



Historical Society
of Pennsylvania

**Hidden Collections Initiative
For Pennsylvania Small
Archival Repositories**

January 2014

Ms. Donetta Crane, President
Solebury Township Historical Society
PO Box 525
Solebury, PA 18963

Dear Ms. Crane:

Thank you for the Solebury Township Historical Society's participation in the Historical Society of Pennsylvania's *Hidden Collections Initiative for Pennsylvania Small Archival Repositories* (HCI-PSAR). The goal of the HCI-PSAR project is to make better known and more accessible the important but often "hidden" archival collections in the many small historical repositories in the Philadelphia region. We appreciate the opportunity to work with you in bringing the Solebury Township Historical Society's significant archival collections to light. Enclosed you will find a report on our work surveying the Solebury Township Historical Society archival collections on July 30, 2013. The report includes descriptive information on the collections, ratings on various aspects of the collections, recommendations and resources, and related information. **Please read the *Collections Description* section carefully and let us know as soon as possible if there are any corrections or additions to be made.**

The Solebury Township Historical Society's archival collections descriptions will be added to the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) finding aid site, <http://dla.library.upenn.edu/dla/pacscl/index.html>. The Solebury Township Historical Society will also be included in the Historical Society of Pennsylvania's History Affiliates Organization Directory, <http://hsp.org/history-affiliates/resources/affiliate-organization-directory-0>, which is an online directory of small and mid-sized history and heritage organizations in the Philadelphia area.

On behalf of the Historical Society of Pennsylvania and the HCI-PSAR project staff thank you again for your participation. Please do not hesitate to contact me should you have any questions.

Sincerely,

Jack McCarthy, Project Director
Hidden Collections Initiative for Pennsylvania Small Archival Repositories
Historical Society of Pennsylvania
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Historical Society
of Pennsylvania

**Hidden Collections Initiative
For Pennsylvania Small
Archival Repositories**

ARCHIVAL COLLECTIONS SURVEY REPORT FOR
Solebury Township Historical Society
January 2014

Executive Summary

The Historical Society of Pennsylvania's *Hidden Collections Initiative for Pennsylvania Small Archival Repositories* (HCI-PSAR) is a project whose goal is to make better known and more accessible the important but often hidden archival collections held by the many small, primarily volunteer-run historical organizations in the Philadelphia area. The project is funded by a grant from the Andrew W. Mellon Foundation.

On July 30, 2013, HCI-PSAR project staff surveyed the archival collections of the Solebury Township Historical Society. The survey work was done by Project Surveyors Celia Caust-Ellenbogen and Faith Charlton. Donetta Crane, President; Joan Fitting, Archivist; Beth Carrick, Vice President; Gwen Davis, Board Member; and Elaine Crooks, Treasurer of the Solebury Township Historical Society, provided access to the collections and information about them.

In addition to gathering descriptive information on the nature and content of the Solebury Township Historical Society's archival collections, we assessed the condition, quality of housing, degree of intellectual and physical access, and overall research value of the collections. This assessment information is summarized on the following page, along with a summary of preservation priorities for the collections.

As outlined in the table of contents, the main body of the report includes detailed collections descriptions and assessments, processing plan(s) for the collection(s) with the highest research value ratings, information on preservation issues and resources for the collections, and a section on general information and resources for archival collections.

Summary of the Solebury Township Historical Society's Archival Collections

Archival materials are stored throughout the school building. We did not physically rearrange any of the materials, but intellectually we surveyed them as if they belonged in four separate collections:

- Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969], 9.5 linear feet
- Solebury Farmers Club records, 1871-2010, 1.75 linear feet
- Ned Harrington local research files and publications, circa 1980-2008 , 29 linear feet
- Solebury Township Historical Society local history collection, 1847-2013 [bulk 1980-2013], 5.5 linear feet

Collections Assessments Overview

Using established archival survey methodology, Surveyors assessed the collections and rated them in the following categories: condition of the materials, quality of their housing (archival vs. non-archival containers), degree of physical access (organization), degree of intellectual access (existence of finding aids) both before and after HCI-PSAR, and overall research value (how valuable a collection may be to current/potential researchers).

The information that the assessments provide should help organizations set priorities for their collections, especially with regards to processing (organizing and describing collections) and preservation. Repositories may also find assessment data helpful in obtaining grants for such processing and conservation work.

Physical state and intellectual access ratings are from 1 to 5, with 5 being the highest. A collection's research value rating is described in terms of its level of significance.

Slight local	Weak documentation of an event, topic, person, or organization of moderate interest to local historians and genealogists.
Moderate local	Collection documents an event, topic, person, or organization of moderate interest to local historians and genealogists.
High local	Collection documents an event, topic, person, or organization of high interest to local historians and genealogists.
Regional	Collection documents a regionally significant event, topic, person, or organization OR collection could constitute a case study for a topic of moderate interest.
Broad-based	Collection documents an event, topic, person, or organization of wide-ranging significance OR collection could constitute a case study for a topic of high interest.
Very broad-based	Collection documents several events, topics, people, or organizations of wide-ranging significance OR collection could be useful as a case study for a topic of very high interest.
Exceptional	Collection fully documents an exceptionally significant event, topic, person, or organization, or robustly documents many topics of high interest.

See the Collections Assessments section for a more in-depth explanation of the ratings.

Collection basics		Physical State			Intellectual Access		Research Value
Collection title	Size (linear feet)	Physical Condition	Quality of Housing	Physical Access	Before Survey	After Survey	Level of significance
Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969]	9.5	2	2	4	2	4	Regional
Solebury Farmers Club records, 1871-2010	1.75	4	3	3	2	4	Regional
Ned Harrington local research files and publications, circa 1980-2008	29	5	3	4	1	3	Regional
Solebury Township Historical Society local history collection, 1847-2013 [bulk 1980-2013]	5.5	3	2	2	2	3	Moderate local

Preservation Priorities

- Maintaining a proper environment is critical to the long-term preservation of archival materials. The Solebury Township Historical Society should monitor environmental conditions on a regular basis and strive to maintain stable, moderate temperature and relative humidity levels in archival storage and exhibit areas.
- UV rays are damaging to paper materials. Ideally, UV-blocking filters should be installed on the windows and/or archival materials should all be stored in boxes.
- Surveyors noticed several volumes with possible mold damage, namely the school district account book and Quaker City cash book. They should be separated from the collection so the mold doesn't infest other materials.
- Ideally, the school records should be stored in archival boxes. If this isn't possible, they should at least be in covered boxes that will prevent dirt, debris, and UV rays from getting in.



Historical Society
of Pennsylvania

Hidden Collections Initiative for Pennsylvania Small Archival Repositories

Archival Collections Survey Report for

Solebury Township Historical Society

*PO Box 525
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215-297-5091
soleburyhistory.org*

January 2014

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Historical Society of Pennsylvania

Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR)

The Historical Society of Pennsylvania's *Hidden Collections Initiative for Pennsylvania Small Archival Repositories* (HCI-PSAR) is a project whose goal is to make better known and more accessible the important but often hidden archival collections held by the many small, primarily volunteer-run historical organizations in the Philadelphia area. The project is funded by a grant from the Andrew W. Mellon Foundation.

On July 30, 2013, HCI-PSAR project staff surveyed the archival collections of the Solebury Township Historical Society. The survey work was done by Project Surveyors Celia Caust-Ellenbogen and Faith Charlton. Donetta Crane, President; Joan Fitting, Archivist; Beth Carrick, Vice President; Gwen Davis, Board Member; and Elaine Crooks, Treasurer; of the Solebury Township Historical Society, provided access to the collections and information about them.

COLLECTIONS DESCRIPTIONS

Descriptive information on each archival collection, including collection creator, dates of materials, quantity, biographical/ historical background, and other information. The heart of each collection's description is the Scope and Content Note, which summarizes the types of materials found in the collection, the major topics covered, and collection highlights or items that may be of special interest to researchers.

COLLECTIONS ASSESSMENTS

Ratings information on each collection, including condition of the materials, quality of housing, degree of intellectual and physical access, and overall research value. (Note: This information is for internal use only; it will not be made public.)

PROCESSING PLAN(S)

Plan(s) for arranging and describing the collection(s) at your repository with the highest research value rating(s). Processing plans include estimated staff time and supplies needs for processing the collection and a recommended organizational structure for the materials.

PRESERVATION ISSUES & RESOURCES

A brief list of preservation issues with your repository's archival collections, along with steps that can be taken to address these issues and information on preservation best practices.

GENERAL INFORMATION & RESOURCES

A short list of resources available to small historical organizations in caring for their collections, including sources of information, technical support, and grant funding.

Solebury Township Historical Society Collections Descriptions

Archival materials are stored throughout the school building. We did not physically rearrange any of the materials, but intellectually we surveyed them as if they belonged in four separate collections. Archival theory is based on the principle of provenance, which dictates that documents created by different entities should be kept in distinct collections according to creator. With that in mind, we treated the holdings at the Solebury Township Historical Society as four discrete collections:

- Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969], 9.5 linear feet
- Solebury Farmers Club records, 1871-2010, 1.75 linear feet
- Ned Harrington local research files and publications, circa 1980-2008 , 29 linear feet
- Solebury Township Historical Society local history collection, 1847-2013 [bulk 1980-2013], 5.5 linear feet

Following are individual descriptions for each of these collections. This descriptive information will be made available on the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) finding aid site, <http://dla.library.upenn.edu/dla/pacscl/index.html>.

Solebury Township schools attendance registers 1865-1969 [bulk 1905-1969], 9.5 linear feet

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

This finding aid was produced using the Archivists' Toolkit

January 09, 2014

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Summary Information

Repository	Solebury Township Historical Society
Creator	New Hope-Solebury School District (Pa.). Board of School Directors
Title	Solebury Township schools attendance registers
Date [bulk]	Bulk, 1905-1969
Date [inclusive]	1865-1969
Extent	9.5 Linear feet
Language	English
Abstract	<p>Solebury Township in Bucks County, Pennsylvania has had a total of twelve one-room school houses over the course of its history. The first and later best-attended of these, known as Center Hill School, was constructed in 1757 and is believed to be the oldest building in continuous educational usage in Bucks County, and possibly in the state of Pennsylvania. The Solebury Township schools attendance registers, 1869-1969, consist of student attendance lists from schools--including many one-room schoolhouses--in Solebury Township. Solebury Elementary School records comprise well over half of the collection. There are also a few financial records from the New Hope-Solebury School District and a cash book from the Quaker City Justice College (1865-1877).</p>

Biographical/Historical Note

Solebury Township is home to the oldest schoolhouse in continuous use for educational purposes in Bucks County and possibly in the state of Pennsylvania. Center Hill School was built by Buckingham Friends Meeting in 1757 and deeded to the public school system in 1870. For most of its history, the one-room schoolhouse held classes for 1st through 8th grade. From the 1920s to the 1950s, only 1st through 3rd graders were educated there. In 1959, it was transformed into a library for the newly-built elementary school next door. In 1976 the library moved into the main building and special education classes were held in the one-room schoolhouse until the late 1990s. After that, the Solebury Township Historical Society acquired the building, and continues to occupy it as of 2013.

Over time, a total of twelve one-room school houses existed in Solebury Township: Aquetong School, Carversville School, Centre Bridge School, Center Hill School, Chestnut Grove School, Cottageville School, Highland Manor School, Hillside School, Lumberville School, Philips School, Solebury School, and Stoney Hill School. Center Hill School, being the most centrally located, had the most students: sixty-nine by 1937. A multi-room school building (the New Hope-Solebury Lower Elementary School) opened in 1938.

Bibliography:

Harrington, Ned. "The Schoolhouse." Accessed July 31, 2013. <http://www.soleburyhistory.org/schoolhouse.html>.

Scope and Content Note

This collection consists almost entirely of student attendance registers from schools--including many one-room schoolhouses--in Solebury Township, Bucks County, Pennsylvania. They are organized by school, then by year, and then by grade when applicable. Solebury Elementary School records comprise well over half of the collection. There are also a few financial records from the New Hope-Solebury School District and a cash book from the Quaker City Justice College (1865-1877). Partial inventories for the attendance registers are available on-site.

The attendance records are from the following schools for the following years: Aquetong School, 1921-1937; Carversville School, 1910-1913 and 1926-1938; Centre Bridge, 1926-1927; Center Hill High School 1905-1918; Center Hill School, 1926-1939; Chestnut Greenhill School, 1916-1938; Grove School, 1921-1937; Highland School, 1910-1916 and 1921-1922; Phillips School, 1910-1920; Solebury School, 1928-1939; Solebury Elementary School, 1935-1969; Solebury High School, 1919-1921; Solebury Township Consolidated School, 1939-1942; and Stoney Hill School, 1921-1937.

The collection also includes several volumes of financial records: minute book and secretary's account book for the New Hope-Solebury School District, 1939-1944; New Hope-Solebury School Board account book, 1942-1943; Solebury District account book, 1869-1895; New Hope Public school tuition accounts, 1937-1938; and Quaker City Justice College cash book, 1865-1877.

The Solebury Township Historical Society has also compiled a binder of secondary materials about teachers, such as copies of photographs, newspaper clippings, and research notes, circa 1990s.

Administrative Information

Publication Information

Solebury Township Historical Society

Conditions Governing Access Note

Contact Solebury Township Historical Society for information about accessing this collection.

Immediate Source of Acquisition Note

Collection transferred to Solebury Township Historical Society with the acquisition of the Center Hill School building.

Processing Information Note

Summary descriptive information on this collection was compiled in 2012-2014 as part of a project conducted by the Historical Society of Pennsylvania to make better known and more accessible the largely hidden collections of small, primarily volunteer run repositories in the Philadelphia area. The Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR) was funded by a grant from The Andrew W. Mellon Foundation.

This is a preliminary finding aid. No physical processing, rehousing, reorganizing, or folder listing was accomplished during the HCI-PSAR project.

In some cases, more detailed inventories or finding aids may be available on-site at the repository where this collection is held; please contact Solebury Township Historical Society directly for more information.

Controlled Access Headings

Corporate Name(s)

- Center Hill School (Solebury, Pa.)
- New Hope-Solebury School District (Pa.). Board of School Directors
- Solebury Elementary School (Solebury, Pa.)

Geographic Name(s)

- Bucks County (Pa.)
- Solebury (Pa. : Township)

Subject(s)

- Education
- Rural schools
- School attendance
- School enrollment
- Schools

Solebury Farmers Club records

1871-2010, 1.75 linear feet

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

This finding aid was produced using the Archivists' Toolkit

January 09, 2014

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Summary Information

Repository	Solebury Township Historical Society
Creator	Solebury Farmers Club (Solebury, Pa.)
Title	Solebury Farmers Club records
Date [inclusive]	1871-2010
Extent	1.75 Linear feet
Language	English
Abstract	<p>Founded by a group of 20 farmers in 1871, the aim of the Solebury Farmers Club (Bucks County, Pennsylvania) was "mutual improvement and instruction in the arts of agriculture and horticulture." As of 2013, the Club is still in existence, making it among the oldest agricultural organizations in Bucks County. The bulk of the Solebury Farmers Club records, 1871-2010, is minute books. The collection also includes newspaper clippings scrapbooks, membership dues records, copies of the <i>Solebury Farmers Club Journal</i> newsletters, materials relative to the 90th and 100th anniversary celebrations of the Club, and various other documents, printed materials, and photographs.</p>

Biographical/Historical Note

Founded by a group of 20 farmers in 1871, the aim of the Solebury Farmers Club (Bucks County, Pennsylvania) was "mutual improvement and instruction in the arts of agriculture and horticulture." Members met regularly in each others' homes for covered dish suppers, conversation, and to listen to speakers. Later meetings were held in local churches. As of 2013, the Club is still in existence, making it among the oldest agricultural organizations in Bucks County.

Bibliography:

"Michener to Talk." *The Daily Intelligencer*, October 18, 1969. Clipping found in collection.

Scope and Content Note

The bulk of this collection is minute books, 1871-2010 (incomplete). Other records include: two newspaper clippings scrapbooks, 1896-1918 and 1920-1946; two record books of dues paid, 1933-1938 and 1939-1940; roll book, 1928; about 10-20 *Solebury Farmers Club Journal* newsletters; several Solebury Farmers Club Constitutions and other loose documents; 100th anniversary guest book, 1971, and some accompanying materials; 90th anniversary programs/ephemera, newspaper clippings, photographs, and accompanying materials, 1961 (James A. Michener was the guest speaker at the event); and a photograph of club members, circa 1896. A volume of Solebury Dairyman's Association records, 1878-1903, is also stored with this collection.

A rough inventory is available on site.

Administrative Information

Publication Information

Solebury Township Historical Society

Conditions Governing Access Note

Contact Solebury Township Historical Society for information about accessing this collection.

Immediate Source of Acquisition Note

Gifts of Solebury Farmers Club, ongoing.

Processing Information Note

Summary descriptive information on this collection was compiled in 2012-2014 as part of a project conducted by the Historical Society of Pennsylvania to make better known and more accessible the largely hidden collections of small, primarily volunteer run repositories in the Philadelphia area. The Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR) was funded by a grant from The Andrew W. Mellon Foundation.

This is a preliminary finding aid. No physical processing, rehousing, reorganizing, or folder listing was accomplished during the HCI-PSAR project.

In some cases, more detailed inventories or finding aids may be available on-site at the repository where this collection is held; please contact Solebury Township Historical Society directly for more information.

Controlled Access Headings

Corporate Name(s)

- Solebury Farmers Club (Solebury, Pa.)

Geographic Name(s)

- Bucks County (Pa.)
- Solebury (Pa. : Township)

Subject(s)

- Agriculture
- Clubs
- Farmers

Ned Harrington local research files and publications circa 1980-2008 , 29 linear feet

**Finding aid prepared by Celia Caust-Ellenbogen and Faith
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Summary Information

Repository	Solebury Township Historical Society
Creator	Harrington, Edwin, 1920-2009
Title	Ned Harrington local research files and publications
Date	circa 1980-2008
Extent	29.0 Linear feet
Language	English
Abstract	<p>Originally part of Buckingham Township, the township of Solebury in Bucks County, Pennsylvania, was incorporated circa 1702. Industries, particularly farming, became prevalent in the area by the 19th century; the picturesque landscape also drew many prominent artists to the area. Edwin (Ned) Harrington (1920-2009), who was considered Solebury Township's unofficial historian, authored numerous publications and conducted a tremendous amount of research on various local history topics, particularly local families and historic properties. The Ned Harrington local research files and publications, circa 1980-2008, include Harrington's privately-published histories as well as his research files, which are organized into three series: family files; property files; and local history. There is also a small amount of materials that have been added over time by the Solebury Township Historical Society.</p>

Biographical/Historical Note

"At one time the area that is now Solebury Township was inhabited by a group of Native American Algonquian Indians, the Lenni-Lenape, or the "Original People." One of three tribes from this group that settled in the Delaware River valley, the Turtle Tribe, occupied the area which later became Solebury.

"English Quakers settled in the area around 1700, a time that Solebury was part of Buckingham Township. The township of Solebury was incorporated in about the year 1702, carved out of lands deeded to William Penn in the late 1600s. In 1703, records show that Solebury had 28 tracts of land, averaging 414 acres, owned by 24 landowners and farmers. (The Borough of New Hope was part of the township until 1837).

"The first settlers were drawn to the area by the location on the Delaware River and by its fertile soils. First modest log homes were built, followed by the traditional fieldstone houses which still dot [the] landscape today.

"Industries began to spring up around the township's abundant natural resources. Numerous mills were built along the streams that ground grain, sawed wood, pulverized wood for paper, crushed limestone, and even produced silk. Farming was a major industry, and beneath the fertile soil minerals such as limestone and sandstone were found and utilized.

"Villages were born; self-sustaining enclaves with a post office, store, church and blacksmith shop (and an occasional barber shop)...

"It wasn't long before the serene beauty of Solebury was discovered by the artist community. Following in the footsteps of such famous resident artists as Edward Redfield, William Lathrop, and Daniel Garber. Many in the art community still find inspiration [there].

As of 2013, Solebury Township "boasts three National Historic Landmarks, six National Historic Districts, and more than 500 homes built in the 18th and 19th centuries. More than 30% of its land is preserved."

Bibliography:

Quoted text from: Solebury Township Historical Society. "History of Solebury Township." Accessed July 31, 2013. <http://www.soleburyhistory.org/soleburytownship.html>

Scope and Content Note

This collection consists of privately-published volumes of historical research (Hillside Press) compiled by Ned Harrington as well as Harrington's research files, with a small amount of materials that have been

added over time by the Solebury Township Historical Society. The collection is organized into three series: I. Family files, II. Property files, III. Local history.

Series I. Family files document local families from Solebury Township and the surrounding area. The series is organized alphabetically by family name and contains copies of primary-source documents, newspaper clippings and copies of secondary-source articles, handwritten research notes, family trees, and correspondence with family members about genealogical research.

Series II. Property files are organized by tax parcel in Solebury Township, and each file contains a bound volume under the imprint "The Hillside Press." Over 400 historic properties that were built before 1900 are documented. The volumes for each property contain photocopies of: deeds, wills, maps, deed searches, historic resource surveys, and other related documents. Some files contain more recent copies and computer print-outs of real estate listings and other property-related documents added by the Solebury Township Historical Society. There is also a drawer of unfinished files, stored separately and following the same organizational scheme. The unfinished files contain materials similar to those found in the finished files as well as some handwritten research notes, but they are not usually bound into volumes.

Series III. Local history contains the same types of materials found in the first two series--photocopies of primary and secondary-source documents--compiled by Harrington on topics such as New Hope/Ivyland Railroad, First Homesteaders of Solebury Township, individual villages in Solebury, among others. They are also marked with the imprint "The Hillside Press."

Administrative Information

Publication Information

Solebury Township Historical Society

Conditions Governing Access Note

Contact Solebury Township Historical Society for information about accessing this collection.

Immediate Source of Acquisition Note

Gift of Ned Harrington, circa 2008.

Processing Information Note

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Related Materials

Related Archival Materials Note

Bucks County Historical Society: Edwin Harrington collection, 1860-1978, MSC 295.

Historic Carversville Society: Ned Harrington research files and publications, 1871-2006 (bulk 1980-2000), HCS.02.

Controlled Access Headings

Geographic Name(s)

- Bucks County (Pa.)
- Solebury (Pa. : Township)

Personal Name(s)

- Harrington, Edwin, 1920-2009

Subject(s)

- Genealogy
- Historic buildings

- Local history

Solebury Township Historical Society local history collection

1847-2013 [bulk 1980-2013], 5.5 linear feet

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Summary Information

Repository	Solebury Township Historical Society
Creator	Solebury Township Historical Society (Solebury, Pa.)
Title	Solebury Township Historical Society local history collection
Date [bulk]	Bulk, 1980-2013
Date [inclusive]	1847-2013
Extent	5.5 Linear feet
Language	English
Abstract	<p>Originally part of Buckingham Township, the township of Solebury in Bucks County, Pennsylvania, was incorporated circa 1702. Industries, particularly farming, became prevalent in the area by the 19th century; the picturesque landscape also drew many prominent artists to the area. The Solebury Township Historical Society local history collection, 1847-2013 (bulk 1980-2013), consists largely of subject files on local history topics that include newspaper clippings, ephemera, printed materials, Ned Harrington (Hillside Press) publications, and pamphlets, with some original documents. Also included in the collection are some original photographs, and to a lesser extent manuscripts and oral histories. Of special interest are two minute books of the nativist fraternal organization, Order of United Americans, Cuttalossa Temple No. 15 (Solebury, Pa.), 1898-1900 and 1905-1915.</p>

Biographical/Historical Note

"At one time the area that is now Solebury Township was inhabited by a group of Native American Algonquian Indians, the Lenni-Lenape, or the "Original People." One of three tribes from this group that settled in the Delaware River valley, the Turtle Tribe, occupied the area which later became Solebury.

"English Quakers settled in the area around 1700, a time that Solebury was part of Buckingham Township. The township of Solebury was incorporated in about the year 1702, carved out of lands deeded to William Penn in the late 1600s. In 1703, records show that Solebury had 28 tracts of land, averaging 414 acres, owned by 24 landowners and farmers. (The Borough of New Hope was part of the township until 1837).

"The first settlers were drawn to the area by the location on the Delaware River and by its fertile soils. First modest log homes were built, followed by the traditional fieldstone houses which still dot [the] landscape today.

"Industries began to spring up around the township's abundant natural resources. Numerous mills were built along the streams that ground grain, sawed wood, pulverized wood for paper, crushed limestone, and even produced silk. Farming was a major industry, and beneath the fertile soil minerals such as limestone and sandstone were found and utilized.

"Villages were born; self-sustaining enclaves with a post office, store, church and blacksmith shop (and an occasional barber shop)...

"It wasn't long before the serene beauty of Solebury was discovered by the artist community. Following in the footsteps of such famous resident artists as Edward Redfield, William Lathrop, and Daniel Garber. Many in the art community still find inspiration [there].

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Bibliography:

Quoted text from: Solebury Township Historical Society. "History of Solebury Township." Accessed July 31, 2013. <http://www.soleburyhistory.org/soleburytownship.html>

Scope and Content Note

This collection consists largely of subject files, with some original photographs, and to a lesser extent manuscripts and oral histories.

The subject files are organized into the following series: I. Villages, II. Places of Worship/Churches, III. People, and IV. Miscellaneous Local History. The subject files primarily consist of newspaper clippings, ephemera, printed materials, Ned Harrington (Hillside Press) publications, and pamphlets, with some original photographs. Files within the III. People series include a greater proportion of original papers such as photographs, correspondence, and receipts/invoices. There are also some binders on topics such as local artists and the Beaver War of 1985, and two binders of historic resource surveys for Lumberville and Solebury Village completed by the Solebury Township Historical Society (circa 1983-1984).

The original photographs include scattered portrait, family, and group photographs, many of which date from the turn of the 20th century. There is also a group of photographs of historic properties in Solebury Township, circa 1980-2000.

The miscellaneous original manuscripts include several dozen deeds (an alphabetized card catalog exists on site) and a couple scrapbooks. Of special interest are two minute books of the nativist fraternal organization, Order of United Americans, Cuttalossa Temple No. 15 (Solebury, Pa.), 1898-1900 and 1905-1915. Also included are about one dozen oral histories of local residents on CD; some are on audiocassette tapes.

Administrative Information

Publication Information

Solebury Township Historical Society

Conditions Governing Access Note

Contact Solebury Township Historical Society for information about accessing this collection.

Immediate Source of Acquisition Note

Materials collected from various sources at various times by the Solebury Township Historical Society.

Processing Information Note

Summary descriptive information on this collection was compiled in 2012-2014 as part of a project conducted by the Historical Society of Pennsylvania to make better known and more accessible the largely hidden collections of small, primarily volunteer run repositories in the Philadelphia area. The Hidden Collections Initiative for Pennsylvania Small Archival Repositories (HCI-PSAR) was funded by a grant from The Andrew W. Mellon Foundation.

This is a preliminary finding aid. No physical processing, rehousing, reorganizing, or folder listing was accomplished during the HCI-PSAR project.

In some cases, more detailed inventories or finding aids may be available on-site at the repository where this collection is held; please contact Solebury Township Historical Society directly for more information.

Controlled Access Headings

Corporate Name(s)

- Order of United Americans. Cuttalossa Temple No. 15 (Solebury, Pa.)

Geographic Name(s)

- Bucks County (Pa.)
- Solebury (Pa. : Township)

Personal Name(s)

- Harrington, Edwin, 1920-2009

Subject(s)

- Fraternal organizations
- Genealogy
- Local history
- Nativism
- Oral histories

Solebury Township Historical Society Collections Assessments

Following is ratings information on the Solebury Township Historical Society archival collections, including condition of the materials, quality of their housing, degree of intellectual and physical access to the materials, and their overall research value. We also point out any conservation concerns or special formats in each collection. *This information is for internal use only; it will not be made public.*

In this section, we rate each collection according to six categories on a scale of 1 to 5 (5 being the highest) according to standard criteria used for other archival surveys across the nation. The reasoning behind each rating is explained in the "Explanation of Scores" for that collection.

- The *condition of material* rating evaluates the state of the documents in the collection. Are papers yellowed and brittle? Are photographs faded or torn?
- The *quality of housing* rating describes what proportion of the collection is appropriately stored in archival-quality, non-acidic boxes and folders of the correct size.
- The *physical access* rating expresses how well the collection is organized into series or groupings.
- The *intellectual access* rating notes how easy it is for a researcher to learn that the collection exists and what it contains. Finding aids, card catalogs, and catalog records, are noted here; the rating is higher if they are posted online. Because the HCI-PSAR team will create a preliminary finding aid in the course of this project, two ratings are given: one for intellectual access before the project, and one for intellectual access after it.
- The *documentation quality* rating describes how complete the collection is. Are all the activities or aspects of the collection's subject documented consistently over its time span? Points are deducted from this rating if a significant portion of the collection is secondary or not original (i.e. photocopies).
- The *interest* rating estimates how interested we expect general researchers will be in the subjects of the collection.

Research value rating and *level of significance* are derived from the documentation quality and interest scores. The *research value* is a sum of the documentation quality and interest scores, and is therefore on a scale of 2 to 10. The numerical research value rating is also expressed in descriptive terms as the *level of significance*: slight local, moderate local, high local, regional, broad-based, very broad-based, or exceptional significance.

The purpose of these assessments is to help repositories manage their collections. The information that assessments provide can help organizations to set priorities for their collections, especially with regards to processing (organizing and describing collections) and conservation. Collections that receive a high rating for research value and a low rating for one or more of the other categories may be good candidates for processing or conservation work. Repositories may find assessment data helpful in obtaining grants for such projects.

Assessment Criteria

Physical Condition Rating:

A collection whose contents are in large part too fragile to handle is not really accessible.

This rating applies to the paper, photographs, and other types of materials found in individual collections. The ratings are intended to describe the overall condition of the materials in a collection; items or groups of materials of particular concern will be indicated in the conservation note.

5. Excellent: little damage with no further deterioration expected, based on the high quality of the material.
4. Very good: little damage with some further deterioration possible, due to the mixed quality of the material.
3. Good: expected deterioration with some further deterioration possible.
2. Fair: somewhat worse than expected deterioration with some further deterioration possible.
1. Poor: significant damage/ deterioration that makes collection difficult to use.

Physical Access Rating:

This rating applies to a collection's physical arrangement. In considering the level of the physical access, the surveyors will take into account the complexity and size of collection. For example, a small, relatively homogenous collection in rough order is generally more physically accessible than a large, heterogeneous collection in rough order, and the ratings will reflect that fact. (Note that arrangement to the item level may not be desirable for many collections; a rating of 4 may be the top rating that is desirable for a collection.)

5. Full arrangement to item level in series and, as appropriate, subseries. Single volumes are orderly and indexed (i.e. chronological accounts with a name index).
4. Arrangement in series to file level. There is generally good order within the files. Single volumes are orderly (i.e. an account book in alphabetical order or a neat scrapbook in thematic order).
3. Rough arrangement by date, document type, function, source, or other characteristic; papers not thoroughly screened, but have been unfolded and flattened; series not fully established; files not fully established; researchers often must work through voluminous extraneous material to locate pertinent items. Single volumes might have had more than one use, or have items pasted in or otherwise be somewhat disorganized.
2. Partial or superficial arrangement and/or non-standard housing and labeling discourage use except with special staff assistance.
1. Totally unarranged; many, sometimes most, documents not yet removed from envelopes, unfolded, and flattened. Completely inaccessible to researcher.

Quality of Housing Rating:

The ratings are intended to describe the overall quality of housing of the materials in a collection; items or groups of materials within a collection may be in better or poor housing than what the overall rating indicates.

5. Collection housed completely in acid-free boxes and folders in good condition. Boxes and folders have reasonable amount of material in them. Boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in excellent condition.
4. Collection housed partially in acid-free boxes and folders in good condition. Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in very good condition (expected wear).
3. Collection housed in non-archival boxes and folders but they are in good condition. Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in good condition (somewhat the worse for wear yet intact).
2. Collection housed in non-archival boxes and folders. Significant number of boxes and folders might have unreasonable amount of material in them or are not the correct size and type for the materials they house. For bound volumes, binding is in fair condition (boards might be detached).
1. Collection housed in non-archival boxes, might have items loose on the shelf. Majority of material is not in folders and/or boxes are overstuffed or understuffed. For bound volumes, binding is in poor condition, lacking boards or otherwise compromising the text block.

Physical Condition and Access questions:

- Given the research value of a collection, what needs to be done to make the collection physically accessible at the appropriate level?
- What needs to be done to make the collection intellectually accessible at the appropriate level?
- How does the physical condition of the collection affect access?
- When do the degree of damage or deterioration and the value of the collection justify copying, filming or treatment?

Intellectual Access Rating:

Finding aids typically provide the best intellectual access to archival collections. A good finding aid includes some overall description of the collection and an appropriate level of inventory (box, folder or item-level) for the contents.

While a catalog record or a simple inventory might provide adequate access to a small or simple collection, it may not be sufficient for a larger or more complex collection; the ratings are designed to take that into account.

The ratings reflect the growing expectation that a collection is only truly accessible when a researcher can find information about it online. The highest ratings are reserved for collections with multiple online access points.

Notes on terminology:

- A substandard finding aid may be a preliminary inventory created for all or part of a collection at the time of donation or accession. It may also be a more conventional finding aid that is done to an earlier standard that is now considered insufficient for the materials being described.
- A collection-level description may be a MARC record, a set of catalog cards, or an online or offline document that describes the physical and intellectual characteristics of a collection. In some cases, an accession record can be considered a collection-level description, if it is sufficiently detailed and would be made available to a researcher.

5. Researcher has excellent access to collection:
There is a good online finding aid (EAD, HTML, PDF, or other format). There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC.

The collection may also be described in other online or offline sources that are available to researchers (such as a printed or online guide to collections).

4. Researcher has good access to collection:
There is a good finding aid, but it is not available online. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC.

OR

There is a good finding aid, online or offline, but there is no collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC. Given the quality of the finding aid, the finding aid alone provides good access.

In both cases, the collection may also be described in other online or offline sources that are available to researchers.

3. Researcher has fair access to collection:
The finding aid is substandard or there is no finding aid. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as RLIN or OCLC. In the absence of a full MARC record, there is another type of online collection-level description. The collection-level description in online or offline sources available to researchers provides sufficient access because it is a small or straightforward collection.

2. Researcher has poor access to collection:
Collection has no finding aid or a substandard finding aid. The collection has printed catalog cards or another type of offline collection-level description, but no collection-level MARC record in the OPAC or a national bibliographic utility.

OR

Collection has no finding aid or a substandard finding aid. The collection has a MARC record in the OPAC or national bibliographic utility, but that does not provide sufficient access because it is a large or complex collection.

In either case, the collection may be described in other online or offline sources available to researchers, but because of the complexity of the collection or the inadequacy of the sources, this provides insufficient access.

1. Researcher has no access to collection:
Internal documentation such as a donor/control file or brief or inaccessible accession record serves as the only description of the collection. While such internal documentation may vary in quantity and quality, by its nature it is inaccessible to researchers.

Research Value questions:

- How frequently over the past five years have researchers sought materials on topics substantially documented in a particular collection?
- To what extent do emerging research agendas address other topics documented in a collection?
- How rare is a collection’s documentation of a particular topic?
- How extensive is that documentation?
- How deep or detailed is it? What is missing, if anything?

Research Value Rating

A collection is considered valuable to researchers to the extent that it includes relatively rare, extensive, or detailed information on topics that have received considerable prior attention, are gaining currency, or have apparent potential to attract significant researcher interest. A topic may be of very high, high, moderate, slight, or negligible interest. The intrinsic interest of the collection itself may also count as a topic. Depending on the rarity, extensiveness, and detail of a body of material, the documentation on a topic may be very rich, rich, moderately rich, incidentally valuable, or slight. The Research Value Rating is determined by adding the ratings of the topics best or most substantially represented in each collection to the ratings of the quality of documentation on those topics in the collection.

<u>Interest Ranking</u>	<u>Value Scale</u>	<u>Quality of Documentation Ranking</u>
very high	5	very rich
high	4	rich
moderate	3	moderately rich
slight	2	incidentally valuable
negligible	1	slight

The sum of the Interest Ranking and the Quality of Documentation Ranking can range from a high of “10” to a low of “2” on the Research Value Rating (RVR) scale.

Level of Significance

The above criteria were designed primarily for large, professionally-staffed archival institutions, but HCI-PSAR staff keep in mind the unique nature of small repositories when assigning ratings. Project Surveyors take into account audience, resources, and expectations. Surveyors consider both current users and potential users, as well as the most-used collections at small repositories --usually those that relate to local history, genealogy, and property research. Moreover, Surveyors recognize that convenience may be important for local researchers. Accumulated collections that mostly consist of secondary source materials (i.e. copies) with little primary source materials may receive a higher score at a small repository than the same type of materials might receive at a large, well-established repository.

The Research Value Rating can be roughly translated to the following Levels of Significance:

- 2-3. Slight local: Collection provides weak documentation of an event, topic, person, or organization of low to moderate interest to local historians and genealogists.
4. Moderate local: Collection documents an event, topic, person, or organization of moderate interest to local historians and genealogists.
5. High local: Collection documents an event, topic, person, or organization of high interest to local historians and genealogists.
6. Regional: Collection documents a regionally significant event, topic, person, or organization OR collection could constitute a case study for a topic of moderate interest.
7. Broad-based: Collection documents an event, topic, person, or organization of wide-ranging significance OR collection could constitute a case study for a topic of high interest.
8. Very broad-based: Collection documents several events, topics, people, or organizations of wide-ranging significance OR collection could constitute a case study for a topic of very high interest.
- 9-10. Exceptional: Collection fully documents an exceptionally significant event, topic, person, or organization OR provides robust documentation of many topics of high interest.

Assessment Report

Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969], 9.5 linear feet

Repository: Solebury Township Historical Society

Location: Bookcase #11

Assessment Ratings *(on a scale of 1 to 5 with 5 being the highest)*

(A) Condition of Material: 2 (B) Quality of Housing: 2 (C) Physical Access: 4
(D) Intellectual Access before HCI-PSAR: 2 (D) Intellectual Access after HCI-PSAR: 4

Research Value *(on a scale of 2 to 10 with 10 being the highest)*

Documentation Quality: 3 + Interest: 3 = Research Value: 6
(E) Level of significance: Regional

For an explanation of ratings and research value, see Collection Assessments introductory page.

Explanation of Scores

(A) Materials are in fair condition. Some papers are yellowed, fragile, and brittle. Some are torn and bent. Two of the volumes exhibit mold damage. (B) Volumes are loose on the shelf, tied together with string as bundles. Volumes are often in poor condition with detached boards or compromised covers. Smaller volumes should be housed in archival boxes. (C) The collection is largely organized by school and year. (D) There are inventory lists for each bundle available on site. HCI-PSAR's catalog will provide online intellectual access.

(E) This collection documents numerous schools located in the New Hope-Solebury School District for the first half of the 20th century; it mostly consists of one document type, however. The collection is extensive, but not intensive. This collection will primarily be of interest to genealogists and local historians, particularly those studying schools and education. Many of the registers cover the years of the Depression.

Conservation Issues

- Potential mold or mold damage

Conservation Notes

The school district account book and Quaker City cash book exhibit mold and water damage. They should be separated from the collection so they do not damage other items.

Assessment Report

Solebury Farmers Club records, 1871-2010, 1.75 linear feet

Repository: Solebury Township Historical Society

Location: Cabinet #4

Assessment Ratings (on a scale of 1 to 5 with 5 being the highest)

(A) Condition of Material: 4 (B) Quality of Housing: 3 (C) Physical Access: 3
(D) Intellectual Access before HCI-PSAR: 2 (D) Intellectual Access after HCI-PSAR: 4

Research Value (on a scale of 2 to 10 with 10 being the highest)

Documentation Quality: 3 + Interest: 3 = Research Value: 6
(E) Level of significance: Regional

For an explanation of ratings and research value, see Collection Assessments introductory page.

Explanation of Scores

(A) Overall, materials are in very good condition. (B) Most of the volumes are in good condition with intact bindings, but the papers are in non-archival folders and binders in good condition. A few items are loose. (C) Volumes are single-use and orderly, but are not organized in the drawers. The collection is small and easy to navigate. (D) There is a partial inventory available on site. HCI-PSAR's catalog will provide online intellectual access.

(E) This collection consists mostly of a nearly complete run of minute books. There is a lack of member information and materials documenting events and activities of the group, with the exception of the 90th anniversary. This collection will primarily be of interest to local historians. Researchers studying farmers' associations and social clubs may also find it useful.

Conservation Issues

- Newspapers are inherently acidic and fragile; content should be photocopied

Special Formats

- Film (negative, slide, or movie)
- Photographs
- Scrapbooks

Assessment Report

Ned Harrington local research files and publications, circa 1980-2008 , 29 linear feet

Repository: Solebury Township Historical Society

Location: File cabinets #9 and other locations throughout the schoolhouse.

Assessment Ratings *(on a scale of 1 to 5 with 5 being the highest)*

(A) Condition of Material: 5 (B) Quality of Housing: 3 (C) Physical Access: 4
(D) Intellectual Access before HCI-PSAR: 1 (D) Intellectual Access after HCI-PSAR: 3

Research Value *(on a scale of 2 to 10 with 10 being the highest)*

Documentation Quality: 4 + Interest: 2 = Research Value: 6
(E) Level of significance: Regional

For an explanation of ratings and research value, see Collection Assessments introductory page.

Explanation of Scores

(A) Materials are recent and in excellent condition. (B) Collection is stored in non-archival hanging files in good condition. (C) The collection is organized to the file-level. (D) The volumes are not indexed. No catalog records or finding aids previously existed for this collection, but HCI-PSAR's online catalog will provide some intellectual access.

(E) This collection consists entirely of copies and secondary-source materials, but it is a tremendous amount of research about local properties and families. This is an extremely convenient collection for local historians and genealogists.

Assessment Report

Solebury Township Historical Society local history collection, 1847-2013 [bulk 1980-2013], 5.5 linear feet

Repository: Solebury Township Historical Society

Location: Various locations throughout schoolhouse.

Assessment Ratings *(on a scale of 1 to 5 with 5 being the highest)*

(A) Condition of Material: 3 (B) Quality of Housing: 2 (C) Physical Access: 2
(D) Intellectual Access before HCI-PSAR: 2 (D) Intellectual Access after HCI-PSAR: 3

Research Value *(on a scale of 2 to 10 with 10 being the highest)*

Documentation Quality: 2 + Interest: 2 = Research Value: 4
(E) Level of significance: Moderate local

For an explanation of ratings and research value, see Collection Assessments introductory page.

Explanation of Scores

(A) Condition of material varies, but is good overall. The original documents are slightly more brittle and fragile than would be expected. (B) The subject files and binders are non-archival but in good condition. Most of the original documents are scattered and not in folders. (C) The subject files are organized to the file level in series, but other materials are scattered throughout the building. The collection would be difficult to use without special staff assistance. (D) There is a shelf list available on-site, and some parts of the collection--i.e. the deeds--have more detailed lists. HCI-PSAR's catalog will provide online intellectual access.

(E) The collection covers a variety of local history topics, but there isn't much material on any one subject. A large proportion of the collection is secondary-source. This collection will primarily be of interest to local historians and genealogists.

Conservation Issues

- Brittle paper
- Newspapers are inherently acidic and fragile; content should be photocopied

Special Formats

- Audio Materials
- Film (negative, slide, or movie)
- Photographs
- Scrapbooks
- Vellum or Parchment

Special Format Notes

Some oral histories are on audiocassette and some are on CD. There are also some photographs and slides, a few scrapbooks, and several dozen vellum/parchment deeds.

Processing Plans for the Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969] and the Solebury Farmers Club records, 1871-2010

Following are processing plans for the Solebury Township schools attendance registers, 1865-1969 [bulk 1905-1969] and the Solebury Farmers Club records, 1871-2010. Archival processing is the act of arranging, describing, and re-housing archival materials, whether the papers of an individual or family or the records of an organization. There are many levels of processing, from simple re-boxing and describing of materials at the collection level to more intensive item-level arrangement and description. At its most basic, processing entails organizing materials into a useful and appropriate order, placing them in archival (acid-free) enclosures, and creating a finding aid to facilitate their use by researchers.

The attached plans include estimated staff time and supplies needs for arranging and describing the collection and a recommended organizational structure for the materials.

Processing should be carried out in consultation with a professional archivist. The processing manuals of Yale University (www.library.yale.edu/beinecke/manuscript/process/index.html) and Moravian College (<http://home.moravian.edu/public/arch/resources/manual.pdf>) are useful guides to processing work. A good reference book for archival processing for the non-professional is *Organizing Archival Records: A Practical Method of Arrangement & Description for Small Archives* (3rd edition) by David W. Carmicheal, available from the Society of American Archivists (www.archivists.org).

Processing Plan

Collection: Solebury Township schools attendance registers, 1865-1969

[bulk 1905-1969], 9.5 linear feet

Repository: Solebury Township Historical Society

Collection No.:	SOL.01			
Creator:	New Hope-Solebury School District (Pa.). Board of School Directors			
Dates:	1865-1969 [bulk 1905-1969]			
Extent:	9.5	Linear feet	<i>or</i>	Cubic feet
	Note:			
Locations:	Bookcase #11			
Provenance:	Collection transferred to Solebury Township Historical Society with the acquisition of the Center Hill School building.			
Restrictions:	None			
Preservation Concerns:	The school district account book and Quaker City cash book exhibit mold and water damage. They should be separated from the collection so they do not damage other items.			
Desired Level of Processing:	Folder level			
Estimated Time:	3	Hours per linear foot	28.5	Total time needed
Archival Supplies:		Legal document boxes	20	Letter document boxes
		Legal folders	300	Letter folders
		Paige boxes	x	Other supplies
	Notes:	4 oversize flat boxes that are at least 17x12"		
Existing Order:	The collection is largely organized by school and year.			
Potential Series:	It is recommended that the processor continue to organize the collection in series by school and then chronologically by year and further by grade.			
Notes to Processors:	Larger volumes should be individually tied with cotton tape and stored in oversize flat boxes.			

Processing Plan

Collection: Solebury Farmers Club records, 1871-2010, 1.75 linear feet

Repository: Solebury Township Historical Society

Collection No.:	SOL.02			
Creator:	Solebury Farmers Club (Solebury, Pa.)			
Dates:	1871-2010			
Extent:	1.75	Linear feet	<i>or</i>	Cubic feet
	Note:			
Locations:	Cabinet #4			
Provenance:	Gifts of Solebury Farmers Club, ongoing.			
Restrictions:	None			
Preservation Concerns:	None			
Desired Level of Processing:	Folder level			
Estimated Time:	3	Hours per linear foot	5.25	Total time needed
Archival Supplies:		Legal document boxes	1	Letter document boxes
		Legal folders	20	Letter folders
		Paige boxes		Other supplies
	Notes:			
Existing Order:	Volumes are single-use and orderly, but are not organized in the drawers. The collection is small and easy to navigate.			
Potential Series:	No series are necessary for a collection this small.			
Notes to Processors:	The volumes should be placed in order in the drawers. Those that are not labeled already should be labeled with bookmarks. Loose papers and items in folders or manila envelopes should be put in archival folders in a document box.			

Preservation Issues & Resources

Preservation Issues

Following is a list of major preservation issues with the Solebury Township Historical Society archival collections, along with basic steps that can be taken to address these issues. Generally, these are simple, inexpensive steps to help preserve your collections, although in some cases we may recommend more involved measures.

- Maintaining a proper environment is critical to the long-term preservation of archival materials. The Solebury Township Historical Society should monitor environmental conditions on a regular basis and strive to maintain stable, moderate temperature and relative humidity levels in archival storage and exhibit areas.
- UV rays are damaging to paper materials. Ideally, UV-blocking filters should be installed on the windows and/or archival materials should all be stored in boxes.
- Surveyors noticed several volumes with possible mold damage, namely the school district account book and Quaker City cash book. They should be separated from the collection so the mold doesn't infest other materials.
- Ideally, the school records should be stored in archival boxes. If this isn't possible, they should at least be in covered boxes that will prevent dirt, debris, and UV rays from getting in.

Preservation Best Practices

General Guidelines

- Keep food and beverages away from collections
- Use clean hands when handling collections. Use cotton gloves when handling photographs.
- Handle items gently
- Do not use metal paper clips, staples, scotch tape, or rubber bands on archival materials

Environment

Controlling the environment in which your archival collections are housed is the single most important step you can take to ensure their preservation. Try to maintain moderate, constant temperature and relative humidity levels 24 hours/day, 365 days/year. Ideal levels are 65-70⁰F for temperature and 40-50% for relative humidity. The most important consideration is to strive to maintain an environment without extreme fluctuations in these levels. Light levels should also be kept to an absolute minimum, particularly sunlight.

- If necessary, seal windows using plastic sheeting and tape.
- Keep outside doors and windows closed.
- Move collections away from radiant heat sources.
- Monitor humidity levels and if necessary and possible purchase a room dehumidifier.
- Limit light exposure. Use room darkening curtains or blinds on windows to block UV rays, and turn off lights when rooms are not in use.

Storage Enclosures and Equipment

Use archival-quality storage materials, such as non-acidic boxes, folders, and sleeves. These archival enclosures work to create a "microclimate" that helps to protect collections from temperature and humidity fluctuations. When filling boxes it is important to not over or under-fill them, as this can warp

materials. Use appropriate storage furniture (metal shelving, cabinets, and flat files) to keep boxes off of floors and to allow adequate room for objects to be stored and accessed. Avoid wooden storage equipment if possible. Storage supplies should be purchased from established archival supply companies such as Hollinger/Metal Edge (www.hollingermetale.com) or Gaylord (www.gaylord.com).

Housekeeping

A good, systematic housekeeping program should be a priority because clean storage and exhibition areas significantly aid in the long-term preservation of collections. A consistent housekeeping program is also a good opportunity to identify objects and collections that might need improved storage or conservation treatment, identify pest infestation or damage, and to identify possible concerns with the building itself.

Preservation Resources

The standard reference book for archival preservation is *Preserving Archives and Manuscripts* (2nd edition) by Mary Lynn Ritzenthaler, available from the Society of American Archivists (www.archivists.org). The following websites offer excellent information on preservation:

- Conservation Center for Art & Historic Artifacts (www.ccaha.org)
- Northeast Document Conservation Center (www.nedcc.org)
 - Low Cost/No Cost Improvements in Climate Control
(http://www.nedcc.org/resources/leaflets/2The_Environment/06LowCostNoCost.php)
- Connecting to Collections Online Community (www.connectingtocollections.org)
- American Institute for Conservation (www.conservation-us.org).

General Information & Resources

This section includes:

- An overview of the basic principles of archival organization:
 - Provenance and Original Order
 - Collection Documentation
 - Archival Processing
 - Archival Training
- Resources that are available to small historical organizations in caring for their archival collections:
 - Grant Funding
 - Scanning Services
 - Sources of Information and Technical Support

Principles of Archival Organization

Provenance & Original Order

Provenance is the golden rule for organizing archival collections. The basic defining element of a collection is its creator. The principle of provenance dictates that documents created by different entities should be kept in distinct collections according to creator. Do not divide or disperse collections based on other factors, do not add materials from other creators into collections, and do not co-mingle materials from various creators.

A corollary to the principle of provenance is that of original order, which dictates that, to the extent possible, materials be kept in the order in which their creator kept them. Because the objective of archives is to reflect the activities, thought processes, and transactions of the creator, collections should ideally be left in the creators' original order. However, the archivist's principal duty is to render archives accessible and useable. In cases where there is no discernible original order, or if the original order is impractical, it is necessary to impose an order on materials in order to facilitate their use. Archivists must use their judgment in determining when and how to impose an order on a collection.

While the principles of provenance and original order should be followed wherever possible, the holdings of small repositories often have not been acquired or maintained as discrete provenance-based "collections." In many cases, groups of materials have been assembled according to subject, format, or some other criteria, and these groupings are convenient for those who use the materials. HCI-PSAR staff recognize that it may not always be possible or desirable for small repositories to maintain collections according to provenance, but recommend that the principle be followed where appropriate and to the extent possible.

Collection Documentation

It is important to maintain a record of when and from whom a collection was received. If a collection is donated, a signed deed of gift should be kept on file recording the donor name, items donated, date of gift, and any legal or access issues with the collection. Likewise, if a collection is acquired by purchase or other means, a file should be maintained documenting the particulars of the acquisition. Any work that

is done on the collection (conservation, processing, reformatting, etc) as well as any changes to the collection (de-accessioning, disposition of certain items) should also be documented in the file.

Collection location information should also be recorded. Shelf lists, inventories by room, and notes regarding what materials are stored in what storage equipment or furniture should be compiled to facilitate locating materials.

Such collection documentation and location information often resides “in the head” of staff or volunteers at small institutions and is not written down. It is highly recommended that organizations create collections files where this vital information is recorded and preserved in order to ensure that it is available for future stewards of the collections.

Archival Processing

Archival processing is the act of arranging, describing, and rehousing archival materials, whether the papers of an individual or family or the records of an organization. Essentially, processing entails organizing materials into a useful and appropriate order, placing them in archival (acid-free) enclosures, and creating a finding aid to facilitate their use by researchers. There are many levels of processing, from simple re-boxing and describing of materials at the broader collection level to more intensive item-level arrangement and description. Processing of collections should be done in consultation with a professional archivist. The processing manuals of Yale University and Moravian College are useful guides to processing work. (www.library.yale.edu/beinecke/manuscript/process/index.html) (<http://home.moravian.edu/public/arch/resources/manual.pdf>)

There are good reference books for archival processing available from the Society of American Archivists (www.archivists.org): *Organizing Archival Records: A Practical Method of Arrangement & Description for Small Archives* (3rd edition) by David W. Carmicheal, and *The Lone Arranger: Succeeding in a Small Repository* by Christina Zamon.

Archival Training

There are a number of training opportunities available for beginning and non-professional archivists in the Philadelphia area. The following programs are offered on an annual or periodic basis:

- The Conservation Center for Art & Historic Artifacts (www.ccaha.org) offers an *Understanding Archives: An Introduction to Archival Basics* workshop as well as other training sessions on various aspects of archival work through its *Save Pennsylvania's Past* initiative (<http://www.ccaha.org/education/save-pennsylvania-s-past>)
- The Association for State & Local History offers an online *Basics of Archives* workshop (<http://aaslh.org/basicsofarchives.htm>)
- The Pennsylvania State Archives offers a two-day workshop *Archives Without Tears*. For more information contact Josh Stahlman at Jostahlman@pa.gov/717-772-3257 or visit the Pennsylvania Historical and Museum Commission website: http://www.portal.state.pa.us/portal/server.pt/community/state_archives/2887

Resources

Grant Funding

- The National Endowment for the Humanities' *Preservation Assistance Grants for Smaller Institutions* offers grants of up to \$6,000 (with no matching requirement) for preservation projects for small organizations. Grants are awarded annually; the deadline is early May. For more information: www.neh.gov/grants/guidelines/pag.html.
- The Pennsylvania Historical and Museum Commission has in the past had a grant program for archival projects, although the program has not been active in recent years due to state budget cuts. Check the PHMC website for current status: http://pa.gov/portal/server.pt/community/grants_and_funding.
- The Conservation Center for Art & Historic Artifacts' *Philadelphia Stewardship Program* is designed to assist non-profit collecting institutions in achieving their preservation and conservation goals for their collections. Working with CCAHA staff, participating institutions learn about the preservation needs of their collections and buildings and develop long-range plans for addressing those needs. Institutions also have the opportunity to obtain assistance with emergency planning efforts or get support in updating, creating, or refining essential policy documents: www.ccaha.org/services/philadelphia-stewardship-resource-center/about.
- The Regional Foundation Center at the Free Library of Philadelphia houses the region's largest publicly accessible collection of print and electronic resources on fundraising, nonprofit management, general philanthropy and institutional advancement. The RFC also provides free access to the Foundation Directory Online--the most comprehensive database of U.S. grant makers and their grants. More information at <http://libwww.freelibrary.org/rfc/>
- Local sources - community foundations, area charitable organizations, and local businesses - often provide funding for local history initiatives.

Scanning Services

- The Athenaeum of Philadelphia's Regional Digital Imaging Center (RDIC) provides high-quality scanning and digital imaging services at discounted rates to Philadelphia area non-profits. As a sample of its work, the RDIC will do one complimentary scan for each non-profit in the area. This is an excellent opportunity for small repositories to have an archival item of particular importance digitized, especially large format items. More information at www.philaathenaeum.org/rdic/index.html.

General Sources of Information and Technical Support

- The Historical Society of Pennsylvania's *History Affiliates* program provides a network for the hundreds of history and heritage organizations in the Philadelphia area to communicate with

their peers. The program offers services to foster institutional networking, collaboration, and capacity building. More information at <http://hsp.org/historical-heritage-organizations>.

- PA Museums is the primary networking organization for museum professionals and volunteers in Pennsylvania. The Federation promotes standards of excellence and provides access to a wide range of services needed to advance the development and sustainability of institutions and their staff and volunteers. More information at <http://pamuseums.org/site/index.asp>.
- The Association for State & Local History's *stEPs* (Standards and Excellence Program for History Organizations) program is a voluntary assessment program for small- and mid-sized history organizations that helps organizations identify their strengths and weaknesses and begin taking steps to plan for positive change. More information at www.aaslh.org/steps.htm.
- The Pennsylvania Cultural Data Project is a free, powerful, online management tool designed to strengthen arts and cultural organizations. This unique system allows users to track their own financial and programmatic performance over time and to benchmark themselves against comparable organizations in specific disciplines, geographic regions and budget sizes. More information at <http://www.pacdp.org>.