it was his successor John Spencer Bassett, and after him William K. Boyd, who carried out more nearly the aims of the society. Let it be said of Weeks, though, that he, along with Crowell, laid the ground work for the scholarly approach to history at Trinity College.

Bassett, who was returning to his Alma Mater after studying with Adams at Hopkins, was burning with ambition to eradicate the misconceptions of southern history held by North and South alike. He knew, as every historian does, that one cannot write history without source materials; therefore he not only continued collecting such materials (this time for the college), but also set up a museum to house historical relics and launched the publication of the Historical Papers.

When Bassett moved on to Smith College in 1906 he turned over his duties at Trinity to Boyd, who had been stimulated by his mentors Bassett and William A. Dunning of Columbia University to concentrate on the history of the South. During the years between 1906 and the translating of Trinity College into Duke University, Boyd

continued to collect and to encourage the collecting of source materials. After Duke University was chartered in 1924, plans were formulated to convert the library from that of a small college to that of a large research institution, with special libraries in addition to the general library. The leading spirit in this enterprise was Boyd, and in 1930 he found an “angel” in the person of William Washington Flowers, a Trinity alumnus, native of Durham, and an executive of the Liggett and Myers Tobacco Company. From then until his death in 1941 Flowers gave generously to the library, and made provision in his will for an endowment fund to be created for the purpose of adding materials to the collection of Southern Americana which had long existed in memory of his father, George Washington Flowers. Different members of the Flowers family have since added to the fund.

A sizeable percentage of the income from the Flowers Fund has gone each year for manuscripts. Other library funds are drawn upon to purchase non-Southern collections. Several of the largest and most significant collections of twentieth century papers have been gifts. The total manuscript holdings are now estimated at approximately three million items and ten thousand volumes. By far the greater portion of this material is of the George Washington Flowers Memorial Collection of Southern Americana. The manuscripts of the Flowers Collection are housed in the Manuscript Department, as are all other manuscripts except the Walt Whitman Papers, which form a special collection in the Rare Book Room, the medieval manuscripts (largely of the Gospels), and a few miscellaneous manuscripts which are also kept in the Rare Book Room. The manuscripts in the Josiah C. Trent Collection in the History of Medicine are temporarily, and may be permanently, housed in the Manuscript Department.

[Photograph: A wooden trunk with its lid open, filled with disorganized papers and documents. Caption: Shown here is a trunk full of family papers just as it arrived in the Manuscript Department of the Duke University Library.]

Responsibility for acquiring manuscripts by either purchase or gift has rested principally with the director of the Flowers Collection since the position was established. Dr. Boyd was the first to hold this position, which he added to his other academic responsibilities. After he became incapacitated by ill health in 1937, Professor Robert H. Woody assumed the duties of director in addition to his teaching. He continued in this dual role until 1948, when E. Graham Roberts was appointed director as well as Curator of Manuscripts. In 1954 he was succeeded, but as director only, by Jay Luvaas, and in 1958 the present director, Winston Broadfoot, was appointed.

Once manuscripts are acquired they become the responsibility of the staff of the Manuscript Department to process and service. The Flowers Collection staff does accession all manuscripts that come through its hands, but all others come directly to the Manuscript Department and are accessioned there as the first step in cataloging.

The first Curator of Manuscripts was Ruth Ketring (later Dr. Ruth K. Nuermberger), a graduate student in history at Duke, who was appointed in 1931. Without professional training or experience in handling manuscripts she delved into the mass of material that had accumulated, and that was continually coming in, and came up with a sound method of arranging and cataloging manuscripts; a system whereby materials relative to any subject could be located easily. The continued expansion of the holdings has

naturally made it necessary to make some changes through the years, but her successors, Drs. Nannie M. Tilley and E. Graham Roberts and the author, have kept the system she devised largely intact.

According to the cataloging terminology in the Manuscript Department, a collection is a group of papers (in some cases a single, significant letter by a prominent figure has come to be designated as a collection in order to keep the Miscellaneous File from becoming unwieldy, and, furthermore, there is always the possibility that other papers of that individual will be acquired) centering around one or a few individuals, a family, an organization, or a political unit. Whenever a volume or set of volumes is not related to a group of unbound manuscripts it is regarded as a collection. An item is considered to be any unbound manuscript or printed matter that constitutes a unit within itself. It may be a small receipt, a newspaper clipping, or a ten-page letter. Actually there is a large quantity of printed matter, taking the collections as a whole, since many contain clippings (sometimes mounted in scrapbooks but more often not), broadsides, or pamphlets, or all three, which it has been deemed best to keep with the manuscripts.

After a newly acquired collection is accessioned, that is, registered by title, inclusive dates, geographic location, approximate size, source and terms of acquisition, and a brief description of the contents, it is prepared for the cataloger. This often involves removing letters from envelopes and unfolding them. Then the papers are divided into various categories and counted. If it is the personal collection of an individual, as it usually is, and is fairly extensive, it is likely to contain papers in the following categories, and if so, is divided this way: letters, writings (usually these are found only in the papers of authors and public speakers), legal papers, bills and receipts, miscellany, and clippings and printed matter. The letters, writings (if dated), and legal papers are arranged strictly chronologically, but the other papers are usually arranged by decades since there tends to be much less use made of them.

[Photograph: A section of the stacks in the Manuscript Department of the Duke University Library, showing tall metal filing cabinets in rows. Some are horizontal, others vertical. Caption: Pictured here is a section of the stacks in the Manuscript Department of the Duke University Library. Horizontal filing is recommended for manuscripts, but due to lack of space, it has become necessary for the department to resort to vertical filing, also.]

Then comes one of the least attractive, but essential tasks—cleaning and mending of both unbound items and bound volumes, and labeling the volumes. In the past the repairing of manuscripts within the department has consisted largely of pasting silk chiffon or Japanese tissue on them. Since time has shown that paste causes documents to become brittle and discolor, it has been decided to discontinue this method and either have documents laminated by a W. J. Barrow Laminator, as some have already been done, or by a hand-laminating process. The latter is much cheaper, but also much less satisfactory than the Barrow process since it does not remove the harmful chemicals from a document before it is laminated. The quality of a document as well as the budget will determine which method is used.

Cataloging a collection involves several steps. First, it is read carefully. While this is being done detailed notes are taken from which a descriptive sketch of the collection is

to be written, and forms are made for autograph cards, which serve as a register of individual letters by prominent correspondents and literary writings. As the sketch is written, ten entries are listed for all subjects that it is thought researchers may one day be investigating. When the cataloger has finished with a collection her records are typed on 3 x 5 catalog cards, and the files that are built by these cards are for the use of patrons as well as staff members. Examples of most of the basic card forms are illustrated in the accompanying photograph.

[Photograph: Six catalog card examples are shown arranged in two columns of three rows. Each card is labeled below: Main Entry or Title Card (upper left), Sketch Card (upper right), Geographic Card (middle left), Subject Card (middle right), Autograph Letter Card (lower left), and Bound Volume Card (lower right). The Main Entry card shows the McLaws, Lafayette Papers, 1862–1895, Savannah, Chatham Co., Ga., Cabinet 92, 97 items and 2 vols. The Sketch Card gives a fuller description of the same collection. The Subject Card reads: Civil War. Campaigns and Battles. Knoxville. Siege of, Nov. 17–Dec. 4, 1863, McLaws, Lafayette, Papers, 1862–1895, Savannah, Ga. Caption: Shown here are samples of catalog cards for manuscripts used at Duke University. Each institution has its own variations of catalog systems.]

Available also for researchers is a printed guide to the manuscripts entitled, Guide to the Manuscript Collections in the Duke University Library (Durham, 1947). A further checklist is now in progress which will contain all the cataloged manuscript collections in the Duke University Library and the other cooperating depositories. It is called the National Union Catalog of Manuscript Collections, and its compilation is sponsored by the Library of Congress. The system adopted by the compilers of that catalog for listing collections is so different from the Duke system that it will be necessary to keep main-entry and subject files of the printed cards they are making for the Duke holdings in order to locate these materials when patrons request them after seeing them listed in the National Union Catalog.

The manuscript holdings of the Duke Library are widely known for the excellence and variety of their content. They exist first for the use of professors and graduate students at Duke, but from all over the United States come scholars (these occasionally include visiting professors from abroad) and other researchers, looking for information on subjects too varied to imagine. In addition to those who come, many enquire by letter. Rarely is it true that the use of holdings by Duke faculty and students limits the research of others.

The emphasis in collecting manuscripts has always been on the acquisition of those which have research value rather than autograph value only. Some letters of famous personages that have little content have come in with other papers, and in such cases they have been retained for their autographs. An example is a few letters of Daniel Webster. For two other men who are often mentioned along with him, Henry Clay and John C. Calhoun, there are collections of considerable merit.

The manuscripts of the eighteenth and nineteenth centuries are largely southern in nature, but they often contain material relating to other sections, and sometimes other countries.

There are a few significant collections and many other papers of the Colonial, Revolutionary, and early national periods. Among these papers are letters of a number of the Founding Fathers and Revolutionary generals, and records of the War of 1812. From around 1820 to the outbreak of the Civil War the manuscripts are much more voluminous and cover many subjects, including: political and governmental activities in various States and the Federal Government, agriculture in general, plantation life, slavery, Indians, religion, education, literature, reform movements, shipping, manufacturing, banking, internal improvements, and the Mexican War. The most valuable source of statistical information on Georgia, Kentucky, Louisiana, and Tennessee from 1850 to 1880 consists of the original manuscript census returns.

The Civil War material is vast in quantity and scattered through numerous collections. It includes a number of diaries and thousands of letters of soldiers and officers on both sides of the conflict, rosters of troops, military orders and telegrams (mainly Confederate), Confederate court records, and records of the executive and legislative departments of the Confederate Government. Practically all the Confederate leaders, both civil and military, are represented, and among those for whom there are important collections are: Jefferson Davis, Alexander H. Stephens, Robert E. Lee, “Stonewall” Jackson, Turner Ashby, and P. G. T. Beauregard.

The different phases of Reconstruction receive attention, as do countless historical events and personalities from the end of the Civil War down to the present day. The correspondence in the department ranges from letters by lowly people, who were almost illiterate and were never able to lift their eyes beyond the most limited horizon, to those by people of great literary talent and national and world vision. In such correspondence one sees much besides comments about public events and significant achievements. He also becomes acquainted with the pleasures, ambitions, and cares of individuals in various stations of life.

The twentieth century collections tend to be more voluminous than the earlier ones and more nearly national, and in some cases international, in scope. They include the papers of some outstanding newspapermen, a famous general, two leading Federal officials, several southern members of Congress, and the archives of the Socialist Party of America for almost six decades.

Among the literary figures besides Walt Whitman for whom there are sizeable collections are: Alfred Tennyson, Dante Gabriel and William Michael Rossetti, Edmund William Gosse, Joseph Conrad, Thomas Holley Chivers, John Esten Cooke, Paul Hamilton Hayne, Thomas Nelson Page, and Mrs. E. D. E. N. Southworth. Many other well-known writers appear either in small collections of their own or as correspondents in the papers of others.

The foreign manuscripts, other than the medieval ones and those of British literary lights, include papers of quite a number of prominent political leaders of Great Britain, a miscellaneous collection of French papers, a collection relating generally to the colonial period of Peru, and heterogeneous materials from other Latin American countries and Spain.

The manuscript portion of the Josiah C. Trent Collection in the History of Medicine is a group of widely varied papers and autographs from outstanding physicians of Europe

and the United States from 1435 to 1957. An important feature of the papers is a presentation of the personalities of these men as well as their contributions to medical science. Their names include: Sir William Osler, Edward Jenner, D'Arcy Power, Alexander von Humboldt, Benjamin Rush, Oliver Wendell Holmes, Weir Mitchell, and John Torrey.

Within the limits of security every effort possible is made to make the manuscript collections available to researchers. No material is permitted to circulate outside the Department, but photographic reproductions in the form of microfilm, photostats, or projection prints are furnished upon request. An order-contract form carries the rates for such reproductions, space to list the material to be photographed, and the regulations governing the use of the material listed. This form must be signed by the researcher before the reproductions he requests will be made. If one wishes to know the rates and the approximate number of exposures involved in an order before he places it, he is told the rates and also given an estimate of the exposures if it does not require too much time to make such an estimate. Sometimes a request calls for so much work that it is necessary to suggest to the patron that he either come to do his own research or permit the staff to employ someone at his expense to do it. No restriction is placed on the use of collections except those imposed by the donors. The schedule of the department is 8:30 to 5:30, Monday through Friday, and 8:30 to 12:30, Saturday.

Special Manuscript Repositories in North Carolina

By H. G. Jones, State Archivist

The guest editor, in preparing for this special issue of North Carolina Libraries devoted to archives and manuscripts, mailed to libraries and other research institutions in North Carolina a questionnaire requesting a report on their manuscript holdings. Only a few custodians took the trouble to return the questionnaires—so few, in fact, that it is felt that an injustice may be inflicted and a distorted picture may be given if only these replies are published. The guest editor has therefore decided against attempting to list at this time all the libraries and institutions having manuscript holdings.

[Footnote 1: In addition to the repositories described in this article, the following institutions returned questionnaires indicating holdings of manuscript materials of varying quantities: Appalachian State Teachers College, Bennett College, Brevard College, Davidson College, East Carolina College, Flora Macdonald College, High Point College, North Carolina State College, Salem College, Woman's College of the University of North Carolina, Anson County Public Library, Dare County Library, Davie County Library, Gaston County Public Library, Greensboro Public Library, Rowan Public Library, Historical Society of the Southern Convention of Congregational Christian Churches (Elon College), and Association of Methodist Historical Societies (Lake Junaluska). The valuable reference work, Philip M. Hamer, Guide to Archives and Manuscripts in the United States (New Haven: Yale University Press, 1961), lists, in addition to those institutions whose holdings are described above, the following: National Weather Records Center at Asheville, North Carolina Collection of the University of North Carolina Library at Chapel Hill, Charlotte Public Library at Charlotte,

Davidson College Library at Davidson, Duke Hospital Library at Durham, Cupola House at Edenton, Bennett College at Greensboro, Library of the Woman's College of the University of North Carolina at Greensboro, High Point College Library at High Point, North Carolina State College Library at Raleigh, and Catawba College Library at Salisbury. Practically all colleges and universities maintain records and manuscripts relating to their institution, faculty, and former students.]

Instead, those repositories having considerable stature among archivists and manuscript curators will be described briefly. These are institutions having holdings of more than usual and local significance.

Carolina Discipliana Library

The Carolina Discipliana Library of the Historical Commission, North Carolina Disciples of Christ, is located at Atlantic Christian College in Wilson. The Rev. Charles C. Ware is its Curator.

Holdings of the Discipliana Library consist of minutes of the annual State meetings of the North Carolina Disciples of Christ, 1841–1886; church record books dating from 1830; and other records of or relating to the denomination in North Carolina, and to a lesser extent, the South. There is also a considerable collection of letters mostly of church association interest.

Moravian Archives

The Archives of the Moravian Church in America, Southern Province, is located in Winston-Salem. Mrs. Grace L. Siewers is acting Archivist.

This collection had its beginning when the Moravians settled in North Carolina in 1753, and the original materials in the Archives comprise one of the most uniquely valuable assembly of church history manuscripts in the country. The Moravians were meticulous in recording their history, not only through the usual means, but through congregational diaries. Many of these materials have been translated from their German script and published by the State Department of Archives and History in eight volumes as The Records of the Moravians in North Carolina, 1753–1837, the first seven volumes being edited by Dr. Adelaide L. Fries and the eighth by Dr. Fries and Dr. Douglas L. Rights.

In addition to church registers, diaries, minute books, account books, memoirs, and letters, there is a fine collection of manuscript music, 1745–1850.

Presbyterian Historical Foundation

The Historical Foundation of the Presbyterian and Reformed Churches is located in Montreat. Dr. Thomas H. Spence, Jr., is Director.

Begun in 1902 as the private collection of the late Rev. S. M. Tenney, the Historical Foundation now is one of the best provided for church archives in the South. Its holdings consist chiefly of official records of the Presbyterian and Reformed churches in the South and Southwest, though they are not restricted to regional materials. The manuscripts contain the ecclesiastical record of the Presbyterian, Associate Reformed Presbyterian, and the Cumberland Presbyterian churches in America, and there is an extensive collection of material on Greece and Asia Minor, as well as records of early

missionary activities in China and Mexico. A special effort is made to obtain either the originals or microfilm copies of the records of the synods and presbyteries.

Quaker Archives

Manuscript materials relating to their denomination are maintained by the North Carolina Yearly Meeting of the Society of Friends in the Guilford College Library, Guilford College. Mrs. Treva W. Mathis is assistant librarian in charge of the Quaker Room.

The manuscripts relate to the Society of Friends and date from 1680. Among the materials are minutes of monthly, quarterly, and yearly meetings and of both men's and women's group meetings; correspondence on such meetings in various places; vital statistics, marriage certificates, and biographies. The Friends were perhaps second only to the Moravians in the care with which they kept their records, and the Quaker Archives reflects this concern.

Sondley Reference Library

The Sondley Reference Library is a division of the Pack Memorial Public Library in Asheville.

This library has manuscripts of the late Dr. F. A. Sondley; several hundred letters of distinguished men and women of the nineteenth century; and a few literary products of North Carolina authors. Most of the manuscripts are in the North Carolina Collection of which Miss Myra Champion is Librarian.

Baptist Records

The Wake Forest College Library in Winston-Salem has manuscript materials relating to the Baptist denomination in North Carolina. Professor Carlton P. West is Librarian.

Among the materials are more than one hundred volumes of manuscript records of various Baptist churches, especially for North Carolina, from the period of the Revolution. There is also a considerable collection of miscellaneous letters and diaries, as well as materials relating to the college and its activities such as are found in most college collections. From a research standpoint, its Baptist materials are of chief interest.

The Restoration of Papers by the Laminating Process

By W. J. Barrow

[Summary of a paper by Mr. Barrow, who is one of the world's authorities on the testing and restoration of papers. His headquarters are in the Virginia State Library Building, Richmond. This article is a summary of his booklet, Procedures and Equipment Used in the Barrow Method of Restoring Manuscripts and Documents (1958).]

The restoration of deteriorated manuscripts by removing acidity from them and sealing them between sheets of plastic film is generally accepted as the most stable and lasting

method of preservation. This account describes the method in use in several archival agencies and gives something of the background of its development and advantages.

For many years, high acidity in paper has been recognized by chemists to be the chief cause of brittleness found in many documents. This acidity can be attributed to three sources, papermaking procedures, ink, and conditions of storage. It is possible to measure the degree of acidity by laboratory tests and to rate it according to a standardized scheme technically known as pH values. These are expressed as logarithms ranging from 1 to 7, a low pH representing a high acid content. The Bureau of Standards and other laboratories accept a pH above 5.0 to be satisfactory for papers of permanence, but those having a pH below this number are not acceptable. Samples of badly deteriorated papers which I have tested have been found to be very acid, with a pH as low as 3.1. Similar findings have been reported by the National Bureau of Standards and the U. S. Department of Agriculture.

The acid in the much used iron gall writing ink of the seventeenth, eighteenth, and nineteenth centuries frequently accounts for deterioration in a manuscript. When this ink was made, sulfuric acid was formed as the result of the interaction of the iron of the copperas and the gallic and tannic acids of the gall nut. The amount of acidity varied with the concentration of the ingredients used in the various formulae. In some writings, relatively little acid is found, while in others, considerable can be detected. In still others, the acid has eaten holes in the paper. In a large number of manuscripts which are in need of restoration, acid inks have been a factor in their deterioration.

Procedures used in the manufacture of paper often affect its permanence. This has been particularly true of the use of alum (KAlSO4) in the sizing of some seventeenth and eighteenth century record papers found in Virginia. A study, now in progress, indicates that alum has greatly contributed to the deterioration of many of these papers. A pH of around 4 is frequently found as the result of the excessive use of this compound. On the other hand, lye made from wood ashes was often used to bleach cloth as well as clean rags, and has had a beneficial effect on some papers. The calcium and magnesium salts in the wood ashes, likely carbonates and phosphates, were not completely washed out during the papermaking process due to their relative insolubility. Some of the calcium and magnesium compounds may be attributed also to washing the rags in water containing the bicarbonates of these metals. These alkaline compounds act as a buffer against the acid alum, and when they occurred in sufficient quantities, the paper is in a good state of preservation. Unfortunately, the acid alum has predominated in a number of our early, colonial records. Another chemical that has sometimes caused deterioration of paper is chlorine, which has been used in bleaching rags since the latter part of the eighteenth century. It has often been indiscriminately used and was not washed from the pulp before making into paper.

The conditions of storage are also a factor in the preservation of paper. The National Bureau of Standards, as well as other laboratories, has found that sulfur dioxide, which occurs in the air of many cities, increases the acidity of paper and causes embrittlement. As the result, many archives and libraries have installed expensive equipment to eliminate this acidity from their storage areas. Among other possible sources of increase in acidity during storage are sunlight, dust, and impurities deposited by the hands.

Acidity, if allowed to remain, not only continues the destruction of the paper, but also contaminates and weakens any cellulostic material used to strengthen it. Obviously, some non-injurious method of neutralizing the acid seems to be called for when restoration is required for a deteriorated manuscript. However, the discovery of the fact through tests conducted by various United States agencies, Messrs. Torrey and Sutermeister of S. D. Warren Company, and my laboratory, that certain old papers owe their remarkable preservation to the presence of calcium carbonate pointed the way to a method of neutralization that would not be injurious.

As developed in my laboratory, this process consists of placing the document to be treated between sections of special bronze wire cloth to prevent injury, and passing it through two solutions, allowing it to remain for about twenty minutes in each. The first is a solution of 0.15 per cent calcium hydroxide which effectively neutralizes the acid, and the second is a solution of approximately 0.20 per cent calcium bicarbonate which carbonates the excess hydroxide and precipitates calcium carbonate into the fibers of the paper. After treatment, the cloth and document are air dried in a rack constructed for the purpose. The precipitated calcium carbonate not only has a stabilizing effect upon the cellulose fiber, but also acts as a buffer against the absorption of any acid at a later time. Tests conducted by Messrs. Shaw and O'Leary of the National Bureau of Standards indicate that calcium carbonate used as a filler exerts a beneficial effect upon the stability of papers made of rag, sulfite, and soda pulp. Mr. A. R. R. Westman of the Ontario Research Foundation has concurred in these findings in his study of the use of alkali earth metal carbonates in making a nontarnishing paper for wrapping metals. In my study, Black Writing Ink of the Colonial Period, the acid in the writing of the iron gall inks was not only effectively neutralized by this procedure, but the eighteenth century papers, used in these tests, also held up well under artificial aging. On the other hand, these inks exhibited a marked deteriorative effect on the same papers when the neutralization procedure was omitted. Of interest also in this connection is the study of Messrs. Launer and Wilson of the National Bureau of Standards who found that paper with high acidity was less stable under light than the same paper with low acidity. With the exception of relatively modern inks made of water soluble dyes, the procedure of deacidification previously described has been successfully used on all types of manuscripts and documents written on paper.

[Photograph: A man sits at a large laminating machine, feeding a sheet of paper into the rollers. Caption: A member of the staff of the State Department of Archives and History is shown operating the laminating machine. 100,000 pages of valuable records are preserved each year by the Department by the Barrow process. Prior to the actual lamination, documents are cleaned and deacidified by chemicals.]

Documents should be treated for acidity before restoration by any method is attempted, and the restoration process itself should be free of any factors that would tend to renew this condition. This principle of removing impurities which cause deterioration has been followed for many centuries by manufacturers of high grade papers. The two principal methods of restoration employed at the present time, silking and lamination with cellulose acetate film, are described below in this light.

The silking process consists of using a starch paste to attach to each side of the document a coarsely woven piece of silk cloth. This greatly increases the document's

physical strength for a few years, but many archivists have reported that the silk usually deteriorates within eighteen to twenty-five years to such an extent that the document must be again restored. Documents thus treated are still susceptible to attack by micro-organisms and insects, the acidity of the paper is increased by the alum in the paste, and the deterioration of the silk will adversely affect the paper.

Lamination with cellulose acetate film was originally advocated by the National Bureau of Standards which found through tests that this material makes a suitable protective covering since its possesses many satisfactory qualities. It is relatively permanent and strong and is resistant to bacteria, fungi, insects, and the passage of gases. Its transparency permits the passage of ultra violet and infra-red rays and is no bar to photography. Further, it is relatively inexpensive. The suggestion of the Bureau that adhesion could be obtained by heating and pressing the thermoplastic film into the pores of the paper by a steam-heated hydraulic press was first adopted by the National Archives, Washington, D. C.

One of the first comparisons between silking and lamination that has been made was done by Dr. S. N. Sen, keeper of the records of the government of India, who with Mr. S. Chakravorti, archival chemist of India, concluded, after examining all available evidence, that the lamination process was a superior method worthy of adoption. Their findings likewise stressed the fact, which had before been stressed by the National Bureau of Standards, that cellulose acetate is a far different product than cellulose nitrate which is unstable and injurious to paper. This is worth stressing, because there is still a tendency to confuse the two.

A recent article by Mr. H. M. Nixon of the British Museum also gives a good comparison of the two processes. He points out that the cellulose acetate film can be easily removed without apparent injury to the manuscript. This is a factor which has, at times, been criticized. His comment on the use of cellulose acetate films containing adhesives is also of interest. These adhesives frequently lose their bond with the film and thus become delaminated. This is not true with the homogenous thermoplastic films such as cellulose acetate, which are laminated with heat and pressure.

[Photograph (upper): An old court minute book, badly deteriorated from storage in a damp basement. The cover and pages are warped and the spine has split. Caption: Pictured here is an original court minute book almost 300 years old. The book was unusable because of the deterioration from the humidity of a basement.]

[Photograph (lower): The same book after lamination and rebinding, shown open alongside two other old volumes. Caption: At upper left in this picture is the same book after it was laminated by the Barrow method and re-bound. The large book in the center is also almost 300 years old, and the one in the upper right is almost two centuries old.]

A laminator, which is less costly to install than the steam-heated hydraulic press, has been developed in my laboratory. It consists of two electrically heated thermostatically controlled metal plates for preheating the material to be laminated, and two revolving calendar rolls with a pressure range from 300 to 2,000 pounds per square inch to supply the necessary compression. The document is placed between the film and laid in a moulding form made of thin cardboard lined with tracing cloth which acts as a conveyor during the process of lamination, the complete cycle of which requires only about thirty-

five seconds. After the document is sealed in the film, it is pressed between cardboard over night to eliminate any tendency to curl that might be caused by the loss of moisture in heating. The major advantages of this process, for which a patent has been granted, are that no artificial cooling is required and that pressure by rollers eliminates the entrapment of air between the document and film.

A further modification of the process by the use of a sheet of high grade tissue on the outside of the cellulose acetate film has been found to produce a much stronger product than that laminated with film alone. A deteriorated manuscript laminated with only cellulose acetate film has very little resistance to tearing. The use of tissue overcomes this weakness and it also adds considerable folding strength to the laminated sheet. This is particularly desirable for documents and manuscripts having frequent usage. A test indicated that with this addition, the folding endurance for newspaper is increased about twelve times and tearing resistance about four times. When manuscripts have become badly deteriorated, their physical strength is naturally increased many times the above mentioned test data. Good visibility is retained by the use of tissue and the aesthetic appearance is altered less than by other processes in use. The use of tissue also allows binding margins to be easily formed. These are particularly advantageous in large volumes since the margins are more flexible than the covered document and strains in turning pages are minimized. Missing portions or worm holes may also be filled in with extra sheets of film and tissue thus giving an even structural balance to the whole sheet. Maps may be mounted on cloth by lamination, provided the size is within the limits of the machine. The addition of this cloth produces an exceptionally durable sheet.

The time required to prepare and laminate a given number of documents will, of course, vary with the skill of the operator and the condition of the material. It may be said in general, however, that this time is about one-third to one-half of that required for the silking process. The cost of film and tissue depends upon the size of the sheets used and the market prices at the time of purchase. Again it may be said in general that materials for lamination together with the cost of operating the machine are about one-eighth the cost of silk cloth alone.

The superior results obtained by laminating paper after treatment for acid have been demonstrated in my own laboratory by testing samples of eighteenth century deteriorated papers before and after treatment by various processes. Among a group of these, some were silked, some laminated without treatment for acid, and others laminated after acid neutralization. Upon subjection to accelerated aging tests by baking for seventy-two hours at 100 degrees centigrade, it was found that the silked papers had lost 52 per cent of their folding endurance, those laminated but not treated for acid had lost 31 per cent, while those laminated with the acid neutralized had lost but 5 per cent and had no increase in acidity.

[Footnote 3: The State Department of Archives and History, Raleigh, owns one of approximately two dozen Barrow Laminators in use today. The Department restores almost 100,000 pages of manuscripts each year by the Barrow method. Libraries desiring to have manuscripts and other papers laminated may have the work done in Mr. Barrow's laboratory. Information concerning charges may be obtained from him in the State Library Building, Richmond. The State Department of Archives and History,

Raleigh, also does a limited amount of restoration for individuals and institutions within the State of North Carolina.]

[Photograph: A large pile of transparent adhesive tape, roughly the volume of a cubic foot, removed from a single official record book. Caption: Shown here is almost a cubic foot of transparent tape removed from one valuable official record book. A public official was misguided into thinking that the tape could preserve the record. Instead, it caused irreparable damage. The moral: never use transparent tape on important papers.]

[Footnote 2: The following procedure is recommended for removing scotch tapes: Apply to the reverse side of the paper a cotton swab saturated in benzene, wait a few seconds for the solvent to penetrate the adhesive, and then pull tape off. Much of the adhesive can then be removed with the wet swab. This procedure is effective only when the scotch tape has been applied within two or three years. If the tape has been applied for a longer period of time, then soak for several hours in a closed vessel with sufficient benzene to cover the document; this is the most effective method of removal. When the adhesive has been on the document for many years and has become badly discolored and insoluble, it is virtually impossible to remove it by known procedures. Toluene Merch (Toluol) can also be used instead of benzene.]

A Word of Caution

The State Department of Archives and History has become increasingly concerned over the recent promotion of cheap “laminators” by several commercial firms.

The Department cautions individuals and institutions having in their possession valuable papers against using such machines or devices without full investigation. In the first place, the plastic being used may contain acids. If so, not only will the plastic itself deteriorate, but it will also cause the deterioration of the paper enclosed between it. Secondly, the acids within the paper itself must be removed by means of chemicals as described by Mr. Barrow if a long life is to be expected. To laminate a paper without removing the acids results in locking the damaging acids inside the laminated material, thus assuring a rapid deterioration.

Papers of no permanent value might be satisfactorily laminated by such machines, but the Department urges against the use of any doubtful method when dealing with permanently valuable papers.

New North Carolina Books

By William S. Powell, Librarian, North Carolina Collection, University of North Carolina Library

Weimar Jones, *My Affair with a Weekly.* Winston-Salem: John F. Blair, Publisher, 1960. 116 pp. $2.75.

Weimer Jones, editor, of The Franklin Press in Macon County since 1945, has made up this book from selections from his column, “Strictly Personal.” Franklin, North Carolina, is a small mountain town and the experiences of the editor of its weekly newspaper must not be too different from those of his counterpart elsewhere in the country. But

Weimar Jones has an extraordinary gift for putting down in words his experiences and his reaction to small town situations. His account of things past and things present in the State of Macon, each told swiftly and in descriptive terms, makes delightful reading.

Walter Blackstock, *Miracle of Flesh.* Francestown, N. H.: The Golden Quill Press, 1960. 55 pp. $2.75.

Dr. Blackstock, professor of English at High Point College, has now published eight volumes of verse of his own in addition to preparing a volume of selected poems by James Larkin Pearson. His "stature as a craftsman of verse" has been observed by Professor Norman Holmes Pearson of Yale. His delightful word-pictures of beauty in every day scenes, often unobserved by all but poets, and the moving expressions of emotion and sentiment found in his poems will recommend them to many readers.

E. David Cronon, *Josephus Daniels in Mexico.* Madison: University of Wisconsin Press, 1960. 369 pp. $6.00. illus.

Tar Heel editor (of the Raleigh News and Observer) Josephus Daniels was a devoted public servant. His services as Secretary of the Navy under President Wilson are well known to Tar Heels. Less well known are his valuable contributions to the United States as Ambassador to Mexico from 1933 until 1941.

His appointment was met with disapproval from Mexicans, yet when he retired after more than eight years of loyal service to both countries he was hailed as a true friend of the Mexican people. His application of the Good Neighbor Policy won for the United States the long-lasting friendship of Mexico. Professor Cronon's book makes interesting reading; it is sympathetic and indicates a real understanding of and affection for Daniels. The "Essay on Sources" and the ample notes serve to identify sources of information. These, together with the index, will make this volume of even more use to readers interested in recent American history.

Ann Kurtz, *Pendy.* Charlotte: Heritage House, 1960. 274 pp. $3.95.

Written by a resident of the state and issued by a North Carolina publisher, this adult novel will appeal to many for its account of Czarist Russia in the 'Nineties. Mrs. Kurtz, who lives in Durham, relates the adventures of a young girl, Pendy, and her family in Russia and after their move to Chicago's teeming West Side. In a Foreword, the Rev. Ralph W. Sockman says that Pendy "gives a lift to my spirit— . . . even puts a lump in my throat."

John H. Logan, *A History of the Upper Country of South Carolina.* (A facsimile reprint.) Spartanburg, S. C.: The Reprint Company, 1960. Vol. I, 521 pp. $10.50 ($8.00 to libraries.)

This is the fifth publication in the "South Carolina Heritage Series" of facsimile reprints. Dr. Logan, Confederate surgeon and later a professor of chemistry, published his history in 1859. A projected second volume was never issued. A clue as to the value of this book for researchers in North Carolina history will be found in the running title: "Ancient Territory of the Cherokees." Lawson and Bartram are cited as sources, and frequent references to North Carolina occur. The close relationship between the settlers of the back country in both Carolinas, the fact that the same Indians roamed the country, the geography was similar, and identical wildlife and flora abound in each of the

colonies mean that such a history as this, in many respects, recognizes no arbitrary line of demarcation.

Margaret Irwin, *That Great Lucifer, A Portrait of Sir Walter Raleigh.* New York: Harcourt, Brace and Company, 1960. 320 pp. $4.50. illus.

Miss Irwin does not claim that this is a biography of Raleigh. Instead it is a portrait. In 35 chapters she depicts the various facets of Raleigh's career, and in many of them she shows that some of our old fixed impressions of him are not correct. Henry Howard called Raleigh "that great Lucifer," and Miss Irwin presents that side of his character, too. Raleigh was a stubborn man and did not always act in even his own best interests. At his first meeting with the new King James, for example, instead of either holding his tongue or greeting his monarch loyally, Raleigh was insolent. This is a readable book and the quotations, we are assured, are accurate. Raleigh's own words are used often. Photographs of ten portraits of Raleigh and his contemporaries illustrate the volume.

The Editors of American Heritage, *Discoverers of the New World.* New York: American Heritage Publishing Co., Inc., 1960. 153 pp. $3.50. illus.

Librarians who need to justify this book as North Caroliniana before purchasing it can point to a number of excellent reproductions of John White drawings in color. The one of Eskimos in kayaks (on page 126) apparently has never before been reproduced in color and seldom even in black and white. There are also some De Bry engravings based on White's watercolors. A map and text relate Verrazano's voyage up the east coast of America in 1524, touching on his sighting of the Carolina coast south of Cape Fear. De Soto's route through the southeast, including western North Carolina, is traced on several maps and related in the text.

Aside from the minor references to Carolina, this is a magnificent book for young people. Its numerous pictures and maps, many of which are in color, supplement the text in telling of the earliest discovery and exploration of the New World.

William F. McIlwain, *The Glass Rooster.* Garden City, N. Y.: Doubleday & Company, Inc., 1960. 285 pp. $3.95.

This adult novel of the modern South tells of the experiences of a native son who returns home from New York to carry out a temporary job in his old hometown. He finds the formerly peaceful small town torn by growing hate and fear resulting from desegregation. The problems he faces and the changes he sees in his friends are related by an understanding and capable author. His insight into the South of today enables him to write a believable novel. His portrayals of character are interesting. Altogether this is a book which will go far towards explaining to any who lack first-hand knowledge, just what conditions are like in much of the South at the present time.

Author McIlwain was formerly on the staff of Wilmington, Charlotte, and Winston-Salem newspapers. He is a graduate of Wake Forest College and is presently copy editor on Newsday in Garden City, New York.

Walter Davenport and James C. Derieux, *Ladies, Gentlemen and Editors.* Garden City, N. Y.: Doubleday & Company, Inc., 1960. 386 pp. $4.95.

Formerly editor of Collier's, Walter Davenport now lives in Pinebluff, North Carolina. His new book is made up of a series of essays devoted to different editors and their magazines. Among those included are Mrs. Sarah Hale of Godey's Lady's Book, William Lloyd Garrison of the Liberator, Elbert Hubbard of the Philistine, Edward William Bok of the Ladies' Home Journal (who made the "How I . . ." article a national institution), and William D'Alton Mann, whose Town Topics thrived on libel and out-and-out blackmail. Each of the reports is well written and interesting. Variety of subject matter is one of the virtues of this book. Many of the opinion-making magazines described here have contributed more to our modern life than is generally realized: abolition, woman suffrage, pure food and drug acts, labor reforms, fashion styles, all have been greatly influenced by magazines.

Worth S. Ray, *Old Albemarle and Its Absentee Landlords.* Baltimore: Genealogical Publishing Co., 1960. (158) pp. $12.50. illus. maps.

The Genealogical Publishing Company has rendered a service to numerous researchers by making this material available again, but our debt would have been greater had it been reproduced in a more readable form. Perhaps the original typed copy, which is reproduced in facsimile, was not very good, but its faults are magnified as the type size is reduced. The illustrations are extremely poor, some of them even being unrecognizable.

But the contents are valuable nevertheless. Included are transcripts from many early Carolina records: birth, death, and marriage notices from the counties of northeastern North Carolina; land grant records; tax lists; and similar records. An index of names and another of places provide a key to much of the information in the records.

Glenn Tucker, *Hancock, The Superb.* Indianapolis, Indiana: The Bobbs-Merrill Company, Inc., 1960. 368 pp. $5.00. illus. maps.

Glenn Tucker is a Hoosier who retired to western North Carolina to grow apples and write history. We have seen none of his apples, but his history is first rate. His Tecumseh, Vision of Glory, won the Mayflower Award in 1956. This latest book is equally as good. It is a study of the Union Major General Winfield Scott Hancock, a brilliant military leader and an eminently just man as a civil officeholder. Mr. Tucker's earlier experience as a newspaper reporter is evident in his style. It is clear, concise, and readable. And convincing above all. After reading the book one is thoroughly convinced that Hancock, even though on the "wrong side" for readers in this region, was, indeed, superb.

Chapter 18, "A Trial in Statesmanship," which tells of Hancock's experiences as military governor of the Fifth Military District, consisting of Louisiana and Texas, when he was stationed in New Orleans, makes one wish for so level-headed an administrator in that city in these times.

Dorothy J. Snow, *Sequoyah, Young Cherokee Guide.* Indianapolis, Indiana: The Bobbs-Merrill Company, Inc., 1960. 192 pp. $1.95. illus.

The Cherokee Indian, Sequoyah, who created an alphabet for the language of the Cherokees, grew up in the mountains of eastern Tennessee and western North Carolina. This story of Sequoyah is written for young people, and its account of the

relationships between Indian and white should prove interesting and informative to many readers whose other books on Indians may have missed this aspect of their life.

Jeannette Covert Nolan, *Spy for the Confederacy, Rose O'Neal Greenhow.* New York: Julian Messner, Inc., 1960. 192 pp. $2.95.

This biography, written for young people, tells the fascinating story of Mrs. Greenhow's experience as a bearer of dispatches for the Confederacy. This is the author's fourth book with a North Carolina interest; she has previously written on Andrew Jackson, Dolley Madison, and O. Henry. A bibliography and an index will undoubtedly find many users among the readers of the book who elect to prepare term papers on this gallant lady who is buried in Wilmington's famed Oakdale Cemetery.

John David Marshall, *Of, By, and For Librarians.* Hamden, Connecticut: The Shoe String Press, Inc., 1960. 335 pp. $7.00.

Essays by four North Carolinians appear in this anthology. Robert B. Downs, Lenoir native and University of Illinois librarian, is author of "Books in the Twentieth Century." Winston Broadfoot, of the Duke University Library staff, contributed "What Is a Library?" which first appeared in North Carolina Libraries. Lawrence Thompson, formerly of Chapel Hill and now librarian at the University of Kentucky, is the author of "The Art of Librarianship." And Carlyle J. Frarey, Acting Dean of the School of Library Science, University of North Carolina, is the author of "A Thread in the Loom." All of these, and many other essays, make this volume interesting "professional" reading for the librarian. Drawn from a variety of scholarly, professional, and popular journals, the whole series is worthy of preservation in this more permanent form.

C. Vann Woodward, *The Burden of Southern History.* Baton Rouge: Louisiana State University Press, 1960. 205 pp. $3.50.

This is not a North Carolina book, and it contains only scattered references to North Carolina and to North Carolinians. It is, however, a book which should be read by all North Carolinians. From his detailed knowledge of the South's past, Professor Woodward has very succinctly reported the important historical landmarks which have guided us to our present position on the American scene. All of what he says makes good sense, but much of it will undoubtedly come as new information to many tradition-bound Southerners. By comparing the past experience of the South with the past experience of all mankind, he shows that our heritage should put us in a position to help the nation chart its political course with greater knowledge of the dilemmas which confront other nations. The American legend of success and abundance has not held true in the South. Poverty, slavery, defeat in war, a period of occupation by a conquering army, are all known to the South but not to the United States as a whole.

ALA Membership Day

Friday, February 10, 1961

Why not use this day to strengthen membership in N.C.L.A. as well as in A.L.A.? Make it Membership Day for librarians!

The N.C.L.A. treasurer dropped over 155 names from the mailing list of North Carolina Libraries on January 1st because of members who had not paid dues in 1960.

N.C.L.A. membership is now 810. Do you belong to S.E.L.A. and A.L.A. also?

A.L.A. membership as of November 1, 1960 in North Carolina numbered 476. Are you one of these 476?

Make an effort on February 10 to speak to your colleagues about professional library organizations and tell them of the importance of the work of these associations locally, regionally and nationally.

Tell librarians also of the importance of their membership to our associations and to the profession.

Each of you can help: Plan a staff meeting that day and talk about membership; talk to other librarians; tell trustees and friends of libraries about our associations; tell them all how they can join and its importance to them and to us.

Publisher's Advertisement

SCHOOL LIBRARIES IN ACTION

North Carolina Department of Public Instruction—1961. 18 min. sound color. $120, rent $4.50

SCHOOL LIBRARIES IN ACTION, a 16 mm educational film in color, with sound, was produced by the North Carolina Department of Public Instruction in cooperation with the School of Library Science and the Bureau of Audio-Visual Education, University of North Carolina. Photographic sequences were taken from the earlier film, "Let's Visit School Libraries."

This film, photographed in North Carolina schools, interprets the school library's services to pupils and teachers, grades 1–12. Five major areas of the school library program are illustrated: PLANNING FOR LIBRARY USE—GUIDING PUPILS' READING—TEACHING LIBRARY SKILLS—SUPPLYING INSTRUCTIONAL MATERIALS—GUIDING REFERENCE WORK.

SCHOOL LIBRARIES IN ACTION was produced for us with school librarians, teachers, administrators, library school students, and lay groups.

Rental prints are available from the Bureau of Audio-Visual Education, University of North Carolina, Chapel Hill, North Carolina. The rental fee is $4.50.

Orders for the purchase of prints of SCHOOL LIBRARIES IN ACTION should be addressed to Miss Cora Paul Bomar, State Supervisor, School Library Services, Department of Public Instruction, Raleigh, North Carolina. The price is $120.00 per print. Additional information will be supplied on request.