

**CPA Application: Preservation of 19th and Early 20th Century Newton
Documents/Collections
Submitted by: Library, City Clerk and Historic Newton**

Additional Information Requested from 11.16.09 CPA Presentation

1) The items to be preserved - what condition are they in?

All items are in need of preservation attention and are in various states of disrepair and have been assessed by preservation experts. General deterioration of paper, discoloring, rips, tears, gaps, papers come loose from their bindings, soiling, scotch tape treatment, brittleness and paper acidity are all issues. In addition, many items are used heavily and suffer wear and tear from handling.

Efforts have been made by all three departments seeking this grant to stabilize the condition of our items, such as obtaining phase boxes and placing tissue paper between leaves of acidic/delicate paper, but unless further work is done the items will continue to deteriorate as they are handled.

See Appendix A for a visual tour of the items.

2) Who uses them?

Historians, genealogists, researchers, students, writers, planning board staff, city employees and lawyers all make use of these items. At one point a college thesis was developed with the materials.

3) How accessible are these items now?

They are not very accessible at this point due to their value and/or fragile state. Digital access would cut down on handling thus preserving by less need to use the originals. Items require staff to oversee handling materials due to their value and/or fragile state. If electronic copies are created, staff involvement is reduced and users can now access remotely with a computer and Internet access.

4) What kind of protective measures now exist to prevent damage to the physical documents when people want to use them?

At the Library (Including all items in our Special Collections, not just the items in the grant)

The Library provides many Newton Collection materials on microfilm and microfiche which patrons may use instead of handling the original documents (Note: The library has paid for the City Directories to be microfiched used by patrons and staff). Also, many items have been photocopied onto archival paper and bound to avoid handling the originals. The majority of items are kept in a secure compact shelving room that is only accessible by staff. The rest of the items are kept in the Special Collections Room, monitored by requiring sign-in and out of

the room and recording of the items used. Requiring patrons to sign-in and out with a librarian reduces the number of people to only serious users. Items that have been determined as delicate are stored with care based on the recommendations made by preservation experts and through a preservation plan created by the library. This includes collections stored in:

- Phase boxes and/or
- Archival Quality Folders
 - With barrier sheets inserted between some leaves and/or
 - With interleaving tissue paper placed between items and/or
 - With archival quality protective plastic encasings

Since the items may be fragile and/or valuable, after locating an item a user is required to speak with a librarian to gain access to items in compact shelving to be signed out. If the item is located in the Newton Special Collections Room, a user is required to sign-in and out of the room. Users cannot handle some items and a librarian would need to arrange a time to assist with viewing such an item.

See Appendix B for a visual tour of the Special Collections and our Compact Shelving.

At The City Clerks Office (City Directories Only)

City Directories have been placed in acid free phase boxes. City staff use them often, including City Clerk's office, Engineering, Planning, and so on. General public requests require supervision in the back office.

At Historic Newton (City Directories Only)

Historic Newton staff use the City Directories on a daily basis. For general public requests, staff advises public to visit the library to view microfiche due space constraints of Historic Newton. Requests are granted but are by appointment only and supervised by staff.

5) Why were these documents selected over others?

The documents selected are based on many criteria and represent an opportunity for the Library, Historic Newton and the City Clerk's office to develop plans, workflows and the logistical expertise for ongoing assessment, selection, preservation, digitization and increased access to Newton's historical treasures.

The items themselves are heavily used and/or fragile and/or unique and highly valuable to local history as detailed in our application's "Summary and Justification of Proposed Treatment" and "Analysis of Historical Significance," but represent an excellent starting point for the collaborative efforts of the Library, Historic Newton and the City Clerk's office.

The initial thrust of the effort centers around the heavily used City Directories, which have high utility to many city departments and citizens. Due to heavy demand over the years, these volumes are deteriorating. The issue of high use resulting in wear is what brought the 3 departments together to work on a solution that would benefit all of us. From there we

identified additional collections we shared and similar resources that would benefit from preservation with digital access. This collaboration resulted in the following goal: To offer a broad picture of life and times of Newton in a period that is of interest to many and for which there are many primary documents that are in danger of deteriorating. In effect the idea is to enhance the preservation and access to City Directories with complementary materials that are also in great need of preservation.

Other criteria and factors involved in our materials selection process includes:

Our selections are similar to the successful CPA projects the City Clerk's Office has already completed. This project builds upon that foundation:

- The City Clerk's Genealogical Research page includes historical Birth, Death & Marriage Indexes and are very similar to the City Directories.
- The Historic Maps of Newton project is similar to the maps we will be posting and 2 are of high historical significance and need preservation. One map is split into 3 parts, the other is adhered to itself and cannot unroll properly.

The additional manuscripts and city scene photographs we seek to preserve offer visual images that are not presented in, but complement, the works listed above. The various formats give a deeper representation of the life and times of the City of Newton during the late 19th and early 20th century. The Smith Manuscript is a unique and valuable resource to the city. The Eliot Church Annual is in poor condition and requires preservation to endure future handling. Newell photos fit into larger collection that will be preserved with LSTA funds. Allen House and Loveland photos are unique and valuable to local history.

Time Period Selected:

- Copyright: To post electronically, we would need to research copyright permissions, a process that can significantly expand a project. All the items selected pre-date copyright but we have begun research into working with copyrighted material.
- Popular: Majority of our inquiries at the library relate to genealogical research of this time.
- Collections Produced on Acidic Paper: The paper industry began using pulp and chemicals in the 1840s. The new process produces highly acidic paper that is in danger of deteriorating after time on its own without proper preservation. Items before this time actually keep better than those after the 1840s due to the type of paper that was popular.

Other Selection Factors:

- Missions and goals currently in place.
 - Many of our planning documents and mission statements call for the providing of "planning with history" or making accessible the types of documents presented in our CPA application. There is a heavy interest in them, they speak to the ability of our citizens to enrich and inform themselves, or meet criteria in planning documents. These documents include:
 - Library Preservation and Digitization Plans

- Historic Newton – Departmental Goals and Plans
- City Clerks Office – Departmental Goals and Plans
- Newton Comprehensive Plan
- Other efforts that are currently under way.
 - The materials chosen for the CPA complement other digitization/preservation plans we have underway, including an LSTA grant and digitization efforts funded by the Library’s regular budget for scanning of documents and joining the Digital Commonwealth.
- What our departments can accomplish at this time.
 - We have chosen materials that we are ready to preserve now, that we believe we can have metadata created for in a timely manner and have the available staff/volunteer time and expertise for generating such metadata. These are materials that are already organized and have been researched and for which content is readily available.
 - We have chosen materials that we estimate can be realistically processed and managed by staff within a given grant/budget period. This first round of materials-processing (vendor processing, metadata description, digital posting, placing back in physical collections) will provide us with learning on the “life cycle” of such work.
 - There are limits to the setup and maintenance to our online distribution systems. Our contract with Digital Commonwealth only allows a specific amount of document uploads and images posted per year. City IT will be asked to help post other items on the City Website.
 - Also taken into consideration was the staff time needed for project management and overhead (meetings, vendor communications, etc.).
- What non-CPA funds are available.
 - The Library is dedicated to using library funding to perform regular preservation and digitization. This application assists with start-up costs for starting digital collections.
 - Historic Newton also seeks ways to preserve materials through other sources. De-acidification encapsulation has been performed on various materials at Historic Newton by volunteers. Please note that these volunteers were trained experts and were a great resource but are not readily available.
 - Other grants available might require the consideration of materials not fit for CPA applications and vice-versa. For example, the state’s LSTA grant for digitizing materials does not allow the use of LSTA funds for preservation work, only digitization of materials – this impacts our decision-making process.
- Items that are of interest to all of our primary stakeholders.
 - We are currently assessing materials that provide a broad representation of the city and its history and/or provide high utility.
- The levels of treatment and budget that materials require in relationship to their utility.
 - Some documents have valuable information but are not valuable physically. Some documents could have 1000’s of pages or need expensive preservation treatment, moving them to the back of the priority line.

All of these factors created a mix of circumstances and logistics that led us to develop a plan for the current materials considered and will inform our pursuit of new projects going forward.

6) Of those documents not selected for this proposal, when should the CPC expect to hear about the remaining documents and what is the scope of the project that would digitize and preserve them? What is needed?

We seek to develop a process to select materials yearly to preserve and digitize with CPA funds. Applying for an FY '10 CPA grant represents an opportunity for the Library, Historic Newton and the City Clerk's office to develop plans, workflows and the logistical expertise for ongoing assessment, selection, preservation, digitization and increased access to Newton's historical treasures. This project offers us a better understanding of our combined collections and pools our understanding of Historic Newton Resources. Together, we can understand the overlap of our collections and the shared needs of our stakeholders.

The City holds an enormous amount of materials in need of assessment. As this working group moves forward, new materials will be identified and processed based on collaboration and our increased understanding of the process necessary to preserve historic items within our municipal environment. Funds will be sought according to the appropriateness of the funding source and what is needed to process each type of material will be identified by expert vendors and Library/Clerk/Historic Newton staff, but common preservation issues will have to be resolved in many cases (de-acidification, repair, cleaning, mounting, digitizing, etc.). In some cases, non-CPA funds might be the best choice for any given fiscal year's preservation or digitization activities.

Specific next steps needed include:

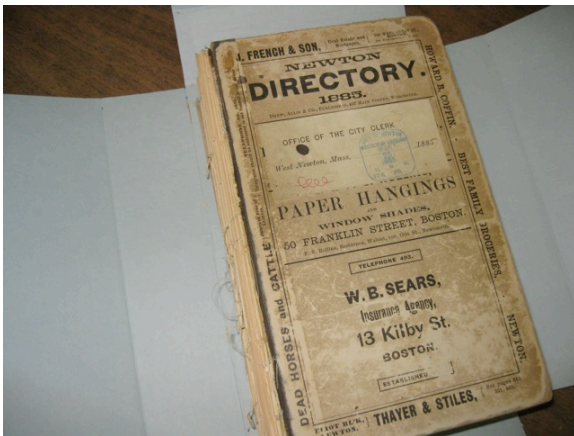
- Follow-through on current initiatives and development of a process map
- Ongoing collaboration about materials that build off of current initiatives
- Ongoing collaboration about new materials, especially those that are most organized, described and cataloged
- Discovery of new materials and development of new organization aids to assess those materials
- Discussion and research of barriers to preservation and digitization of projects, such as copyright law

Appendices C, D and E and F contain summary information about the collections of the Library, Historic Newton and the City Clerk. Assessment of these materials will continue while discovery and organization of new materials grows. It is our understanding other City departments such as Education, Fire and Engineering also have Newton history materials and our intention is to explore these materials as well.

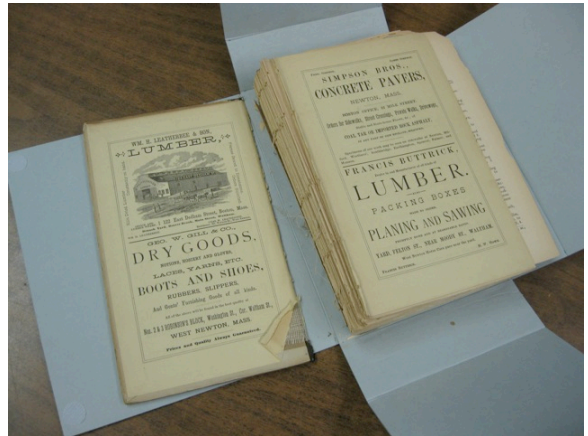
Appendix A – Visual Tour of Items to be Preserved



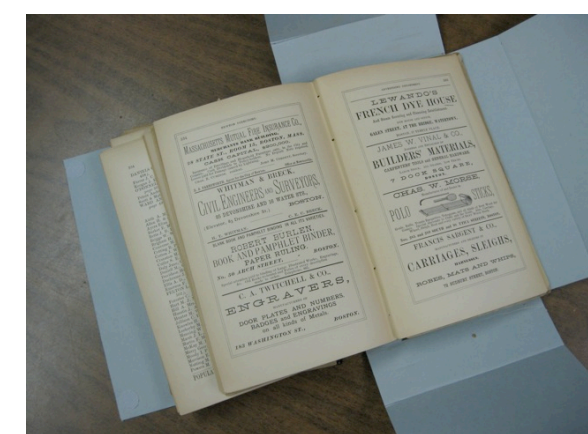
The project seeks funds to preserve, through microfilming and scanning, 36 Volumes of City Directories housed in the City Clerk's Office, Historic Newton and the Newton Free Library.



The Directories are well used and have deteriorated over time due to their high use. This 1855 Directory is typical of the other 35 volumes in our collections.



The Directories contain listings of individuals and their street address, as well as advertisements for local businesses.



Newton Manuscripts

2 Manuscripts from the 19th Century contain primary resources of value to Newton.

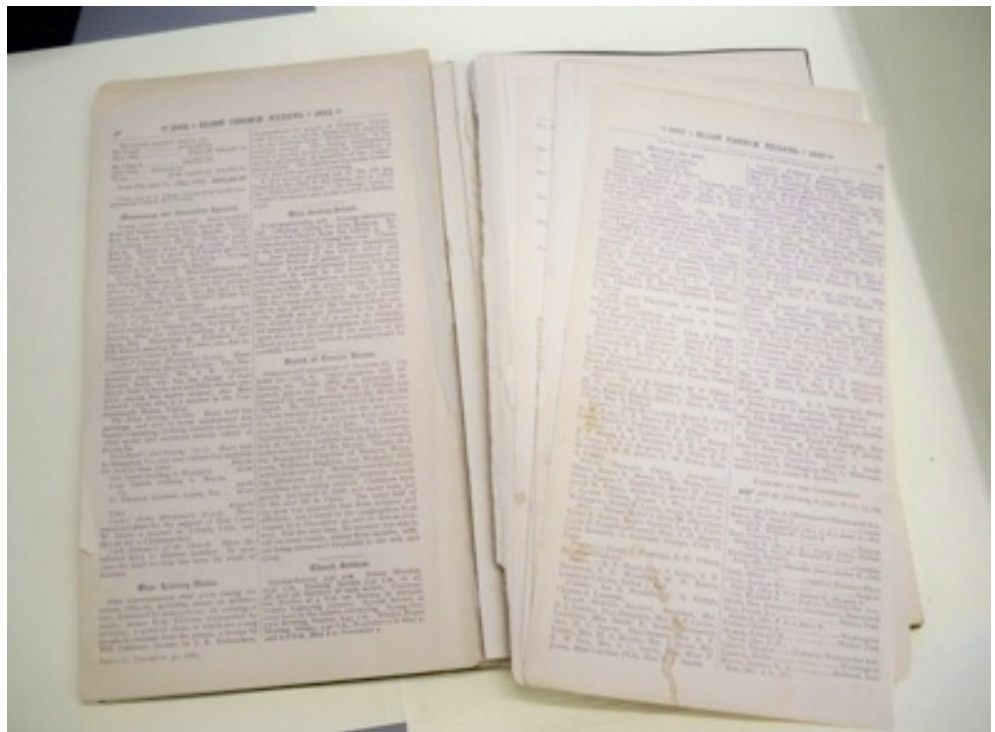


The Samuel Smith Manuscript was eventually published as "History of Newton, Massachusetts: town and city from its earliest settlement to the present time, 1630-1880" in 1880.

His book continues to be a valuable research tool for Newton history questions and genealogy. The original manuscript contains biographical information of the author, captures the research process and includes notes not published in the book.

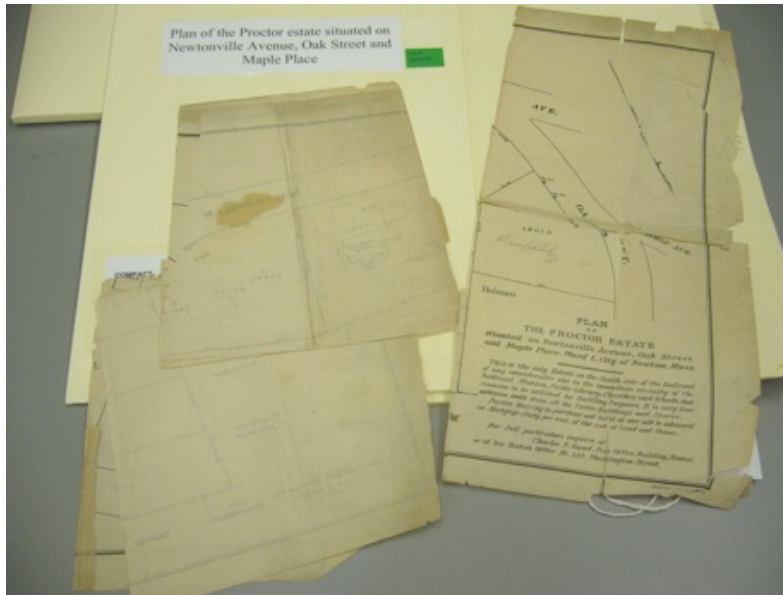
Samuel Smith is also of interest to historians as the author of the lyrics "My Country 'Tis of Thee" (originally titled "America").

Eliot Church Annual recorded annual business including the roll of names and directory of families, church member marriages, deaths and birth, church budgets, literacy clubs, and information related to sermons from 1845-1887.



Newton Maps

Two maps have been selected from the Library's collection that have deteriorated over the past century are in need of preservation.



Plan of Proctor Map has broken into several pieces. Recommended preservation includes de-acidification of the paper & cleaning of soiled areas.



1878 Map of Newton Center risks further rips upon unrolling. Map would be humidified and then stretched on paper to fill losses and provide overall support.

Newton Life & City Scenes Photographs



A few photos in the Newton Corner and Nonantum Square collections have damage including water damage and creases.



Allen House Oversized Photos and Newell Family & Homestead Photos have small tears and breaks and mounts require de-acidification.

Appendix B - Visual Tour of the Library Special Collections and Compact Shelving



Appendix C – Library Historic Materials Information

Finding Historical Information About Newton Brochure

The Newton Collection contains the record of Newton's history from its founding in 1630 to the present and a wide-range of data relating to the current institutions of the City in matters of interest to today's population. The items collected and preserved include print and non-print materials produced by City departments, private Newton organizations and individuals, as well as Newton businesses. Examples of materials include City Directories, Assessed Polls, school yearbooks, School Committee Minutes, street maps and atlases, Newton histories, City Annual Reports, biographies of Newton residents, photographs, and local newspapers. Also included are newsletters, pamphlets, and annual reports and minutes of organizations and clubs of general interest to the City. The Newton newspapers are indexed and the bibliography *Newtoniana: A Guide to the Historical Collection at the Newton Free Library* gives the reader access to and familiarity with the resources of the collection. The *Newton News Index* and the *Newtoniana* may be viewed on the Library's web site at www.newtonfreelibrary.net.

The Newton Collection is housed in the Special Collections Room, which is open when the main library is open - seven days a week, closed on Sundays only in July and August. Newton Collection materials do not circulate. Reference Librarians are available to assist patrons at any time. It is helpful to make an appointment for assistance with individual research questions.

Inventory Information

Newton Collection Item Count: The count for Newton holdings is 6,955 (as of 12/17/09). This includes books, maps, manuscripts, photographs, postcards, VHS tapes and DVDs.

Cataloging: Newton Reference Librarians and the Newton's Supervisor of Technical Services are working with Minuteman Library Network staff to create cataloging records for our unique Newton items. For the past three years Minuteman has scheduled one of their professional librarians to work at the Newton Free Library for three hours each week to create original cataloging records for items for uncatalogued items. There are approximately 400 items that haven't yet been catalogued including pamphlets, biographical information, tradecards, and audiovisual items (VHS, beta, and cassettes). With the exception of the audiovisual items, the remaining uncatalogued items have been identified, sorted and instructions written to provide local knowledge guidance to the Minuteman Cataloguer. Reference Librarians work closely with the Minuteman Cataloguer to promptly answer questions and troubleshoot issues. Additionally Newton Reference Librarians and volunteers have been trained by the Minuteman cataloguers to create collection level cataloging records (which are a single cataloging record for a collection of materials on the same subject). Newton is one of only a few Minuteman Libraries which has taken advantage of collection level cataloging training and implemented this form of cataloging record see: *T=Hunnewell Club Photographs 1897-1910*. It is important to note the collection level cataloging records can be keyword searched. All Newton Collection catalogue records are posted both in the Minuteman Catalog and on the OCLC Worldcat catalog that is available worldwide via the Internet.

Photographs: For the past five years volunteers have sorted and created an excel inventory of the photographs in the Newton Collection. The photograph inventory consists of entries for 10,761 photographs (12/17/09). The inventory lists the following fields: title, size, black & white or color and date, and photographer (if known). The collection includes photos of all sizes; glass plate negatives, slides, and rolled class photos. Note: From time to time the Library receive gifts so this number will increase.

3-D Items. An inventory for the 3-D items has been created. Minuteman's standard cataloging policy is not to create original cataloging records for 3D items. Newton Reference Librarians have created an inventory and numbered all 3D items which means there is now a finding aid for 3D items. See: Newton Collection 3D Inventory (*first created in 2004; most recently updated 12/4/08*). There are seventy entries in the inventory which include items such as: ceramic plates; framed photos, slogans, posters, signs, certificates; ground breaking shovels, bricks, printers plates, and other unique Newton items.

Our plan is to complete creating collection level cataloging records for all uncatalogued items including the photographic collections then pursue discussions with Minuteman cataloging staff about our options to create collection level cataloging records for the 3D items.

Appendix D – Historic Newton Materials Information

Finding Historical Information About Newton Brochure

Collections in the Museum Archives relate to the physical, political, social, and cultural development of Newton from earliest settlement in the 1630s to the present. Historic maps and City Atlases, prints and photographs, original manuscripts and print materials such as town and city histories are primary resources for research. Maps and visual materials are our strength. Printed vital records, City Directories, and biographical records are useful for genealogists. Of particular interest are the Newton Historic Property Surveys which cover more than 8,000 houses and buildings in the city, and the Historic Burying Grounds Surveys, which contains information on more than 1,200 individual gravestones in three historic burying grounds.

Research is by appointment and collection materials do not circulate. Please contact sabele@newtonma.gov for assistance or Historic Newton at 617-796-1450. Collection and historical information is also available on our website at www.historicnewton.org.

Collection Description: Historic Newton/Jackson Homestead and Museum

The Jackson Homestead's (TJH) Archives hold the Newton Reference Collection, the Manuscript and Photograph Collection, the Historic Properties and Burying Grounds Surveys, and a General Reference Collection. Materials relate to the social, cultural, economic, and political development of the City of Newton. These materials constitute an indispensable resource for scholars and others interested in Newton history, and are essential for the planning of TJH's public and education programs and initiatives for community outreach.

1. The Newton Reference Collection contains nineteenth- and twentieth-century bound Town and City Reports; Newton Directories and Blue Books; books on local history, organizations, and families; school yearbooks; and City Atlases.
2. The Manuscript and Photograph Collection contains unique material pertaining to the history of the City of Newton, spanning three centuries, including a growing collection of twentieth-century audio- and videotapes.
 - The manuscript collection (also covered in Question E.1.k., below) is a major resource of the Research Library. Unique materials include such items as a Hyde Family diary that was indispensable in compiling entries for *Newton, Mass. Vital Records to 1850*; Ellen Jackson's *Annals of The Jackson Homestead* that provides the basic resource for the study of the Jackson family's anti-slavery activities; and the Coffin Papers, which shed light on the suburban development of Newton in the mid-nineteenth century. Examples of recent acquisitions include the Records of the Second Church in Newton and the Hammond Family Papers, both of which include seventeenth- and eighteenth-century town documents, and the papers of the Newton Citizen's Committee on Toll Road Extensions, 1952-62. Original, prints, maps, plans, and ephemera are also included in this collection.

- The photograph collection contains more than 20,000 nineteenth- and twentieth-century photographs, including several hundred examples of early photographic processes such as daguerreotypes, ambrotypes, and tintypes. In addition, there are an estimated 8,000 negatives, more than 2,000 of which are copy negatives of original historical images. The slide collection contains 800 lantern slides and more than 10,000 35mm slides. A major component of this last collection is the City of Newton Engineering Department's series of more than 2,000 slides copied from a collection of glass-plate negatives made by the Engineering Department between 1890 and 1950.
 - The audio/video collections, begun in the 1980s, are a valuable resource for twentieth-century reminiscences and information. The collections include 180 audiotapes and more than 100 videotapes.
3. The Newton Historic Properties Survey provides historical information on more than 8,000 residential and commercial Newton properties. The Burying Grounds Survey contains information on more than 1,200 individual gravestones in three historic burying grounds, including the name of the carvers, where known, and family genealogies.
 4. The General Reference Collection contains professional literature relating to museum management; books on costume, decorative arts, furniture, photography, painting, toys, tools, domestic artifacts, etc., relating to the museum's collections; and secondary source materials on topics such as slavery and abolition, suburban development, architecture, gravestone studies, genealogy, transportation, and national, state, and local history. Initially for staff use only, the collection was relocated and organized for accessible public research.

Exhibitions are the primary means by which the public explores Newton's history and has access to the museum's collections. Staff members draw upon the resources of the Research Library, along with the object collections, to illustrate the past and help visitors make connections with the present. Various documents, both originals and reproductions, are complemented by interpretive text. Visitors encounter words and images from Newton's past preserved in these documents: the last letter of a Newton Civil War soldier to his parents; a young woman's letters about working conditions in the mills in Newton Upper Falls; a photograph that captures a team of horses watching an early automobile pass by; a map of Newton in the eighteenth century, surveyed, drawn, and carefully updated by early Newton residents. The human element inherent in these documents helps TJH reach its audiences.

Copies of original archival documents from the manuscript collection are used in education programs to expose students to primary source material. The Nineteenth Century Family Life programs use photographs, recipes, and bills from the collection to complement selected artifacts. Through close examination of these documents, students explore social, domestic, and economic aspects of family life in the mid-1800s and begin to make connections with their own lives. Older students study letters, journals, and an account book, from the collections, that substantiate TJH's role as a stop on the Underground Railroad. They are asked to outline the facts, inferences, and questions raised by these primary documents.

Appendix E – City Clerk Historic Newton Materials Information

Finding Historical Information About Newton Brochure

The City Clerk's Office of the City of Newton collects and preserves Newton's vital and governmental records dating from 1678 to the present. Vital records include birth, death and marriage certificates for individuals living in Newton at the time of the birth, death, or marriage. Government records include documents generated by the former Town Council and the current Board of Aldermen. The collection includes paper records, recent audio recordings, microfilm, and digital files. Collection materials do not circulate but may be copied. Many records are now on-line on the City of Newton's website: www.ci.newton.ma.us - please check the website to see if the records you are looking for are currently on-line.

Vital records are kept at Newton City Hall. Older government records are kept in the City Clerk's Archives at the Newton Free Library. Access to the material in the City Clerk's Archives is by appointment only. Please call the City Clerk's office at 617-796-1200 to discuss your records needs and to make an appointment.

Please note: The School Department maintains its own archives at their Administrative Offices at 100 Walnut Street in Newtonville.