

Arrangement, Description, and Preservation Recommendations for Cunningham Children's Home Media Archive

prepared by

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for

Cunningham Children's Home
Urbana, Illinois

About Cunningham Children's Home:

Cunningham Children's Home was founded Thanksgiving Day of 1894 by Judge Joseph Oscar Cunningham and his wife Mary McConoughey Cunningham. The couple originally donated their rural Urbana home and 15 acres of surrounding land to the Women's Home Missionary Society of the Illinois Conference Methodist Episcopal Church for the purpose of helping needy children. At this time Cunningham Children's Home served as an orphanage and deaconess home.

Today, the residents at Cunningham Children's Home have a number of psychological, social, legal, and educational issues, including increased severity of behavior disorders and learning disabilities. Cunningham has partnered with the state of Illinois to fund a group of specially trained foster parents ready to deal with behavioral disorders, for the purposes of transitioning residents back into the community. The campus now consists of Gerber Residential School, where residents receive their education; the Cottages, the resident's living quarters; and CIRCLE Academy Day Treatment School, a special education institute treating and educating non-residential children ages 6-19 with emotional and behavioral disorders. The campus has also grown to include a chapel. In response to a need for increased capacity and specialized facilities, Cunningham Children's Home has recently completed the construction of a residential treatment facility that has replaced the cottages as the primary residency for children. (For more about the history of Cunningham, see Appendix I.)

About the Project:

In the summer of 2008 Rosalie C.F. Rippey, Director of Communications and Marketing, and Stephanie Brunner Lyng, Associate Director of Church and Community Relations, contacted members of the UIUC Graduate School of Library and Information Science about aiding in the process of arranging and storing the extensive Cunningham Children's Home archives. The collection, described in further detail below, consisted of photographs, business papers, audio material, video material, and other media dating as far back as the inception of CCH more than 100 years ago. The collections of photographs, mainly of past residents and staff at CCH, hold particular importance both for promotional considerations and for the memories and emotional legacies of former alumni and their families. For returning alumni and family members, these photographs often constitute the sole or primary window into the childhoods of CCH residents. The entirety of the collection is spread over three locations, the core collection being located on the CCH campus. The photography collection had been only loosely organized by the identity of the cottage, the event, chronology, or some combination thereof. In addition, photographs were stored in simple plastic binders, not suitable for preservation. Directors Rippey and Lyng inquired as to whether or not the archival program or the community informatics program might be able to aid in the creation of a system for more consistent arrangement and access of materials, recommendations for storage, and a procedure for the intake and outtake of materials within the collection.

The project of organizing and developing recommendations for maintenance was offered as one of several projects available to students in the LIS 490 Community

Engagement class. Paolo P. Gujilde, a graduate student within the LIS program specializing in community archives, had already served as a contact with CCH. Graduate students Rebecca Crist and Logan Moore additionally chose to partner with CCH for their semester project in the class. (For more background information, see Appendix II.)

About the Collection:

At the time of assessment, CCH's on-site photographic archive is housed in a limited-access storage area in the interior of the Spiritual Life Center. The collection includes 168 binders, scrapbooks, and photo albums; two large boxes of duplicate photographs; and a small collection of loose, unsorted photographs, as well as slides, negatives, and non-photographic matter. The majority of the photographs are stored in polyvinyl three-ring binders with plastic photo-pocket page inserts. Binders and albums vary in number of total pages, number of unused pages, and number of photographs contained; by conservative estimate, the collection includes more than 3, 000 photographs.

Most of the pictures are candid snapshots of residents, though some more formal portraits are included as well. Photos are typically grouped by event, communal living space, or general timeframe. Common subjects include holidays, Kendall Gill golf outings, groundbreaking and construction work, field trips, and cottage life. The bulk of the collection covers the years between 1980 and 2005, with photos from 1896 to 1980 comprising the remainder. Since 2005 CCH staff have turned primarily to digital photography, and relatively few prints from this period are included in the collection.

The CCH archives cover a century of images and, consequently, encompass a broad range of photographic materials and processing methods. The earliest photographs portray Judge and Mrs. Cunningham and the grounds and buildings that became the Children's Home. In the collection housed at the CCH, most of these images are reproductions of original tintypes printed onto photographic paper (though this collection does include a few antique photographs as well). Materials progress through the sturdy black-and-white photographs of the mid-twentieth century to recent color 35mm prints, and may contain esoteric photographic materials such as Polaroid photographs. The range of papers and techniques included here may require special consideration in preservation. In addition, photographs were stored in non-archival photo sleeves and simple plastic binders, both unsuitable for preservation.

We began our assessment by organizing the materials by source type, pulling all the photographs into one space. We then surveyed the photographic materials, noting wherever possible the timeframe, contents, or other notable aspects of each album. With the contents thus roughly defined, we ordered the binders chronologically and renumbered each with a unique resource number. These numbers, correlated to older binder numbers (assigned non-sequentially by CCH staff) and any provided binder titles, were recorded in an Excel spreadsheet catalog (see Appendix III.) We then assigned resource numbers to the remaining materials; however, because the contents of these albums were less clearly defined, these resource numbers do not follow the chronological order used for the binders. We instead included extra notes in the spreadsheet log to indicate the range of subject content. Resources in the spreadsheet are currently cataloged by module (binder or album), rather than by individual item (photograph).

A few albums reveal previous attempts to catalog and organize the photographic materials, though there are no archival records or recorded metadata to indicate who attempted this organization, when the task was performed, or what procedures were used. Some items were clearly tied to a previous inventory, but any concordant list has been lost. Any new system implemented will need clear, efficient, and convenient methods for recording data. Written procedures should be outlined, and this documentation must be planned to survive software changes, transfer of materials from the binders, and typical entropy.

Recommendations:

These recommendations are established to aid the long-term preservation and access of CCH's valuable collection of photographs. There are three main sections in this recommendation: 1. *Arrangement*, which refers to the organization of materials to preserve integrity;¹ 2. *Description*, which refers to the formal recording of materials in detail such as creator/owner, title, dates, etc.;² and 3. *Preservation*, which refers to the care of materials for long-term use.³ These recommendations are intended as a guide for the current photograph collection and can be modified in case by case basis. Additional recommendations will be added for future collections as well.

Arrangement:

In archives, arrangement normally follows five levels: 1. *Repository*, which refers the archives itself; 2. *Collection*, which refers to the name of the collection, possibly the owner of an album(s); 3. *Series*, which refers to subjects of the collection, formats of the collections, etc.; 4. *Folder*, which normally refers to the box, binder, or album; and 5. *Item*, which is the individual item or photograph. For the most part, archives are only arranged up to the folder level because itemized arrangement is time consuming.

In the CCH collection, the levels of arrangement will look a little different. Using the five levels is ideal but, knowing the current collection, it will most likely focus on series, folder, and item. For instance, most binders have no identifiable or documented owners; thus the arrangement will mainly focus from the series. Here is an example of arrangement using binder no. 060⁴:

Series – Photographs
Folder – 60

¹ Arrangement - The process of organizing materials with respect to their provenance ("owner of materials at any given time") and original order (the order of the materials as intended by the owner). Retrieved from http://www.archivists.org/glossary/term_details.asp?DefinitionKey=294

² Description - The process of analyzing, organizing, and recording details of a material/document such as such as creator, title, dates, extent, and contents, to facilitate the work's identification, management, and understanding. Retrieved from http://www.archivists.org/glossary/term_details.asp?DefinitionKey=2765

³ Preservation - The act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment. Retrieved from http://www.archivists.org/glossary/term_details.asp?DefinitionKey=78

⁴ Binder no. 60 has no identifiable owner.

Item – 001-up (individual item)

If you have information of the owner or donor, the arrangement can be done in five levels. Here’s an example using binder no. 105 (Mabel Bateman⁵ Album):

Repository – CCH
Collection – Mabel Bateman
Series – Photographs
Folder – 105
Item – 001-up (individual item)

Additionally, any databases created for this collection should have the same headings as you have arranged it. For example, binder no. 105 should have the same information physically (in the storage room) and intellectually in the database. We also recommend adding an extra column for description (more about description in the next section) and comment columns of the photograph. Here’s an example using binder 105 (note: this just an example, it does not reflect the actuality of binder 105):

Repository	Collection	Description	Series	Folder/Binder	Item	Comments
CCH	Mabel Bateman	Album created by Mabel Bateman	Photographs	105	001	Photo of Mabel Bateman

This example can be modified as you see fit with your organization. In storing this information digitally, we recommend using database software such as Filemaker Pro (<http://en.wikipedia.org/wiki/FileMaker>) and Microsoft Office Access (http://en.wikipedia.org/wiki/Microsoft_access). All associated information about binders and photographs can be stored within this software and the photographs can be attached to the particular item being described.

We can safely say that majority of the photographs are owned by CCH; thus starting from the series level is sufficient. But for future collections, we highly recommend keeping proper documentation using a simple form such as a Deed of Gift (see Appendix IV). In doing this, you are creating a record of your collection, you can keep track of donations, and you can easily manage the collection.

We recommend numbering your binders and photographs consistently. In the spreadsheet we included here (see Appendix III) you will notice that we numbered each binder from 001 to 168. These are the new numbers we assigned to the photo binders. The *item* information above is a three digit number as well, and this refers to the individual item within a binder. For example, for an item identified as 045-068, the first set of numbers indicates the binder and second set indicates the photograph itself. This will be beneficial

⁵ Mabel Bateman has more than one album which makes for a good example as a collection. Though, if an owner only has one album, that is still considered a collection. In addition, a collection can comprise multiple formats (images, tapes, etc.) as long as it came from the same donor, cottage, etc.

when you have to take photographs out of the binder or to help alumni request a copy of a specific photograph.

The numbers should also correspond to any digital image (scanned) of the photographs. The numbers can be part of a filename as an identifier. For example, if photo 045-068 is scanned, the image can be digitally saved as “image-045-068.” Arranging your photographs using two sets of three digit numbers will aid in tracking the collection. For future collections as well as integrating loose photographs, continue the numbering system recommended for the project.

In addition, we recommend slipping a piece of paper into the photo sleeve in the place of any photograph removed from the binder. Note the image number and possibly the purpose for which it is being accessed. (Do not use a Post-it, however, because the adhesive is not suitable for photographs.)

Description:

Description practically goes hand-in-hand with arrangement. The arrangement levels can be used in describing your collection. But that is not enough; additional information is needed to aid your patrons and your institution in accessing your collection easily.

CCH’s binders are organized/labeled using dates and mainly by decades. This is a good start of describing your collection. Other information that can be added to have a better sense of the collections are:

- Subject/Content – cottages name, events, profile photos, etc.
- Dates – the extent of the time period of the photographs
- Creator – owner of the photographs

Current binders will greatly benefit from this additional information. We recommend identifying major themes/subjects/content in the binders. It may seem that these photographs have no commonality but for the most part, there is one, it is just not obvious. It is common to have multiple themes/subjects/contents in the collections.

Photographs that are not currently in binders (loose photographs) will take more time to identify which photographs belong to a set or a collection. We recommend placing them in a binder (archival binders and sleeves) as you have with the other photographs. Then identify the dates (the extent of the time period), subjects, and any other information that you think is valuable.

Preservation:

The current binder system is a familiar and workable organizational model, and we recommend that CCH staff continue using the binder format; however, the current binders are not ideal for long-term photo preservation. The binders and pages are not marked with a brand name or composite materials, but CCH staff believes they were purchased from low-cost office supply sources and are not likely to be PVC-free or archival quality. To ensure longevity of the materials, it will be necessary in the future to transfer the photographs to

archival-quality photographic storage pages and binders. Photos not currently placed in binders or other covers should also be transferred to protective albums. There are numerous websites dedicated to archival materials such as ArchivalUSA, Archival Methods, and Hollinger. These three suppliers have multiple products that can accommodate the needs of CCH archives.

First, these photographs should be in acid-free photo sleeves. These are available in varying sizes in which two photographs will fit in every sleeve. The photo sleeves are the most important preservation product that archive should invest in because they directly hold the photographs. Generally, photo sleeves cost \$25 to \$30 dollars for 100 sleeves at ArchivalUSA (<http://www.archivalusa.com/>) (see Appendix V). Other sites are more expensive but the one thing that should be considered when buying supplies is that they meet standards of archival quality. Second, after multiple conversations with CCH staff, we find that using binders is the best and most sensible approach. These photographs are constantly accessed by staff and alumni, thus binders are the easiest and patron-friendly storage. Binders (2 to 2 1/2-inch Collector Grade Binder) (see Appendix VI) at the Archival Methods website (<http://www.archivalmethods.com/>) cost about \$18.15 each if you buy 50 binders or more. These binders are archival quality that can replace the current binders in the collection.

Ideally, these materials should be purchased to preserve the collection. But, if funding is not available or minimal, we recommend to triage materials according to their needs to preserve the collection. The following are our recommended triage based on our assessment:

1. Loose Photographs – These are the photographs that are in different locations and containers within the storage room. These photographs have the potential to be misplaced because they are not contained in one area.
2. Photo Albums – These materials are in photo albums. Most of these photo albums have adhesive that are not archival in nature.
3. Photographs in Binders – These materials are in conditions that are not necessarily the best but are contained.

In addition, there are materials in the archives that are not purely print images. These are scrapbooks, film negatives, and slides. These materials can be stored in archival quality products as well. Archival sleeves are available for film negatives and slides. Then these materials can be archived in binders as well. Scrapbooks are best stored in Hollinger (<http://www.genealogicalstorageproducts.com/index.html>) flat boxes (see Appendix VII) which cost about \$9.00 each.

Resources:

This section includes some valuable resources for starting and managing a small archive. It is intended as a guide to proper procedures in the archives, such as accepting non-monetary gifts (photographs, scrapbooks, etc.), organizing the materials, and other related archival issues. The resources listed are websites for easy access by all CCH staff involved in preserving the history of the institution.

Archival Stores Online

Archival Methods – <http://www.archivalmethods.com/>

ArchivalUSA – <http://www.archivalusa.com/>

Hollinger – <http://www.genealogicalstorageproducts.com/index.html>

The Basics of Archive

An archivists toolkit! A great resource on archiving with easy to follow navigation and great examples.

Link: <http://www.cslib.org/archivesbasics/>

Deed of Gift

An explanation of Deed of Gifts including elements that should be present in the form.

Link: http://www.archivists.org/publications/deed_of_gift.asp

General Commission on Archives and History

This website, created and managed by the United Methodist Church, focuses on the care and preservation of documents and materials in the archives. The link is an article about the preservation of photographic materials.

Link: <http://www.gcah.org/site/pp.aspx?c=ghKJI0PHIoE&b=3611989>

Glossary of Archival and Records Terminology

A great resource for terminologies commonly used in archival and records management.

Link: <http://www.archivists.org/glossary/>

Local History and Small Archives

A guide to establishing a small archive. This is a good resource for projects such as the CCH archives. Some topics covered are accessioning, deed of gifts, and organization of materials.

Link: <http://fhr.slq.qld.gov.au/lhsa/tutorial.htm>

Northeast Document Conservation Center

Resource for preservation tips such as type of archival materials available, links to archival materials catalogs, storage space, and other valuable solutions for archives and records.

Link: <http://www.nedcc.org/resources/introduction.php>

Contacts:

If you have any questions about the project and the community engagement course, please do not hesitate to contact any one of us. Thank you!

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Appendix I: A History of Cunningham Children's Home

Cunningham Children's Home was founded Thanksgiving Day of 1894 by Judge Joseph Oscar Cunningham and his wife Mary McConoughey Cunningham. The couple originally donated their rural Urbana home and 15 acres of surrounding land to the Women's Home Missionary Society of the Illinois Conference Methodist Episcopal Church for the purpose of helping needy children. At this time Cunningham Children's Home served as an orphanage and deaconess home.

By 1910 the home's function became solely that of an orphanage, and in 1921 the organization became a state not-for-profit institution. From 1894 to 1949, Cunningham Children's Home provided custodianship to dependant children in rural Illinois and Indiana. The majority of these children were not "true orphans," their residency at the home being the result of their parents' temporary inability to care for them, be it for economic or health reasons. Family members placed wards at the home and later returned to retrieve them. The home also accepted children placed there by local county boards. The increase in orphans led to the construction of five new buildings by 1940, including dormitories, a kitchen, a dining room, an infirmary, and a heating plant. Residents at the home learned gardening, domestic skills, and cared for farm animals as well as attending Urbana public schools after 1925. After the passing of the Social Security Act in 1935 more children statewide received dependency decrees and the home saw an influx of patrons placed there by government officials.

In 1949 the institution began the transformation from an orphanage into a residential treatment center. The home's philosophy shifted toward <http://www.genealogicalstorageproducts.com/index.html> more professional child welfare values with a therapeutic and social welfare focus, emphasizing the creation of healthy, well-adjusted patrons. This modification of the home's original mission led to the establishment of the cottage system, wherein children lived in family-like arrangements in groups of ten. By 1968 the institution met the requirements for a residential treatment facility established by the Child Welfare of America League in 1964. The home exclusively treated individuals referred by the courts or other government agencies. Release of clients depended on the completion of treatment. The home had firmly established itself as a residential treatment center by 1979.

Today, the residents at Cunningham Children's Home have a number of psychological, social, legal, and educational issues, including increased severity of behavior disorders and learning disabilities. Problems are treated with a combination of an incentives-based system of increased responsibility in exchange for good behavior and the building of relationships with faculty, staff, and peers. The Circle of Courage Model stands as the centerpiece of Cunningham's therapeutic philosophy. Adopted from Native American parenting strategies, the Circle of Courage emphasizes the regenerative character traits of generosity, belonging, independence, and mastery. Cunningham has partnered with the state to fund a group of specially trained foster parents ready to deal with behavioral disorders, for the purpose of transitioning residents back into the community. The campus now consists not only of Gerber Residential School, where residents receive their education, the Cottages, the resident's living quarters, but also CIRCLE Academy Day Treatment School, a special education institute treating and educating non-residential

children ages 6-19 with emotional and behavioral disorders. The campus has also grown to include a chapel. In response to a need for increased capacity and specialized facilities, Cunningham Children's Home has recently completed the construction of a residential treatment facility that has replaced the cottages as the primary residency for children.

Appendix II: About the Project

Background

In the summer of 2008 Rosalie C.F. Rippey, Director of Communications and Marketing, and Stephanie Brunner Lynge, Associate Director of Church and Community Relations, contacted members of the UIUC Graduate School of Library and Information Science about aiding in the process of arranging and storing the extensive Cunningham Children's Home archives. The collection, described in further detail below, consisted of photographs, business papers, audio material, video material, and other media dating as far back as the inception of CCH, more than 100 years ago. The collections of photographs, mainly of past residents and staff at CCH, comprised particular importance both for promotional considerations and for the memories and emotional legacies of former alumni and their families. For returning alumni and family members, these photographs often constitute the sole or primary window into the childhoods of CCH residents. At the time GSLIS became involved, the entirety of the collection was spread over three locations, the core collection being located on the CCH campus. Due to time constraints, the photography collection had been only loosely organized by the identity of the cottage, the event, chronology, or some combination thereof. In addition, photographs were stored in simple plastic binders, not suitable for preservation. Directors Rippey and Lynge inquired as to whether or not the archival program or the community informatics program might be able to aid in the creation of a system for more consistent arrangement and access of materials, recommendations for storage, and a procedure for the intake and outtake of materials within the collection.

Collaboration between CCH and LIS490:

As the goal of the Community Engagement course at GSLIS, as well as the larger Community Informatics discipline, is to apply information science skills to social service, community advocacy, service learning, and other similar efforts, the archives at CCH presented a unique opportunity to aid in the creation, dissemination, and preservation of an important part of the community's memory and legacy. CCH has stood as a central figure in the Champaign-Urbana area for over a century. The organization has moved from serving orphans to at-risk youth, both groups of individuals whose memories of childhood are intimately tied to the materials contained in the archives. The project of organizing and developing recommendations for maintenance was offered as one of several projects available to students in the LIS 490 Community Engagement. Paolo P. Gujilde, a graduate student within the LIS program specializing in community archives, had already served as a contact with CCH. Graduate students Rebecca Crist and Logan Moore additionally chose to partner with CCH for their semester project in the class.

People Involved:

- **Paolo P. Gujilde** – Paolo is a graduate student in Library and information Science at the University of Illinois at Urbana-Champaign. He is a graduate assistant for outreach the Center for Global Studies and a graduate assistant at the University Archives. His academic and professional interests are community archives, collective memory, and community informatics.

- **Rebecca Crist** – A master's student in Library and Information Science at the University of Illinois at Urbana-Champaign, Rebecca is a graduate assistant at the Funk ACES Library. Her other current community engagement work is with the New Horizons Media Initiative, a collaborative information portal pertaining to issues of Latina/o scholarship in the university community.
- **Logan Moore** – Now in his fourth semester in the UIUC Graduate School of Library and Information Science, Logan maintains an assistantship with the Undergraduate Library. He has participated in other Community Informatics projects including the construction of a computer lab at the Lincoln's Challenge organization in nearby Rantoul, Illinois. Graduating in May of '08, he plans to pursue a career in public librarianship with a focus on community outreach.
- **Rosalie C. F. Rippey, M.Div.**, - Associate Director of Communications and Marketing at Cunningham Children's Home, Rosalie organizes the writing and design of promotional and communication materials including the CCH website, brochures, newsletters, mailings, as well as fund-raising and grant materials. She received her M.Div from Harvard Divinity School in 1998 and comes to the CCH organization from her previous position as Director of Development at A Woman's Fund, Inc. in Urbana, Illinois.
- **Stephanie Brunner Lyng** - Associate Director of Church and Community Relations at Cunningham Children's Home, Stephanie travels the state of Illinois promoting the CCH organization. She served as a CCH board member for several years before joining as a staff member in 1993. Stephanie possesses an extensive knowledge of the history of CCH.

How the Student Group Went About the Project

The first step in the process consisted of an initial evaluation of the scope of the collection. The group examined the portion of the collection located on the CCH campus, and performed an inventory. Those materials consisted largely of photographs, photograph albums, negatives, and slides as well as a small number of newspaper clippings and other miscellaneous materials. Through discussion with Stephanie and Rosalie, it was discovered that portions of the CCH archives are also housed at the Urbana Free Library and at the UIUC Archives. Due to the massive amount of materials and the relative time constraints of a three-month semester, the student group decided through further discussion that an adjustment of the project goals was necessary for successful completion. Previously, potentials for the project had extended from the finalized creation of an arranged archive, to a system in which individual photos were to be cataloged and arranged according to categories as minute as individuals in pictured in the photo. Obviously the amount of materials made such a task nearly impossible within a three-month time span.

The student group decided the best feasible direction for the project would be to focus solely on the photographs, as these constituted the bulk of the collection and held the most relevance for former alumni. The group would perform a thorough inventory of that portion of the collection and based on the inventory would provide a series of recommendations for the collection regarding arrangement, access, materials needed for preservation, and a

system for intake and outtake of materials for CCH staff. Rosalie and Stephanie were provided with and approved a tentative plan and outline. The materials had been arranged chronologically, and by cottage and/or event. It was decided to continue this system of access as it provided the greatest usability for staff and alumni interacting with the collection.

The inventory proceeded by arranging the photo albums by year. The group examined each photo album and created notes as to the year, context, and other important details of the contained photographs, as well as assigning each photo album a unique number for the purposes of arrangement and identification. All this information was then placed into an Excel spreadsheet for use by CCH staff and any student group continuing the project in future semesters.

Appendix III: Binder Inventory

Binder Number	Old Number	Date Title on Binder	Other Titles Provided	Notes
001	004	1919-1920		
002	006	1921-1929		
003	005	1930-1939		
004	006	1940-1949		
005	003	1950-1959		
006	001	1950-1959		
007	015	1960-1969		
008	007	1970-1979		
009	027	1980-1989		
010	026	1980-1989		
011	020	1980-1989		
012	022	1980-1989		
013	021	1980-1989		
014	019	1980-1989		
015	025	1980-1989		
016	023	1980-1989		
017	024	1980-1989		
018	028	1989-1990		
019	134	1990-1999		
020	136	1990-1999		
021	034	1990-1999		
022	137	1990-1999		
023	135	1990-1999		
024		1990-1999		
025	031	1990-1999		
026	032	1990-1999		
027	033	1990-1999		
028	037	1990-1999		
029	036	1990-1999		
030	133	1990-1999		
031	038	1990-1999		
032	029	1990-199		
033	132	1979-1999 [unlabeled]		
034	131	1990-1999 [unlabeled]		
035	030	1990-1999		
036	035	1990-1999		
037	045	1992		
038	046	1993		
039	047	BGH Ground Breacking 1993		
040	048	1993, July		
041	051	1994, June		
042	054	1994, Oct., Nov., Dec.		
043	047	1994, Febr., March		
044	050	1994, April, May		
045	052	1994, July		
046	053	1994, August, Sept.		
047	056	1995, January		
048	057	1995, April, May		
049	058	1995, June		
050	060	1995, July		
051	061	1995, Oct., Nov., Dec.		
052	076	1996, March, April		
053	077	1996, June		
054	078	1996, July, Oct.		

Binder Number	Old Number	Date Title on Binder	Other Titles Provided	Notes
055	075	1996, Dec.		
056		1997		
057	085	1998	South Dakota, Florida trips	
058	095	199	Circle A Construction	
059	093	1999		
060	090	1999	Board Trip; Board of Child Care; Baltimore, MD	
061	094	1999		
062	088	1999, June		
063	092	1999, July		
064	069	2000, July	Kendall Gill golf outing	
065	098	2000		
066	097	2000		
066		Kendall [Gill]		
067	099	2000, Dec,		
067		Kendall [Gill]		
068	101	2001, Jan.		
068		Kendall [Gill]		
069	103	2001, Feb., March		
070	104	2001, April		
071	105	2001, May		
072	106	2001, June		
073	107	2001, July		
074	108	2001, August		
075	109	2001, Sept.		
076	110	2001, Oct.		
077	111	2001, Nov.		
078	112	2001, Dec.		
079	113	2001	Trevett	
080	114	2002, Jan., Feb., March		
081	115	2002	Roger Burrus	
082	116	2002, April, May, June, July		
083	117	2002 August, Sept., Oct., Nov.		
084	118	2002, Dec.		
085	119	2003, Jan. March		
086	120	2003, April, May, June		
087	121	2003, July, Aug., Sept.		
088	122	2003, Oct.		
089	123	2003, Nov.		
090	124	2003, Dec.		
091	125	2004, Jan., Feb.		
093	127	2004, Mar.		
094	126	2004, Apr., May		
095	128	2004, Jun., July, Aug.		
096	130	2005		
097	129	Foster Care		
	102	CCH Staff 200?		
098		2002	scrapbook, Steven Johnson	
099		2000s	scrapbook, Joann Harris	
100		n.d.	scrapbook, Goodman cottage	
101		n.d.	Christmas Banquet	
102	044	1992-1993	United Methodist Women District Project	
103		2005-2006	Special Therapies	

Binder Number	Old Number	Date Title on Binder	Other Titles Provided	Notes
104	059	1995, June-Oct.	Sarah English Family Album	
105		n.d.	Mabel Bateman	
106		n.d.	Christmas	
107		1999	Circle Academy Construction	
108		n.d.	Candids, misc.	
109	016	n.d.	candids, Thriller Night	
110		1958-1960	candids	
111		1970-1975	Candids, CCH	
112	073	1996, Dec.	Christmas banquet; includes negatives	
113	070	1999, July 13	10th Annual Kendall Gill Benefit Scramble	
114	065	n.d.	Construction Photographs	
115	082	1997, Dec.	Christmas, Sarah English Cottage	
116	062	1995-2008	Sarah English	
117		1995-1996	Christmas, Easter	
118		1995-1996	Christmas, Spring Fling	
119	043	n.d.	Halloween Christmas Class	
120	079	1996-1997	Sarah English Cottage	
121		N.D.	photobook, Felicia McGee	Contains loose ephemera, negatives
122	041	n.d.	Christmas Banquet	
123		n.d.	scrapbook, John Lee	
124			Christmas photos	(2 pp. photos; mostly empty)
125	039	n.d.	Christmas party	photos & negatives
126		1900-2003		CCH history
127		1990s	candids	
128	055	1994-1995	Sarah English Cottage	
129	042	1991	Graduation, candids	
130	089	1999	Brown Thomas' baptism; PPT banquet; Michael Cruz farewell; talent show	Labeled on cover
131		2001	Christmas	
132	083	1999	Circle Academy Construction	
133		1989-1990s	parties, goodman house/center	
134	096	2000, fall	Boy Scouts, Board ladies	
135	087	1998-1999	Art Show, VBS, Building ...	Labeled on cover
136		1999, August	Board of Child Care, Cottage Photos	
137	014	n.d.	Sam Banks	
138		1997	Sarah English Cottage	
139	064	n.d.	alumni letters and photos	
140		2000	scrapbook, Kelly Burk	
141	063	1994	Lake Matton Cottage	
142	011	n.d.	Delpha Anmons Huffman	
143		1995-1996		
144	018	n.d.	Children's photos: trips, people, parties	
145		1991, June	Urbana Kiwanis Benefit Scramble	

Binder Number	Old Number	Date Title on Binder	Other Titles Provided	Notes
146	040	1993-1999	Employee of the Quarter	
147		1990-1991	"Vol. III"; events	
148		1959-1965	Mabel Bateman's photo album?	
149		2004-2005	Residential Treatment Center Construction	
150	086	1998, Apr.-Dec.	Day w/ CCH; PPT banquet; Okay project...	Labeled on cover
151	100	2000	Homecoming	
152		2003-2007	Mix of cottages	
153	074	1997, Apr.-Dec.	COA Eagle Award; PPT portraits; Art show...	Labeled on cover
154		1990-1991, Aug.-Feb.	"Vol. II"; holidays, birthdays, special events	Labeled on cover
155		1991, Sept.-1992, Feb.	"Vol. IV": special events, holidays, birthdays, graduation	Labeled on cover
156		2001-2003		
157	084	1997-1998, Aug.-Dec.	KG Golf outing; Fun Day; Day w/ CCH; Okaw...	
158	081	1997	Holidays, field trips	
159		1980s	posed portraits, candid	
160	072	n.d.	CCH African Drummers	
161	009	1960s		
162		1990s	candid, Christmas	
163		n.d.	candid	many blank pages
164		199s	candid.	broken spine on album
165		2003-2005	candid	
166		1990s	mini album	
167		1990s	mini album	loose pages
168		1990s	mini album	

Appendix IV: Sample of Deed of Gift

(Retrieved from http://aabc.bc.ca/aabc/toolkit_deed_of_gift.html)



Accession No. _____

CITY OF WHITE ROCK
MUSEUM AND ARCHIVES

**ARCHIVES
DEED OF GIFT
AGREEMENT**

Name of Donor: _____ Date Received: _____

Address: _____

_____ Telephone Number: _____

I am authorized to dispose of the materials described herein and hereby donate said materials to the City of White Rock Museum and Archives to become its permanent property. The materials will be administered in accordance with the Museum and Archives' established Archives policies. Copyright is transferred to the City of White Rock Museum and Archives and moral rights to this material are extinguished unless otherwise indicated. I agree that this material may be made available for research or reproduction on an unrestricted basis subject only to those restrictions which may be specified below:

Restrictions: _____

I understand that any items hereby donated which are not retained by the White Rock Museum and Archives shall be: (donor to initial choice) Returned: _____ Discarded: _____

Donor's Signature Date

Accepted by Date

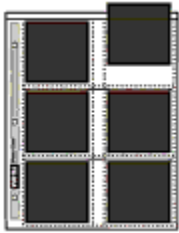
Description of the Donation (attach extra sheet if needed):

Appendix V: Sample of Photo Sleeves with information

(Retrieved from <http://www.archivalusa.com/3312v100.html>)

Vue-All 3-1/2 x 3-1/2 Print Preserver (100 Pages)

- Holds twelve 3-1/2" x 3-1/2" prints
- Archival quality
- Available in packs of 25 or 100
- Fits in any 3 ring/post [album or binder](#) except Print File M or C Series



Price: \$27.25

Availability:

Usually ships in 2-3 business days.

Catalog # 3312V100

Quantity:

You may also be interested in:

- [Print File 35-8P 3-1/2x5 Print Preservers \(100 Pages\)](#)
- [Print File 35-8S 3½x5 Print Preservers \(25 Pages\)](#)
- [Print File 35-8PX 3-1/2x5-1/4 Print Preservers \(25 Pages\)](#)
- [Print File 45-8P 4x5 Print Preservers \(25 Pages\)](#)
- [Print File 46-6P 4x6 Print Preservers \(25 Pages\)](#)
- [Print File 35-8P 3-1/2x5 Print Preservers \(25 Pages\)](#)
- [Print File 35-8S-BLK 3-1/2x5 Print Preservers \(25 Pages\)](#)
- [Print File 45-8P 4x5 Print Preservers \(100 Pages\)](#)
- [Print File 46-6P 4x6 Print Preservers \(100 Pages\)](#)
- [View All...](#)

Appendix VI: Sample of Archival Quality Binders

(Retrieved from <http://www.archivalmethods.com/Product.cfm?categoryid=30&Productid=114>)



COLLECTOR GRADE RING BINDERS

[Click here for more views](#)

[email a friend about this product](#)

Application: Three-ring binders quickly bring and maintain order to a collections of prints, photographs, postcards and the like. Do not confuse these binders with inexpensive vinyl-clad "school binders." Many vinyl and other low quality binders are responsible for problems such as image transfer and acid migration. If you are filing office papers that's one thing but if you are organizing collectibles use only binders that meet archival standards.

Features: Crafted like a fine book, our Collector Grade binders are offered in your choice of four colors. High quality binder board core is bound in library-grade buckram with acid-free, card stock lining. A premium, slant-style D-ring assembly with rugged tab-actuated locking mechanism is securely riveted to the back inside cover and will accommodate more pages than traditional O-ring binders. Binders hold pages up to 10 ½ x 11 ¾", accommodating your choice of storage pages for slides, prints and negatives.

Available: Offered in three ring sizes: 1" holds approximately 40 storage pages with prints. 1½" holds 60 pages, 2½" rings holds 85 pages with prints.

Slip Cases: To create an even safer, dust-resistant storage environment use the matching slip cases. They provide a further barrier from dust and other pollutants.

Item	Binders 1" D-Ring	(A) 1-9	(B) 10-49	(C) 50+	Quantity
17-5001-OS	Red	\$8.30	\$7.48	\$7.06	0
17-5002-OS	Green	\$8.30	\$7.48	\$7.06	0
17-5003-OS	Royal Blue	\$8.30	\$7.48	\$7.06	0
Item	Binders 1-1/2" D-Ring	(A) 1-9	(B) 10-49	(C) 50+	Quantity
17-5010	Black	\$18.95	\$17.35	\$16.35	0
17-5011	Red	\$18.95	\$17.35	\$16.35	0
17-5012	Green	\$18.95	\$17.35	\$16.35	0
17-5013	Royal Blue	\$18.95	\$17.35	\$16.35	0
Item	Binders 2-1/2" D-Ring	(A) 1-9	(B) 10-49	(C) 50+	Quantity
17-5020	Black	\$20.95	\$19.35	\$18.15	0
17-5021	Red	\$20.95	\$19.35	\$18.15	0
17-5022	Green	\$20.95	\$19.35	\$18.15	0
17-5023	Royal Blue	\$20.95	\$19.35	\$18.15	0

Specifications:

- Binder construction Kappa binder's board (.120), a bookmaking board with no glue between layers.
- Binder lined with 10 point card stock acid- and lignin-free paper, PAT tested and passed
- Offered in five colors and three ring sizes: 1", 1 1/2" and 2 1/2" D-Rings.
- Covered in library quality F-Grade Buckram (poly-cotton) with a moisture-resistant, 100% aqueous acrylic coating.
- Adhesive is pH balanced and buffered, <.0008% sulfur content.
- Close-tolerance construction on slipcase to keep out dust.

Size and Capacity Chart

Binder:	1" D-Ring	1 1/2" D-Ring	2 1/2" D-Ring
Height	12 1/8"	12 1/8"	12 1/8"
Width	12"	12 1/2"	13 7/16"
Spine	1 1/2"	2 1/2"	3 3/4"
Max. Page Capacity	11 3/4 x 10 1/2"	11 3/4 x 10 1/2"	11 3/4 x 10 1/2"
Page Capacity	40	60	85



Figure VII: Sample of Flat Storage Box
(Adapted from <http://www.genealogicalstorageproducts.com/flatstorbox.html>)

HOLLINGER METAL EDGE

Flat Storage Boxes

These boxes are used for storage of larger papers, manuscripts, prints and valuable collectibles. Each box has a pocket for a 3" x 5" index card for identification.

- [Flat Storage Box - 13" Long x 11" Wide x 3" High](#)
\$8.95, 5/\$36.55, 10/\$66.60, 25/\$147.50, 50/\$268.00, 100/\$513.00,
250/\$1,257.50, 500/\$2,465.00, 1000/\$4,830.00

- [Flat Storage Box - 15" Long x 11" Wide x 3" High](#)
\$8.95, 5/\$38.90, 10/\$72.00, 25/\$162.00, 50/\$297.00, 100/\$540.00,
250/\$1,322.50, 500/\$2,595.00, 1000/\$5,090.00

- [Flat Storage Box - 17.25" Long x 11.5" Wide x 3.5" High](#)
\$9.95, 5/\$43.10, 10/\$78.80, 25/\$174.75, 50/\$331.00, 100/\$610.00,
250/\$1,497.50, 500/\$2,945.00, 1000/\$5,790.00

- [Flat Storage Boxes - 20" Long x 16" Wide x 3.5" High](#)
\$10.95, 5/\$49.75, 10/\$89.60, 25/\$201.50, 50/\$378.00, 100/\$725.00,
250/\$1,787.50, 500/\$3,525.00, 1000/\$6,950.00