

**Award No.: NAR11-RP-50064-11: Extracting Buried Treasure: Enhancing Access to Manuscripts about Michigan's Copper Country**

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**Elizabeth Russell, Project Director**  
**Rachael Bussert, Senior Project Archivist**  
**Daniel Michelson, Processing Archivist**

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Michigan Technological University Archives and Copper Country Historical Collections  
1400 Townsend Drive  
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**Final Report**

**Elizabeth Russell, Project Director**

**Rachael Bussert, Senior Project Archivist**

**Daniel Michelson, Processing Archivist**

This project has met or exceeded all of the grant's performance objectives. Essential grant funding from the National Historical Publications and Records Commission (NHPRC) has transformed how the Michigan Technological University Archives and Copper Country Historical Collections ("Archives") manages, describes, and shares information about its manuscript collections. The grant has enabled the adoption of recognized standards for description and has enabled the Archives to appreciably increase discovery of and access to its collections internationally. Improvements in the methods by which information about the Archives' manuscript collections can be found by researchers now have become routine as a result of this grant.

**Summary**

The project resulted in the completion of goals that were designed to arrange, preserve and describe to current archival standards 92 manuscript collections. Collections were described to the folder level through descriptive finding aids complying with EAD. Detailed arrangement and description were completed for 93 manuscript collections comprising approximately 1, 248 cubic feet, a reduction resulting from improvements to the organization of the collections and discovery of a small amount of vulnerable material. EAD finding aids for each of these collections were created and published and are available through the Archives' Web site. Standardized MARC catalog records, created through a previous NHPRC award, RB-50059-09, *Coming to the Surface: Revealing Hidden Collections in Michigan's Copper Country*, were updated during the instant grant to reflect additional descriptive information and links to the newly created finding aids and images, when available, were added. These updated records are now accessible through a wide array of search strategies via the Van Pelt and Opie Library's online public access catalog (OPAC), its discovery layer, 'Search,' in WorldCat the international bibliographic utility and in OCLC's ArchiveGrid. The project resulted in the creation and adoption of cataloging workflow protocols, staff capacity enhanced to effectively use Archivists Toolkit, and adoption of Google Analytics in order to monitor access to the Archives' Web site with the aim of continuously improving access.

Unanticipated findings, resulting in the development of a mold remediation protocol with assistance from a partner organization, contributed to the knowledge and skill of the archivists and support staff involved with the project; identification of materials requiring cleaning and special handling was also a benefit of the project. Throughout the grant period, archivists associated with the project have publicized its progress through informal and formal means.

The descriptive work and the workflows created through this grant provide the Archives with a firm foundation from which its staff can continue to add detailed folder-level description of its manuscript collections and publish EAD-compliant finding aids for the remainder of our current and future collections at the highest levels of excellence.

### **Discovery and Access**

An overall goal of this project is to heighten awareness of the rich collections of the Archives internationally in addition to the goals which improved description of the collections. The collections and published finding aids are revealed to researchers through the following online tools:

**Web access:** A full list of the collections and their associated finding aids are now available as a result of the grant: <http://mtu.edu/library/archives/collections> A list of the collections managed through the instant grant are listed with précis in Appendix A.

**Enhanced catalog access:** Updated catalog records for each collection may be found through the Van Pelt and Opie Library's Voyager (Ex Libris) catalog: <http://ils.lib.mtu.edu/vwebv/searchBasic> Through this online public access catalog (OPAC) searchers may limit their searches by location "Archives Collection" or search by collection names, keywords from the brief descriptions and histories as well as by standardized subject headings. Each record includes a link to the collection's finding aid published as PDF. Where applicable, the catalog records include links to digital resources, such as digitized copies of photographs made available through the Keweenaw Digital Archives, a publicly available resource found through: <http://digarch.lib.mtu.edu> The catalog records and the aforementioned links are also searchable through the library's discovery layer called Search (Ex Libris' Primo) which offers a still wider array of search, limit and find options.

Each catalog record and its associated links are also fully searchable through WorldCat (Online Computer Library Center (OCLC)), the international utility supporting access and bibliographic control of records from libraries, museums and archives. A publicly available version provides

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access through <http://www.worldcat.org> Participating OCLC member institutions currently search these records through the FirstSearch version of WorldCat which allows researchers to limit type to “Archival Materials” and limit availability to Michigan Tech’s unique code “EZT.”

The following summarizes the accomplishments of the grant for each of its specified NHPRC Project Performance Objectives:

### **NHPRC Project Performance Objectives**

#### **1. Process at least 1,329 cubic feet or 92 collections concerning Michigan’s Copper Country region.**

- The first objective was met by the diligent processing of 93 collections by the senior project archivist, Rachael Bussert, and processing archivist, Daniel Michelson. Through close review, decisions were made that modified some of the collections’ organization.
  - 93 collections were ultimately processed:
    - MS-115 St. Mary’s Canal Mineral Land Company Collection merged into MS-080 Copper Range Company Collection (-1)
    - MS-057 Historic Newspapers was determined to be a collection of serials not a manuscript collection (-1)
    - MS-886 Ivy Rebekah Lodge #163 Minutes - newly created (+1)
    - MS-905 Huron Dam Disaster Collection - newly created (+1)
    - MS-909 David S. Coon Newspaper Clippings and Correspondence - newly created (+1)
  - Size reduced to 1,248 cubic feet after removing duplicate and extraneous materials
    - minus 81 cubic feet
  - Existing collections that were merged into MS-080 Copper Range Company Collection:
    - MS-039 The Hulbert Mining Company and the Boston and Lake Superior Mineral Land Company Papers
    - MS-115 St. Mary’s Canal Mineral Land Company Collection

- MS-240 Lake Copper Company Ledger
- MS-291 Hulbert Mining Company Stock Certificates
- MS-619 Copper Range Company Photograph Collection
- MS-762 Redridge Dam Records
- Newly created collections - warranted collection status, rather than creating disparate series within the original collection.

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- MS-886 Ivy Rebekah Lodge #163 Minutes
  - (originally a part of MS-269 Ladies' Industrial Society of the Lake Linden Congregational Church Records)
- MS-905 Huron Dam Disaster Collection
  - (originally a part of MS-768 Houghton County Election Records)
- MS-909 David S. Coon Newspaper Clippings and Correspondence
  - (originally a part of MS-043 Keweenaw Historical Society Collection)
- Collections with major preservation, safety, or access issues
  - MS-799 Oliver A. Farwell Papers - very dirty; a large amount of document and photograph cleaning was done.
  - Two collections, MS-032 Kukkonen Studio Photographic Collection and MS-044 Earl Gagnon Photograph Collection were found to have deteriorating nitrate and safety film.
    - Kukkonen - removed from building for cold storage at the Keweenaw National Historical Park (U.S. Park Service), Calumet Township, Michigan. This collection will be analyzed for future digitization.
    - Gagnon had already been digitized and is available through the Keweenaw Digital Archives
- MS-585 Swande Godell Collection and MS-696 Fight for Justice Tribal Takeover Collection were identified as having potential access restrictions.
  - Resolved
- Twenty-eight remaining collections were processed and their MARC and EAD records were updated during the final reporting period by the senior project archivist.
- The project also enabled the close analysis of collections in order to determine which will benefit researchers through item-level arrangement and description.

While outside of the scope of the instant grant, this was nonetheless beneficial to the Archives.

- A Commodore 64 personal computer and disks have been sent to Michigan Technological University's Information Technology Department to be migrated to a more accessible format.
- The processing archivist adopted, documented and implemented a mold remediation strategy for roughly 250 cubic feet of moldy records. Please see Appendix B.
  - The mold procedures were developed based on advice from Paula De Stefano (the Barbara Goldsmith Curator for Preservation at NYU Libraries) as well as a

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variety of published sources, notably *Mould Prevention and Collection Recovery: Guidelines for Heritage Collections* (2004) from the Canadian Conservation Institute.

- Mold Remediation Process:
  - Material previously identified as containing suspected mold in the preservation survey under the previous NHPRC grant, as well as additional material identified during the current project, were isolated in a quarantine area within the stacks. Each folder or volume was then inspected for signs of mold.
  - The Keweenaw National Historical Park provided technical assistance by enabling the Archives to cycle material through their Wei T'o Book Dryer and Insect Exterminator. The machine uses vacuum freezing to create extremely low temperatures that can kill mold. Several weeks of operation are required to guarantee effective treatment. After this treatment, material was vacuumed to remove dead mold spores.

**2. Produce, post, or link online via national bibliographic databases, the Michigan Tech library's catalog, and the Michigan Tech Archives website an updated MARC catalog record, folder or collection-level EAD finding aids for each collection.**

- The senior project archivist, processing archivist, and Project Director Elizabeth Russell met regularly to create and implement a workflow for producing and posting updated MARC records and folder-level EAD finding aids for each collection.

- Each of the collections had a MARC record created during NHPRC Award No: RB-50059-09: subsequently,
- Each MARC record was reviewed and updated as necessary using OCLC's Connexion client, exported into WorldCat and overlaid in the library's Voyager catalog.
- Upon completion of the updated collection record, EAD finding aids were produced using the slightly modified but built-in style-sheet provided by Archivists' Toolkit, the data management software.
- Specifically, links to the new EAD records were included in each MARC record, connecting Michigan Tech's library catalog records with detailed EAD finding aids.

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- Each record was reviewed and posted on Michigan Tech Archives' Web site. A page was created specifically to feature these EAD finding aids located here: <http://www.mtu.edu/library/archives/collections/nhprc-collections/>
- Project Director, Elizabeth Russell, provided quality assurance and standardization of the published finding aids.

### **3. Track processing rates during the course of the project. Design e-metrics to measure use of the project's digital products and services.**

- To track processing activities, the senior project archivist, Ms. Bussert, adopted the 2010 version of the *MD Processing Tool for Microsoft Access* created by Collection Services Archivist, Emily R. Novak Gustainis from the Center for the History of Medicine, Countway Library, Harvard University ("MD Tool").
- The MD tool enabled us to track processing activities at the collection and series level. The tool also offers tracking at the box level; however the consensus of the project team determined that box level tracking was not necessary at this time.
- Additional activities that are performed regularly by the project archivists such as mold remediation were added to MD's activities table. Data collection and reporting were done monthly through MD's built-in queries.

- For the purposes of this final report, Ms. Bussert created a query that displayed the volume of the collections before and after they were processed (Appendix D) as well as a query that provided the sum of hours for processing tasks for the entire project (Appendix E). She also created a query that displayed the number of hours per processing task for the period of January 1 through June 30. Reports with the sum of processing task hours were created from this query for the final report.
- Google Analytics is being used to track the total number of downloads and number of unique users of each finding aid. Javascript code has been added to the web pages where the finding aids appear which creates an event when a user clicks on any of the finding aid PDFs (for download or in-browser viewing) and sends this event to the Google Analytics' "ga.js" framework. The report under "Behavior, Site Content" labeled "All Pages" can then be used (with appropriate filtering) to measure usage of the specific file(s) in question.

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**4. Publicize the project and its methods through press releases, the Michigan Tech website, professional newsletters, announcements on appropriate listservs, physical and online exhibits, and (pending acceptance) an article in at least one peer-reviewed publication and a presentation about the project during at least one professional conference.**

- The project team has met this objective throughout the course of this grant project through the posting of blog posts, press releases in local newspapers, presenting at a regional archives professional conference, and the creation of an exhibit in the Archives' reading room.
- The senior project archivist, supported by a student assistant, created an exhibit in the busy Archive's reading room focusing on one of the 93 collections, MS-050: The Harold Putnam Collection.
  - This exhibit tells the story of the tourism industry in the Keweenaw Peninsula. It was thought that MS-050 would be a good collection to highlight as the summer tourist season begins in the Copper Country.
  - The exhibit features reproductions of photographs showing images primarily from Copper Harbor, Eagle Harbor, Houghton, and Hancock as well as the mockup of Putnam's publication, *North to Adventure in Michigan's Upper Peninsula*, a Rolleiflex slide camera, and light meter.



- Promotions:
  - A press release was issued on May 8, 2012 announcing the start of the project and hiring of the project staff. The release was carried in the following places:
  - Tech Today (electronic newsletter to Michigan Tech community), June 12, 2012:  
<http://www.admin.mtu.edu/urel/ttoday/previous.php?issue=20120612&id=15394&nav=1#2>
  - The Daily Mining Gazette (Houghton, Michigan), June 16, 2012
  - Michigan Archival Association: e-mail discussion listserv and their newsletter, Open Entry
  - Society of American Archivists: e-mail discussion listserv “Archives & Archivists,” and newsletter, Archival Outlook
  - Midwest Archives Conference: MAC newsletter
  - Michigan Tech Archives blog:  
<http://blogs.mtu.edu/archives/category/about-the-archives/grants-received/>
  - “A Copper Range Railroad Poet” sharing the verse of a railroad employee found amongst routine work records in the Copper Range Collection:  
<http://blogs.mtu.edu/archives/2012/07/18/a-copper-range-railroad-poet/>

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- “A Unique Home Storage Solution” describing the original housing of film negatives in the Harold Putnam Photograph Collection:  
<http://blogs.mtu.edu/archives/2012/07/24/a-unique-home-storage-solution/>
- “Vandals” describing the 1976 break-in and destruction of mining company records at the Copper Range Company:  
<http://blogs.mtu.edu/archives/2012/09/06/vandals/>
- Attention was also made to the collaborative work undertaken with the National Park Service to treat moldy records. Although this work is not part of the project funded by NHPRC, this promotion included mention of the Commission and its support of our project. See “National Park Helps with Preservation” here:  
<http://blogs.mtu.edu/archives/2012/10/10/national-park-helps-with-preservation/>
- Details of the grant-funded project and updates on progress toward the achievement of its goals can be found at:  
<http://blogs.mtu.edu/archives/nhprc-detailed-grant-processing-project-2012-2013/>

- The NHPRC project was featured in a post to the Michigan Tech Archives blog <http://blogs.mtu.edu/archives/2013/06/05/coming-home/> describing the return of one of the two archivists that initiated the instant grant, Julia Blair.
- Updates on the disaster recovery effort and its impact on the NHPRC grant project have appeared in the University's daily electronic newsletter, "Tech Today." <http://www.admin.mtu.edu/urel/ttoday/index.php>
- Senior project archivist Rachael Bussert and processing archivist Daniel Michelson will be presenting at the Midwest Archives Conference's 2014 Annual Meeting held on April 24-26, with archivists from the South Dakota State Historical Society and the Kansas Historical Society in a session entitled, "The Improvisations of Processing: Confronting the Unforeseen in Large Processing Projects." The session will feature challenges and successes encountered during the course of the Michigan Tech Archives' NHPRC Detailed Processing Project. The abstract follows:

- "Oftentimes archivists must confront unexpected challenges when working on large processing projects. Panelists from the Michigan Tech Archives, the South Dakota State Historical Society, and the Kansas Historical Society will discuss unforeseen preservation and access issues that they have encountered during large processing projects, including moldy records; nitrate film; obsolete electronic records and software; privacy issues in corporate, medical, government, and student records; and even a fire in the stacks. The intended purpose of this session is to share with the professional community some of the strategies and policy decisions enacted by the participants to address challenges faced while

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processing a wide variety of records. In doing so, session presenters will highlight how these specific cases relate to broader issues such as the potential conflict between implementing minimal processing techniques in order to improve access to poorly described or inaccessible collections and the need to consistently meet ethical and legal obligations concerning records containing sensitive or confidential information that could be overlooked during processing. In part by suggesting potential approaches, such as collaborating with other institutions, drafting new policy statements, and exploring possible avenues of research, this session will be valuable to archivists (especially those new to

the profession) and project managers who are or will be involved in large processing projects."

**5. Timely submission of complete reports, which include detailed cost analyses for each part of the project, by the deadlines in the Grant Award Summary.**

- All reports were submitted on time.
- The NHPRC graciously allowed Michigan Tech to temporarily suspend grant operations for the entire staff to attend to recovery efforts:
  - Grant-funded staff was removed from grant operations and its budget from for a period of three months (November 2012 - January 2013) so that they could apply their expertise to expedite recovery from a small fire and sprinkler release.

**6. Acknowledge the National Historical Publications and Records Commission in all print and electronic products that result from grant support. The Commission strongly encourages grantees to use the NHPRC logo in grant products and publications and to link to its website. The logo is available at <http://www.archives.gov/nhprc/about/logo.html>. The final narrative report must include one copy of grant products.**

- NHPRC was acknowledged, and its logo was included on all blog posts about the project.
- Reports and other project documents were posted on Michigan Tech Archives' blog.
- The style-sheet for the EAD finding aid was modified to include NHPRC logo and acknowledgment of sponsorship.

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- Recognition of the support of the NHPRC was included during the presentation at the 2014 Midwest Archives Conference.

**Further Comments and Observations**

This grant has appreciably increased the Archives staff knowledge of the extent and depth of its manuscript collections. The detailed description and records produced on the Archives Web site and international bibliographic utilities have enhanced awareness of these collections for scholars and researchers worldwide. The Archives staff will continue to seek partnerships that will continue to promote the visibility of these rich collections.

Standards adopted and workflows established through this grant have now become the norm for description of the remainder of the Archives collections and newly added materials and collections. New knowledge and skills gained through this project have benefitted the staff of the Archives as well as those archives that hired the grant-funded archivists, Ms. Bussert (University of Hawaii) and Mr. Michelson (Hagley Museum and Library, Wilmington, Delaware).

Informal observations, along with the metrics tracking production and output, provided the Archives with a realistic portrait of the time and resources required for processing and description at high levels of excellence and adherence to current standards. Roles and responsibilities for leadership and supervision, processing archivists, technology support staff and the value of student assistants were also made evident, contributing important information for future planning.

On Friday, October 26, 2012, the Archives suffered a small fire and sprinkler release. The disaster affected an area of approximately 200 square feet, with the majority of the damage caused by the sprinkler release.

- The small fire and sprinkler release affected 25 of the 92 collections listed in the original project scope of work. Portions of 15 of these collections were included in the materials shipped for off-site freeze-drying treatment, comprising approximately 226.67 cubic feet. Twenty-five collections were also affected to varying degrees and were treated in-house by archives' staff, rehoused in new storage containers, and returned to the shelves. The majority of the damage to the collections was to the containers and enclosures. This work was completed so that the grant-funded staff and the Project Director were able to return to their grant-focused responsibilities on February 4, 2013.

Michigan Technological University's library staff remains grateful to the NHPRC for enabling the grant-supported staff and permanent staff contributing effort through cost-share to take this hiatus to focus on recovery efforts.

## **Acknowledgements**

The founding project director, University Archivist Erik Nordberg and Julia Blair, then Assistant Archivist and later, Interim University Archivist, were instrumental to this grant's initial conceptualization and leadership throughout the majority of this project. Elizabeth Russell, Archivist, assumed project direction in January 2014 and led the project through completion. Chad Arney, the library's Assistant Director for Technology Strategy and Innovation, contributed support in a number of valuable ways including leadership of a major revision of the library's Web site – enabling the Archives' collections' finding aids to be clearer– and by providing continued support for improving access and discovery through the library's online tools. Throughout this project, Senior Project Archivist, Rachael Bussert and Daniel Michelson, Processing Archivist, provided high levels of expertise, diligence, creative problem-solving and professionalism. Without their focused dedication, this project's accomplishments would not have been possible.

## **Appendix A**

### **Award No.: NAR11-RP-50064-11: Extracting Buried Treasure: Enhancing Access to Manuscripts about Michigan's Copper Country**

July 2014

#### **Manuscript Collections Included in Project**

##### **MS-009 The Fortnightly Club Collection (2.0 cf)**

Records, 1937-present, of the Fortnightly Club in Hancock, Michigan. Organized in 1937 as a religious study group for young married couples, the group initially intended to "encourage sociability among the young married people of the district, to improve our knowledge in certain fields of learning and to demonstrate the practical aspect of religious experience." During later years, the group distanced itself from a religious theme and continues to this day as a social and study club. Finding aid is available.

##### **MS-010 Brockway Diary Collection (2.0 cf)**

Diary collection, 1866-1897, of the Brockway family, including Daniel D. Brockway, his wife Lucena Brockway, J. N. Scott and his wife Mrs. J. N. Scott. It is probable that this last individual is the Brockway's daughter, Sarah L. Scott, one of the earliest white persons to have been born in the Lake Superior region. The majority of the diaries (twenty-seven of the thirty-two items) are by Lucena Brockway. Finding aid is available.

##### **MS-016 Daniel Brockway Family Collection (16.0 cf)**

Collection, 1852-1924, of the Daniel Brockway family, an early merchant and community building family in Michigan's Keweenaw Peninsula. Contains correspondence, financial records and legal records of Daniel Brockway's many land and business ventures throughout the Great Lakes region, particularly the activity of several stores Brockway operated with his son, Albert A. Brockway, under the partnership D.D. Brockway & Son. The collection also includes records of several mining enterprises with which Brockway was involved, as well as personal records of several other members of Brockway's extended family. Finding aid is available.

##### **MS-019 Brockway Photograph Collection (9.0 cf)**

Photograph collection, circa 1860-1970, of several generations of Brockway descendants, an early merchant and community building family in Michigan's Keweenaw Peninsula. Includes many photographs of the descendants of Daniel D. and Lucena Brockway, including members of the extended Farwell, Gardner and Childs family lines. Finding aid is available.

##### **MS-020 Roy Drier Collection (29.0 cf)**

An artificial collection gathered by Michigan Tech faculty member and local historian Roy Drier. Predominantly material from circa 1842-1936, the collection includes record books, letters, deeds, maps and other documents. Although ranging broadly in thematic content, the collection includes lighthouse journals, copper shipping documents, and some of the only documents surviving from early pioneers such as Ransom Sheldon, Columbus Christopher Douglass, and Charles North Wright. Finding aid is available.

MS-023 Arizona & Michigan Mining Company Ledgers (5.0 cf)

Records, 1908-1913, from the Arizona & Michigan Mining Company. This company is typical of numerous start-up ventures financed in Michigan's mature copper district (penny stocks purchased by local investors) which searched for mineral strikes outside of the region. As its name implies, this company operated a copper mine in Globe, Arizona. Collection includes financial records, stock book, and employee payroll. Finding aid is available.

MS-024 League of Women Voters of the Copper Country Records (50.85 cf)

Records, 1962-1997, of the League of Women Voters of the Copper Country, Michigan's Upper Peninsula's branch of the national nonpartisan political organization. Includes organizational election records, board meeting minutes, annual meeting records, voters guides, school guides as well as the records collected by a representative of the League of Women Voters of the Copper Country while attending and observing public meetings of local municipal organizations. Finding aid is available.

MS-026 Temple Jacob Jewish Congregation Collection (0.5 cf)

The Congregation of Israel was formed in October 1898 and succeeded by the First Congregation of Israel in April 1909. Collection includes congregational records, articles of incorporation and an institutional history file. Members of this congregation included many significant members of the region's merchant class. Finding aid is available.

MS-028 J. Van Pelt Copper Range Research Collection (18.0 cf)

Collection, 1895-1973, of research files and draft manuscript of a historical study of the Copper Range Company, compiled and written by Dr. John Robert Van Pelt. Collection contains some original mining company records, notes from oral interviews with the company's executives, and several copies of the manuscript in various stages of completion and editing. Finding aid is available.

MS-029 William Brinkman Collection (4.35 cf)

Photograph collection, circa 1890-circa 1980, of William H. Brinkman of Redridge, Michigan. Greater part of collection includes images of the Freda and Beacon Hill area of Houghton County, Michigan. Depicts local people, area mining operations, schools, town scenes and group photos. Finding aid is available.

MS-032 Kukkonen Photographic Studio Collection (28.0 cf)

Collection, 1913-1970, of the Kukkonen Studio in Hancock. Includes registry records with names, addresses and negative numbers of people who came to the studio, a collection of numbered negatives, and a variety of ephemera and other business records. Some negatives will need to be re-housed and others may need to be deaccessioned due to their deteriorated state. Finding aid is available.

MS-034 Peter Crebassa Collection (0.5 cf)

Collection, 1831-1891, of Peter Crebassa, a fur trader and agent for the American Fur Company at Mackinac, Michigan. Includes personal and business correspondence to and from Peter Crebassa, as well as on his behalf. Also includes statements of accounts, contracts, court cases and photographs of Crebassa and his family. These records relate to Crebassa's involvement with the fur companies, the Chippewa Indians, the Catholic Missions and the federal government

and offers a unique view of the relationships between these institutions as well as demonstrating the significance of the fur trade to the early settlement of Michigan's Upper Peninsula and the Great Lakes Region. Finding aid is available.

MS-035 Copper Country Masonic Lodge Records (35.0 cf)

Records, 1861-1996, consisting of records from numerous Masonic organizations which have operated in Michigan's Houghton and Keweenaw counties. Documents include membership lists, formal record and minute books describing rites and rituals of the various lodges, financial and dues records, as well as operational by-laws and state reporting documentation. The collection also includes partial records of Masonic building associations in Houghton, Hancock and Calumet. Finding aid is available.

MS-038 Herman Gundlach Photograph Collection (4.0 cf)

Photograph collection, 1913-2005, of Herman Gundlach, Jr., president of Herman Gundlach, Inc., a construction company based in Houghton, Michigan. Includes photographs from 84 photo albums showing buildings constructed by Herman Gundlach and successive construction firms. Most buildings are in Michigan's Upper Peninsula, especially Houghton and Ontonagon counties. Finding aid is available.

MS-040 Miscowabik Club Records (12.0 cf)

Records, 1903-2003, of the Miscowabik Club of Calumet, Michigan. Established as a private membership club on January 28, 1903, the Miscowabik Club provided social and recreational club house facilities for the region's mining, banking and merchant elite. The organization was ostensibly owned and operated by the Calumet & Hecla Mining Company and was housed in the renovated former home of the company's chief mining captain. It remains one of the state's longest continuously-operating private membership clubs. Finding aid is available.

MS-041 Herman Gundlach Architectural Drawings Collection (6.0 cf)

Measured drawings, predominantly 1899-1927, of local construction firm, Herman Gundlach, Inc. Collection includes more than 125 drawing sets, mostly blueprint copies of other architectural firm's drawings, of buildings constructed in the Copper Country and other parts of Michigan's Upper Peninsula. Includes some of the more prominent structures in Houghton, Hancock, Painesdale and other U.P. communities. Finding aid is available.

MS-042 John T. Reeder Photograph Collection (36.0 cf)

Photographic negatives and prints, circa 1890-1981, collected, copied and/or taken by John Thorley Reeder and his son John Harry Reeder. The Michigan Tech Archives' largest and most extensive historical photograph collection, covering a remarkable range of topics, date ranges, and photographic media (including some very early color positive lantern slides). Collection has been sleeved and rehoused. Finding aid is available.

MS-043 Keweenaw Historical Society Collection (27.0 cf)

Collection, 1767-1962, of the Keweenaw Historical Society of Michigan's Upper Peninsula. This significant collection comprises the research archives of this early heritage organization and includes mining company reports dating from before 1870, personal papers, including correspondence, and pamphlets as well as printed ephemera representing the history of Houghton, Keweenaw, Ontonagon and Baraga counties. Finding aid is available.



MS-044 Earl Gagnon Photograph Collection (4.0 cf)

Photograph collection, 1864-circa 1976, of Earl Gagnon, a resident of Ripley, Michigan and staff writer and photographer for *The Daily Mining Gazette* of Houghton, Michigan. Includes images of ships, railroads, lighthouses, schools, copper mines and minings and buildings as well as local sports teams, local residents and Keweenaw scenery. Also includes photographs of the construction and installation of the Bishop Baraga monument on Keweenaw Bay. Finding aid is available.

MS-045 Calumet & Hecla Geological Map Collection (36.0 cf)

Collection, circa 1850s to 1970, primarily dimensioned drawings and maps collected by the Geology Department of the Calumet & Hecla Mining Company. Although the collection includes a large number of geological and underground maps and drawings, some of its most valuable pieces are surface maps of mining locations across the region, including some of the only depictions of company towns, mining company housing, and smaller towns along Michigan's Keweenaw Peninsula. Finding aid is available.

MS-050 Harold Putnam Photograph Collection (9.7 cf)

Photographic negatives and prints, 1953-1987, from Harold and Beatrice Putnam. Collection includes a wide variety of tourism photography undertaken by this couple at sites across Michigan's Upper Peninsula, particularly in the Keweenaw Peninsula. The Putnam's photography was included in tourism literature produced by local, regional and statewide agencies as part of coordinated economic development efforts associated with the decline of extractive industries. Finding aid is available.

MS-051 Daily Mining Gazette Photograph Collection (15.0 cf)

Photograph collection, 1952-1979, of the Daily Mining Gazette, a newspaper published daily in Houghton, Michigan. Includes images taken by the newspaper's photographers for publication. Covers local and regional subjects and events. Finding aid is available.

MS-052 Hodge Foundry Collection (3.0 cf)

Records, 1880-1902, of the Hodge Iron Foundry of Ripley, Michigan, also known as the Lake Superior Iron Works. Includes indexed accounts, general ledgers and payroll accounts. Finding aid is available.

MS-053 Portage Entry Quarries Company Collection (2.2 cf)

Collection, 1893-1918, of the Portage Entry Quarries Company of Jacobsville, Michigan. Includes business correspondence, ledger books, maps and photographs. The bulk of this collection relates to James W. Wyckoff's tenure as superintendent of the Portage Entry Quarries Co. Finding aid is available.

MS-054 Portage Lake United Church Records (7.0 cf)

Records, 1861-1999, of the First Congregational Church of Hancock, Michigan, the First Presbyterian Church of Houghton, Michigan and the Portage Lake United Church of Houghton, Michigan. Includes minutes, financial reports, membership records, photographs, correspondence and other records. Finding aid is available.

MS-056 Hancock Home Study Club Records (2.35)

Records, 1883-present, of the Hancock Home Study Club, the first women's club in Michigan's Upper Peninsula. Formed in connection with the Society for the Encouragement of Study at Home, located in Boston, Massachusetts, the collection includes yearly programs, minutes from meetings and annual reports as well as financial records, programs from anniversary celebrations and other special events and various documents pertaining to the Club's history. Finding aid is available.

MS-058 Clarence Monette Collection (48.0 cf)

Collection, undated, contains research materials, articles, photographs, historical documents and objects relating to the publications of Michigan's Copper Country historian and author Clarence Monette. Finding aid is available.

MS-065 Richard Hoar Correspondence (0.18 cf)

Correspondence, 1859-1910, received and sent by Richard M. Hoar, a prominent early citizen of Houghton, Michigan. Includes correspondence pertaining to his business with his brother, J. Hoar & Brother, a general merchandise business, as well as other business related correspondence, bills and receipts. Also includes correspondence from his capacity as a member of the Michigan state legislature and Houghton town official. Finding aid is available.

MS-079 WHDF Radio Station Records (2.25 cf)

Records, 1929-1979, of the WHDF Radio Station operating in the Copper Country of Michigan's Upper Peninsula. Includes correspondence, reports, financial records, stock certificates, licenses, newspaper clippings, history of the station and other related ephemera. Also includes oversized maps and geological surveys of the surrounding area. Finding aid is available.

MS-080 Copper Range Company Collection (633.0 cf)

Collection, 1851-1983, of the Copper Range Company of Painesdale, Michigan as well as its subsidiary companies: Atlantic Mining Company, Baltic Mining Company, Champion Mining Company, Copper District Power Company, Copper Range Motor Bus Company, Copper Range Railroad, C. G. Hussey & Co., Michigan Smelting Company, Trimountain Mining Company and White Pine Mining Company. Includes correspondence, corporate reports, business records, financial records and land deeds as well as company housing records, rental agreements, employee aid fund records, employment records and printed ephemera. Finding aid is available.

MS-082 Reverend Herman Page Collection (18.0 cf)

Collection, 1890-1996, compiled by Reverend Herman Page on the history of Michigan's Copper Country with a particular focus on Copper Country railroads. This collection covers most of the railroads of the Copper Country including the Duluth, South Shore, and Atlantic Railway, the Mineral Range Railroad, and the Hancock and Calumet Railroad as well as information on various mining companies and locations in the Copper Country. Includes glass plate negatives, photographs, clippings, correspondence, maps, diagrams, postcards and memorabilia. Finding aid is available.

MS-095 Lake Superior Radio Club Records (0.18)

Records, 1948-1958, of the Lake Superior Radio Club, a group of amateur radio enthusiasts in Michigan's Upper Peninsula. Includes minutes of the club's meetings, copy of the by-laws and amendments, mailing list and correspondence as well as an amateur radio license. Finding aid is available.

MS-121 August Parta Grocery Daybook (0.23 cf)

Daybook, 1912-1914, for August Parta's grocery store in Centennial Heights, Michigan. Listed as number 18, includes customer's names with records of their purchases and payments. Finding aid is available.

MS-143 Superior Foods Cooperative Inc. Records (3.15 cf)

Records, 1976-1982, of the Superior Foods Cooperative Inc. in Ahmeek, Michigan. Includes organizational records, financial records and newsletters from Superior Foods as well as records from other cooperatives in the area. Includes bylaws, stock certificates, membership information, order forms and newsletters from Common Health Warehouse Cooperative Association in Duluth, Minnesota, their food supplier, and newsletters from the Keweenaw Cooperative Inc. in Hancock, Michigan. Finding aid is available.

MS-183 Samuel Alexander Parnall Autobiography (0.1 cf)

Autobiography of Samuel Alexander Parnall, a graduate of the first class of the Michigan Mining School in Houghton, Michigan, and president of the alumni association from 1892-1893. Written as a letter to a younger relative, it details his experience growing up in Rockland, Michigan, his attendance at the Michigan Mining School and subsequent career as a mine engineer and superintendent around the western United States and Mexico. Finding aid is available.

MS-220 Ben R. Chynoweth Collection (16.7 cf)

Collection, circa 1835-circa 1970, of Ben R. Chynoweth, a resident of Hancock, Michigan and amateur historian of Isle Royale, Michigan. Collection documents the shipping, mining endeavors and fishing industry of Isle Royale in addition to the formation of Isle Royale National Park in 1940. Photographs in the collection show the island's geographical features, the people, the fishing industry, and the Great Lakes ships. Includes pamphlets, correspondence, maps, scrapbooks and newspaper clippings as well as an unpublished manuscript by Ben Chynoweth on the history of Isle Royale, "Here's Isle Royale." In addition, a bibliographic citation index is included. Finding aid is available.

MS-236 General Store Account Books (0.71 cf)

Account books, 1858-circa 1880, for unidentified general stores in Michigan's Upper Peninsula. Day book entries include lists of goods purchased, lists of items to purchase, recipes for various medicines, notes and short diary entries. One day book appears to be for a store near L'Anse, Michigan. Also includes a ledger with customer's purchases and day book listed. Finding aid is available.

MS-266 Italian American Federation of the Upper Peninsula Records (0.45 cf)

Records, 1909-1982, of the Italian American Federation of the Upper Peninsula, a mutual benefit association that united the various Italian mutual benefit societies of Michigan's Upper Peninsula. Includes convention programs, membership cards, minutes, correspondence and newspaper clippings as well as a gavel and several photographs. Finding aid is available.

MS-267 Italian Mutual Beneficial Society Records (0.35 cf)

Records, 1905-1930, of the Italian Mutual Beneficial Society in Calumet, Michigan. Includes doctor and insurance papers, bills paid, bank statements, checkbooks, ticket books, a journal and several copper postcards. Finding aid is available.

MS-268 Club Alpino Pont e Locana Records (0.45 cf)

Records, 1906-1923, of the Club Alpino Pont e Locana. Includes account ledgers, minutes of meetings, membership books, checkbooks and bank passbooks. Most of the writing is in Italian. Finding aid is available.

MS-269 Ladies' Industrial Society of the Lake Linden Congregational Church Records (0.19 cf)

Records, 1925-1978, of the Ladies' Industrial Society of the Lake Linden Congregational Church in Lake Linden, Michigan. Includes ledgers, minutes, notebooks and correspondence as well as receipts and records of cash disbursements. Finding aid is available.

MS-283 Mary Harrington Diaries (0.35 cf)

Diaries, 1941-1985, kept by Mary Harrington of Hubbell, Michigan. Documents the daily life of a local woman. Finding aid is available.

MS- 292 Eagle Harbor School District Records (0.38 cf)

Records, 1853-1917, of the Eagle Harbor School District No. 1 in Eagle Harbor, Michigan. One volume contains minutes from 1853-1895, including minutes from the meeting establishing the school district. Also included in the volume are expense records from 1871-1917 for the school district. Finding aid is available.

MS-314 Calumet Ingot Club Records (0.70 cf)

Records, 1948-1985, of the Calumet Ingot Club, also known as the Business and Professional Women's Club of Calumet-Laurium, Michigan. Includes minutes, history and charter of the organization and correspondence files. Finding aid is available.

MS-332 Bosch Brewing Company Radio Commercials (1.0 cf)

Commercials, 1959-1964, for the Bosch Brewing Company, a brewery in Michigan's Upper Peninsula. Produced by Clinton E. Frank, Inc., includes 33-1/3 rpm recording disks, possibly master copies, of Bosch Brewing Company's radio advertising campaigns. Finding aid is available.

MS- 337 Albert Paine Memorial United Methodist Church Records (0.23 cf)

Records, 1902-1975, of the Albert Paine Memorial United Methodist Church in Painesdale, Michigan. Includes records of members, probationers, marriages, baptized children, baptisms and deaths of members as well as articles of incorporation, board meeting minutes and printed ephemera. Finding aid is available.

MS-345 Calumet Brewing Co. Records (0.35 cf)

Records, 1903-1930, of the Calumet Brewing Co. Includes correspondence, bills and receipts. Although the company was dissolved in 1923, there is paperwork and correspondence with lawyers and insurance companies attempting to collect debts owed to the Calumet Brewing Co. Finding aid is available.

MS-349 August Mayworm Papers (0.45 cf)

Papers, 1886-1914, of August Mayworm, a saloon owner in Hubbell, Michigan around 1900. Includes bank passbooks, ledgers with assorted names and company accounts, tax records, liquor license records and various ephemera. Finding aid is available.

MS- 370 Jay A. Hubbell Scrapbooks (0.35 cf)

Scrapbooks, 1872-1884, documenting the early political career of Jay Abel Hubbell, a native of Avon, Michigan, and later Copper Country attorney and U.S. Congressman. Includes newspaper clippings from numerous papers as well as other publications. Finding aid is available.

MS-418 Copper Country Dairy Records (2.0 cf)

Records, 1954-1986, of the Copper Country Dairy, Inc. of Dollar Bay, Michigan. Includes deeds and construction plans, financial records, inventory lists, distribution documents, marketing data and operational data as well as bankruptcy and closing documents and an embossing stamp. Finding aid is available.

MS-429 Mass Co-operative Company Records (0.42 cf)

Records, 1918-1969, of the Mass Co-Operative Company of Mass, Michigan with branches in Bruce Crossing and Baraga. Includes an account ledger, bills, receipts, stock certificates, and a check book with canceled checks. Finding aid is available.

MS- 443 H. Kenneth Hamar Collection (0.35 cf)

Collection, 1855-1927, compiled by H. Kenneth Hamar. Contains a history of Chassell, Michigan, and records from various lumber companies of Michigan's Upper Peninsula including Hamar Land and Lumber Company, Worcester Lumber Company and the Sawyer-Goodman Lumber Company as well as land grant certificates, Houghton Chassell & Southwestern Railroad papers and various correspondence. Finding aid is available.

MS-455 Kenneth L. Dorman Collection (10 cf)

Collection 1945-1990 including personal papers and organization records pertaining to local tourism agencies, veterans' organizations, economic development, and federal agencies. Finding aid is available.

MS- 497 Martin L. Britz Collection (13.0 cf)

Correspondence, letterpress books and other business records from several law firms, circa 1871 to 1903. Collection also includes records of J. Hoar & Brothers freight company (1860-1878) and shipping documents for the steamship *Ivanhoe* which provided regular service between L'Anse and the Portage Lake district in the 1870s and 1880s. Additional records of *Ivanhoe* from Coll. 98-066A Steamer Ivanhoe (1.0 cf) could be integrated with this collection. Finding aid is available.

MS-531 Trinity Episcopal Church Records (2.35 cf)

Records, 1860-1989, of Trinity Episcopal Church of Houghton, Michigan. Includes minutes of annual, vestry and women's auxiliary meetings, correspondence, parish registers, marriage records and church service registers. Also included are the founding documents with the articles of agreement. Additionally, partial records of several smaller Episcopal churches in Michigan with connections to Trinity Episcopal Church are included, including St. Luke's Church of Dollar Bay, St. George's Church of Hancock, St. Mary's Church of Painesdale and St. Peter's Church of South Range/Winona. Finding aid is available.

MS-584 William S. Thomas Papers (0.45 cf)

Papers, 1867-1880, of William S. Thomas, a one-time resident of Eagle River, Michigan. Includes a diary as well as a weather journal that in addition to documenting the daily weather, also describes some of his plant finds. Also included is a photo album featuring images from Marquette, Michigan and north into the Copper Country. Finding aid is available.

MS-585 Swande Godell Collection (0.9 cf, Location: 06 K 1)

Collection, 1912-1979, of Swande Godell of Chassell, Michigan. Includes biographical and genealogical material as well as personal and business correspondence, field notebooks, logging camp account books and Chassell Lumber Company records. Finding aid is available.

MS-587 Daily Mining Gazette Records Collection (45.0 cf)

Mixed collection of correspondence, business records, and scrapbooks from the Houghton's longest continuously published newspaper. Includes personal papers of the publisher William Rice, as well as documentation pertaining to other business ventures he was connected to. A cursory typescript inventory is available. Photographs dated 1955-1978 were removed to form a separate collection. Finding aid is available.

MS-596 Keweenaw Cooperative Inc. Collection (5.25 cf)

Collection, 1976-1990, of material from the Keweenaw Cooperative Inc. of Hancock, Michigan. Includes minutes and correspondence of the Board of Directors, minutes from general membership meetings, newsletters, land contract for the storefront, recordings of annual picnics and photographs. Finding aid is available.

MS-609 Calumet Women's Club Collection (2.0 cf)

Collection, 1891-1990, of the Calumet Women's Group of Calumet, Michigan, a civically minded group dedicated to community service and personal growth. Includes scrapbooks, press book, annual report and award plaque. Finding aid is available.

MS-634 Henry Trathen Personal Store Account Books (0.01 cf)

Account books, 1878-1900, personal store account books for Henry Trathen. Small notebooks kept by the customer to record purchases made on credit. Includes account books from general stores Harris Seager & Co. in Ripley, Michigan and Graham Pope in Houghton, Michigan. Finding aid is available.

MS-661 Grant Township Records (0.18 cf)

Records, 1866-1867, from Grant Township, Michigan, includes two bonds, an 1866 bond of Frank Mayer as Highway Commissioner and an 1867 bond of William Bodinus as Constable. Finding aid is available.

MS-670 Mason Family Collection (1.0 cf)

Collection, 1913-1994, of the Mason family of Painesdale, Michigan. Includes papers and printed ephemera from Diadama Mason, a school teacher at Jeffers High School in Painesdale, as well as journals and ledgers from Mason's Hilltop Cabins and Mason's Gas Station. Finding aid is available.

MS-671 Stephen Pierce Personal Store Account Books (0.18 cf)

Account books, 1894-circa 1910, personal store account books for Stephen (Steven) Pierce (Pearse). Small notebooks kept by the customer to record purchases made on credit. Includes

account books from Hendrickson & Mantta Co. (later Mantta Co.), a general store in Hancock, Michigan, Frank Eilola & Co., a store providing groceries, meats and provisions in Hancock, Michigan and an unidentified store in Ripley, Michigan. Finding aid is available.

MS-679 Kerredge Hardware Records (0.45 cf)

Records, 1883-1896, for Kerredge Hardware Store of Hancock, Michigan. Includes account books and a partial journal for Kerredge Hardware as well as bills, receipts and miscellaneous lists and notes. Finding aid is available.

MS-683 Perkins Burnham Correspondence (0.1 cf)

Correspondence, 1859-1867, between Perkins Burnham and various members of his family as well as some unidentified business correspondence. As a clerk in a general store in Eagle Harbor, Michigan, Burnham describes to his family his job dealing with the miners from the Copper Falls Mine and the Central Mines in addition to his living quarters, meals and entertainment. Finding aid is available.

MS-693 St. Joseph's Community Hospital Records and Research Collection (10.0 cf)

Records, 1911-2001, of St. Joseph's Community Hospital in Hancock, Michigan. Also includes records from the hospital after it changed its name to Portage View Hospital and Portage Health System as well as from the School of Nursing. Includes corporation, management and development papers, staff minutes, pay dues books, staff books, newspaper clippings, video and audio cassettes and photo albums. In addition, there are also binders from G. A. Hellman, chairman of the Board of Trustees during the transfer of ownership from the Sisters of St. Joseph's. Finding aid is available.

MS-696 Fight For Justice Tribal Takeover Collection (3.0 cf)

Collection, 1981-2003, of the grassroots organization, Fight For Justice, whose membership included tribal elders, men, women and children of the Keweenaw Bay Indian Community in Assinins, Michigan. Includes transcripts and audio recordings with fifteen people involved in the takeover of the Keweenaw Bay Indian Community Tribal Center. Also includes information on the initial takeover of the center and the aftermath, consequences and opinions of the takeover as well as tribal history, elections and enrollments papers, casino information and an outline of Tribal Council chairman Fred Dakota's trial for receiving casino kickbacks and income tax fraud. Finding aid is available.

MS-700 Ocha Potter Autobiography (0.18 cf)

Autobiography, 1878-1950, by Ocha Potter, a native of Michigan's Upper Peninsula, superintendent of the Ahmeek mine, head of the Keweenaw County road commission, and coordinator of relief efforts in the region during The Great Depression. Includes photographs, newspaper clippings and additional material added by his descendants. Also includes an epilogue written twelve years after the initial memoir detailing the intervening years. Collection also includes a CD-ROM with photographs. Finding aid is available.

MS-701 Keweenaw County Election and School Records (2.0 cf)

Records, 1918-1947, include elector registers for Eagle Harbor Township, Michigan as well as monthly reports, elementary student records and monthly grade registers from public schools in Keweenaw County, Michigan. Finding aid is available.

MS-704 Calumet Matinee Musicale Club Programs (0.35 cf)

Programs, 1915-1948, of the Calumet Matinee Musicale Club, a community chorale organization in Calumet, Michigan. Includes the annual printed programs. Finding aid is available.

MS-715 Keweenaw Printing Company Samples (0.18 cf)

Samples, circa 1907-circa 1972, of printed material from the Keweenaw Printing Company. Includes menus, entertainment programs, business brochures and cards and programs for various local clubs, organizations and unions. Finding aid is available.

MS-717 Scott Print Shop Samples (1.2 cf)

Samples, undated, of printed material from the Scott Print Shop in Calumet, Michigan. Includes theater programs, advertisements, business stationery, brochures and signs as well as cards, invitations and programs for various local clubs, organizations and people. Finding aid is available.

MS-722 Bosch Brewing Company Delivery Log (0.18 cf)

Delivery log, 1915-1916, of the Bosch Brewing Company. Details delivery schedule of beer for Hancock, Michigan. Indicates date of delivery, customer names, number of barrels ordered and any payments received. Finding aid is available.

MS-724 Flora Baumgartner Diary (0.18 cf)

Diary, 1899-1905, of Flora Baumgartner (Mrs. P.G. Baumgartner), a resident of the Copper Country, Michigan. Finding aid is available.

MS-751 Copper Country Store Ledgers (2.0 cf)

Records, 1868-1888, from a number of stores in Keweenaw County, Michigan. Collected by local historian Charles Stetter, the bound volumes include store inventories, customer ledgers, credit transactions, and teamster information. Finding aid is available.

MS-768 Houghton County Election Collection (5.0 cf)

Collection, 1898-1938, of election materials from Houghton County, Michigan. Includes results from local, primary, presidential and special elections as well as town notices, posters, advertisements, propaganda, lists of registered voters, lists of delegates, pamphlets of electoral procedures, voting results and other ephemera pertaining to elections. Finding aid is available.

MS-780 Nissila Livery and Greenhouse Collection (3.0 cf)

Collection 1899-1996, consists of financial and operational records, correspondence and photographs relating to the livery and floral businesses operated by the Nissila family of Ripley, Michigan. Also included are photographs and negatives unrelated to the business operations, including negatives taken during the family members' services in WWII and the Vietnam War. Finding aid is available.

MS-785 Lawton Family Collection (1.0 cf)

Collection, circa 1881-circa 1933, of the Lawton family of Michigan. Includes field notebooks of Charles DeWitt Lawton, written during his tenure as State of Michigan Commissioner of Mineral Statistics, as well as correspondence of Charles Latham Lawton and Swaby Lawton. Also contains biographical information on family members including Charles Latham Lawton, Swaby



Lawton, Nathan Oliver Lawton, Charles E. Wright and Ross Dunbar Blackburn. Finding aid is available.

MS-787 Central School Records (0.1 cf)

Records, 1877-1890, of the school at Central Mine location in Keweenaw County. Census of school provides details of lives of children in early Copper Country schools, information about teaching faculty, and other information about education in this remote site. Finding aid is available.

MS-789 Walter S. Prickett Papers (33.0 cf)

Papers, 1868-1941, of Walter S. Prickett, a farmer and resident of Sidnaw, Michigan. The majority of this collection is correspondence, but also includes maps, land deeds, farm reports and documents as well as articles and clippings. Finding aid is available.

MS-797 J. W. Nara Photograph Collection (1.0 cf)

Photographs, primarily prints, 1899-1920, from Calumet photographer J.W. Nara. One of the region's first resident professional photographers, the collection includes images of Calumet, local mines, and other urban scenes. Importantly, the collection also includes depictions of regional farm and rural life, early automobiles, and recreation. Finding aid is available.

MS-796 Adams Township School Records (0.7 cf)

Records, 1871-1878, of the Adams Township School in Houghton County, Michigan. Includes daily registers for teachers recording pupil attendance and names and ages of the students. Finding aid is available.

MS-799 Oliver A. Farwell Personal Papers (7.0 cf)

Personal papers and some business records from local botanist Oliver Atkins Farwell. Collection documents the lives of members of Farwell's family, as well as the intermarriage with the Brockway family of Keweenaw County. O.A Farwell became chief botanist for the Parke, Davis and Company of Detroit and the Farwell family maintained a historic home in Lake Linden containing a variety of papers and records from the Brockway and Farwell families. Finding aid is available.

MS-808 Franklin School Records (2.0 cf)

Records, circa 1915-circa 1940, from the Franklin Township school in Houghton County, Michigan. Includes report cards, attendance records, grade books and workbooks. Finding aid is available.

MS-854 Hanchette & Lawton Court Case Records (3.0 cf)

Records, 1913-1914, of Hanchette and Lawton law firm which was employed by the Copper Range mining company to defend deputies involved in the Seeberville shooting incident during the Western Federation of Miners 1913 Michigan copper miners' strike. Collection includes internal memoranda, court documents, photographs of the crime scene and depositions of the parties involved. Finding aid is available.

MS-857 Donald L. Nelson Maritime Collection (12.0 cf)

Research files about lighthouses, life saving stations, United States Coast Guard boats and other maritime topics. Included are photographs, books and oversize material as well as information

and writings by local historian and U.S. Coast Guard veteran Donald Nelson. Finding aid is available.

MS-869 Victoria Copper Mining Company Records (51.3 cf)

Records, 1899-1923, of Victoria mine in Ontonagon County, Michigan. Includes correspondence, employment records, rent and housing records, accident reports, and other business records. Finding aid is available.

MS-883 Edwin Hulbert Papers (2.0 cf)

Papers, 1868-1913, primarily correspondence from Edwin Hulbert to Frederick Mackenzie. Hulbert is credited with discovering the Calumet conglomerate lode, the richest ore body in Michigan's Keweenaw Peninsula and basis for success of the Calumet & Hecla mining company. MacKenzie was editor of the *Copper Country Evening News*, and during the 1890s published a series of letters from Hulbert. Collection includes pieces of miscellaneous correspondence from other writers, financial records and receipts, an unidentified photograph, and a small assemblage of marbled end papers. Finding aid is available.

MS-886 Ivy Rebekah Lodge #163 Minutes (0.01 cf)

Minutes, 1952-1955, of Ivy Rebekah Lodge # 163, a chapter of the fraternal order residing in Lake Linden, Michigan. Finding aid is available.

MS-905 Huron Dam Disaster Collection (0.01 cf)

The Huron Mining Company constructed a dam to provide power for their stamp mill around 1863. On January 1, 1884, the dam suddenly burst, destroying two homes and killing six people. A committee, which included Houghton County Clerk Thomas D. Meads, was formed to search for bodies and provide aid to victims. The collection consists of a list of people who searched for bodies after the dam collapse and various payment notes. The material was created by Thomas D. Meads, either as a member of the relief committee or in his role as county clerk. Finding aid is available.

MS-909 David S. Coon Newspaper Clippings and Correspondence (1.58 cf)

David S. Coon was born in Hancock around 1889 where he established Coon's Drug Store in the 1920s. Along with his wife Florence, he moved to Escanaba in the late 1930s. Coon became one of the leading figures behind the formation of the Delta County Historical Society and served as its secretary-curator. The collection contains newspaper clippings and correspondence relating to the history of the Copper Country compiled by David S. Coon. Finding aid is available.

MTU-021 Grover C. Dillman Papers (11.0 cf)

Papers, 1845-1974, of Grover Cleveland Dillman, the fourth president of the Michigan College of Mining and Technology (now Michigan Technological University) in Houghton, Michigan. Includes papers, correspondence, scrapbooks, diaries and photographs from Dillman's career, including extensive records of his previous employment as head of the state road commission and his involvement in economic development and tourism initiatives in the 1940s and 1950s. Finding aid is available.

## **Appendix B**

### **Award No.: NAR11-RP-50064-11: Extracting Buried Treasure: Enhancing Access to Manuscripts about Michigan's Copper Country**

March 2014

#### **Mold Remediation Procedures**

The mold procedures were developed based on advice from Paula De Stefano (the Barbara Goldsmith Curator for Preservation at NYU Libraries), as well as a variety of published sources, most notably *Mould Prevention and Collection Recovery: Guidelines for Heritage Collections* (2004) from the Canadian Conservation Institute.

##### *Section 1: Safety*

1. People with mold or mildew allergies, heart conditions, asthma (or similar respiratory problems), or immune system disorders should not be asked to work with mold.
2. Personal Protective Equipment (PPE)
  - a. Disposable Respirator (REQUIRED): Use those that meet the NIOSH's N95 standard. They do *not* need to be replaced after each use, but should be discarded if they begin to show discoloring or start to smell.
  - b. Disposable Gloves (REQUIRED): Should be removed before leaving quarantine area and placed in garbage bag.
  - c. Lab Coat (REQUIRED): Especially when working with large volumes, use the HEPA vacuum to clean off the lab coat before exiting the quarantine area.
  - d. Goggles (RECOMMENDED): Use unless fogging over is a problem, in which case they are optional.
3. IMMEDIATELY wash hands after leaving the quarantine area.
4. Bagged material removed from the quarantine area must be taken directly to the outside dumpster.

##### *Section 2: Procedures on Discovery of Suspected Mold*

1. Immediately isolate potentially moldy material in the mold quarantine area.
2. Clean shelving or other furniture that may have come into contact with mold using a 70% ethyl alcohol solution.

### *Section 3: Testing Procedure*

1. It is highly recommended that the steps in this section be performed by an archivist or other trained staff, rather than students.
2. While wearing appropriate PPE (see above), examine each folder or volume for signs of mold.
3. A very rudimentary test to distinguish between mold and dirt/dust is to take a cotton swab and see if any of the specks smudge. If they do, it's probably mold. If they don't, it's probably just particulate matter.
4. Put any non-moldy folders or volumes into fresh boxes and return them to the stacks. Keep moldy material in original box; consolidating boxes when appropriate (be sure to indicate as such on the box).
5. This is also the best time to discard any low-value material contaminated by mold. Mold cleaning is VERY time consuming and appraisal decisions are critical for managing a mold remediation project.
6. Double bag and dispose of all used supplies and deaccessioned material.

### *Section 4: Cleaning Procedure, Stage 1: Mold Extermination*

1. The Keweenaw National Historical Park has generously allowed us to cycle material through their Wei T'o machine (officially the Wei T'o Book Dryer and Insect Exterminator). The machine uses vacuum freezing to create extremely low temperatures that can kill mold. Several weeks of operation are required to guarantee effective treatment.
2. When twelve cubic feet of material are ready to be treated, contact Jeremiah Mason (KNHP Archivist) to arrange a time to bring the materials to the park.

### *Section 5: Cleaning Procedure, Stage 2: Mold Removal*

1. Even after treatment, it is necessary to remove the dead mold spores. By far the most effective way to do so is through vacuuming. Vacuuming has two objectives, removing visible mold (often requiring brushing) and reducing the total amount of spores by vacuuming all potentially affected areas.

2. ONLY USE VACUUMS WITH HEPA FILTERS!

3. For volumes, always vacuum the covers (outside and inside), spine, and edges of the text block. Any pages exhibiting signs of mold must be cleaned as well.

4. Mold often results in volumes losing physical integrity and may require them to be kept in folders or flat boxes. For badly damaged volumes, it is often more effective to discard covers (noting down any labels) and blank pages, instead of attempting to clean them.

5. For page cleaning, a variable speed vacuum is highly recommended to avoid damaging fragile material. If using such a vacuum, set it to the highest speed possible without causing distortion of the materials. For example, if cleaning a book the vacuum speed should be set to the speed that can clean the page, but not pick up the page independently.

6. Always discard original folders and cardboard boxes (after copying labels). Manuscript and flat boxes may be cleaned and reused if there is no indication of mold.

7. If treated material must be stored for an extended period of time before being cleaned, it should be kept in boxes in the mold staging area (currently aisle 34 E) to avoid being contaminated by live mold present in the quarantine area. It can then be moved back into the quarantine area when it is to be cleaned.

*Section 6: Exceptions*

These instructions do not apply to large-scale mold outbreaks, which are a disaster response issue. They also do not apply to photographic or audio-visual materials, which require special handling.

## **Appendix C**

### **Award No.: NAR11-RP-50064-11: Extracting Buried Treasure: Enhancing Access to Manuscripts about Michigan's Copper Country**

July 2014

## **Basic Cataloging Procedures and Workflows**

### **Introduction**

The mission of the Michigan Tech Archives is to collect, preserve, and make accessible records documenting the social and cultural history of the Copper Country and Michigan Technological University.

This manual will guide you through the basic cataloging procedures that support that mission.

This document describes the cataloging workflow developed for the NHPRC-funded grant - Extracting Buried Treasure: Enhancing Access to Manuscripts about Michigan's Copper Country. It is specifically written to follow the Archivists' Toolkit collection management system used by the Michigan Tech Archives. However, the conventions adopted during this project should be maintained if moving to a different collection management system.

Sources and works consulted are listed in the bibliography.

### **Collection Level: Basic Description**

Level: Use pull-down list and choose "collection"

Title: Enter collection title (do not choose anything from pull-down list)

Date Expression: For months, use 3 letter abbreviations, always spell out "circa," circa assumes a plus or minus 5 years

Inclusive Dates: Only accepts years, if you are going to fill these in, both "begin" and "end" have to be filled in; if you only have one date, it goes in both fields

Bulk Dates: Use as appropriate, again you can't only fill in one field, both fields have to be filled in

Language: For a collection level record, language is required. Use pull-down list to choose appropriate language (most of the time English)

Repository Processing Note: For legacy records, information added is from "Resources Available" field in Proficio. From April 2012 forward, all new records will use this field for general conservation and processing notes, as well as noting finding aid info for ease of reference staff

Resource Identifier: Collection number is added to the first empty field, other three fields are left empty (eg. MS-001, MTU-001)

Accession Number: This field is linked through the Accessions module

Extent Number: Enter number and choose appropriate unit of measure - cubic feet is preferred (use Standard Measurements found on wiki page, or measure if unsure)

Container Summary: Indicate number and size of boxes, or drawers (eg. 5 paige boxes, 3 ½ manuscript boxes (letter size), 2 manuscript boxes (legal size))

Instance Type: Choose "Add Instance," choose "Mixed materials" from pull-down list, choose "Box" from pull-down list, list range of boxes in Container 1 Indicator field (eg. 1-3); use folder if oversized map folder, and use the former location as the Container 1 Indicator (eg. 67 A or 57 C-F); use drawer if full map drawer is used for collection (i.e. Gundlach Drawings - Drawer 84-89. This format allows location report to properly display. If there are a number of boxes in different locations, add an Instance Type for each location.

Mixed materials	Box 1-3
Mixed materials	Box 4-12
Mixed materials	Folder 14 N
Mixed materials	Drawer 84-89

Manage Location (button)s: Click item in "Container" field to highlight, choose and click correct location from list in "Locations" to highlight, when both items are highlighted, choose "Add Location Link" button from bottom of screen

For items formerly identified by drawer and folder number, use that information in the indicator field, for example:

Paul LaVanway Papers - instance Mixed materials, Folder 14 N (this is the former location, indicating drawer 14, folder N), it is now found in the instance fields. Location is now 28 B 7, using the same conventions as non-map collections.

Herman Gundlach Architectural Drawings Collection - instance Mixed materials, Drawer 84-89, indicating full drawers instead of just folders. Location is now 28 G 14.

### **Collection Level: Names & Subjects**

Add or Edit appropriate name and subject links (note: the way these records migrated from Proficio in January, 2012 did not place the information in the correct AT fields; edit names through the Names module and subjects, geographic places, and genres through the Subjects module before linking in the Resource module as the edit function in the Resource record does not allow full editing- remember to save before leaving this record). Always use controlled vocabulary when possible - Library of Congress authorities, Getty's Art and Architecture Thesaurus, Getty's Thesaurus of Geographic Names. Often, a local heading will need to be made - follow LC conventions.

### **Collection Level: Notes Etc. & Deaccessions**

Delete duplicate notes that may have occurred during migration. Choose appropriate notes from pull-down list.

### **Required Notes:**

Abstract (EAD and MARC Required): a brief description of the context and content of the materials (DACS 3.1); in the migration from Proficio, the scope-content note was placed in this field - this is okay

Arrangement note (EAD Required, MARC Not Required): description of organization or arrangement of materials (DACS 3.2, MARC 351)

Biographical/ Historical note (EAD and MARC Required): note for information about creator(s) of materials (DACS 10, MARC 545)

Conditions Governing Access note (EAD and MARC Required): field for indicating restrictions (or lack of restrictions) on the material due to repository policy, donor specifications, legal requirements, etc. (DACS 4.1, MARC 506); use default access statement unless other conditions apply



Conditions Governing Use note (EAD and MARC Required): restrictions on use of the materials (for example, reproduction or publication) that apply after access has been granted (DACS 4.4, MARC 540); use default copyright statement unless other conditions apply

Immediate Source of Acquisition note (EAD Required, MARC do not use): information about the direct source from which the materials were acquired; this could also include date, means of acquisition, and other information relevant to an acquisition (DACS 5.2, MARC 541); if donor is unknown - do not state this; if donor is anonymous - state this

Language of Materials note (EAD and MARC Required): indicate all languages represented in the materials (DACS 4.5, MARC 546)

Preferred Citation note (EAD and MARC Required): suggested format for citing the materials (DACS 7.1.5, MARC 524); MTU convention - collection #, collection title, repository, city, state

Scope and Contents note (EAD Required, MARC Do not use): information about the materials, such as record types, dates covered, topics and persons represented, etc. (DACS 3.1, MARC 520); in the migration from Proficio, the scope-content note was placed in this field - this is NOT okay

General note When MARC record has been created (or updated), exported, and uploaded to OCLC and Voyager, create an internal note, title "MARC" and in the field note "Exported mm/dd/yyyy" or "Updated mm/dd/yyyy."

**Not Required Notes:** Use as necessary or desired.

Accruals note (Not Required): information about expected additions to the materials (DACS 5.4)

Appraisal note (Not Required): information about appraisal, retention scheduling, or destruction of the materials (DACS 5.3) - MTU will not use this note

Bibliography (Not Required): information related to publications about or based on the materials (DACS 6.4)

Custodial History note (Not Required): history of ownership and custody of the materials (DACS 5.1) - internal only

Dimensions note (Not Required): numerical data about the size of material being described (DACS 2.5)

Existence and Location of Copies note (Not Required): information about copies available in additional formats, for example microfilm, photocopies, or digital surrogates (DACS 6.2.5)

Existence and Location of Originals note (Not Required): information about the existence and location of originals, in cases where copies are being described (DACS 6.1)

File Plan note (Not Required): information about any classification method used by the creator(s) of the materials

General note (Not Required): any information that does not fit in a more specifically defined note (DACS 7.1)

General Physical Description note (Not Required): general information about the physical characteristics of the materials that cannot be accommodated in other fields or notes that capture physical description information

Index (Not Required): List of terms and reference pointers compiled to enhance access to the materials being described

Legal Status note (Not Required): status of the described materials as defined in legal statutes; if MTU owns, not required; if MTU doesn't own (i.e. state records), required

Location note (Not Required): natural language expression of location, particularly in cases where location affects access to the materials

Material Specific Details note (Not Required): information unique to the material format that cannot be assigned to any other element of description

Other Finding Aids note (Not Required): additional/external finding aids available to facilitate access to the materials (DACS 4.6)

Physical Characteristics and Technical Requirements note (Not Required): physical conditions or characteristics, or technical requirements that affect access to the materials (DACS 4.2, 4.3)

Physical Facet note (Not Required): specific information about a physical aspect of the materials, such as color, style, marks, materials, or techniques

Processing Information note (Not Required): information about the arrangement, description, and preservation actions related to the materials (DACS 8.1.5); mark as internal if used, information probably appears elsewhere

Related Archival Materials note (Not Required): information about related collections, either within or outside the repository (DACS 6.3); MTU convention - only within repository

Separated Materials note (Not Required): information about materials related by provenance that have been physically separated or removed (DACS 6.3); MTU convention - use if parts of collections are made into different collections

### **Collection Level: Finding Aid Data**

EAD FA Unique Identifier: Use collection number

EAD FA Location: Leave blank

Finding Aid Title: Use collection title

Finding Aid Subtitle: Use if one exists

Finding Aid Filing Title:

Finding Aid Date: Date first published (later revisions use appropriate fields)

Author: "\_\_\_\_\_, revised by \_\_\_\_\_"

Description Rules: Use pull-down list, choose DACS

Language of Finding Aid: Always English

Sponsor Note: Use when appropriate - i.e. funded by NHPRC - "Funding provided by the National Historical Publications and Records Commission (NHPRC).

Edition Statement: Leave blank

Series: Leave blank

Revision Date: The date you are doing these revisions.

Revision Description: Describe "major" revisions, don't describe punctuation changes, etc.

Finding Aid Status: Internal process, not displayed

Finding Aid Note: Any information about the finding aid we wish to record, not displayed

## **Bibliography**

*Describing Archives, a Content Standard*, Society of American Archivists, Chicago. 2007.

Getty Art & Architecture Thesaurus

<http://www.getty.edu/research/tools/vocabularies/aat/index.html>

Getty Thesaurus of Geographic Names

<http://www.getty.edu/research/tools/vocabularies/tgn/index.html>

Library of Congress Authorities

<http://authorities.loc.gov/>

Library of Congress MARC Standards

<http://www.loc.gov/marc/>

OCLC Bibliographic Standards

<http://www.oclc.org/bibformats/en.html>

Appendix D

Table of Collection Volumes Before and After Processing

Collection Name	Volume - Start	Volume - End
MS-584 William S. Thomas Papers	0.45	0.45
MS-585 Swande Godell Collection	0.7	0.8
MS-082 Reverend Herman Page Collection	18	6.66
MS-587 Daily Mining Gazette Records	45.18	42.1
MS-596 Keweenaw Cooperative Inc. Collection	5.25	5.29
MS-095 Lake Superior Radio Club Records	0.18	0.18
MS-121 August Parta Grocery Daybook	0.23	0.23
MS-143 Superior Foods Cooperative Inc. Records	3.15	3.08
MS-220 Ben R. Chynoweth Collection	17.7	22.93
MS-236 General Store Account Books	0.71	0.71
MS-266 Italian American Federation of the Upper Peninsula	0.45	0.45
MS-267 Italian Mutual Beneficial Society Records	0.58	0.58
MS-268 Club Alpino Pont e Locana Records	0.45	0.45
MS-269 Ladies Industrial Society of the Lake Linden Congregational Church Records	0.45	0.45
MS-292 Eagle Harbor School District Records	0.38	0.38
MS-314 Calumet Ingot Club Records	0.7	0.84
MS-332 Bosch Brewing Company Radio Commercials	1	0.71
MS-337 Albert Paine Memorial United Methodist Church Records	0.23	0.23
MS-345 Calumet Brewing Company Records	0.7	0.35
MS-349 August Mayworm Papers	0.56	0.68
MS-370 Jay A. Hubbell Scrapbooks	0.35	0.38
MS-418 Copper Country Dairy Records	2	1.45
MS-429 Mass Cooperative Company Records	0.45	0.42

MS-443 H. Kenneth Hamar Collection	0.35	0
MS-455 Kenneth L. Dorman Collection	10	10.32
MS-531 Trinity Episcopal Church Records	0	0
MS-609 Calumet Woman's Club Collection	2	2
MS-032 Kukkonen Photographic Studio Collection	28	24.3
MS-661 Grant Township Records	0.01	0.01
MS-670 Mason Family Collection	1	2.2
MS-671 Stephen Pierce Personal Store Account Books	0.18	0.18
MS-679 Kerredge Hardware Records	0.35	0.35
MS-683 Perkins Burnham Correspondence	0.01	0.01
MS-693 St. Joseph's Community Hospital Records and Research Collection	10	0
MS-052 Hodge Foundry Collection	0.91	0.91
MS-724 Flora Baumgartner Diary	0.18	0.01
MS-751 Copper Country Store Ledgers	1.4	1.4
MS-854 Hanchette & Lawton Court Case Records	1.13	0.68
MS-696 Fight for Justice Tribal Takeover Collection	3	2.27
MS-857 Donald L. Nelson Maritime Collection	12	5.7
MS-883 Edwin Hulbert Papers	0.7	0.7
MS-768 Houghton County Election Collection	5	5.35
MS-780 Nissila Livery and Greenhouse Collection	3.11	3.11
MS-701 Keweenaw County Election and School Records	2	0.66
MS-704 Calumet Matinee Musicale Club Programs	0.35	0.18
MS-797 Nara Photography Collection	0.35	0.35
MS-796 Adams Township School Records	0.18	0.18
MS-799 Oliver A. Farwell Personal Papers	7	5.63

MS-715 Keweenaw Printing Company Samples	0.18	0.18
MS-717 Scott Print Shop Samples	1.42	1.42
MS-808 Franklin School Records	2	3.65
MS-722 Bosch Brewing Company Delivery Log	0.18	0.18
MS-183 Samuel Alexander Parnall Autobiography	0.01	0.01
MS-787 Central School Records	0.01	0.01
MS-785 Lawton Family Collection	0.7	0.69
MS-789 Walter S. Prickett Papers	33	33
MS-009 The Fortnightly Club Collection	2	1.35
MS-010 Brockway Diary Collection	2	1.23
MS-016 Daniel Brockway Family Collection	8	8
MS-019 Brockway Photograph Collection	10	9.37
MS-020 Roy Drier Collection	25	24
MS-023 Arizona and Michigan Mining Company Ledgers	2.33	2.33
MS-024 League of Women Voters of the Copper Country Records	50.85	52
MS-026 Temple Jacob Jewish Congregational Collection	0.45	0.45
MS-028 J. Van Pelt Copper Range Research Collection	6.65	5.95
MS-029 William Brinkman Collection	4.35	3.46
MS-034 Peter Crebassa Collection	0.45	0.45
MS-035 Copper Country Masonic Lodge Records	35	21.4
MS-038 Herman Gundlach Photograph Collection	0	0
MS-040 Miscowabik Club Records	12	4.82
MS-041 Herman Gundlach Architectural Drawings Collection	18	18
MS-042 John T. Reeder Photograph Collection	36.18	38.58
MS-043 Keweenaw Historical Society Collection	30	24.23
MS-044 Earl Gagnon Photograph Collection	4	6
MS-045 Calumet & Hecla Geological Map Collection	36	36
MS-050 Harold Putnam Photograph Collection	9	4.54



MS-051 Daily Mining Gazette Photograph Collection	24.18	24.18
MS-053 Portage Entry Quarries Company Collection	2.2	3.24
MS-054 Portage Lake United Church Records	7	7.16
MS-056 Hancock Home Study Club Records	2.35	2.53
MS-057 Historical Newspapers Collection	14	0
MS-058 Clarence Monette Collection	48	42.18
MS-079 WHDF Radio Station Records	2.25	2.12
MS-080 Copper Range Company Collection	791	590.25
MTU-021 Grover C. Dillman Papers	11	0
MS-497 Martin L. Britz Collection	40	40
MS-869 Victoria Copper Mining Company Records	75.62	60.19
MS-634 Henry Trathen Personal Store Account Books	0.01	0.01
MS-905 Huron Dam Disaster Collection	0	0.01
MS-909 David S. Coon Newspaper Clippings and Correspondence	0	1.58

Appendix E

Table of Total Hours Spent Per Processing Task

Activity Description	Number of Hours
	0
	0
Barcoding and Labeling	128.57
Collection Review and Processing Planning	399.26
Description	665.47
Folder Listing	565.38
Rearranging	196.45
Preservation Photocopying	6
Preservation Tasks (Misc.)	184.83
Reboxing	22.67
Refoldering	908.59
Processing Research	468.76
Pre-Processing (Accession Level) Box and Folder Listing	2
Folder List Export and Tagging	20.25
MARC/Bib Record Creation/Revision	46.74
Administration (Special Projects) - Staff Meetings (Internal)	3
Selection (Special Projects)	1
Re-Shelving (Special Projects)	1.05
Survey and Inventory	256.58
Processing	689.42
Deaccessioning	7.67
Mold Project	212.87
Arranging	1013.63
Disaster Recovery	71.1
Accessioning/Working with Donors	11.59