

Project Surveyors



**CELIA CAUST-ELLENBOGEN
AND
FAITH CHARLTON**

Phase II Update



OCTOBER 2012-OCTOBER 2014
**GOAL: 120 REPOSITORIES IN BUCKS,
CHESTER, DELAWARE**
17 REPOSITORIES SURVEYED

Some Repositories Surveyed So Far



Clockwise from top left:

Historic Langhorne
Association

Morris Arboretum of the
University of Pennsylvania



Newtown Historic
Association

Lansdale Historical
Society



Other Situations Encountered



What to Expect from Surveying



**PROJECT COORDINATOR:
ANDRÉE MEY MILLER**

Materials that we're surveying



Included in survey

- **Original manuscripts**
 - Letters, diaries, scrapbooks, financial records, minute books
- **Subject/vertical files**
- **Your institution's archived records**
- **Newspaper clippings**

Not included in survey

- **Published materials**
 - Books, rare books, magazines
- **Objects**
 - Clothing, artifacts, artwork
- **Your institution's active records**
- **Whole newspapers**



Newspaper resource

Criteria for inclusion:

- Originals held at your repository
- Locally published
- At least 5 continuous years

Information:

- Title(s)
- Dates
- Coverage area
- County
- Notes (microfilm, digital, etc.)



Preparing for Surveyors

- ✓ Identify the person in your staff/volunteer corps who knows the most about your archival holdings
- ✓ Locate all of your archival holdings and try to make sure that they are accessible to project staff
- ✓ Gather together all existing guides to your collections (incl. computer)

Your holdings do NOT need to be organized or cataloged in advance

Surveyors will NOT rearrange or move anything around



Survey Day Schedule



- Brief tour of premises, particularly archival storage locations, with Project Director Jack McCarthy, Surveyors, and your archivist/archives volunteer(s) -- 1/2 hour
- Meeting with Jack and repository representatives (president, volunteers, etc.) -- 1 hour
- Surveyors get to work

- Survey usually concludes in one day (10am – 4 pm)

Concept of a “Collection”



Amorphous “Holdings” vs. Discrete “Collections”

Lansdale Historical Society



13 collections:

- "The Reporter" photograph negatives
- Ken Zepp slides
- Willard Kriebel photograph negatives
- Jacob S. Geller business and estate records
- Lansdale Cemetery Association records
- Knights of the Golden Eagle, Castle No. 244 (Lansdale, Pa.) minute books
- Mary Lincoln Council No. 168, Daughters of America minutes and officers' roll books
- First National Bank of Lansdale ledger and discount books
- Lansdale (Pa.) tax assessments
- Lansdale Historical Society obituary collection
- Lansdale Historical Society photograph collection
- Lansdale Historical Society local history subject files
- Lansdale Historical Society small collections and scrapbooks

Types of Collections



Creator-based

- *Jacob S. Geller business and estate records*
- “Provenance” = creator
- Archivists’ ideal

Assembled

- *Lansdale Historical Society local history subject files*
- “Artificial” = assembled
- Practical alternative

Website with Collections Descriptions



[HTTP://DLA.LIBRARY.UPENN.EDU/DLA/PACSCl/ANCILLARY.HTML?ID=COLLECTIONS/PACSCl/REPOSITORIES2](http://DLA.LIBRARY.UPENN.EDU/DLA/PACSCl/ANCILLARY.HTML?ID=COLLECTIONS/PACSCl/REPOSITORIES2)



PACSCL Finding Aids

Search Finding Aids go

▼ Navigating the Finding Aids

- Finding Aids Home
- New: Finding aids recently added
- Search Strategies

• Finding Aids by Repository

▼ More Information

- About this Site
- Participating Repositories
- PACSCL
- CLIR Hidden Collections Grant Information
- Hidden Collections Initiative for Pennsylvania Small Archival Repositories

Hidden Collections Initiative for Pennsylvania Small Archival Repositories

The Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR) is a project of the Historical Society of Pennsylvania, funded by grants from the Andrew W. Mellon Foundation. The goal of the project is to make better known and more accessible the largely hidden archival collections of the many small, primarily volunteer-run historical organizations in the five-county Philadelphia area, such as local historical societies, historic sites, and small museums. During the initial fourteen-month pilot phase of the project, which ran from July 2011 to September 2012, project staff surveyed 541 archival collections in 47 small repositories in Philadelphia and Montgomery counties. Summary finding aids to these collections are now publicly available on this website. The second phase of the project, which will run from October 2012 to October 2014, focuses on small repositories in Bucks, Chester, and Delaware counties.

Summary finding aids to the archival collections in these additional repositories will be added to this website on an ongoing basis over the course of the project.

Jump to: Montgomery County Repositories

Conshohocken Historical Society • Goschenhoppen Historians, Inc. • Highlands Historical Society • Historical Society of Fort Washington • Historical Society of Montgomery County • The Historical Society of Trappe, Collegeville, Perkiomen Valley • Historical Society of Whitpain • Horsham Preservation and Historical Association • John James Audubon Center at Mill Grove • Limerick Township Historical Society • Lower Merion Historical Society • Lower Pottsgrove Historical Society • Millbrook Society • Old York Road Historical Society • Pennypacker Mills • Pottsgrove Manor • Pottstown Historical Society • Springfield Township Historical Society • St. James Community History Center • Sunrise Mill • Union Library of Hatboro • Upper Moreland Historical Association • Welsh Valley Preservation Society • Wissahickon Valley Historical Society • Worcester Historical Society •

Jump to: Philadelphia County Repositories

1st Regiment Infantry Museum • American Swedish Historical Museum • Awbury Arboretum • Bridesburg Historical Society • Byberry Library • Chestnut Hill Historical Society • East Falls Historical Society • Eastern State Penitentiary • Fireman's Hall Museum • Germantown Historical Society • Glen Foerd on the Delaware • Grand Army of the Republic Civil War Museum and Library • Historical Society of Tacony • John Bowman Bartram Special Collections Library • John J. Wilcox Jr. GLBT Archives of Philadelphia • Mummery Museum • Philadelphia Sketch Club • Ryerss Museum and Library • Strawberry Mansion • Woodford Mansion • The Woodlands Mansion and Cemetery •

About the Repositories



1st Regiment Infantry Museum

The 1st Regiment Infantry, Pennsylvania, or "The Dandy First," is recognized by the United States Army as the oldest continuously existing command in the Pennsylvania National Guard, and the only existing Pennsylvania unit with service in the Continental Army, representing Pennsylvania. Now designated the 103rd Engineer Battalion Pennsylvania Army National Guard, the unit has fought in nearly every major American war, initially being involved in the French and Indian War and then the Revolutionary War. The 103rd Engineer Battalion Armory today houses the 1st Regiment Infantry Museum dedicated to the history of this storied command. Its archival collections are comprised of over 100 linear feet of materials dating from 1812, including regiment minute books, roll books, officers' letter books, account books, and photograph albums.

[See all finding aids for 1st Regiment Infantry Museum on this site](#)



American Swedish Historical Museum

The American Swedish Historical Museum in Philadelphia is the oldest Swedish Museum in the United States. Founded in 1926, the Museum has been dedicated to preserving and promoting Swedish and Swedish-American cultural heritage and traditions for more than 80 years.

The archival collections of the American Swedish Historical Museum are comprised of materials relating to Swedish and Swedish-American culture and history. These materials include papers of prominent individuals, such as Jenny Lind and John Ericsson, as well as of community organizations. The archival collections comprise 79 linear feet of materials and span from 1702 to 1994.

[See all finding aids for American Swedish Historical Museum on this site](#)

- [Finding Aids Home](#)

- ▼ [Information and Contacts for this Finding Aid](#)

- [Contact Us](#)
- [Access & Use Restrictions](#)

- ▼ [Contents for this Finding Aid](#)

- [Summary Information](#)
- [Biography/History](#)
- [Scope and Contents](#)
- [Administrative Information](#)

[Expand all \(▼\)](#)

[Collapse all \(▶\)](#)

- ▼ [More Information](#)

- [About this Site](#)
- [Participating Repositories](#)
- [PACSCCL](#)
- [CLIR Hidden Collections Grant Information](#)
- [Hidden Collections Initiative for Pennsylvania Small Archival Repositories](#)

Bodenstein family scrapbooks

CIRCA 1906-1924, 0.3 LINEAR FEET

05

This is a finding aid. It is a description of archival material held at the Historical Society of Fort Washington. Unless otherwise noted, the materials described below are physically available in our reading room, and not digitally available through the web.

▼ SUMMARY INFORMATION

Repository: Historical Society of Fort Washington

Creator: Bodenstein family

Title: Bodenstein family scrapbooks

Date: circa 1906-1924

Call Number: 05

Extent: 0.3 Linear feet

General Physical Description note: 2 volumes

Language: English

Abstract: The Bodenstein family were residents of the Fort Washington, Pennsylvania area. The Bodenstein family scrapbooks, circa 1906-1924, are comprised of two family photograph scrapbooks.

Finding Aid's Permanent URL: http://hdl.library.upenn.edu/1017/d/pacsccl/HSP_HSF05

PDF Version: 

[Return to Top »](#)

▼ BIOGRAPHY/HISTORY

The Bodenstein family were prominent land and business owners of the Philadelphia and Fort Washington areas. George Bodenstein (1859-1923), the patriarch of the family, built a furniture manufacturing company that became highly successful and allowed the family to purchase a large amount of land in Fort Washington, Pennsylvania. The family remained in the area through several generations.

Bibliography:

Keen, Lewis and Trudy. *A Brief History of Fort Washington, Pennsylvania: From Farmland to Suburb*. Charleston, SC: History Press, 2006.

[Return to Top »](#)

▼ SCOPE AND CONTENTS

This collection is comprised of two family scrapbooks. They contain mostly copies of photographs as well as some originals; nearly all are captioned and identified. In addition, there are several typed family histories and one obituary in this collection.

[Return to Top »](#)

▼ ADMINISTRATIVE INFORMATION

Publication Information

Historical Society of Fort Washington

Finding Aid Author

Finding aid prepared by Celia Caust-Ellenbogen and Michael Gubicza through the Historical Society of Pennsylvania's Hidden Collections Initiative for Pennsylvania Small Archival Repositories

Sponsor

This preliminary finding aid was created as part of the Historical Society of Pennsylvania's Hidden Collections Initiative for Pennsylvania Small Archival Repositories.

Browsing and search capabilities

Repository

Subject

Location

Name(s)

Date

And more...

Repositories • PACSCL • Delivered by the Penn Libraries
Printer-Friendly Page

PACSCL Finding Aids

Search Finding Aids go

Results: « First • Previous • Next • Last »
Showing hits **1 - 25** out of **134** Show 25 ▾

WISSAHICKON VALLEY HISTORICAL SOCIETY [Contact Us]
Amchem Products, Inc. records 1925-1986
Creator: Amchem Products, Inc.
Extent: 7.5 linear feet
James Harvey Gravell started the American Chemical Paint Company in 1914 and moved the factory to Ambler, Pennsylvania soon after. He was an engineer, innovator, and philanthropist who made national headlines for paying off all his employees' debts and mortgages for Christmas in 1936. After Gravell's death, his company was renamed Amchem Products, Inc., and was acquired by Henkel in 1980. Amchem Products, Inc. records, 1925-1986, consist of administrative records, photographs, and company publications.

SPRINGFIELD TOWNSHIP HISTORICAL SOCIETY [Contact Us]
Black Horse Inn Advisory Committee records 1988-2012
Creator: Springfield (Montgomery County, Pa. : Township). Black Horse Inn Advisory Committee.
Extent: 2 linear feet
The Black Horse Inn was an early rural inn located in Springfield Township, Montgomery County, Pennsylvania. The inn is believed to have been built in the 18th century. The Black Horse Inn Advisory Committee was established to save and restore the building. The Black Horse Inn Advisory Committee records, 1988-2012, are comprised of reports, correspondence, and other documents relating to the history and restoration of the inn.

HISTORICAL SOCIETY OF FORT WASHINGTON [Contact Us]
Bodenstein family scrapbooks circa 1906-1924
Creator: Bodenstein family
Extent: 0.3 linear feet
The Bodenstein family were residents of the Fort Washington, Pennsylvania area. The Bodenstein family scrapbooks, circa 1906-1924, are comprised of two family photograph scrapbooks.

Currently Used Filters
✓ Subject: Place: Montgomery County (Pa.)

Sort Results By:

Possible Sorts:

- Title [a-z][z-a]
- Date added [a-z][z-a]

Narrow Results By:

Repository browse

- Lower Merion Historical Society 25
- Goschenhoppen Historians, Inc. 14
- Historical Society of Fort Washington 11

[view more...](#)

Subject: Topic browse

- Local history 40
- Schools 19
- Genealogy 13

[view more...](#)

Names browse

- Lower Merion Historical Society. 10
- Goschenhoppen Historians, Inc.. 6
- Historical Society of Fort Washington (Fort Washington, Pa.). 5

[view more...](#)

Date browse

- 1950-2000 76
- 1900-1950 60
- 1850-1900 38

[view more...](#)

Powered by the DLA

- ▼ Navigating the Finding Aids
 - Finding Aids Home
 - New: Finding aids recently added
 - Search Strategies
- Finding Aids by Repository
- ▼ More Information
 - About this Site
 - Participating Repositories
 - PACSCL
 - CLIR Hidden Collections Grant Information
 - Hidden Collections Initiative for Pennsylvania Small Archival Repositories

Collections Assessments



Assessment Areas

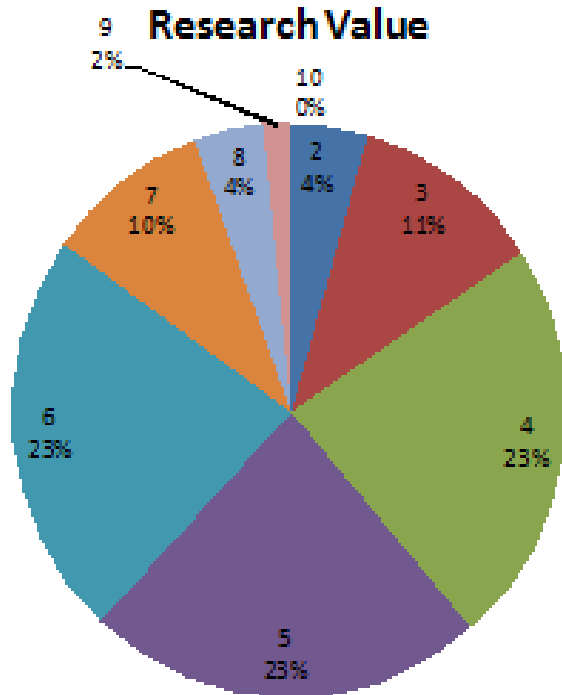


According to established methodology and formalized criteria, each collection is rated in the following areas on a scale of 1 to 5

- condition of the materials
- quality of their housing
- degree of physical access/organization
- degree of intellectual access (before and after survey)
- potential research value (*scale of 2 to 10*)
 - interest
 - documentation quality

Average Ratings from Phase I

47 repositories, 541 collections



- Condition of Material: 3.6 / 5
- Quality of Housing: 3.4 / 5
- Physical Access: 3.0 / 5
- Intellectual Access before: 1.6 / 5
- Intellectual Access after: 3.1 / 5
- Research Value: 5.0 / 10

Processing Plan

Road map for re-housing, arranging, and describing your highest research value collection

Processing Plan			
Collection: Headley family papers, circa 1788-1981, 3.5 linear feet			
Repository: Historic Fallsington, Inc.			
Collection No.:	HF.01		
Creator:	Headley family		
Dates:	circa 1788-1981		
Extent:	3.5	Linear feet	<i>or</i>
			Cubic feet
	Note: 6 document boxes and 3 oversize flat boxes		
Locations:	Shelf unit 1		
Provenance:	Gift of Alice Headley Woodruff.		
Restrictions:	None		
Preservation Concerns:	None		
Desired Level of Processing:	Folder level		
Estimated Time:	8	Hours per linear foot	28
Supplies:		Legal document boxes	Letter document boxes
		Legal folders	Letter folders
		Paige boxes	Other supplies
	Notes:		
Existing Order:	The collection is organized into series by document type (volume, photograph, etc.) and then is in folder order by date.		
Potential Series:	The existing series order can be maintained. It may be desirable to separate out Historic Fallsington records that are with Alice Headley's papers.		
Notes to Processors:	<p>The collection is already physically processed, but a better finding aid is required. More descriptive folder titles are warranted in a container listing in the finding aid. Many materials--especially the volumes--are currently wrapped in acid-free tissue. The tissue is not doing any harm to the materials; however, it somewhat impedes access because items have to be unwrapped and rewrapped during use. Surveyors recommend removing this tissue in the course of processing.</p> <p>Additional materials donated by the Alice Headley estate were on the premises but not accessioned at the time of surveying. Before this collection can be processed, these materials must be appraised. Any materials that are to be kept should be accessioned and integrated into the collection.</p>		

Project Outcomes



- Final report, including collections descriptions, assessments, resources for more information, will be delivered to you several months after surveying
- Collections descriptions will be posted online
- You will be included in a directory of small history and heritage organizations on Historical Society of Pennsylvania's [website](#)
- You will be invited to a symposium of Chester County participants in HCI-PSAR in Fall 2014

Project Surveyors



**CELIA CAUST-ELLENBOGEN
AND
FAITH CHARLTON**



History Affiliates
of Southeastern PA

History Affiliates

Supporting History and
Heritage Organizations



PRUDENCE HAINES

PHAINES@HSP.ORG

[HTTP://HSP.ORG/HISTORY-AFFILIATES](http://HSP.ORG/HISTORY-AFFILIATES)