

Report on
PROJECT HISTORY
RETRIEVAL



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PROJECT HISTORY RETRIEVAL

TESTS AND DEMONSTRATIONS OF AN OPTIC-COINCIDENCE SYSTEM
OF INFORMATION RETRIEVAL FOR HISTORICAL MATERIALS

ELIZABETH INGERMAN WOOD

SPONSORED JOINTLY BY

*The Henry Francis du Pont
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Summary

ENLIVENED PUBLIC INTEREST and changing modes of historical research have brought an increasingly heavy flow of requests for specialized information to museums, libraries, archives and other repositories of historical materials. The catalogues and indexes of many such institutions are inadequate to provide answers for the questions posed to them. There is, therefore, a major need for a means of cataloguing the various types of historical collections which will have the following attributes:

1. Controllable uniformity of cataloguing procedure;
2. Completeness of retrieval;
3. Speed and simplicity of cataloguing procedure;
4. Speed and dependability of retrieval;
5. Compactness of records and cataloguing equipment;
6. Reasonable cost of equipping, installing and operating the system.

In looking for an effective method of indexing a collection of manuscripts, the Winterthur Museum tried an optic-coincidence information retrieval system. The results achieved with the system subsequently attracted sufficient interest to warrant further investigation into its suitability for other types of historical materials. A grant received from the Copeland-Andelot Foundation, Inc., enabled the Winterthur Museum to join with the Drexel Institute of Technology, Graduate School of Library Science, in supporting Project History Retrieval. The project has two aims:

1. To test the optic-coincidence method of information retrieval on a sufficient variety of historical collections and objects to constitute a pilot test of the process's value.
2. To publicize the test results sufficiently to inform historical museums and libraries regarding the potential utility and benefits the process holds out to them.

Nine public and private institutions have permitted portions of their collections to be indexed:

The Library Company of Philadelphia—books having historic provenance;

Delaware State Archives Commission—an archival record group;

The New-York Historical Society—miscellaneous personal and business papers;

Eleutherian Mills Historical Library—personal archive of a public figure;

Archives of American Art—public records microfilmed for a topical collection;

Virginia Colonial Records Project—survey reports describing public records microfilmed for a topical collection;

Lewis-Walpole Collection of English Prints—satirical prints collected and used for topical reference;

Smithsonian Institution, Division of Cultural History—museum objects;

Winterthur Museum—furniture being studied intensively and analytically for a major publication.

A sample retrieval system containing approximately 100 items was set up for each collection. In addition, descriptions for the samples have been brought together to constitute a union index, making a tenth sample. As the samples were processed, time studies were made, recording times required for both indexing and retrieving.

Indexing time, that is, the total processing time required to index each item, can be summarized briefly:

3 samples, approximately 10 descriptors per item, under 5 minutes;

3 samples, approximately 12 descriptors per item, 6-15 minutes;

3 samples, approximately 41 descriptors per item, 28-167 minutes.

(Figures in this group are somewhat misleading in that two of the three samples represent experiment with archival grouping rather than deep indexing. Actual indexing time per document averaged about 5 minutes.)

Retrieval time was measured by phrasing ten test questions for each sample. The average time to respond to a question ranged from 1.9 minutes for one sample to 30.9 for another. In the five samples

for which it was possible to measure the retrieval system against conventional finding methods, the retrieval system was from 51% to 93% faster. In addition, unnecessary handling of documents was reduced from 20% to 98% in four samples. In two samples, the conventional method failed to retrieve 43% and 52% of the items retrieved by the experimental system.

Cost projections based on the samples indicate that the cost and space requirements of the retrieval system are competitive with those for conventional library card systems having a comparative number of descriptors.

Other points discussed in the Report include:

1. The value of the preprinted form in bringing about uniformity and simplicity of cataloguing procedure;
2. The value of time studies in projecting cataloguing costs and research time requirements;
3. The facility of the retrieval system for providing collection control as well as information retrieval;
4. The adaptability of the retrieval system to cooperative indexing efforts, union indexes, and microfilm publications.

Foreword

THIS STUDY IS ADDRESSED to the problem of every museum, library or historical society which collects documents and records. As documentary collections grow, as they increase in size and complexity, we are all faced with the problem of how they can best be organized for quick and easy reference.

Museums, libraries and historical societies are the guardians and preservers of many of the most important records of our country: in particular, the records of individual human lives, of imaginative and artistic activities, of local and regional interests and events, which students of history most need to consult. Yet such institutions are proverbially private, supported by contributions of their members, living on small endowments, low-budget organizations by their nature. Their staffs therefore tend to think of information retrieval as the perquisite of great corporations and banks, or of the federal government, the armed services, the great scientific foundations. The elaborate electronic systems of information retrieval, of which all have heard, are hopelessly beyond the means of the small, privately supported institutions which guard so much of the historical and cultural record of the nation.

This publication is a report of a series of tests made upon a small, compact, inexpensive system of information retrieval which is within the budget of any institution and which can be used by a staff containing perhaps only one professionally trained person. The study was undertaken jointly by the H. F. du Pont Winterthur Museum and the Drexel Institute of Technology Graduate School of Library Science, assisted by the cooperation of a group of museums, libraries and historical associations. It aimed to find out whether this simple system could meet the needs of such institutions; whether it could be applied to a variety of types of material such as artifacts, collections of letters, the subject matter of engravings, the contents of ledgers and daybooks, microfilm of institutional records, etc.; whether it would save the time and add to the efficiency of their small staffs; whether it would save them money; whether it would enable them to serve the serious student more quickly and effectively.

We are all interested in finding the answers to these problems. We are therefore most grateful to our colleagues in the nine cooperating institutions for taking time from their own pressing tasks to work with us and help us in this investigation.

E. P. RICHARDSON, Director
Henry Francis du Pont Winterthur Museum

Acknowledgments

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Regrettably, want of space prohibits individual recognition of those who shared special knowledge by attending the conferences or by making their collections available for the samples. In addition much encouragement and information has been received from individuals who had no direct connection with the project. Though unnamed, they are by no means unappreciated.

Warmest thanks is accorded to those who helped with the tedious research routine: Miss Sarah Jane Lyon, Miss Nancy Mills, Mrs. Barbara Kroll, Miss Carolyn S. Myers, Mrs. James V. R. Taylor, and Mrs. George W. Lightcap, III. One last murmur of thanks to the author's mentor, Edwin Wolf, 2nd, Librarian *par excellence*, Library Company of Philadelphia.

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Chapter I

PROJECT HISTORY RETRIEVAL: History and Plan

IN THE FALL OF 1961, after a number of other methods of cataloguing and indexing had been investigated, the information system to be described in this study was selected as the most promising method of cataloguing the manuscript and microfilm materials belonging to the Henry Francis du Pont Winterthur Museum. The equipment and retrieval system installed at that time performed so effectively that the Joseph Downs Manuscript and Microfilm Collection and the system applied to it came to be visited more frequently by persons interested in the system than by researchers. The question was often asked: "Would this method work for other kinds of materials—for museum objects? for pictorial materials?"

Then, in December 1962, a brochure was received from Drexel Institute of Technology, announcing the inauguration of a new curriculum in information science by the Graduate School of Library Science. The purpose of the brochure was to attract teaching and research people to Drexel. The program outlined by Drexel seemed an ideal opportunity to undertake a study which would answer some of the questions that had been asked about the Downs Collection's retrieval system. Consequently, in the spring of 1963

Chapter II

THE OPTIC-COINCIDENCE APPROACH To Information Retrieval

PART 1. INFORMATION RETRIEVAL—WHAT IT IS

SCHOLARS IN THE humanities and historical librarians think of *information retrieval* as something outside their world. It belongs to big business, the government, nuclear science, but not to the humanities, both theoretically and in the practical matter of cost. This is a study of a system which is inexpensive and easy enough to operate to be used by the staff of the average small library. The question is, does it meet the needs of, and offer useful possibilities to, the small low-budget library or museum?

An emerging discipline as complex as that of information retrieval is certain to be the subject of false notions and misunderstandings, even among its proponents. A few definitions and explanations of terminology may aid those new to the subject and help to avoid false impressions of the idea being proposed.

Non-specialists often misuse the term "information retrieval" interchangeably with the terms "data processing" and "document retrieval."

Chapter III

SAMPLE SYSTEMS: Methodology and Analysis

THE METHODOLOGY EMPLOYED for Project History Retrieval has necessarily been affected by the purpose of the study. Though described as "tests and demonstrations of an optic-coincidence system of information retrieval," the project is not a study designed to "prove" the superiority of a type of equipment. Accepting the premise that conventional methods of recording and retrieving information related to historical materials are often not as effective as desired, the project postulates that the optic-coincidence concept of information retrieval has rendered exceptional service when applied to one collection, and may, therefore, have beneficial applications for others.

The difficulties to be encountered in attempting to measure exactly the performance of one information system against another have been well described.² To avoid the possibility of overextending available resources through a too-deep involvement with these difficulties, the project has been limited to demonstrating that for certain problems the system is substantially more effective than conventional

2. Cyril W. Cleverdon, *Aslib Cranfield Research Project. Report on the testing and analysis of an investigation into the comparative efficiency of indexing systems.* (College of Aeronautics, Cranfield, England, 1962.)

Chapter IV

CONCLUSIONS AND RECOMMENDATIONS

IN PROPOSING Project History Retrieval, six criteria were outlined as the necessary attributes of an information retrieval method if it were to be considered acceptable for cataloguing and indexing historical materials. As the project progressed, it took on some new dimensions which have resulted in a slight reshaping of intention. Some by-products have evolved which may have as much potential value to custodians of historical materials as will the discussions of the optic-coincidence method of information retrieval. In conclusion it seems proper to reconsider the results of the project in light of the outlined criteria and then to proceed to the other ideas and implications that have arisen during the course of research.

1. *Controllable uniformity of cataloguing procedure: An object would be catalogued identically and completely by several cataloguers, or by the same person at different times.*

While the degree of procedural uniformity for an optic-coincidence retrieval system is ultimately determined, as it is for any information handling method, by the quality of planning and by the competence of personnel, the systems set up for the project seem to

APPENDIX I

INPUT ANALYSIS

	Library Company of Philadelphia	Delaware State Archives Com- mission	The New-York Historical Society Group I	Group II	Eleutherian Mills Historical Library	Archives of American Art	Virginia Colonial Records Project	Lewis-Walpole Print Collection	Smithsonian Institution	Winterthur Fed- eral and Empire Furniture	Union Index	Downs Collection
1. Number items indexed	201	110	40	60	9	510	223	125	75	128	1,421	40
2. Average number documents per indexed item	1	4.9	8.3		30.9	1	1	1	1	1		1.3
3. Average number descriptors per indexed term (terms minus names) 5a-5b/no. 1	10	15	22	8	76	6.5	10	25	9	15	11.6	8
Average number names on paper cards per indexed item	3	6	9	1	51	0	3	8			2.5	2
4. Number terms in thesaurus (minus names)	178	97	164	117	80	183	182	231	148	221	320	105 sample 1,579 coll.
Number names on term cards	10	24	4	0	5	3 alphabets 62	9			28		0 sample 178 coll.
Number names on paper cards (includes names on term cards)	422	522	311	53	355	0	590 persons 132 places	816	62		3,043	82 sample
5. Number postings on term cards	1,538	954	534	443	225	2,737 terms 3,501 holes	1,689	2,100	688	1,856	12,706	319 sample
Number postings on paper cards	542	678	339	79	458	793 names 2,288 holes	579 persons 224 places	986	65		3,726	96
6. Average professional time per indexed item--in minutes 7 x 3a	6.5	7	22.5	1.74	122	.82	7.2	13.8				
7. Average professional time per descriptor--in minutes	.6	.5	1 based on 25 items	.2	1.6	.14	.7	.6				
8. Average clerical time per indexed item--in minutes 9 x 3a	4.7	7.6	14	3.6	43	1.7	8	14	4.6	4.5	2.3	4
9. Average clerical time per descriptor--in minutes T/5a-5b	.5 based on 25 items	.5 based on 25 items	.6	.4	.7	.3	.8	.6	.5	.3	.2	.5
10. Average total processing time per descriptor--in minutes 7-9	1	1	1.7	.6	2.3	.4	1.5	1.2	.5	.3	.2	
11. Average total processing time per indexed item--in minutes 6-8	11.2	14.6	36.5	5.3	165	2.5	15.2	27.8	4.6	4.5	2.3	

APPENDIX II

CHART ANALYZING RETRIEVAL RESULTS
(Based on Average of Ten Questions Put to Each Sample)

Institution:	LCP	Del	NYH	Eleu	AAA	VCR	L-W	Smit	Wint	Union
Sample no.	1	2	3	4	5	6	7	8	9	10.
<i>Experimental System</i>										
1. Terms used in search	7.4	5.2	3.7	2.1	3.6	6.3	2.7	5.7	4.6	7.4
2. Total items retrieved	20.8	13.3	2.5	2.9	7.8	6.2	7.5	7.8	2.6	25.9
3. No. documents in retrieved items	20.8	97.7	82.7	152	—	—	7.5	7.8	2.6	—
4. Irrelevant items eliminated by scanning information sheets	2.7	—	.2	127	1.9	1	.3	0	0	4.3
5. Minutes to search	4.9	6.4	2.5	1.6	1.8	6.2	3	5.4	1.8	7
6. Time to scan sheets—minutes per item	.3	1.8	.3	1	.1	.4	.3	3.7	.2	.3
7. Total minutes	11.7	31	3.4	4.6	2.8	8.4	5.5	9.1	2	14.7
<i>Conventional System</i>										
8. Total items retrieved	*	24	.7	1.5	5.9	5.4	4.3	*	2.6	
9. No. documents retrieved	—	435.4	84.5	230	366	—	—	—	—	2.6
10. No. irrelevant documents retrieved	—	337.7	17.4	205	360	—	.1	—	—	
11. No. items not retrieved	*	—	1.2	—	—	—	3	—	—	
12. Total minutes	*	84.5	1	57.5	12.2	18	*	*	4	
13. Per cent of irrelevant documents handled	0	78%	20%	89%	98%	—	0	0	0	
14. Per cent of time spent ineffectively	*	63%	*	93%	80%	52%	*	*	51%	
15. Per cent of relevant items not retrieved	—	—	52%	—	—	—	43%	—	—	

*No adequate means was found for measuring this point.

APPENDIX III

UNION INDEX—THESAURUS OF TERMS USED

Dates

position two—blue

1500-24	1775-99
1525-49	1800-24
1550-74	1825-49
1575-99	1850-74
1600-24	1875-99
1625-49	1900-24
1650-74	1925-49
1675-99	N. D. 1650-99
1700-24	N. D. 1750-99
1725-49	N. D.
1750-74	

Types of Document

position three—green

Account Books
Accounts
Artifacts
Artifacts: Archaeological Fragments
Artifacts: Architectural Elements
Artifacts: Baskets
Artifacts: Ceramics
Artifacts: Furniture
Artifacts: Glassware
Artifacts: Kitchen Utensils
Artifacts: Machines
Artifacts: Metals, Precious—Gold, Silver, etc.
Artifacts: Metalwares
Artifacts: Misc. Composites
Artifacts: Musical Instr.
Artifacts: Tools
Artifacts: Toys
Correspondence
Documents: Certificates, Bonds, Stocks
Documents: Charters, Constitutions
Documents: Laws, Statutes, Acts
Informative Materials: Instruction Books
Informative Materials: Speeches, Orations, Reports, Mss possibly printed

Types of Document—cont.

position three—green

Lists: Art Objects

Lists: Books

Lists: Botanical

Lists: Persons

Literary Mss: Poetry

Narrative Materials: Diaries & Journals

Narrative Materials: Biographical. *See also* Narrative Materials, diaries & Journals

Papers: Business

Papers: Church

Papers: Customs, Port, Shipping

Papers: Diplomatic

Papers: Estates

Papers: Executive

Papers: Gov't Agencies

Papers: Judicial—Court & trial Records, Dockets, etc.

Papers: Land and Property—Deeds, Patents, etc.

Papers: Legislative

Papers: Military

Papers: Naval

Papers: Personal

Papers: Police, Sheriff, Prison

Papers: Ship Logs, Journals, etc.

Papers: Societies, Clubs, etc.

Papers: Tax, Revenue, etc.

Petitions, Grievances, Memorials, etc.

Pictorial Material: Architectural Drawings

Pictorial Material: Drawings & Sketches

Pictorial Material: Book Illustration

Pictorial Material: Maps & Charts

Pictorial Material: Misc.

Pictorial Material: Paintings

Pictorial Material: Prints

Pictorial Material: Unspecified

Printed Material: Books

Printed Material: Newspapers

Printed Material: Pamphlets, Exhibition & Trade Catalogues, etc.

Proceedings, Minutes, Journals

Places

Geographic Areas of America position four—red

America, North

America, South and Central

Middle Atlantic States

Places—cont.

Mid-Western States
 Mountain States
 New England States
 Southern States
 Southwestern States
 Western States
 West Indies

States and Territories

position four—red/blue

Arizona	Illinois	Montana	Rhode Island
Alabama	Indiana	Nebraska	South Carolina
Arkansas	Iowa	Nevada	South Dakota
California	Kansas	New Hampshire	Tennessee
Colorado	Kentucky	New Jersey	Texas
Connecticut	Louisiana	New Mexico	Utah
Delaware	Maine	New York State	Vermont
District of Columbia	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington State
Georgia	Michigan	Ohio	West Virginia
Hawaii	Minnesota	Oklahoma	Wisconsin
Idaho	Mississippi	Oregon	Wyoming
	Missouri	Panama	

Cities (all cities)

position four—red/green

Albany	East Sudbury	Litchfield	Philadelphia
Amsterdam	Edinburgh	Lennox	Portland
Annapolis	Flatbush	Liverpool	Portsmouth
Baltimore	Glasgow	London	Poughkeepsie
Belfast	Haddonfield	Long Island	Princeton
Boston	Hague, The	Lowell	Providence
Bristol	Harrisburg	New Castle County	Quincy
Buffalo	Hartford	New Haven	Richmond
Burlington	Hollis	New Orleans	St. Clairsville
Charlestown	Jamaica (city)	Pennsylvania	Salem
Charlottesville	Jersey City	New York City	San Francisco
Chicago	Kent County	New Windsor	Springfield
Cincinnati	Kingston	Newburyport	Stroudsburg
Darien	Lancaster	Newport	Sussex County
Dorchester	Lansford	Norfolk	Utica
Dublin	Lawrence	Oxford	Weymouth
East Greenwich	Leghorn	Paris	Williamsburg
			Wilmington
			Worcester

Places—cont.

Continents and countries, not American position—red/orange

Africa
 England
 Europe
 France
 Germany
 India
 Ireland
 Italy
 Japan
 Netherlands
 Scotland
 Spain

Subjects all positions—yellow

Aa; Ab; Ad; Ae; Ak; Al; Am; Ao; Ao15; *see* Religion

Acts & Legislation *see* Law

Administrative Expenses *see* Government & Politics

Advertising

Agriculture—Plantations & Planters; *see also* Botany; Gardening

Alliances *see* International Relations

America (Indians of) *see* Ethnic Groups

American Revolution *see* Wars; *see also* Rebellions

Anthropology—Im

Antiquarians *see* Museums

Archaeology—Uf; *see also*—TYPE DOCUMENT, Artifacts, etc.

Architecture—It, Itl, Building Materials, Buildings (Public), Houses,
 Construction, Architectural Details, Interiors, Exteriors

Art—Is2, Is4, Art (forms of) Sculpture, Fine Arts, Picture within Picture;
see also Graphic Arts; TYPE DOCUMENT, Artifacts

Arts & Trades—Iu, Iu10, Iu11; *see also* TYPE DOCUMENT, Artifacts, etc.

Assessment costs *see* Taxation

Autographs—Penmanship

Baptism *see* Social Customs

Bachelors *see* Social Customs

Battles *see* Wars

Bibliography—Ya, Yd, Book Reviews

Biography—Personal & Family Affairs, Personal Business Affairs, Uz, Uz1,
 Uz4

Biology—I17; *see also* Botany

Boarding School *see* Education

Bonds *see* Money

Book Reviews *see* Bibliography

Books & Libraries—Libraries, Newspaper and Books (Lewis Coll.); *see also*
 TYPE DOCUMENT, Printed Materials

Subjects—cont. yellow

- Botany—115, Plants; *see also* Agriculture; Biology; Gardening
 British Cabinet *see* Government & Politics
 British Empire (Dismemberment of) *see* International Relations
 Building Materials *see* Architecture
 Building Rental *see* Real Estate
 Buildings, Public *see* Architecture
 Chemistry
 Circus *see* Entertainment
 Citations *see* Honors
 Clergy *see* Religion
 Clocks *see* Mechanics
 Clothing *see* Costume
 Coloring Processes—Dyes & Dyeing; *see also* TYPE DOCUMENT, Artifacts
 Colonization *see* Migration
 Commissions *see* Money
 Commodities—Liquor
 Communications
 Construction *see* Architecture
 Counterfeit Money *see* Money
 Costume—Clothing, Fashion and Costume, Jewelry, Status Symbols
 Courts—Court (specified), Forfeited Estates, Fines & Forfeits, Salaries (Justices, etc.), Legal, Trials, Courts Martial, Negro Trials
 Currency Value *see* Money
 Customs *see also* Taxation; Public Finances
 Cyphers *see* Heraldry
 Dancing *see* Entertainment
 Death *see* Social Customs
 Debts *see* Money
 Delinquency *see* Police
 Dentistry *see* Medicine
 Depreciation Certificates *see* Money
 Descriptions of People *see* Social Customs
 Descriptions of Places *see* Geography
 Diplomatic Missions *see* International Relations
 Disasters—Fires
 Disease *see* Medicine
 Domestic Scenes *see* Social Customs
 Drinking *see* Social Customs
 Duties *see* Taxation
 Dyes & Dyeing *see* Coloring Processes
 Ea, Eal, Eb, Ec, Ee, Eh, Ei *see* Law
 Education—Ih, Boarding School
 Elections—*see also* Government & Politics

Subjects—cont.

yellow

- Emblems *see* Heraldry
 Emigration *see* Migration
 England (etc.) *see* Government & Politics
 Entertainment—Circus, Games, Dancing; *see also* Music & Musical Instruments; TYPE DOCUMENT, Artifacts, etc.
 Ethics—Ig, Igl
 Ethnic Groups—Indians, Uyl, America (Indians of), Jews, *see also* Servitude; Courts (for Negro Trials)
 European Affairs *see* International Relations
 Exploration
 Fashion & Costume *see* Costume
 Fine Arts *see* Art
 Fines *see* Courts
 Firearms *see* Weapons
 Fires *see* Disasters
 Food
 Forfeited Estates *see* Courts
 Fortifications—Forts
 Forts *see* Fortifications
 Freedom *see* Government & Politics
 French & Indian Wars *see* Wars
 Furnishings *see* Furniture &
 Furniture & Furnishings—Lighting, Household Furnishings, Table and Serving Objects; *see also* TYPE DOCUMENT, Artifacts, etc.
 Gambling *see* Social Customs
 Games *see* Entertainment
 Gardening *see also* Botany; Agriculture
 Geography—Descriptions of Places; *see also* Maps & Charts; TYPE DOCUMENT, Maps
 Geology
 Gordon Riots *see* Rebellions
 Government & Politics—Ii, Ii1, Ii2, Ii3, Freedom, British Cabinet, Regency, U. S. Congress, U. S. Constitution, U. S. Elections, U. S. Foreign Affairs, U. S. Government & Politics, U. S. National Debt, U. S. Pensions, U. S. President, U. S. Territories, Virginia (Charter), Virginia (Council), Virginia (Governor), Virginia (Legislature), Virginia (Secretary of), England (Government & Politics), England (Ambassador), England (Board of Trade), England (Chief Justice), England (Monarch), England (Parliament), England (Ports), England (Privy Council), England (Secretary of State), England (Solicitor General), England (Privy Seal), Administrative Expenses, Legislative Expenses, Royalty, Statesmen;
see also Elections; International Relations

Subjects—cont.

yellow

Graphic Arts *see also* TYPE DOCUMENT, Pictorial MaterialsGrievances *see* LawHanoverians *see* International Relations

Harbors—Lighthouses

Hardware *see* Metals & MetalwaresHealth *see* Medicine

Heraldry—Cyphers, Emblems

History—U, Ua, Ue, Ue1, Uy

Holidays

Honors—Monuments, Citations (Gifts, etc.)

Hospitals *see* MedicineHotels *see* Inns &Household Furnishings *see* Furniture & FurnishingsHouses *see* ArchitectureIa *see* PhilosophyIb *see* ScienceIc *see* MetaphysicsId *see* PhrenologyIe3 *see* occult PhilosophyIg, Ig1 *see* EthicsIh *see* EducationIi, Ii1, Ii2, Ii3 *see* Government & PoliticsIk *see* PhysicsIl *see* Natural History; I14 *see* Mineralogy; I15 *see* Botany; I16 *see* Zoology; I17 *see* BiologyIm *see* AgricultureIn, In1, In2, In4, In5, In7, In8 *see* MedicineIo *see* MathematicsIr *see* OpticsIs2, Is4 *see* ArtIt, It1 *see* ArchitectureIu, Iu10, Iu11 *see* Arts & TradesIw, Iw1 *see* Military Forces & ActivitiesIy *see* Scientific Societies

Income—Salaries

Indian Uprisings *see* Rebellions &Indians *see* Ethnic Groups; *see also* Rebellions & (for Massacres, Uprisings, etc.)

Influence

Inns & Hotels—Ordinaries

Instruments & Apparatus *see* Mechanics

Insurance

Subjects—cont.

yellow

- International Relations—Diplomatic Missions, Alliance, American Affairs, European Affairs, Hanoverians, Irish Proposition, British Empire (Dismemberment of)
- Interpreters *see* Language
- Irish Proposition *see* International Relations
- Iron *see* Metals & Metalwares
- Jewelry *see* Costume
- Jews *see* Ethnic Groups
- Justice *see* Courts; Law
- Land
- Language—Oa, Ob, Interpreters
- Law—Petitions, Grievances (Personal), Acts and Legislation, Law Enforcement, Ea, Ea1, Eb, Ec, Ee, Eh, Ei
- Legal *see* Courts
- Legislative Expenses *see* Government & Politics
- Libraries *see* Books
- Lighthouses *see* Harbors
- Liquor *see* Commodities
- Literature—Od, Of, Of1, Oh, Oi, Om, On, Literary Quotations, Shakespeare
- Literary Quotations *see* Literature
- Loans *see* Money
- Manufactures—Manufacturing; *see also* TYPE DOCUMENT, Artifacts
- Maps & Charts; *see also* TYPE DOCUMENT, Maps & Charts
- Marriage *see* Social Customs
- Massacres *see* Rebellions &
- Mathematics—Io, Io1, Io2
- Matrimony *see* Social Customs
- Mechanics—Instruments & Apparatus, Mill, Clocks; *see also* TYPE DOCUMENT, Artifacts, etc.
- Medical Profession *see* Medicine
- Medicine—In, In1, In2, In4, In5, In7, In8, Medical Profession, Hospitals, Supplies (Medical), Gout, Health, Disease, Yellow Fever, Dentistry
- Merchants *see* Trade
- Metals & Metalwares—Silver, Hardware, Iron; *see also* TYPE DOCUMENT, Artifacts; Mineralogy
- Metaphysics—Ic
- Migration—Emigration, Colonization, Naturalization
- Military Forces & Activities—Iw, Iw1, Supplies (Military), Salaries (Military)
- Mill *see* Mechanics
- Mineralogy—Minerals, Potash, I14

Subjects—cont.

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Taxes & Duties *see* Taxation

Tea

Textiles—Wool, Silk, Sewing; *see also* TYPE DOCUMENT, Artifacts, etc.

Theatre & Drama—Oe

Tobacco

Trade—Merchants

Trades *see* Arts & Trades

Transportation—Railroads

Travels—Ud3, Ud, Travel & Tours, Travel Expenses

Treasury Notes *see* Money

Trials *see* Courts; *see also* Law

U *see* History

Ua *see* History

Ud *see* Travels

Ue, Ue1 *see* History

Uf *see* Archaeology

Uy *see* Ethnic Groups; *see also* History

Uz, Uz1, Uz4 *see* Biography

U. S. (etc.) *see* Government & Politics; *see also* NAME FILE under U. S.

U. S. Government Stocks & Certificates *see* Money

Virginia (etc.) *see* Government & Politics

Wars—American Revolution, Battles, French and Indian Wars, War Crises

Weapons—Firearms; *see also* TYPE DOCUMENT, Artifacts, etc.

Wool *see* Textiles

Ya *see* Bibliography

Yd *see* Bibliography

Yg *see* Printing & the Press

Yellow Fever *see* Medicine

Zoology—II6, Animals

APPENDIX IV

PARTICIPANTS AT THE INITIAL CONFERENCE

WINTERTHUR MUSEUM

Edgar P. Richardson, Director

Frank H. Sommer, III
Head of Libraries

Mrs. Elizabeth A. Ingerman
Librarian, Joseph Downs
Manuscript Collection

DREXEL INSTITUTE OF
TECHNOLOGY

John F. Harvey, Dean
Graduate School of Library Science

James H. Robins, Director of Research

Mrs. Beatrice F. Davis
Director of Students
Graduate School of Library Science

* * *

Mrs. Richard Butterfield
Curator of Prints
Lewis-Walpole Library

Erwin O. Christensen
Director of Publications
American Association of Museums
Documentation Center

Leon deValinger, Jr., State Archivist
Delaware Public Archives Commission

Dale Fields, Director
Historical Society of Delaware

Richard W. Hale, Archivist
Commonwealth of Massachusetts

James J. Heslin, Director
The New-York Historical Society

Bart E. Holm
Engineering Service Division
E. I. du Pont de Nemours & Company

Oliver W. Holmes, Executive Director
National Historical Publications
Commission

James Humphry, III, Librarian
The Metropolitan Museum of Art

R. Bruce Inverarity, Director
The Adirondack Museum

Robert W. Lovett, Curator
Manuscripts and Archives
Baker Library, Harvard University

Garnett McCoy, Archivist
Archives of American Art

Daniel J. Reed
Assistant Chief, Manuscript Division
Library of Congress

Melville J. Ruggles, Vice President
Council on Library Resources, Inc.

Clifford K. Shipton, Director
American Antiquarian Society

Gerald J. Sophar
Jonker Business Machines, Inc.

Paul Vanderbilt, Curator
Iconographic Collections
State Historical Society of Wisconsin

C. Malcolm Watkins, Curator
Division of Cultural History
Smithsonian Institution

Richmond D. Williams, Director
Eleutherian Mills Historical Library

Edwin Wolf, 2nd, Librarian
Library Company of Philadelphia

Helen M. Woodruff
Index of Christian Art, Princeton

Sub. Reading

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