

Institution/Organization Name

Hudson Library & Historical Society

Project Title

Preserving and Improving Access to Hudson, Ohio Historic Photographs

Project Director Name

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Summary of Project Activities and Accomplishments

Title, series titles, dates and cubic footage/images scanned, of records addressed by your project.

- Photograph Cataloging Manual written
- Over 2000 images cataloged in PastPerfect
- Over 200 images published on Summit Memory (<http://www.summitmemory.org>)

Narrative of self-assessment about how the project met the objectives submitted in your application

The goal of the project was two-fold: to better protect and preserve historical Hudson photographs and improve access to them. Both of these objectives were successfully met in the time allotted. Although we had originally projected the grant to be concluded in September, due to ongoing technical difficulties (detailed below), we required the entire grant period to complete the project.

Preservation of Photographs

We successfully organized, processed, and better preserved the photographs. All of the photographs were transferred into a deeper and wider filing cabinet. The old filing cabinet was short so the tops of the folders and sometimes even the photographs themselves were damaged from opening and closing the drawers (see page 5). Additionally, we purchased acid-free hanging files to better support the folders sitting in the drawers (see page 5). We also reduced the amount of photographs per folder and all fragile or often used photographs were placed in polypropylene sleeves (see page 8). Over 400 unprocessed images were cataloged and added to the collection (see page 7).

The bulk of the grant funds were used to purchase the archive's first oversized flat file storage shelf (see page 4). Oversized photographs were removed from frames and placed in the flat storage shelf in acid-free sleeves (see page 6). Some of the larger images from the filing cabinet were also removed and placed in this file as well. With leftover grant funds, oversized polypropylene sleeves were purchased and used for the most fragile oversized items as well. During the cataloging process, we also made condition notes on various photographs that appeared particularly vulnerable. Just these basic preservation procedures that we undertook will support the ongoing long-term preservation of these historically-significant photographs.

Increased Access - Cataloging

The project also successfully increased access to these photographs. Over 2000 images were cataloged and added to PastPerfect, the archives' in-house cataloging software. Before the project, the cataloging was incomplete and inconsistent. A typed inventory of some of the photographs existed in a Microsoft

Word file, but the descriptions were only brief, one-sentence descriptions with no access points for subjects or other headings.

The cataloging enriched the description and improved the ability to access these images (see page 9). Examples of access points that were added include:

- Collection name
- Item/image ID
- Object type
- Date
- Cataloger name
- Date cataloged/updated
- Accession and donation information
- Legal and copyright information
- Description
- Photographer
- Size/dimensions
- Condition information
- People (names of individuals in the photograph)
- Subjects
- Search terms

We even added our own local search terms, such as addresses and building names, to further enhance the findability of these images. The address access points will be extremely useful as we have many photographs of various houses and buildings and this will better specify buildings whose usage or name has changed. Eventually, we would like to add latitude and longitude coordinates as another access point. Pinpointing coordinates could help further specify locations, especially for those buildings that no longer exist.

During the project, we continued to get many photograph search requests from researchers. The cataloging made it extremely quick and easy to search, retrieve, and locate photographs. In the past, we would have had to rely on the archivist's knowledge of individual collections. Now, we are able to pull up everything from one quick search. Sometimes even the archivist was surprised to discover an image she did not know about or had forgotten about.

The cataloging for the grant project is complete but we hope to continue adding photographs from individual collections to PastPerfect in order to have an even more comprehensive database. A cataloging manual was completed as well (pages 12-25). The manual will be very useful for future catalogers so that the data can be kept consistent and complete. The archive relies heavily on volunteers for a lot of its work, so a cataloging manual will be very useful for those not familiar with day-to-day cataloging procedure.

Increased Access - Digitization

The final part of the project was to digitize and upload at least 200 images to be publicly available on the Summit Memory website. Of the images that were cataloged, we selected images that were either historically significant or would be of interest to the viewing audience of Summit Memory. We sent two batches throughout the summer to Akron-Summit County Public Library to be digitized and uploaded to the Summit Memory website. Akron-Summit County Public Library sent us copies of the digitized images and we added those to PastPerfect. Having the images available in PastPerfect has been extremely valuable for search and retrieval purposes as a thumbnail of the image appears right alongside the other data fields. Furthermore, from a catalog record we can pull a larger resolution digital image and download or save the image. Digital copies of image are often needed: either internally from a staff member for a promotional or display piece or from the public. Now we have the ability to quickly and easily pull up a copy of an image, which will save a lot of time. We hope to continue to digitize our photographs and add them to PastPerfect.

For several months, several staff members researched and wrote descriptions for the photographs for the Summit Memory site. Although the cataloging had provided a great deal of information, the information added to PastPerfect was intended for internal staff. The public interface for Summit Memory, on the other hand, required a great deal more context and description to make it useful for those browsing the site.

The research also gave us an opportunity to take a closer look at the people and places in the images. Surprisingly, we discovered many details we had never even noticed even though we have been using these images for years. For example, we own an image of a store window display with two men just barely visible in the shadows on either side of the display (see page 10). We never identified the men in the store window, but we decided to do more sleuthing for the description. Based on the date and some other identifying details, we guessed that one of the men standing in the store window was a young shop assistant named Fred Saywell, who would eventually purchase the store. His store, Saywell's, was a Main Street fixture from the early 1900s to 2005. We guessed that it was probably Saywell, but could not be sure. But, we stumbled upon another portrait that was also digitized for the Summit Memory project that was identified as George Saywell, Fred's brother. Comparing the two images, a family resemblance was definitely apparent. Although researching and writing the descriptions was time-consuming, the effort was well worth it and will certainly enhance future projects and requests.

Unfortunately, getting the data into Summit Memory proved to be problematic. Akron-Summit County Public Library, who administers the Summit Memory site, experienced an ongoing problem with their development server. Midway through the project, the server crashed and had to be replaced. Furthermore, ContentDM, the digital collection management software, had to be installed and upgraded as well. All of these setbacks caused additional delays in being able to upload our metadata. We continued to research and write our descriptions in an Excel file while we waited for the technical problems to be resolved. In the fall, I got in touch with John Runion, our OHRAB contact, to notify him of the technical issues that we were experiencing. He told us that it would not be an issue for the grant as long as Hudson Library & Historical Society was able to complete our portion of the project (which we did), despite what issues occurred with the Summit Memory server. Despite all of these delays, our data and images were finally loaded and now live at <http://www.summitmemory.org>. A direct view to the Historic Hudson Collection can be found here (see also screenshots on page 11):

<http://www.summitmemory.org/cdm/search/searchterm/Historic%20Hudson%20Collection/field/relati/mode/exact/conn/and/order/nosort>

Quotes from local press coverage (if any) and also copies of any articles cited.

See page 26

Itemized list of expenditures. Include copies of invoices, checks, and/or receipts.

Final budget, see page 27

Invoices, see pages 28-35

PHOTOGRAPH STORAGE



BEFORE: Four filing cabinets were stored in the archives vault.



AFTER: To accommodate the oversized flat file, three filing cabinets were removed. One contained non-archival work files and was moved to the work room. Another contained materials part of another collection stored elsewhere in the vault. Those materials were placed in acid-free boxes and reunited with the rest of the collection. The photographs were moved to a better (taller) filing cabinet. The oversize storage shelf is stackable, so theoretically more units can be added when space is needed.

PHOTOGRAPH STORAGE



BEFORE: Old Folders and file cabinet. Note that the height of the file cabinet is very short, which damaged the containing folders and some of the photograph mats. Each folder held approximately 30 photographs. Also, the folders sat loose in the drawers and did not sit upright.



AFTER: The photographs were transferred to a new taller filing cabinet, which gave the folders more clearance. Oversized images were moved to the oversized flat file. Acid-free hanging files were used to support the folders in the drawer. And, the number of photographs per folder was reduced to less than 20.

OVERSIZED MATERIALS



BEFORE: Oversized materials were stored upright on a shelf, in their original frames, or stored flat in a filing cabinet drawer. The multiple locations made access and retrieval difficult.



AFTER: Oversized photographs are now stored in the flat file shelf. Photographs are numbered and stored in acid-free folders within the drawers, making them much easier to locate.

UNPROCESSED MATERIALS



BEFORE: Photographs of the many unprocessed photographs.



AFTER: Over 400 additional photographs were processed, cataloged, and added to the collection. Some photographs remain unidentified, but were organized by type in folders for further investigation at a later time.

PHOTOGRAPH STORAGE



AFTER: The most fragile, valuable, or most used photographs were placed in polypropylene sleeves.



AFTER: Acid-free stacking trays were purchased to better store fragile daguerreotypes.

PAST PERFECT SCREENS

Photos Catalog
Sort by

Screen View	Collection General Photograph Collection	Date ca. 1910	
Photos	Object ID P.04.00.00003	Year Range thru	
Custom	Object Name Print, Photographic	Catalog Date 04/08/2013	
Other Views	Other# C76; G156	Cataloged by Reynolds, Polly	
Appraisal	Old#	Status Date 04/08/2013	
Condition	Accession#	Status by Reynolds, Polly	
Lexicon	Home Location	Status OK	

Photos Photo Custom

Description
 Photograph, black and white of Aurora Street, view of Congregational Church parsonage and the Clubhouse (Hayden Hall). Handwritten notes on reverse read, "W.C. Wood, Bank - 1908 (date crossed off), parsonage - 1908 (date crossed off), circa 1910" "Aurora & College, Haden [sic] Hall"

Title Photograph, view of Aurora Street, looking east

Photographer

Studio

Place Hudson (Ohio)

Event

Medium Slide#

Frame Frame#

Neg Location Neg#

Processing Method

Site /Site#

Provenance

Orig/Copy Original

Print Size 3 1/2" x 11 1/2"

Film Size

Dimension Details

Copyrights



005VP04000003.JPG
Image Management (1 of 1)

Record 1 of 216 Updated by Polly Reynolds Updated 10/09/2013 10:03 AM Update History

Photos Catalog
Sort by

Screen View	Collection General Photograph Collection	Date ca. 1910	
Photos	Object ID P.04.00.00003	Year Range thru	
Custom	Object Name Print, Photographic	Catalog Date 04/08/2013	
Other Views	Other# C76; G156	Cataloged by Reynolds, Polly	
Appraisal	Old#	Status Date 04/08/2013	
Condition	Accession#	Status by Reynolds, Polly	
Lexicon	Home Location	Status OK	

People, Subjects, Classification, Terms Photo Custom

People

Classification

Subjects
 Religious dwellings
 Community centers
 Churches

Search Terms
 Aurora Street
 88 College Street
 53 Aurora Street
 First Congregational Church (Hudson, Ohio)
 47 Aurora Street

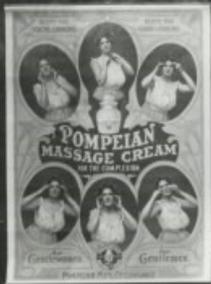
Separate multiple entries with a carriage return



005VP04000003.JPG
Image Management (1 of 1)

Record 1 of 216 Updated by Polly Reynolds Updated 10/09/2013 10:03 AM Update History

Drug Store.



If you are a gentleman—
If you are a gentleman—

Picture Framing, W. B. COUSINS, Drugs, Wall Paper



SUMMIT MEMORY

Apps Zimbra CONTENTdm Admin Gmail Refresh Your Web... The Library Market... Cataloging

Summit memory

About Home Collections Search Contributors Online Map Room Order Reproductions Robert W. Little Foundation Log in Help English

Search within results Search Advanced Search

You've searched: All Collections
Relation: Historic Hudson Collection

Sort by: Relevance Display Options (206 results)

Display: 20

Thumbnail	Title	Description	Collection	Contributors
	Corner of Aurora and College Streets, Hudson, Ohio	Corner of Aurora and College Streets, circa 1910. Buildings pictured left to right: The First Congregational Church (47 Aurora Street), Congregational Church parsonage (53 Aurora Street) and Hayden Hall (88 College Street).	Historic Hudson Collection	Hudson Library & Historical Society
	Group eating apples on the Evamere estate grounds, Hudson, Ohio	A group of individuals pictured eating apples on the grounds of Evamere, the home of wealthy industrial magnate James W. Ellsworth (1849-1925). Pictured left to right: Clarence C. "Chet" Berry (1879-1939), Ella "Estella" G. Berry Bliss (1867-1946)....	Historic Hudson Collection	Hudson Library & Historical Society
	Mary Fowler Crawford in front of her home at 201 N. Main Street, Hudson, Ohio	Mary Fowler Crawford (1843-1919) in front of her home at 201 North Main Street. Mary Fowler Crawford was the granddaughter of Hudson pioneers Zina (1774-1865) and Marena (1790-1877) Post, who arrived in Hudson in 1804. Mary Fowler's daughter was...	Historic Hudson Collection	Hudson Library & Historical Society
	Park Hotel and Episcopal Church, Aurora Street, Hudson, Ohio	Brewster Mansion (when it served as the Park Hotel) at 9 Aurora Street and the Episcopal Church (19 Aurora Street) are pictured in this circa 1900 postcard.	Historic Hudson Collection	Hudson Library & Historical Society
	College Street, view north, Hudson, Ohio	View north down the dirt road College Street before streets were paved.	Historic Hudson Collection	Hudson Library & Historical Society
	Adelphian Hall, Main Street, Hudson, Ohio	Adelphian Hall once stood on the corner of main Main Street and Clinton Street.	Historic Hudson Collection	Hudson Library & Historical Society

Add or remove other collections to your search:

- Akron Banknotes Collection
- Akron Metro Regional Transit Authority Collection
- Akron Remembers 1968 Collection
- Alumni Association of Akron City Hospital School of Nursing Collection
- Anna Dean Farm

Show 42 more

Narrow your search by:

- Contributors
- Relation
- Type
- Subject

Browse view on Summit Memory.

Apps Zimbra CONTENTdm Admin Gmail Refresh Your Web... The Library Market... Cataloging

Description

Title: Corner of Aurora and College Streets, Hudson, Ohio

Subject: Hudson (Ohio) Churches Religious dwellings Aurora Street College Street First Congregational Church (Hudson, Ohio)

Description: Corner of Aurora and College Streets, circa 1910. Buildings pictured left to right: The First Congregational Church (47 Aurora Street), Congregational Church parsonage (53 Aurora Street) and Hayden Hall (88 College Street).

Contributors: Hudson Library & Historical Society

Date: ca. 1910

Type: Image

Format: 3.5 in. x 11.5 in.

Image ID: 0003

Source: HU03_AuroraSt_Parsonage_and_club_house.jpg

Language: English

Relation: Historic Hudson Collection

Rights: The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. This material from the picture file is protected by the copyright law. The library makes this picture available for the personal use of the borrower to be used for private study, scholarship or research. Reproduction, alteration or derivative use of this visual image for the purposes other than those listed above without the express written permission of the copyright holder may constitute an infringement of copyright law.

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Individual item view on Summit Memory.



Photograph Cataloging Manual

Hudson Library & Historical Society

About this Manual

This cataloging manual was developed to keep data consistent and complete while cataloging the Hudson Library & Historical Society's photograph collections using PastPerfect Software for Museum Collections. This manual was developed as a cataloging and digitization project conceived in 2013. The project was supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), an arm of the National Archives and Records Administration.

This manual should be regularly updated as guidelines and standards for describing visual materials change, as work processes evolve, or as PastPerfect is updated. The manual was partially adapted from the *PastPerfect Software for Museum Collections, Version 5 User's Guide*, 2nd edition.

Cataloging standards are based on current standards and guidelines for cataloging visual materials. See helpful resources in Appendix B for a full list of resources consulted.

How to use this manual

Organization

This manual has been divided into sections based on the layout of the PastPerfect software screens.

COMMON FIELDS

DIGITAL IMAGE MANAGEMENT

SUBFIELDS

The screenshot shows the PastPerfect Photos Catalog software interface. The main window is titled "Photos Catalog" and features a menu bar and toolbar at the top. The interface is organized into several sections:

- COMMON FIELDS:** This section contains metadata for the current record, including:
 - Collection: General Photograph Collection
 - Object ID: p.04.00.00007
 - Date: ca. 1990
 - Year Range: thru
 - Catalog Date: 04/10/2013
 - Cataloged by: Reynolds, Polly
 - Status Date: 04/10/2013
 - Status by: Reynolds, Polly
 - Status: OK
- DIGITAL IMAGE MANAGEMENT:** This section displays a thumbnail of a photograph and its file name, "022p040200007.JPG".
- SUBFIELDS:** This section is divided into two tabs: "Photos" and "Photo".
 - Photos:** This tab shows the description of the photograph: "Photograph, color, front view of the Frederick Baldwin house at 22 Aurora Street, Hudson, Ohio." It also includes a "Provenance" field.
 - Photo:** This tab shows technical details about the photograph, including:
 - Title: Photograph, Hudson Library (Frederick Baldwin House) at 22 Aurora Street, Hudso
 - Original Copy: [dropdown menu]
 - Photographer: [dropdown menu]
 - Studio: [dropdown menu]
 - Place: 49 east main street
 - Event: [dropdown menu]
 - Medium: [dropdown menu]
 - Frame: [dropdown menu]
 - Neg Location: [dropdown menu]
 - Processing Method: [dropdown menu]
 - Site Site#: [dropdown menu]
 - Print Size: 3 1/2" x 5"
 - Film Size: [dropdown menu]
 - Dimension Details: [dropdown menu]
 - Copyrights: [dropdown menu]

The interface also includes a sidebar on the left with various view options (Screen View, Photos, Custom, Other Views, Appraisal, Condition, Lexicon, Location, Notes & Legal, People - Subjects Classification, Search Terms, Relations, Source, Lists, Virtual Exhibit) and a status bar at the bottom showing "Records = 1313" and "Updated by: Unknown" with a timestamp of "04/10/2013 04:34 PM".

Each section includes a table of the fields within each of these sections. The table describes the:

- Name of the Field (with an * if it is a required field, see next section for information about required fields)
- About – description of how the field should be used.
- Example – if applicable, an example of the information that should be entered in the field. Useful for noting the format of the inputted information (i.e. last name first, date formatting, etc.)
- Authority File – checked if field has an authority file (see the Authority File section for more information).

Required Fields (*)

To aid in image retrieval and to make the catalog more useful and descriptive, the Historical Society **requires** that information be entered into those fields that are marked with an asterisk (*). See the information about specific fields (detailed in respective sections later in this manual) if information about a required field is unknown. Please note that PastPerfect may still allow a record to be saved even if the required fields have not been completed, so it is important to verify that all of the required fields have been completed before saving a record.

Authority Files



Authority Files are maintained for some fields in PastPerfect. Authority files help standardize data and reduce data entry errors. Authority files are available when adding or editing catalog records. When the cursor is in a field with an authority file, a blue “A” will appear at the top of the screen (example at left). Those fields with authority files are listed with a checkmark in the descriptive tables in this manual.



NEVER MANUALLY ENTER A TERM INTO A FIELD WITH AN AUTHORITY FILE. If the field has an authority file, always use the authority file. If you need to add a term to the authority file, add it to the authority file not the field or else the term will not be available for use in other records.

To access an authority file, when your cursor is in a field with an authority file, either press F7 or right click on your mouse. To choose an item from the authority file, click on the item with your cursor and double click. Always consult the archivist before adding a new term to the Authority File. Some authority terms use existing cataloging standards (i.e. Library of Congress Thesaurus of Graphic Materials) and others are local terms developed by the Historical Society. The source of each term is described with the individual fields in the cataloging manual.

Some authority files are single entry (only one selection can be made) and others allow for multiple entries. A [S] or [M] follows each authority file designation on which one is allowed.

Organization and Processing

Basic Processing Procedures

- Always wear white cotton gloves when directly handling any photographs.
- Examine the front and back of photographs and note any important information printed or handwritten on the image (see the Notes & Legal Subscreen section, page 11)
- Make note of damages to the print or mount (see the Condition Subscreen section, page 10)
- If the item is severely damaged or fragile, inform the archivist.
- Do not uncurl photographs that are curled.
- All photographs that are part of a collection should remain physically with the original collection (exceptions: separation for preservation purposes, size, poses a threat to the preservation of the rest of the collection). If a photograph is physically separated from a collection, make note of that in the notes (see the Notes & Legal Subscreen section, page 11) and be sure that the original Collection is also indicated in the catalog record (see the Entering Common Fields section, page 6).

Assigning Object ID numbers

Any photograph that is cataloged in PastPerfect must be given an object ID number. The numbering system in PastPerfect will follow the same conventions as the artifact cataloging system.

The numbering system specifies what type of object it is, what collection it belongs to and an object number. All original photographs begin with P.04 (P=artwork/photograph type, 04=photograph). The second and third placeholders are dependent on the collection and the general number.

P.04.[collection ID].[object number]

- Refer to the artifact cataloging manual for the **collection ID** numbers. General collection is 00. If a collection does not have an ID number, one will need to be assigned. Make sure to
- **Object numbers** are assigned and are the next number in the series based on the collection. The object numbers can be the same as other object numbers as long as they are not in the same collection, for example, you could assign P.04.00.00304 and P.04.01.00304 since they are in two different collections. PastPerfect will not allow duplicate object IDs.
- All photographs should be physically labeled with the object ID number. Photographs in the general collection can just be labeled with the last object number. Markings should be made in **pencil only** (or another approved reversible method). Ballpoint pen or marker or any method that is not reversible should never be used. Labels can be affixed to the outside of an archival quality sleeve, but should never be placed directly on the photograph.

Cataloging

Open up PastPerfect Museum software and choose the Photos button from the Collections section on the Main Menu. The catalog record that was last viewed will display.

Adding a Catalog Record

Click on the Add button and the following screen will appear:

At the left of the window, enter the following fields (*required field, **required, if applicable)

- **Accession# or Loan#**** - If the item is part of an existing accession or loan, enter the accession # or loan # into the box at the top left hand portion of the screen. To find an existing accession or loan number, click on the file folder to the right of the field. Leave blank if accession/loan information is unknown.
- **Source** – this will be autofilled *if* Accession# or Loan# are entered.
- ***Object ID** – see part 1.1 for instructions on assigning an ID.
- ***Object Name** – click on the Authority File button to select an object name.
- **Lexicon Categories** – do these get prefilled?

At the right of the window, verify that **Type of Add** is set to “Add a Single Record” and **Fill New Record with:** is set to “Blank Data.”¹

Press **Add New Record**.

¹ For the purposes of this cataloging manual, each record will be entered as a blank record. More advanced catalogers may elect to use the default data option. Consult the PastPerfect manual for instructions on how to use the Default Data record to prefill records.

Entering Common Fields

See Appendix A for helpful data entry shortcuts in PastPerfect.

These fields are common for all object types and can be found in all of the various catalogs in PastPerfect (objects, archives, library, and photos)

*required

**required, if applicable

Field	About	Example	Authority File?
Collection**	If this photograph is part of a collection, enter the full name of the collection here. ² This field is required if the photograph is part of a collection. Otherwise, leave blank.	Luella Dodds papers	✓ [Single entry] Source: local
Object ID*	Unique number assigned to a photograph, based on Hudson Library's artifact numbering scheme. See section 1.1 for more information on completing this field	P.04.00.00308	
Object Name*	Describes the object type, based on PastPerfect's built in lexicon. See 2.1 for more information on entering this field.	Print, Photographic	✓ [Single Entry] Source: PastPerfect lexicon (built-in), references the Getty Art & Architecture Thesaurus
Other Name	NOT USED FOR PHOTOGRAPHS		
Other #	Used to record any number which may have been given to the item other than the assigned Object ID (for example, numbers/letters written on the back of photos)	L66	
Old #	Used to record a former object ID if it has been changed.		
Accession #**	Record the accession number if the photograph was donated. See 0 for information on completing this field.		

² Collection name format is generally determined by the standard Describing Archives: A Content Standard (DACS).

Source	Automatically filled in if Accession # is entered		
Home Location*	Use the Location subscreen to enter this information. This field displays all of the home location fields from the Local subscreen combined.		
Date*	Records when the photograph was taken. This field can include exact dates or circa dates. See examples for appropriate formatting. Use year range if exact or estimated exact date is known. If it is a copy print or a postcard of an original image, record the date that the <i>image</i> was created, not the medium (i.e. not the date of the postcard creation).	ca. 1945 <i>(approximate date known)</i> March 4, 1968 <i>(month, date, year known)</i> September 1895 <i>(month and year known)</i>	
Year Range	Used if exact date when photograph was created is unknown. Allows user to enter the earliest and latest possible years in which the photograph was taken. For photographs, dates should ideally be narrowed down to a date range of 10 years at most.	1950 – 1959 1895-1899 1900-1935	
Catalog Date*	Date the item was cataloged. Press F8 to automatically fill in today's date.	04/03/2013	
Cataloged By*	Name of the person entering the catalog record. Recommended entering in the following format: <i>Last Name, First Name</i>	Smith, John	
Status	This field provides a flag to alert users to special information about this photograph. It is suggested that the following terms are the only ones to be used in this field: OK – if item has been seen in hand and is available for public use Missing – if item is missing Restricted – if photograph is not available for public use due to donor or collection restrictions Unstable – if photograph has preservation issues	OK Missing Restricted Unstable	
Status Date	Date that the status was assigned	04/03/2013	
Status By	Name of the person assigning the status		

Entering Photography Fields

The photography fields will appear at the lower part of the screen and are specific to photography cataloging:

Field	About	Example	Authority File?
Description*	Description of the photograph--the description should allow someone to visualize the photograph, ideally in less than 5 sentences. State whether the image is in color or black and white. Do not include condition information here (see the Condition Subscreen section, page 10). Note inscriptions or markings that appear on the front or back, if important.	Postcard, black and white, front view of the Congregational Church Parsonage building. Front caption reads "Congregational Parsonage, Hudson, Ohio."	
Title*	Generally a shorter description of the photograph, quick (1 sentence) identification of the prominent identifying characteristics of the photograph. If the photograph has a formal title, record that here.	Postcard, Congregational parsonage, Aurora Street, Hudson, Ohio.	
Photographer**	Individual responsible for the creation of the photograph (if known). If a studio was responsible for the photograph, record that information in the Studio field. Photograph format should follow the DACS conventions for names of individuals.		<p style="text-align: center;">✓</p> [Single Entry] Source: Local or Library of Congress Authority File (new names should follow formatting rules deemed by RDA)
Studio**	Name of the studio responsible for the creation of the photograph (if known). If the city/state of the location of the studio is known, record that information after the name of the studio in parentheses.		<p style="text-align: center;">✓</p> [Single Entry] Source: Local or Library of Congress Authority File (new names should follow formatting rules deemed by DACS)

Place**	Record the place that the photograph depicts or the location where the photograph was taken, if applicable. Since most photographs will be of Hudson, Ohio, be sure to include more specific place names if possible. General place names like “churches” or “buildings” should be recorded in the Subject field, not here. Format conventions should follow DACS.	Hudson (Ohio) Pentagon Clocktower	[Single entry] Source: Library of Congress authorities, format conventions should follow DACS.
Event**	Record the event that the photograph depicts or the event where the photograph was taken, if applicable.	Hudson Home Days. Taste of Hudson.	✓ [single entry] Source: Local, use the term as it is commonly known.
Medium	[not generally used, consult the PastPerfect manual for more information]		✓ [single entry]
Frame	Used to describe the frame that is associated with the photograph.		
Neg. Location	Record the location of the negatives.		
Processing Method	[not generally used, consult the PastPerfect manual for more information]		
Site and Site #	[not generally used, consult the PastPerfect manual for more information]		
Provenance	[not generally used, consult the PastPerfect manual for more information]		
Orig/Copy	Indicate whether the cataloged item is an original or a reproduction. [controlled via a drop down]	Original Reproduction	
Print Size	Record the print size of the photograph (in inches). Measure the size of the image, not the mount or frame unless relevant to the image (i.e. cabinet card). Round up to the nearest ½ inch.	3 ½” x 5 ½”	✓ [single entry] Source: local
Film Size	Record the film size	35 mm	✓ [single entry] Source: local
Dimension Details	Fill in any additional dimension information about the item, such as the size of the photograph within its mount or frame.		
Copyrights**	Description of copyright restrictions or special circumstances that pertain to the reproduction, copy, sale or use of the image.		

Additional Information Subscreens

At the left sidebar of the photos catalog screen, there are additional subscreens for recording additional photographic information. Photograph cataloging (and this manual) will primarily focus on the following subscreens: Condition, Notes & Legal, Relations, and People-Subjects-Classification-Search Terms. Any other subscreens may be used if necessary, consult the PastPerfect cataloging manual for more information.

Condition Subscreen

Use this subscreen to record condition information about the photograph.

Field	About	Example	Authority File?
Condition*	One word description of the condition of the photograph, use one of the following terms: Good Fair Poor Needs Attention	Good	
Date*	Enter today's date	04/04/2013	
Condition by*	Enter your name	Smith, John	✓ [single entry] Source: PastPerfect lexicon
General Condition Notes**	Enter general notes about the condition of the photograph (especially if it is in poor condition or needs attention)	The photograph is curling and the edges are torn.	
Maintenance notes**	Enter maintenance notes about any upkeep or preservation (beyond basic preservation measures), along with a date.	1/2/2001 - Digitized and placed the degrading negatives in freezer for storage.	

Notes & Legal Subscreen

Field	About	Example	Authority File?
Notes**	Used to record any additional information.		
Legal Status*	Provides information about legal status and copyrights. If copyright information is unknown, write “unknown.” Make a best guess in regard to copyright information.		

2.4.4. People-Subjects-Classification Terms

NOTE: All photographs entered into PastPerfect must be assigned *at least ONE* term from the people-subjects-classification terms subscreen.

Field	About	Example	Authority File?
People**	Used to identify individuals associated with the photograph. Most of the time, this field will be used to identify individuals that appear in the photograph itself. Do not use this field to identify photographers/creators, use the Photographer field above. Check authority file to see if the name has already been used before adding a new one.	Ellsworth, James Convention: <i>last name, first name middle name (or initial)</i>	✓ [multiple entry] Source: Local or Library of Congress Authority File (new names should follow formatting rules deemed by DACS)
Subjects	Used to describe things depicted in the photograph. Generally choose terms that describe prominent or relevant features of the photograph (do not list everything that appears in the photograph)	Automobiles Clock towers	✓ [multiple entry] Source: LCTGM I

Search Terms	Used for terms, words, or names specific to Hudson, Ohio, or to the Hudson Library & Historical Society collections. Terms may include family names, building names, institutions, entities, street names, and specific addresses (for now). Consult the authority file before adding new terms. Terms must be approved by the archivist before adding.	Clock Tower The Green Brewster store	✓ [multiple entry] Source: Local, use the term as it is commonly known
--------------	---	--	--

Appendix A: Useful Resources

Vocabularies and Standards

Art & Architecture Thesaurus (The Getty Research Institute)
<http://www.getty.edu/research/tools/vocabularies/aat/>

The Library of Congress Thesaurus for Graphic Materials
<http://www.loc.gov/pictures/collection/tgm/>

Dublin Core
<http://dublincore.org/>

Describing Archives: A Content Standard

Useful Websites

Library of Congress Prints & Photographs Reading Room
<http://www.loc.gov/rr/print/>

Useful Books

Ritzenthaler, Mary Lynn, Diane Vogt-O'Connor, et al. *Photographs: Archival Care and Management*. Chicago: Society of American Archivists, 2006.

Severa, J. L. *Dressed for the photographer: Ordinary Americans and fashion, 1840-1900*. Kent State University Press, 1995.

Witt, Betsy S., Jennifer C. Whitfield, and Adam J. Stepansky. *PastPerfect Software for Museum Collections: Version 5 User's Guide*. 2nd ed. PastPerfect Software, Inc., 2010.

Local Resources

Eldredge, Patricia, and Priscilla Graham. *Square dealers: a short history of nineteenth century Main Street and the commercial buildings on the public square, Hudson, Ohio*. Hudson, Ohio: Hudson Heritage Association, c1980.

Johnson, Alice. *Musical chairs on Main Street, Hudson, Ohio*. Hudson, Ohio: A. Johnson, c1979.

Newkirk, Lois, ed. *Hudson: a survey of historic buildings in an Ohio town*. Kent, Ohio: Kent State University Press, c1989.

Waring, J. F. *Old buildings in Hudson, a village of the Western Reserve*. Hudson, Ohio: Garden Club of Hudson, Ohio, 1962.

Appendix B: Helpful Data Entry shortcuts in PastPerfect

- Tab – moves cursor to the next field
- Shift+Tab – moves cursor to the previous field
- F7 – brings up authority files (must be in a field) and an authority file flag (small letter a, blue?) will appear in the top right if an authority file is available for the field.
- F8 – fills in today's date

Hudson library receives \$1800 grant to preserve and improve photos

Published: July 10, 2013 12:00AM

The Hudson Library & Historical Society was awarded a \$1,800 grant to preserve and improve access to historic Hudson photographs.



Reference and archives librarian Polly Reynolds, who wrote the grant, said the project is supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission, National Archives and Records Administration. The library was funded for the full amount requested.

Reynolds said the bulk of the grant is for supplies.

Staff and volunteers will organize and process the library's historic photograph collection, better preserve and protect the photographs, and catalog the images. A selection of 200 photographs will be digitized and made available online through the Summit Memory project, a county-wide collaborative online scrapbook administered by the Akron-Summit County Public Library.

"Our photos definitely needed organization," Reynolds said. "Now researchers, patrons, and anyone interested in the rich history of Hudson will be able to search and view these treasured photographs."

She said the staff expects to complete the project by fall.

The Hudson Library & Historical Society is dedicated to preserving the rich local heritage of the historic town of Hudson. The Historical Society's local history archives collections include one of the nation's largest research collections on abolitionist John Brown, papers of the founding families of Hudson, records of local organizations and businesses and more. Collections are open to the public for research use during regular library hours. Call 330-653-6658 extension 1017 for more information.

OHRAB Grant Budget Form

Salaries and Wages (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Polly Reynolds		\$4,430	\$4,430
Gwen Mayer		\$695	\$695
Volunteer		\$426	\$426
			\$0
Subtotals	\$0	\$5,551	\$5,551

Supplies (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Oversize acid-free folders (30x40) (10/pkg.) - Gaylord EB-OFF3	\$170		\$170
Acid-free file folders (100/pkg.) - Gaylord, EB-RF9114 (4 packa	\$134		\$134
Gaylord - Shipping & handling (above two lines)	\$66		
Archival polypropylene envelopes (50/pkg.) - University Product:		\$258	\$258
Acid-free hanging file folders (25/box) - University Products, no. 727-1400, (4 boxe		\$106	
University Products - Shipping & handling (above 2 lines)		\$25	\$25
Marking pencil for resin coated photos, Gaylord PC919		\$3	\$3
Classic record storage carton (daguerreotypes) (1 @ \$7)		\$7	\$7
Interior trays (4 @ \$8.8)		\$35	\$35
Archival polypropylene envelopes (50/pkg.) - University Product:	\$153	\$7	\$161
Subtotals	\$523	\$441	\$793

Equipment (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
Steel horizontal flat file & flush base, plus delivery & installation	\$1,314	\$12	\$1,326
			\$0
			\$0
			\$0
Subtotals	\$1,314	\$12	\$1,326

Contracted Services (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
			\$0
Subtotals	\$0	\$0	\$0

Other Eligible Expenses (<i>list items</i>)	Grant Funds	Cash Match	TOTAL
			\$0
Subtotals	\$0	\$0	\$0

Summary Budget	Grant Funds	Cash Match	TOTAL
Salaries & Wages	\$0	\$5,551	\$5,551
Supplies	\$523	\$441	\$793
Equipment	\$1,314	\$12	\$1,326
Contracted Services	\$0	\$0	\$0
Other Eligible Expenses	\$0	\$0	\$0

Total Project Costs	\$1,838	\$6,004	\$7,670
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NOTE: The installation of the oversize flat file storage shelf ended up costing less than originally quoted. We were refunded \$141.83 from Gaylord (see page 35). We used this remaining amount (with permission from Fred Previts) to order additional supplies for the project, including more polypropylene sleeves (see page 36).

The University Products Companies



PH: 800-628-1912 FAX: 800-532-9281
F.I. 04-2438004

LINECO

PH: 800-322-7775 FAX: 800-298-7815
F.I. 04-2438004

WHEN REMITTING
REFER TO THIS NUMBER

DATE
04/09/2013

INVOICE NO.
046138-00
PAGE 1

CUSTOMER NO.

I N V O I C E

BILL TO: 12448
HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

SHIP TO: HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

CUSTOMER ORDER NO.	DATE SHIPPED	PAYMENT TERMS	ORIGIN	FREIGHT TERMS
RG212463	04/09/13	NET 30 DAYS		HOLYOKE

SALESMAN NUMBER: OA NAME: UNIVERSITY 100 0

SPECIAL INSTRUCTIONS

CATALOG NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	BACKORDER	UNIT PRICE	AMOUNT
311-0045	PHOTO/NEG SLV 4"X5" 50/PK	5	5	0	7.900/1	39.50
727-1400	A/F HANGING FILES-LEGAL 25/BX	4	4	0	26.450/1	105.80
000-0016	AGM CATALOG 2013	2	2	0	.000/1	.00
311-0810	PHOTO/NEG SLV 8"X10" 50/PK	10	0	10	16.900/1	.00
311-0057	PHOTO/NEG SLV 5"X7" 50/PK	5	0	5	9.900/1	.00
(END OF ORDER)						

RD
SHIP / BACK ORDER DELIVERED

BATCH 07723
RG 212463
4-19-13

PLEASE REMIT TOTAL TO:

UNIVERSITY PRODUCTS, INC.
P.O. BOX 101
HOLYOKE, MA 01041

GROSS	145.30
LESS DISCOUNT	.00
PLUS TAX	.00
PLUS SHIP & HDLG	25.00
PLUS MISC. CHGS	.00
MINUS PAYMENTS	.00
TOTAL	170.30

PLEASE PAY FROM INVOICE
NO MONTHLY STATEMENT WILL BE ISSUED
Any amount not paid within 30 days shall bear a charge at the rate of 1½% per month (or the lesser amount permitted by applicable state law.)

TO INSURE PROPER CREDIT
A COPY OF INVOICE MUST ACCOMPANY PAYMENT

PAY LAST TOTAL
INVOICE REFLECTS
CURRENT PRICE

ORIGINAL

The University Products Companies



LINECO

WHEN REMITTING REFER TO THIS NUMBER

DATE
05/02/2013

PH: 800-628-1912 FAX: 800-532-9281
F.I. 04-2438004

PH: 800-322-7775 FAX: 800-298-7815
F.I. 04-2438004

INVOICE NO.
046138-01
PAGE 1

CUSTOMER NO.

I N V O I C E

BILL TO: 12448
HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

SHIP TO: HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

CUSTOMER ORDER NO.	DATE SHIPPED	PAYMENT TERMS	ORIGIN	FREIGHT TERMS
0212463	05/02/13	NET 30 DAYS		DELIVERED

SALESMAN NUMBER: OA NAME: UNIVERSITY 100 0

SPECIAL INSTRUCTIONS

CATALOG NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	BACKORDER	UNIT PRICE	AMOUNT
11-0057	PHOTO/NEG SLV 5"X7" 50/PK	5	5	0	9.900/1	49.50
11-0810	PHOTO/NEG SLV 8"X10" 50/PK	10	0	10	16.900/1	.00

(END OF ORDER)

RD
SHIP / BACK ORDER DELIVERED

Match 07743
AG 212463
49.50
5/7/13

PLEASE REMIT TOTAL TO:

UNIVERSITY PRODUCTS, INC. P.O. BOX 101 HOLYOKE, MA 01041	GROSS	49.50
	LESS DISCOUNT	.00
	PLUS TAX	.00
	PLUS SHIP & HDLG	.00
	PLUS MISC. CHGS	.00
	MINUS PAYMENTS	.00
	TOTAL	49.50

PLEASE PAY FROM INVOICE
NO MONTHLY STATEMENT WILL BE ISSUED
Any amount not paid within 30 days shall bear a charge at the rate of 1½% per month (or the lesser amount permitted by applicable state law.)

TO INSURE PROPER CREDIT
A COPY OF INVOICE MUST ACCOMPANY PAYMENT

PAY LAST TOTAL
INVOICE REFLECTS
CURRENT PRICE 30

ORIGINAL

The University Products Companies



LINECO

WHEN REMITTING
REFER TO THIS NUMBER

DATE
06/18/2013

PH: 800-628-1912 FAX: 800-532-9281
F.I. 04-2438004

PH: 800-322-7775 FAX: 800-298-7815
F.I. 04-2438004

INVOICE NO.
046138-02
PAGE 1

CUSTOMER NO.

I N V O I C E

BILL TO: 12448
HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

SHIP TO: HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON OH 44236
ATTN: CAROLINE DRISCOLL

CUSTOMER ORDER NO.	DATE SHIPPED	PAYMENT TERMS	ORIGIN	FREIGHT TERMS
RGZ12463	06/18/13	NET 30 DAYS		DELIVERED

SALESMAN NUMBER: OA NAME: UNIVERSITY 100 0

SPECIAL INSTRUCTIONS

CATALOG NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	BACKORDER	UNIT PRICE	AMOUNT
111-0810	PHOTO/NEG SLV 8"X10" 50/PK PK	10	10	0	16.900/1	169.00

(END OF ORDER)

RD
SHIP / BACK ORDER DELIVERED

BATCH 07820
RG 212463
6/25/13

PLEASE REMIT TOTAL TO:

UNIVERSITY PRODUCTS, INC.
P.O. BOX 101
HOLYOKE, MA 01041

GROSS	169.00
LESS DISCOUNT	.00
PLUS TAX	.00
PLUS SHIP & HDLG	.00
PLUS MISC. CHGS	.00
MINUS PAYMENTS	.00
TOTAL	169.00

PLEASE PAY FROM INVOICE
NO MONTHLY STATEMENT WILL BE ISSUED
Any amount not paid within 30 days shall bear a charge at the rate of 1½% per month (or the lesser amount permitted by applicable state law.)

TO INSURE PROPER CREDIT
A COPY OF INVOICE MUST ACCOMPANY PAYMENT

PAY LAST TOTAL
INVOICE REFLECTS
CURRENT PRICE

ORIGINAL

31



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Invoice
2175866

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 8700 Order Number: 21750843 Page: 1 of 1

Bill To: Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
TECHNICAL SERVICES
Hudson OH 44236-5122

Ship To: CAROLINE DRISCOLL
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
TECHNICAL SERVICES
Hudson OH 44236-5122

Invoice #:	2175866	Ship Via:	FedEx Ground
Invoice Date:	Jun 10, 2013	Shipped:	Jun 10, 2013
Due Date:	Jul 10, 2013	Terms:	Net 30
PO Number:			

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
1	1	PC919	Marking Pencil For Resin Coated Photo Med Pt Erasable Blue	2.74	2.74

Thank you for your order:

RG 212616
6/19/13
Batch #
37812
Total 13.69

Sub Total 2.74 Shipping and Processing 10.95 Tax 0.00

Sub Total 2.74 Shipping and Processing 10.95 Tax 0.00 Total 13.69

SOLD TO:

Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
TECHNICAL SERVICES
Hudson OH 44236-5122

Account Number: 8700

Invoice #: 2175866



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Invoice
2165642

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 788687 Order Number: 21264815 Page: 1 of 1

Bill To: Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
Hudson OH 44236-5122

Ship To: POLLY REYNOLDS
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST.
HUDSON OH 44236

Invoice #:	2165642	Ship Via:	Dayton Freight Lines
Invoice Date:	May 07, 2013	Shipped:	May 07, 2013
Due Date:	Jun 06, 2013	Terms:	Net 30
PO Number:	RG212523		

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
1	1	7868-08	Flat File Steel 5 Drawr 15 3/8Hx46 3/4Wx35 3/8"D Desert Sand	697.00	697.00
1	1	78680-08	Base Flush For 35 3/8"D Flat Files Desert Sand	156.40	156.40
1	1	ODC-POWER-TAILGATE	Power Tailgate	55.00	55.00
1	1	ODC-INSIDE-DELIVERY	Inside Delivery	45.00	45.00
1	1	ODC-INSTALLATION	Installation	350.00	350.00

*6/21/13
RG 212523
batch # 07817*

Sub Total	Shipping and Processing	Tax	Total
1,303.40	164.71	0.00	1,468.11

Sub Total	Shipping and Processing	Tax	Total
1,303.40	164.71	0.00	1,468.11

SOLD TO:

Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
Hudson OH 44236-5122

Account Number: 788687
Invoice #: 2165642



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Credit Memo
2168912

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 788687 Order Number: 21264815 Page: 1 of 1

Bill To: Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
Hudson OH 44236-5122

Ship To: POLLY REYNOLDS
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST.
HUDSON OH 44236

Credit Memo #:	2168912	Ship Via:	
Invoice Date:	May 17, 2013	Shipped:	May 17, 2013
Due Date:	May 17, 2013	Terms:	
PO Number:	RG212523		

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
	1	ODC-INSIDE-D ELIVERY	Installation	(141.83)	(141.83)

FAXED - Rec'd
Rec'd 6/21/13

6/21/13
RG212523
Batch # 07817

Sub Total (141.83)	Shipping and Processing 0.00	Tax 0.00	Total (141.83)
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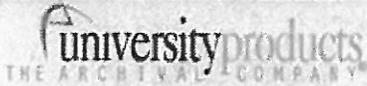
Sub Total (141.83)	Shipping and Processing 0.00	Tax 0.00	Total (141.83)
--------------------	------------------------------	----------	----------------

SOLD TO:

Attn: Accounts Payable
HUDSON LIBRARY AND HISTORICAL SOCIETY
96 LIBRARY ST
Hudson OH 44236-5122

Account Number: 788687
Credit Memo #: 2168912

The University Products Companies



LINECO

INVOICE NUMBER
059695-00

PH 800-628-1912 FAX 800-532-9281
F.I. 04-2438004
eMail: info@universityproducts.com, Web: www.universityproducts.com

PH 800-322-7775 FAX 800-298-7815
F.I. 04-2430004
eMail: info@lineco.com, Web: www.lineco.com

INVOICE
Page: 1

BILL TO: 12448

SHIP TO:

HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON, OH 44236 US
Attention: CAROLINE DRISCOLL

HUDSON LIBRARY AND
HISTORICAL SOCIETY
96 LIBRARY ST
HUDSON, OH 44236 US
Attention: CAROLINE DRISCOLL

DATE INVOICED	CUSTOMER ORDER	DATE SHIPPED	PAYMENT TERMS	ORIGIN	FREIGHT TERMS
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10/17/2013	RQ212978	10/17/2013	NET 30 DAYS	HOLYOKE	
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SALES ID	SALESMAN	SPECIAL INSTRUCTIONS
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0A PRODUCTS,

CATELOG NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACKORD	UNIT PRICE	AMOUNT
✓ 511-0810	PHOTO/NEG SLV 8"X10" 50/PK PK	1	1	0	23.45/1	\$23.45
✓ 511-0045	PHOTO/NEG SLV 4"X5" 50/PK PK	3	3	0	8.80/1	\$26.40
✓ 511-0057	PHOTO/NEG SLV 5"X7" 50/PK PK	3	3	0	10.90/1	\$32.70
✓ AW14614-25	11X17 SLV CLR OPN 25 PK PK	1	1	0	29.05/1	\$29.05
✓ AW14703-25	11X14 SLV CLR OPN 25/PKG PK	1	1	0	23.75/1	\$23.75
SHIP COMPLETE						
KJM						
***** END OF ORDER *****						
<p style="font-size: 1.2em; margin: 0;">212978 - 7.45 Fp BATCH 08020</p> <p style="font-size: 1.2em; margin: 0;">212978 - 153.45 Fp BATCH 08021</p> <p style="text-align: right; margin: 0;">11/4/13</p>						

PLEASE REMIT TOTAL TO

University Products, Inc.
P.O. BOX 101
Holyoke, MA 01041

GROSS	\$ 135.35
PLUS SHIP & HNDLG	\$ 25.95

BALANCE DUE	\$ 161.30
-------------	-----------

Please Pay From Invoice
No Monthly Statement Will Be Issued
Any amount not paid within 30 days shall bear a charge at a rate of 1% per month (or the lesser amount permitted by applicable state law.)

TO INSURE PROPER CREDIT
A COPY OF THE INVOICE MUST ACCOMPANY PAYMENT

PAY BALANCE DUE
INVOICE REFLECTS
CURRENT PRICE