

**Everett L. Cattell Library
Malone University**

Preservation, Description, and Access for the Friends Mission Collection

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Summary of Project Activities:

Malone University Archivist, Amy Yuncker, began work on the project in June and, with some assistance from various staff members and our library student workers, has completed the proposed tasks of organizing, describing, preserving and providing access to the Missions Collection section of the Friends Historical Archives.

All items in the collection have been placed in archival-quality storage containers with accurate contents lists. Finding aids are posted on the OhioLINK Finding Aid Repository (see the link below and appendix). The fourteen aids reflect the organization of the collection which has been arranged according to the geographic location of each of the missions.

Finding Aids as listed in OhioLINK Finding Aid Repository:

1. **Friends Foreign Mission Audio Visual Collection: Africa 1901-1976**
Series I: Slides and Cassettes, Undated
2. **Friends Foreign Mission Collection: Africa 1901-1906**
Box 1: Papers, 1904-1976
Box 2: Records Book, 1901-11
3. **Friends Foreign Mission Collection: China and Taiwan 1892-1989**
Series I: Papers and Books, 1892-1989
Series II: Photographs and Maps, 1898-1987
4. **Friends Foreign Mission Artifact Collection: Africa 1901-1976**
African Artifacts, 1901-1976
5. **Friends Foreign Mission Audio Visual Collection: China and Taiwan 1899-1989**
Series I: Glass Plate Negatives and Cuts, 1981-1957
Subseries I: Taiwan, 1957
Subseries II: China, 1981-1938
Series II: Slides and Negatives, 1920-1967
Series III: 16mm Film, 1960-1970
Series IV: Audio Reels, 1948-1955
Series V: VHS Cassettes, 1989
6. **Friends Foreign Mission Artifact Collection: China and Taiwan 1899-1991**
Series I: Artifacts, 1899-1991
7. **Friends Foreign Mission Artifact Collections: Missionary Collection 1888-2012**
Series III: Ella Ruth Hutson, Undated
Series VII: Freda Girsberger, Undated
Series VIII: Emily Moore, Undated
Subseries 1: China and Japan, Undated
Subseries 2: India, Undated
Series IX: Wesley Bissonnette, 1939-1943
Series X: Carson Cox, Undated
Series XI: Lucille Hartman, Undated
Series XII: Esther E. Baird, Undated
Subseries I: India, Undated
Subseries II: China, Undated

8. **Friends Foreign Mission Collection: General Materials 1897-1988**
Series I: 1897-1988
9. **Friends Foreign Mission Audio Visual Collection: General Materials 1897-1988**
Series I: Cuts and Glass Plate Negatives, 1987-1988
10. **Friends Foreign Mission Artifact Collection: General Collection 1897-1988**
11. **Friends Foreign Mission Collection: India 1892-2008**
Records and Record Books, 1892-2008
Photographs, 1892-1985
12. **Friends Foreign Mission Collection: Central and South America 1971-1990**
13. **Friends Foreign Mission Collection: Missionary Collections 1888-2012**
Series I: Esther and Robert Hess, 1971-1977
Series II: Esther Butler, 1888-1930
Series III: Ella Ruth Hutson, 1914-1997
Series IV: Anna Nixon, 197-17-2012
Subseries I: Papers, Notebooks, Diaries, manuscripts, 1924-2012
Subseries II: Photographs, Albums, 1917-2012
Series V: Howard W. Moore, 1950-1994
Subseries I: Black and White Photographs, 1951-1975
Subseries II: Color Photographs, 1979-1979
Subseries III: Papers, 1950-1987
Series VI: R. Ethel Naylor, 1922-1949
Series VII: Freda Girsberger, 1923-1973
Series VIII: Emily Ruth Moore, 1940-1950
Series IX: Wesley S. Bussonette, 1939-1943
14. **Friends Foreign Mission Audio Visual Collection: India 1949-1966**
Series I: Glass Plate negatives and Cuts, 1948-1959
Series II: Slide Series, 1952-1967
Series III: 16mm Film, 1961-1962
Series IV: Audio Reels, 1948-1968

The online finding aids for the mission collections are found here:

<http://ead.ohiolink.edu/xtf-ead/search?subject=Evangelical%20Friends%20Church--Eastern%20Region.%20Foreign%20Missionary%20Board;subject-join=exact;smode=simple;rmode=none;style=;brand=default>

There is also a tab for the Friends Foreign Mission Archives collection on the library's "Malone University Archives" resource guide which is accessible from the library's web site.

The Friends Foreign Mission electronic research guide is found here:

<http://libraryguides.malone.edu/content.php?pid=404954&sid=3320839>

Final Collection Size: (bold numbers indicate cubic feet)

	Cubic Feet	Boxes:	
Paper Collection:	39.5675	Boxes:	62
AV Collection:	10.6242	Boxes:	25
Artifact Collection:	19.6957	Boxes:	27
Mission Collection			
total:	69.8874	Boxes:	114



Missions Collection



Archivist Amy Yuncker and Student Staff Employee Morgan Linger process clothing from China.

Staff Time:

Because we did not yet have an archivist when we submitted the original proposal, we believed that we would have to rely on student workers to carry the majority of the work. We therefore anticipated more time necessary for training and coordinating work schedules. Fortunately, though, Ms. Yuncker began work at Malone on June 16, 2012 and was able to focus her attention almost exclusively on the grant project during the summer months. As a result, since she was responsible for most of the hands-on work with the collection, the work was more efficiently and more expertly performed. The beginning of the school year and several other big projects reduced her available time during the fall, but the project was already well underway. A few other staff members assisted in project oversight, in ordering supplies, and in facilitating the development of the resource guide.

The final estimated time spent was 610 hours of staff time with about 10 hours of additional student staff assistance. Actual time spent on the collection was around 8.5 hours/cubic foot.

Collection Contents:

The collection contains photographs, correspondence, diaries, reports, and other documents describing Friends missionary work around the world and artifacts such as various items of clothing, jewelry, toys, and decorations. Researchers can learn about the lives and work of missionaries on foreign soil as well as gain insight into the historical, political, social, cultural, and economic circumstances of those geographic areas. Examples of information in this collection include the work of Esther Butler in China. That mission endured years of national civil unrest, including surviving the dangers of the Nanking Incident of 1927. There are also records describing the work of Esther Baird, Delia Fistler, and Martha Barber who began a Friends mission in Nowgong, India that has grown to support orphanages, schools and hospitals. Perhaps one of the most interesting individuals represented in the collection is Anna Nixon. Ms. Nixon was on her first mission trip to India when her ship was captured and she was sent to Santo Tomas Internment Camp in Manila. During her years in the camp, Ms. Nixon helped teach Sunday school classes and lead worship services. After the liberation of the camp in 1945 Anna Nixon recuperated and eventually arrived in India where she served for several years.

Project Benefits and Effectiveness:

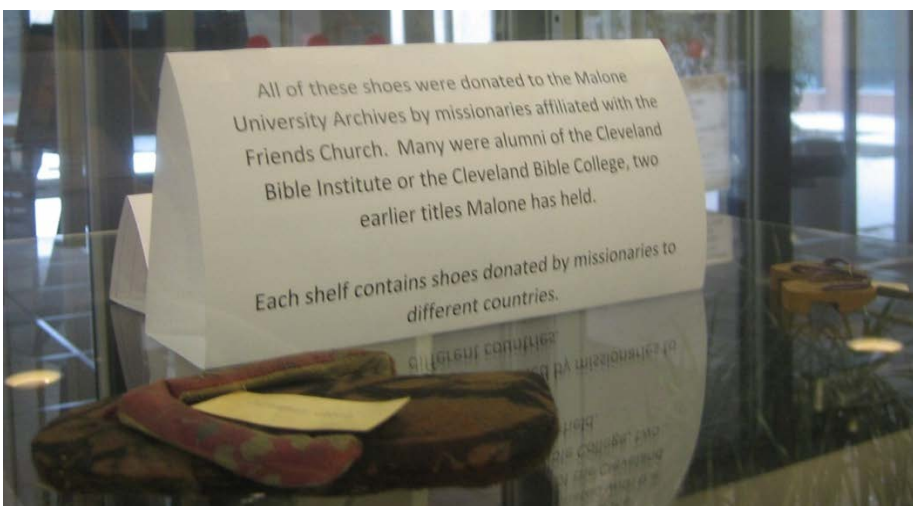
This valuable collection was improperly housed and largely unknown. Papers were not kept in acid-free folders, artifacts were deteriorating, arrangement was random. Now the collection is safely preserved, logically arranged, clearly labeled, and easily accessible. Because of the online finding aids, this material is a scholarly resource for researchers everywhere.

The project was completed in time to serve as a possible resource for courses being taught at Malone this semester on Friends History and on the History of World Missions. The Historical Committee of the Evangelical Friends Church-Eastern Region (EFC-ER) has also been contacted about including links to our finding aids and archives guide from their web page.

Artifacts from the collection have been used in general displays in the library and were included in the EFC-ER Bicentennial Symposium and during their Yearly Meeting. In addition to the displays promoting the collection, the receipt of the grant and the resulting archival work was mentioned in a radio interview with Amy Yuncker on 1480 WHBC's Pioneer Radio program on July 19, 2012. As visitors have seen the collection displays and learned that we have begun a systematic effort to preserve, catalog, and improve accessibility for the entire Friends Historical Archive, we have begun to receive offers of other related donations.



Display case at library entrance



Itemized List of Expenditures:

\$1137.00 received April 27, 2012; Check # 086773

OHRAB Grant Funds \$1137.00 (Order # 18048495)

Product	Description	Price	Qty	Total price	Shipping costs	Invoice #	Invoice Date	
A3688A	Gloves Cotton small pkg 12	25.95	1	25.95		2070341	7/17/12	
BT40500R	Tissue Acid Free 40'Roll x 500'L	135.00	1	135.00	11.13	2070341	7/17/12	
EFPB15113S	Box Deep Lid E Flute 3H x 11 1/2W x15L	13.99	5	69.95		2068913	7/14/12	
ARSF200	File Folder End Tab Legal pkg 100	37.55	5	187.75		2068913	7/14/12	
D15125LF	Box Document Case Flip Top 5Wx15 1/2Lx12 1/2H	11.65	10	116.50	63.48	2068913	7/14/12	
WP38	Paper Wrapping Arch 70 LB 25Wx38L Sheets pkg 100	70.79	1	70.79		2071252	7/19/12	
B2211	Box Deep lid Barrier Board 1 1/4Wx 11 1/4L x 2 3/8 H	4.35	10	43.50	17.03	2071252	7/19/12	
21411A	Bag Polyethylene 2 mil 11 3/8Wx14 1/4'H pkg 100	20.39	1	20.39	2.43	2069471	7/16/12	
ARSF100	File Folder End Tab Letter 9 1/2 H x 12 1/4"W pkg 100	28.05	10	280.50	76.72	2086701	8/31/12	
	Portion of R4449 Box Flip Top	15.88*			15.88	ICI *	1/22/13	
Totals	OHRAB Grant Funds			950.33	186.67			1137.00
Totals	Malone Funds			829.56	108.24			936.80
	Total Supplies Expenses							2073.80

Malone Funds (Order # 18713550)

Product	Description	Price	Qty	Total price	Shipping costs	Invoice #	Invoice Date	
ACNB23313	Box Deep Lid 2 3/4Wx30 7/8 L x 3H	28.99	10	289.90		2094787	9/25/12	
B2211	Box Deep Lid Barrier Board 2 1/4Wx11 1/4L x 2 3/8H	4.35	10	43.50		2094787	9/25/12	
DF63018	Box Drop Front Deep Lid 18W x 30L x 6H	24.95	10	249.50		2094787	9/25/12	
LEFSB1210	Box Shallow Lid Laminated E Flute 10 1/4Wx12L x5H	13.40	10	134.00		2094787	9/25/12	
R4431	Box Flip Top 4W x31L x 4H	17.99	6	107.94		2094787	9/25/12	
R4449	Box Flip Top 4W x 49 L x 4H	20.60	1	4.72*		2094787	9/25/12	
Totals	Malone Funds			829.56	108.24			936.80

We were able to continue to use about 64% of the boxes already in use in the Missions Collection.

* Interdepartmental Charge Invoice used to transfer funds

Malone Matching Funds Total

	hours	Hourly wages	
Staff Wages	610	16.50 (estimated average hourly wage of all participants)	\$10,065.00
Student Wages	10	7.70	\$77.00
Supplies			\$ 936.80
Malone Funds			\$11,078.80
Grant Funds			\$ 1,137.00