

Library of Congress Manuscript Collections: Orientation and Research Strategies – Transcript of audio

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Hello, everyone. My name is Donald Sensabaugh with GPO. Today's webinar is entitled Library of Congress Manuscript Collections, Orientation and Research Strategies. Our presenter is Donald Sensabaugh. Edith has been a library in the manuscript living room since August of 2016. In 2022 she completed detail as a supervisor librarian. Before coming to the Library of Congress she worked in reference related positions. Conducted bibliographic analysis at the oceanic and atmospheric Association and contributed to the digitization of backlogs. Her previous career, she taught high school English, journalism, and Latin in Los Angeles. She earned her bachelor's in English literature at the University of California and Masters in Library information science with a specialization archives digital duration from the University --. With the introduction I'm going to let Edith take it away.

Thank you so much, Donald, for that kind introduction. It is such a pleasure to be here. Good afternoon. I hope everybody had a good lunch and is ready to talk about manuscripts. I always enjoy the opportunity to talk to the researchers and librarians and people who use our collections. Thanks again for coming today. I'm hoping to start with an overview of the manuscript division so you have a sense of what it looks like and how we operate. And then we are going to talk about how we define a manuscript. I think that is going to help us understand how you search for and access material. And then I will show you some examples of materials in our collections so we get a sense of the breadth and depth of the topics and subject matter they cover. We will end by talking about some search strategies that you can use when diving into the collections both on-site here in the reading room and online. You will see my contact information in the bottom left-hand corner of this first slide and I want to encourage you to please contact me, anytime, either immediately after or sometime in the future when you realize you have a question about manuscripts. I'm your contact. Feel free to email me at my own email address or you can also email or call the reading room. I will also have some other links for ask a librarian and other resources as well. Let's get started. First, I want to talk about, what is a manuscript? If you could help us all out and just put in the chat box, what are some words or phrases you associate with the word manuscript? I'm going to give you 15 seconds. Again, in the chat box, it just right words or phrases that you associate with, what is a manuscript. If you need a clue, you can look at the screen. All right. I am seeing some great answers here. I see handwritten if you know any Latin, -- means hand. Unpublished. Yes. Historical, original, Riemer source, yes. Primary documents. One copy, yes, unique. You took the words out of my mouth. Well, all I have left to do is put those words together. The way we define it here in the manuscript division is, unpublished primary source material. Certainly, that does end up being handwritten documents a lot of the time, like the one you see here in the middle. This is a letter from the U.S. war Department to Frederick Douglass asking him for his assistance in recruiting African-American soldiers in the Union Army. That is what we traditionally think of as being a manuscript and letters like this comprise a large part of the collections here in the manuscript division. On the left we have something that looks like it might be partially handwritten. It is Robert Todd Lincoln's commission in the Union Army. It's more like a form or certificate. Is partially handwritten but we can still understand it as a manuscript. On the far right at the bottom, we have a map that is hand-drawn by Thomas Jefferson of the D.C. area. So, I put these out here and these are not the strangest things you will find in the manuscript division. I want us to think about today's visitation, what defines a manuscript? When I say unpublished, primary source material, unique, sometimes there is one copy, though, if you are a letter writer and the 18th or 19th century, sometimes he would have multiple

copies because you would write one for yourself and the person you sent the letter to would write a copy, but in addition to what we think of as being traditional manuscripts, handwritten letters, we have certificates, printed drafts of writings, maps, photographs, and really oddball things like a prosthetic leg. A rock from the Carl Sagan papers. Sigmund Freud's pocket watch some of these things get transferred to other parts of the Library of Congress. A lot of photographs get transferred to the prints and photographs division. A lot of maps to the geography and map division. Why do we sometimes have the strange and unusual things that don't qualify as a typical manuscript? I would argue that it is because it is important that we keep all of these items together in the collection so that researchers who come to the reading room get a fuller picture of what these items mean together. The manuscript division's collections are arranged by the personal -- the name of the person or organization that they belong to. The map is from the Thomas Jefferson papers, the letter is from the Frederick Douglass papers, and the certificate is from the Robert Todd Lincoln papers. We will see more examples throughout the day today but it is helpful to keep this in mind as you search our collections because you never know what kind of material you are going to find. Let's talk about some common language we use. You will see the word item. This is one item. It is a journal by a man named Newton Chittenden. He traveled the specific coast and his journal contains not just his account of what he found and his experiences, but also sketches and drawings. It's a really wonderful little piece of history. If you were to look at the cattle -- catalog, it was a collection, one item. You might think I'm a oh, one item, that is one piece of paper, one letter, one something or other that I can easily look at. In fact, it is a journal that is very detailed and would take some time to go through. When you are looking at a manuscript collection, and you are looking at individual items, remember that an item can be one piece of paper or one bound volume, or album, you never know. You can know by looking at the catalog which we will do later. This collection, the new tensioned and paper is one item. This collection, the NAACP papers is many thousands of items. We will talk more about the NAACP papers later but this is what you more commonly see on our shelf. Boxes and boxes. And each box has many folders inside, each one filled with multiple items. This is why we are talking about search strategies today so that you get a better sense of, when you come to the reading room or our online collections, which are the digitized versions of this, how to find what you need. Let's talk a little bit about what it takes to get those papers on the shelf. There are three parts to the manuscript division, we call them three sections. The manuscript division itself has been part of the Library of Congress since 1897 when the Jefferson building was built but the library was collecting manuscripts even before then. The work that our staff do today builds on the work that the staff of the division have done before us. The acquisitions at outreach section of the manuscript division comprises our historical specialists. They have curatorial responsibility for different subject areas and historical periods. The reason why they do is because the responsibility is to work with donors to acquire collections and work with other libraries and other parts of the Library of Congress to do outreach and exhibits. Once we have acquired the historical specialist it goes to the preparation section. That's our archivists and technicians who are arranging and describing the material. They are sorting them, describing them, putting those in the nice boxes and creating finding aids so we can more easily locate material. The third section is the reference section, the reading room, and that is where I come in. I have five other colleagues in the reading room and our job is to serve the collections and answer questions about the collections in person, by phone, letter, email, or however comes to us. When we have a question come in we will often work with the other two sections of the manuscript division because they have so much expertise and they are there to help us make sure we provide researchers with the best answer possible. Just to give you an idea of the faces behind the manuscript division, these are some of our historical specialists if you go to any library you might encounter than. I always emphasize that they are also friendly and outgoing and they want to help researchers just like the reference staff do. If you come to the reading room and you have some sort of advanced question about the collection or about how it was acquired or copyright, let us know and we will put you in touch with them.

Sometimes we go into their office and pull them out and say hey, can you come help us in the reading room? They are really wonderful. The processing section, they are little harder to find on camera, but this is where they work. There are about 30 staff back there in those cubicles that you can barely see. The way that we get collections can be very scattered. Sometimes what you see on the left, we might get a briefcase held with papers. Surprisingly, we get papers in trash bags or trash cans. And then on the right-hand side, you see this is the process of sorting. It is very rare to empty tables like this. This is half of their space. They have another space just as big and it takes them months, if not years, to process some of the large collections. They have a lot of expertise too because they know the collections very well by the time they are done with that. Here is the reading room. You will only see it this empty before or after operating hours but we don't take photographs of researchers. We had to do this when it was empty. How many of you have been to the main reading room at the Library of Congress? You can raise your hand in the discussion or put it in the chat. How many of you have been to the main reading room? I see a couple. That's great. All right. If you have been to the main reading room, you have experienced the glory that is the beautiful dome and the clock, Flanagan's clock, the circular desk in the middle. The manuscript reading room is a little bit more utilitarian. Part of that is for a good reason. The manuscript division's collections, some of that earlier the word unique. They are irreplaceable most of the time. We have security support -- procedures that the main reading room does not. When you come to the manuscript reading room, we will talk more about that later, but we have a security officer at the front of the reading room and you can see in this photograph, we have cameras. All of the tables are facing the reference desk. You have to imagine when you are looking at this that when you come to the reading room, it is full of life and it is one of the reasons why I love working here. On a normal day you will see anywhere from --. Right now I think we have seven researchers, which is a very slow day. More often we have 15 to 20 on a busy day and even more than that. Traditionally, our researchers have tended to be academics, faculty, or graduate students, doctoral students, published authors, for example, but more and more throughout the years, we are leaning into providing access to our collections for students, undergraduate students, even high school students now, citizen historians, doing genealogy or children's authors. I love children's authors who come in. Museum curators and other librarians. When I look out at the reading room from the reference desk, which is about this perspective, I can see everybody doing their different work and I love it. I want to make sure you understand that anybody is welcome to our reading room so long as you are 16 years of age or older and you have a reference question, whether that be out of personal interest or because you are writing a book, whatever it is, if you are 16 or older, you are welcome to our reading room. Just for fun here is a photograph of the reading room circa 1930 to 1940. The reading room has moved over the years from its original location, the Jefferson building to the Adams building and then to its final location, which is in the Madison Memorial building. We are on the first floor. I will show you more pictures later of the entrance. It's interesting to think about how the manuscript division has changed over time and when you are searching our collections, it's worth thinking about that too because, quite often we have researchers who found a citation or reference to material in our collections that literally comes from a book published in 1920 or something like that. Things have changed now so it's not in the same location. Or, it is not described the same. This is where reference staff can help. We have access to all the resources of our forefathers and more. We are here to interpret those kinds of references to help you find what you need. Now I'm going to talk about some examples from our collections to give you a sense of what kind of topics and subject matter we cover. Traditionally, I think people often think of the manuscript division at the Library of Congress is holding some of these very important documents, like the rough draft of the Declaration of Independence. You might have seen this before, it's splashed all over the libraries promotional material. You see it held up as an important document in American history because it shows all of the emendations that were made to Thomas Jefferson's draft of the declaration. It is part of the Thomas Jefferson papers at the Library of Congress and it is here in the

manuscript division. We also have other very important national treasures. We have George Washington's copy of the declaration of independence that was sent to him called the Dunlap broadside but, we certainly have preparers of other notable individuals. Rosa Parks, Branch Rickey, Cass Gilbert are just a few examples. I want to emphasize that our collecting goal is not to collect the papers of important people, it is to document the scope and breadth of American history. Certainly, we will see the papers of important people but the things you will find in those papers are not all important, singular documents necessarily. For example, on the left we have a reflection and a note that Rosa Parks wrote on this ordinary piece of paper. It is quite small. It is a reflection of her bus arrest some years later. It's a very small note that is part of another folder of notes. If you were going to the folder you could very well skip over it but this is such an important insight into civil rights history. It's not something that we are going to splash across every page in the Library of Congress's website. I mentioned this to urge anybody using our collections to come at it with an open mind and be willing to discover. Branch Rickey, I don't think that most people think of us as being a home for sports history but this is increasingly an area where we found ourselves collect. We have the Branch Rickey papers and Jackie Robinson as well. And then Cass Gilbert, and architect, you will see this drawing for the Cathedral of St. Paul Minnesota is actually done on the back of a letter. Again, something that you wouldn't think to maybe find in a correspondence series but, nonetheless, here it is. Remember that our collections don't just document well-known people, but we are here to document the scope of American history and come added with an open mind. Talking about some foundational documents, some of the first collections that the Library of Congress acquired in terms of manuscripts or the papers of the Presidents. We have the papers of presidents from George Washington to Calvin Coolidge with a few exceptions. The George Washington papers are extensive. All of the presidential papers are online. Have been digitized. You will see just out of curiosity, this collection is not in boxes. They are inbound volumes because that is the way we originally preserved material before we realized that taping or gluing original manuscripts into volumes was not a good idea. We have been working to rectify that. It's fascinating to me every time I look at the George Washington papers and compare them to the Thomas Jefferson papers. You can see the different styles and personalities. All of the presidential papers are online. They form the crux of our founding collections at the manuscript division. Here's a question for you all again, why is it that our presidential collections stop after Calvin Coolidge? What happened? Where are the other presidential papers? Put it in the chat if you know. What do you think? yes. Presidential libraries. There is a complicated history here, but somewhere around that era, the presidential libraries were formed and it was recognized that papers of presidents were public records. The national archives and records administration has custody of official documents of the federal government. That means they have custody or control over the presidential libraries. That's why we don't have any presidential papers after the Calvin Coolidge era, because the presidential library system and national archives. Continuing on the federal government strand, we have the papers of many members of Congress including Daniel Patrick Moynihan, the most expensive collection. Patsy McCann Nicholas Longworth. It's worth noting that what we have are their personal papers. If you're looking for the official documents, that is going to be the legislative archives at the national archives. Sometimes you will see some duplication with members of Congress. We acquire our collections primarily through donations. Sometimes by purchase or transfer, but most of the time through donation. Members of Congress can choose to donate their papers where they wish or to not donate at all. Sometimes we have papers of members of Congress and sometimes we don't. Again, I want to emphasize, if you are looking into congressional history, you can always ask is because we know or can find out where other members of Congress have donated their papers and we can kind of figure out where to refer you. Also, often times, we have microfilm copies or access to databases that provide access to collections that we don't have. I mentioned the NAACP. The NAACP records are our biggest collection in the manuscript division. If you put every box and two and it would stretch for three quarters of a mile. We are now processing a new acquisition. It's a wonderful

collection. I love it because you can explore the branch files and they often have membership rosters. I was talking to a researcher today who had discovered that his grandfather founded a branch of the NAACP. So, it's a fascinating piece of history. You can also look at their subject files, legal files. Here on the left hand side you have an application for membership and on the right there is a program for the March on Washington. I will bring up more NAACP papers. An outside organization has selectively digitized parts of the collection for inclusion and the subscription database. Sometimes our reference staff can help promote researchers navigate collections remotely because we know the ins and outs of what was digitized and what was not and how to access it. Supreme Court justices. Much of the same as members of Congress, they can choose to donate their papers. We have Harry Blackmun, Thurgood Marshall, Ruth Bader Ginsburg, and you can see a couple of examples of the kinds of material you will find in the justices papers. We also have the papers of lawyers, journalists, and other people who would have worked on or worked with or reported on Supreme Court cases. This is one of our strong suits here in the manuscript division as judicial history. Here's another example from the Felix Frankfurter papers. This is a memo to the Chief Justice Earl Warren reflecting on the decision Brown V Board of Education and it starts with a phrase that is fairly well-known, this is a day that will live in glory. Stands out because many of the justices papers are very documentary in nature. You can see this expression of emotion in this note that shows Justice Frankfurter felt when this case was decided. We also are very strong in the history of literature and culture. We have papers of many authors, poets, actors and actresses, directors, photographers, and the list goes on. This is one example I pulled out because it brings up an interesting story of Walt Whitman and his butterfly. We have three collections of Walt Whitman's papers because they have three different sources. During the second world war, many of our collections were moved off-site, off the capital, including the Walt Whitman papers and when they returned after the war, several volumes from the Walt Whitman journals had gone missing. Years later they were magically returned to the library and one of the discoveries that we found when they were returned was this butterfly. You will see in this picture on the right, it's a cardboard butterfly but it's fairly well-known and we have the actual butterfly here. Scientists and inventors, including Alexander Graham Bell for example, Carl Sagan, and the list goes on. This is an active area where we are collecting now. We are processing the papers of many scientists and inventors. I should note that we don't collect clinical medicine because we have the national Library of medicine who does that. Interestingly, in the Alexander Graham Bell papers, there is a lot of poetry, correspondence with Arthur Keller and his daughter Helen Keller. Does anybody know why that might be? Yes. The Keller's, Arthur Keller was acquainted with Alexander Graham Bell and he was credited with recommending Annie Sullivan as a tutor for Helen Keller. It's an interesting example of not knowing what you might find. You might come into the manuscript division looking for material on Helen Keller and we don't have a Helen Keller paper collection but we do have collections like Alexander Graham Bell papers that contain correspondence and other writings and materials related to Helen Keller and her family. Sigmund Freud, we have the Freud archives which include papers of Sigmund Freud, his daughter Anna Freud and many of his associates. And the foreign copying program is another interesting's collection. It began in the 1920s to produce handwritten transcriptions and then photostatic copies of manuscripts at other institutions across the world that somehow document early American history. This gets consulted by researchers who can't travel to other countries to look at this material and it is not digitized. It's a really valuable resource that complements our existing collections in early America. So, we are transitioning again to talking about search strategies. The first thing I want to talk about is finding aids. I'm sure many of you know what this is all ready, I apologize. The finding aid describes the contents and arrangement of a collection, including online collections and microfilm. It usually breaks down collections by box number and folder title. This is important because when you come to the reading room to look at material, you are going to need that box number or microfilm number to request material. That's really why it is important. You can see on the bottom right-hand corner, this is a snapshot of a part of a finding aid, the

container list. The container list is what details the connection -- collection on the folder level. That's what you are going to need to look at. The finding aid describes a lot of important information aside from just the descriptive inventory of the boxes. The scope and content note describes important parts of the collection or may explain gaps. The administrative information can explain how the collection was acquired, how large it is, any known copyright restrictions. It also links to online collections when available. The manuscript division does participate in very rigorous digitization program. That being said, we have so many -- so much material in our collections. We have over 72 million items that, despite our rigorous attempt to digitize, we will never have it all online. Even when it is online, it's not all easily findable because we can't describe every item individually. You will find links to the online collections, which is a great start because they are integrated with the container list. The finding aids are available online and also in the reading room. You will see them also linked from the catalog records as well. I'm going to address the question I see. The historical specialists will --. My understanding is that the historical --. The question is, do your historical specialists actively solicit collections or wait for donations only? That's a good question. I am not a historical specialist but my understanding is that they will work with donors on an ongoing basis to solicit collections but they will also consider requests for donations that come in to the library on an ongoing basis. My understanding is that the process is very flexible but this would be a good question if you are interested in learning more to pose to a library later so we can forward it to the specialists. They can talk more about it. My understanding from my experience is that it is very flexible. Sometimes, yes, they do work closely with donors over a long period of time but they also solicit donations on an ongoing basis. Donald also put a link in the chat to our, ask a librarian, service. You can send us questions anytime whether they pertain to the collection specifically or to our work as a reference staff or manuscript division staff more broadly. Let's talk about how to use a finding aids and other tools to search our collections. The first thing I want to bring up is our website. I have taken a snap of that on the right-hand side. Our website is a portal for all of the tools that I'm talking to you about today. You will see a link to our finding aids in alphabetical order. It's worth noting that not all of our collections have finding aids because not all of them are large enough to merit one. The finding aids list that you see here on our website is not the be all and all but it is a good starting point. Listed up here is the finding aids database. That allows you to search across the text of all of our data -- of all of our finding aids excuse me. Whereas a catalog record will only describe a collection on a high level, a finding aid will describe the collection on a box and folder level like we saw before. It provides more granular searching than just simply searching through the catalog. The catalog, you will see the snip on the top left here, the Library of Congress catalog allows you to filter results by manuscript division. You would select advantage search and select manuscript and that will limit your search to the manuscript division. It's not catalog -- they are not granular as finding aids but all of the manuscript division's collections have catalog records. It allows you to do a preliminary search. That's usually what I do. I usually start by doing a catalog search and then I will move to doing a finding aids database search. If I'm just browsing around, you can browse around the list of finding aids and other resources that you see on our website. On the website, there are links to guides online. They can help you on your research journey. Of course, you can always contact us. We definitely encourage that. Visiting the reading room. Let's say you have searched and you are ready to visit the reading room, what do you need to know? First of all, bring a sweater, it's biblical. But also, in addition to bringing a sweater, you may wish to bring a flash drive or camera. You can certainly take photographs of materials so long as you don't use a flash and there is no restriction on the collection. There are very few collections that have restrictions on reproductions but there are a few. We also have part of the library called duplication services that can create reproductions for a fee. If you can't make it to the reading room you can Google search duplication services and they can make reproductions for you. Surrogate policy. If we do have a microfilm addition of a collection or digitize it and made it available online, we don't serve the original material, for preservation resurgence. Don't --. We have to refer you to the digitized collection instead.

Appointments, if you go to our website there is a banner at the top that says appointments are optional. We use the appointments, we required appointments during the height of the pandemic and now they are optional. It encourages researchers to contact us in advance. You don't have to make an appointment. It's optional. We are open 8:30 to 5:00, Monday through Saturday and you can place a request for material in the reading room anytime before 4:15. It takes five or 10 minutes to pull material. That is me in the pink dress meeting Abraham Lincoln. I was thrilled. Another famous visitor to the reading room is the running presidents who came one year. I was not here for that occasion. You will see the door behind him, that is the main door to our reading room with a medallion of James Madison above it. Like I said earlier, when you come to the medicine Memorial building, we are the building across the hill from the Jefferson building. You walk right into the front doors, through the security check, and on the left is the reading room. When you come to the reading room, we have lockers. A security officer will give you a key to a locker to store your belongings. If you have been to another archive or special collections before, you might be familiar with this routine. Any bags, bound volumes, large sheets of paper, pens, need to be put in a locker for security and safety. The security officer will give you a list of our rules and regulations which are also on our website. At that point you will go up to the reference desk, our staff will finish registering you with reader card and at that point you are ready to go. I have mentioned a few times that we recommend contacting us before visiting and that is for a few reasons. Some collections do have a donor imposed restriction especially if you are looking at more modern collections. More commonly, collections are stored off-site, increasingly as the size of our collections grow. We store material at our facility in Fort Meade it only takes 1 to 2 business days to order material to be sent here to the division but we don't want you to show up and then have to wait a day or two for collections to come. Always feel free to reach out to us and tell us, this is what I want to see, and we will make sure the collection is on-site or we will order it so that it is ready for you. Classified material, we do have some material that is classified so you either need a security clearance or unity to place a request for mandatory review to see that material. You will see those are labeled in finding aids with ossified -- classified abbreviation CL or otherwise. A.D.A. accommodation requests, please do send us any requests for A.D.A. accommodations in advance. We have a movable height table in the reading room, which is great, but please do send that advance so we can make sure to accommodate you. And then you will see contact information here. This is how you can get a hold of us. We do make every effort to turn around requests within 3 to 5 business days and if you tell us that you need something even sooner than that, let us know and we will get right on it. We will prioritize it. You can always call us too. We are available during normal business hours by phone. We take phone calls all day. If you just want to check on something or ask us a question, say hello, check to see if I have had my afternoon coffee so I stay awake the rest of the day, give us a call. This is what our building looks like from the outside. This is what you are walking through and then turning left, and again that is our front door. That's the end of my presentation but I'm leaving plenty of time here at the end for you to ask questions. I'm going to turn it back over to Donald to lead the parade with any questions that you have.

As we wait, do you create a minimal record for finding an aide that hasn't been processed yet?

We always create a catalog record when a collection comes in even before it has been processed. You will see in the description in the catalog record, it will say that it is unprocessed. We don't serve material that is protest -- processed unless the historical specialist has given permission. That decision depends on whether there are any known restrictions and what the intellectual and ethical order looks like. Any collection, whether processed or not, will have a catalog record.

The next question is going to be, what is the priority for future digitization projects?

The historical specialists are in charge of prioritizing digitization projects for the future. There are some basic categories. One is the popularity of a collection, two is the size of the collection, three is the arrangement of the collection, and its suitability from a preservation perspective. That's basically how we prioritize our digitization projects and we have it planned out for some time to come. If you have a request for a collection that you believe would be useful, you are welcome to send it into us because that allows us to hear that there is a need for it.

The next question, are the records for digital collections, the presidential papers?

Yes. If you go to the library's catalog, and you search for George Washington papers, at the top of the catalog record there will be a section for links and that is where you will find links to the finding aid, to the index, in the case of presidential papers --. That is the primary splash point for me when I'm searching a collection because the catalog record lets me see whether there is a finding aid, and index, and where the digital collection is. I should note, I mentioned earlier that sometimes an outside organization has digitized parts of our collections and made them available through subscription databases. Those are not linked from the catalog record because we didn't do the digitization. In those cases, that's where reference staff like myself can, because we know that these are out there, we can help researchers connect with those digitized proprietary sources.

Are there digital records for you -- acquisitions?

Para toil acquisitions. I think we need to clarify that question a little bit for me to understand what we are looking for, whether we are looking for digital collections, catalog records, or U.S. territories are part of our collecting policy. I will give you one example. I'm not sure if this is what you are looking for notice. Oh, collecting policy. Yes. Yes I'm absolutely. I can't speak to what percentage of our collecting effort is going to various parts of our collecting policy but certainly, they are within the scope of what we collect, absolutely. I will say, I should note, other parts of the Library of Congress, other divisions aside from the manuscript division do collect manuscripts, not extensively like we do, but that does happen with the Hispanic division and the African Middle Eastern division for example. Especially when we have manuscripts in other languages. You might find collection material related to territories, for example, that speak languages other than English in other parts of the library, simply because other staff have the linguistic ability to acquire and interpret and provide access to that material.

As we wait for some more questions, I was wondering if you would discuss more about the scope of that foreign copping program.

In its heyday, in the 30s a month --. It was very extensive. I'm trying to think of how much shelf space it takes up. Quite a bit. Most of the foreign copping program took place in England and then in France and then probably third would be Spain. They are a little difficult sometimes to access because they are arranged and described in the original way that they were arranged and described at their original institution. For example, Great Britain is arranged by the institution and then the series in the original institution and then the volume of the original institution. It sometimes means we are going back and forth between the guides and finding aids from other intrusions in our collection. But, it's also useful because sometimes the early ones were transcribed by hand and the handwriting is magnificent. Often times, you can read the handwritten transcriptions a lot more easily than you can the original documents. In conclusion, they are fairly extensive and very useful but I would encourage you to contact reference staff so we can help you facilitate access.

I actually was a manuscript resident assistant and I worked in special collections Library at the University of Virginia so I remember the oldest material that we had and that collection was a fragment of a Babylonian Clay tablet. I'm curious, would you happen to know, is the oldest material in your collection?

I do. It is part of the Sigmund Freud papers. I think it is a fifth century B.C. statue, Greek statue, and the Sigmund Freud papers contain a lot of unique items that he collected. This statue is the oldest item that we have. I think the runner-up would probably be a copy of an Icelandic saga called Tristram saga that was actually found bound into a volume. Our preservation department had it this bound and stretched in a special container and I think that is probably the runner-up. Tying back to our foreign copping, one day I was going through volume of one of these older ones and the binding actually had an envelope novel in the binding that had been used to stabilize the binding one it was created back in the 20s or 30s. Very interesting.

So I don't see any more questions so far. I'm going to wait a few more seconds to see if anyone has any lingering questions. Am going to put the link in the chat. Please reach out to the, ask a librarian services. I'm going to put in our satisfaction survey for this webinar. Please give us feedback and let us know if there is any webinars you would like to see. If you have any feedback at all, we would be very appreciative to have it. If I don't see any more questions, I'm going to go ahead and start wrapping up. I don't see any more questions so I would like to thank Edith Sandler for presenting this fantastic webinar. Oh, we do have a question. I found the record for the George Washington papers and microfilm not the digital. Could you go over finding the record for the digital collection again?

Donald, would you mind if I share my screen so I can show it on the Internet?

One Edith shares her screen, the chat is going to disappear. You are good to go.

All right. I am going to the library's catalog. I'm not going to do an advanced search because I know if I type in George Washington papers --

I'm not seeing your screen, Edith. Am I the only one not seeing it? It might take a couple -- I remember earlier we had one person where it took a couple of seconds. Was given a little bit to see if anything happens.

This is Ashley, if you share my desktop are you getting a pop up that says, which monitor do you want to share?

There we go.

Thank you, Ashley. I'm going to start back at the beginning here. Here is the catalog. If I search George Washington papers, I know I am going to get there. So, I think this is my guy. All right. This is what a catalog record looks like. In some cases like this, there are so many other George Washington that you might have to sort through the one that we want. Here at the top is where we are going to find a link to the digital collection. That's it. I'm going to open it in a new tab. There it is. All of our digital collections are going to look like this. You will see highlights appear. Collection items is going to let you browse the collection item by item but the word item here is being used differently than how we defined it earlier. When we digitize the collection, most of our collections are digitized from microfilm when we digitize each real, most often they get put into the digital collection by real and each real is an item. Going back to the main page, I think George Washington might be described on an item level, but most of our

digital collections are not. If you go up here and you search Thomas Jefferson, you will see him popping up but you see the search result shows multiple images. That is because these are items but they are groups of images, groups of letters. If my overall message is, if you are searching and online election by keyword and you don't get any relevant results, don't give up hope. It's because the collection is not described on an item level and that is where you ask a librarian. While I'm here I'm going to point out related resources because this has a really rich list of published material and other manuscripts that are related to the collection. Every one of our online collections has this page. So, going back to the catalog record, this is where you are going to find the link to the digital collection. This is the finding aid. We have it both in and EAD NPF -- PDF form. PDF is easier because it puts everything on one page. Are presidential papers have indexes most of the time. Here you will find additional information about the scope. Another search tip is to use the subject headings here. Once you find a subject heading that corresponds to your research interests, that can help you narrow down your search further. Down at the bottom, holdings records. In this case a lot of it is gibberish because the collection is so old and extensive, we have all of these weird, offbeat microfilms. The important part of the link is at the top here. Request this item, you actually can't use this button even though you can technically click on this. With manuscript material you have to contact a staff member to be able to pull material from the . Donald, I know we only have a couple minutes left. If anyone needs me to show you anything right now while I have my screen up, please do let me know.

I have one question I wanted to ask, out of curiosity, for correspondence, is there a certain professional who needs to show up in the collection to be listed there?

Yeah, that's a good question. Sometimes if there is extensive correspondence you will see it arranged by name of correspondent, but most often, correspondence is arranged ontologically rather than by name of correspondent. Sometimes in the -- and I will show you a finding aid. Under selected search terms and says, John Adams correspondence. That means there is John Adams respondents in the collection but it could be in correspondence 1735 to 1736. You see what I mean? That you have to actually go to the -- have to go through the correspondence chronologically to find. Is one of the reasons why the presidential collections have indices because they allow you to search by name and identify where in the collection chronologically that correspondence falls. Again, I would encourage you, if you do see a name pop up but it is not listed because the correspondence is chronological rather than by name, contact us and we can help you out. Other questions?

Does anybody have any other questions? Scroll up to the top and there is a bar at the top and you can click chat, it's like a fourth option.

I will mention one more thing while waiting, one of the projects I have been engaged in for the past few years is providing access to born digital manuscript material. Sometimes you will see in our collections in the finding aid a link that says digital content available, born digital I.D. number. That tells us that we have something like a Word document, PDF document, video, photograph, something that we received on a CD or floppy drive or hard drive that we have preserved and will be available on-site in the manuscript division and sometimes we can send it to you. If you see that, just know that is digital material but it's sometimes available in person and sometimes we can send it to researchers.

We are just about at times I'm going to go ahead and start wrapping up the webinar. I'm going to put in our survey link. Once again, thank you, Edith, for a wonderful webinar. I would like to thank my colleague Ashley Dahlen for tech support. Please make sure you check out our other webinars. We have

one on February 1st and another one on January 30th. Please fill out the webinar survey if you haven't already. Have a great day, everyone. Thank you.

Thank you again, everyone. It has been a pleasure.

[Event concluded] [Event Concluded]