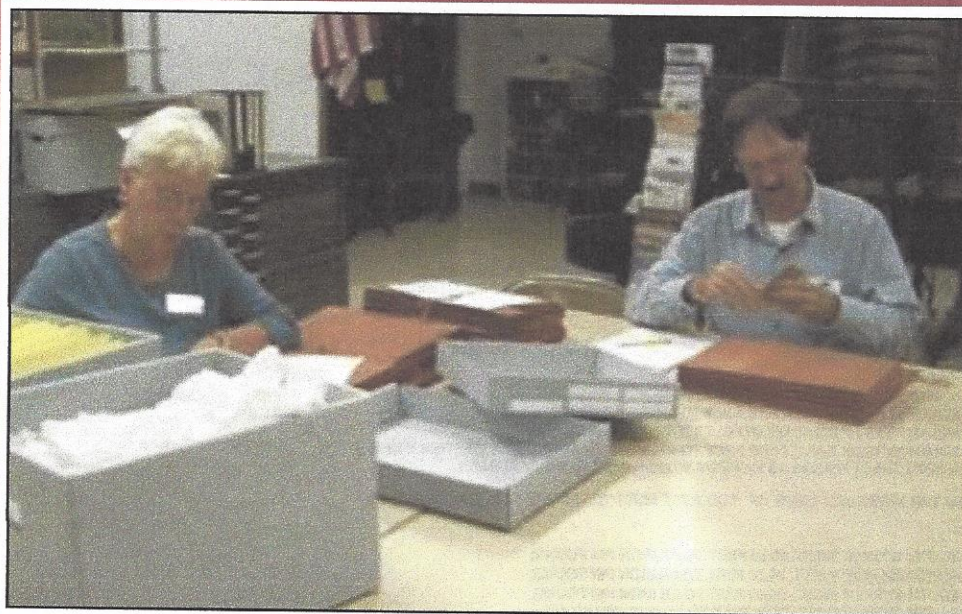




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Susan Button (left) and Sandor Gulyas analyze the content of two collections in the Society's archive in preparation to re-box in acid-neutral boxes.

(photo by Susan Logan)

Society Uses Grant To Identify, Preserve Archival Collections

By Susan Logan

Volunteers of the Delaware County Historical Society have been diligently working to better identify and protect the documents and items held in the Society's archives because of a grant received by the Society. In March 2013, the Society received a grant from the Ohio Historical Records Advisory Board (OHRAB), one of eight made by that board, which the Society is required to use to make our archives more available to the general public. This project will make the archives more accessible to visitors to the Cry-

der Historical Center and to Internet users.

The grants are funded by the National Historical Publications and Records Commission (NHPRC), an arm of the National Archives and Records Administration (NARA). The funded projects include organizing and preserving historical records and cataloging and digitizing records for improved access.

Society volunteers are carefully combing through the records and re-boxing them in acid-free folders and boxes. Previously, the papers have
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Project To Make Archives More Accessible

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been stored in brown accordion folders which are acidic and contribute to the deterioration of the papers stored in them. During this process, volunteers read through the collection to determine the extent in years of the specific collection, the individuals involved in creating the collection and/or mentioned in the collection, and the type and purpose of the papers. For example, the papers may be personal correspondence, business records, memorabilia, or personal diaries.

After analyzing the content of the collection and keeping it in order to the extent possible, the volunteers are replacing the metal paper clips with plastic clips, and removing staples and replacing them with plastic clips. Very acidic documents are placed in polyester envelopes. Each collection is then rehoused in acid-neutral boxes.

During this process, one item from each collection is being scanned to be stored electronically. At this time, the Society does not have enough resources to scan every item in these collections, but we are collecting metadata from each collection. The metadata and scanned examples will be available through the Society's webpage using our PastPerfect software and databases, possibly starting as early as late November.

The Delaware County materials that are being processed as part of this project include personal, business and organizational records, most of which are from the 19th and 20th Century. The work on this project is to be completed by December 31, 2013. Particularly interesting collections will be reported in future issues of this newsletter.

Society volunteers began working on the project in April and have thus far organized and cataloged more than 20 archive collections. Examples of collections processed include the following:

- The papers of Marcus Curtiss (1780-1868), who was the innkeeper and early Postmaster of Genoa Township. The collection includes loose books, a box of newspapers of the day and box of documents which include correspondence, materials about his position of postmaster, a day book relating to the general store and articles about the Curtiss Inn.

- Delaware High School Memorabilia, including Commencement programs from 1890 through 1921, Alumni Association Dinner programs from 1894-1901 and the documentation of the class of 1908's 50th

class reunion in 1958.

- Receipts related to the Union Grocery, Balthausen Brothers, proprietors, from 1913. The receipts are primarily from local businesses and give a view of what was purchased to supply the store.

- Shur Archive of 15 daybooks recording the daily activity of the S.P. Shur Company in Delaware from 1854-1881, incomplete.

- The Tippet papers which consist primarily of the records regarding Mr. John Tippet's lawsuit against Universal Film Corporation in 1938, which requested the court to order Universal to permit Mr. Tippet to look at Universal Film Corporation's books. John Tippet owned the Trans-Atlantic Film Company, a British company, in 1917; Mr. Tippet retired to Delaware and is buried in Oak Grove Cemetery.

- Records and ledgers of the Pierce Family of Galena, including records and ledgers of the South Berlin Presbyterian Church.

- E.J. Fitchhorn papers -- Mr. Fitchhorn was bandmaster in the Delaware City Schools from 1928 to 1938. On July 11, 1939, Fitchhorn received a design patent for "Design for a Musical Instrument of a Flute-Like Nature," which was called a song flute and was manufactured by Fitchhorn and later by Conn-Selmer.

- The archives of the Delaware Business Girls Club, Shakespeare Club of Delaware, Fortnightly Club, Cosmopolitan Club, and Delaware Mental Health Association.

- The personal diaries dating between 1861-1891 of Aaron J. Lyon and his wife Olive. Reverend A.J. Lyon was a minister in the Methodist Church, treasurer of Ohio Wesleyan University, and President of the Delaware Electric Light Heat and Power Company.

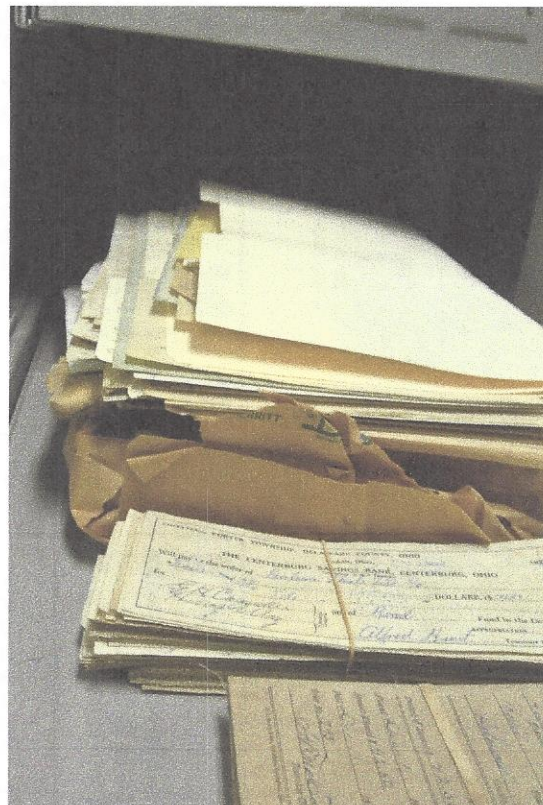
Wanted: Volunteers

We need your help. The Society is completely operated by volunteers, and there are always areas where we need help. There are more than two dozen ways you can help the Society by volunteering your time and talents. Many of our committees are also seeking members.

To find out how you can help, contact Susan Logan at volunteer@delawareohiohistory.org.

Thank You Volunteers, Members and Donors!

Examples of materials pre-processing:



Examples of Materials after processing:

