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WATERMARK

Newsletter of the Archivists and Librarians in the History of the Health Sciences

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Submissions for the Watermark:

The Watermark encourages submissions of news and stories about events, collections, catalogues, people, awards, grants, publications, and anything else of professional interest to the members of ALHHS.

Please submit your contributions in a timely way to Chris Lyons, as e-mail attachments. Visuals should be submitted as jpegs with a resolution of 100 dpi if possible. Copyright clearance for content and visuals are the responsibility of the author.

EDITOR'S MESSAGE



This issue is largely devoted to news from the last annual meeting in Cleveland. Jennifer Nieves did a great job with local arrangements and James Edmonson, his wife and the staff of the Dittrick Medical History Center were wonderful hosts. The Program Committee organized a stimulating series of presentations. We're happy to be able to include the text of many of them so that more people can benefit from the expertise of our members; sharing our talents is one of the cornerstones of our association. Another is transparency. This is why we're running the

minutes from the business meeting and the financial statements. Everyone should know what we do, and by whom, so we also have a brief introduction to the ALHHS executive written by Joan Klein. Hopefully this will inspire you to get involved. A third cornerstone is sociability. It was great seeing so many friends. I hope the photos of the tour of the Cleveland Botanical Garden and the dinner convey the fun we had. The front cover shows Gary Esmonde, librarian of the Garden, explaining some of their treasures.

Speaking of getting to know people, we're launching a new section called the New Members Profiles. We learnt at the meeting that 14 people joined in the past year, which is very exciting. This gives us a chance to get to know a bit about them.

The last bit of good news I want to share relates to *The Watermark*. We agreed to make this an open access publication. Literature on the subject shows that open access publications have a greater number of readers than subscription based ones. In other words, going open access allows us to increase our collective and individual profiles. I'm also pleased to report that we are now being indexed in PubMed, thanks to the History of Medicine Division of the National Library of Medicine, which will make our work even more visible.

Chris Lyons

Assistant History of Medicine Librarian
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FROM THE PRESIDENT

**ALHHS WANTS YOU**

It was great to see so many of you in Cleveland for a meeting that truly rocked! As you'll see from the reports elsewhere in this issue, ALHHS had an action-packed couple of days. Many thanks to Jennifer Nieves, Patricia Gallagher, the presenters, and all who contributed to the success of the annual meeting.

For those of you who were unable to attend, we're working to put some of the presentations from Thursday's sessions on the ALHHS website. Also, [links](#) to several of the digital collections described are now on the ALHHS Facebook page. (I encourage all of you to join the new [ALHHS group on Facebook](#).) Thanks to Dawne Howard Lucas for setting up the ALHHS group and for serving as administrator.

We're already planning for the 2010 meeting in Rochester, Minnesota. I am pleased to report that we already have chairs in place for the Program Committee (Holly Herro, NLM) and Local Arrangements (Renee Ziemer, Mayo Historical Unit). Thank you, Holly and Renee. I look forward to working with you on next year's meeting.

As I often say, this organization thrives on the active participation of its members. Keep in mind that this is YOUR association. ALHHS belongs to all of us – not just to the Steering Committee, or just to those who attend meetings. The more members that participate in ALHHS, the stronger we are as an organization.

There is a wealth of opportunities for members to serve ALHHS in the coming year.

We will need an editor for the ALHHS Directory, to be produced in 2010. If you'd like to produce this important publication, please contact me.

Members are needed to serve on the following committees:

- Nominating Committee (chair to be recruited – it could be you!)
- Program Committee for 2010 meeting (chair Holly Herro)
- Local Arrangements for 2010 meeting (chair Renee Ziemer)
- Awards Committee (chair Christine Ruggere)
- Membership Recruitment Committee (chair Stephen Greenberg)

If you are interested in serving on a committee, please contact the appropriate committee chair. Serving on a committee is a great way to engage with ALHHS, even if you are unable to attend the annual meeting.

Other ways to participate in ALHHS include writing an article for the *Watermark*, helping to recruit new members, or nominating a colleague for an award.

I hope that many of you will consider getting more involved with ALHHS. You'll get to work with some fabulous people and it can be a lot of fun!

As President, I am always open to hearing ideas from members, so please feel free to contact me, or any of the officers and committee chairs, with your suggestions or concerns.

Have a great summer everyone!

Lisa A. Mix

Manager of Archives & Special Collections
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University of California, San Francisco

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2009 ANNUAL MEETING: CLEVELAND

Presentations – Morning Session

Introduction to a Searchable Database of William Osler Photographs

I would like to introduce you to The William Osler Photo Collection, one of the McGill Library's most recent digitisation efforts. I also want to provide a useful tip or two to those of you who, like us, are trying to do a good digitisation job while grappling with a

complex array of issues. The William Osler Photo Collection (<http://digital.library.mcgill.ca/Osler>) is a searchable and browsable website of 384 images drawn from the Osler Library's collection of photographs of Sir William from all stages of his life, along with pictures of Lady Osler, his son Revere Osler and other family members. The nucleus of the collection that we've digitised was created by Harvey Cushing while gathering material for his 1925 biography *The Life of William Osler*, with items added subsequently.

The purpose of the project was threefold: first, to make these images freely available to the public, especially seeing that there is a persistent worldwide interest in Sir William; second, to help preserve the original photos by creating high resolution digital copies, in tiff format, which both reduces handling of the originals and acts as archival backups in case anything happens; third, to develop a prototype for future McGill Library digitisation projects. McGill got involved early in digitisation. Several projects were created in those frontier days, where there were no precedents, no norms, no laws. Every project was an entity unto itself, conforming to nothing but the will and whims of its creators. It was the Wild West of Digitisation. Since I began working at the Osler Library in late 2004 we've wanted to digitise our Osler photos. To our great good fortune, in 2007 we received a \$25,000 grant from the John P. McGovern Foundation to do this. It was at this point that the McGill Library decided that it would ratchet its digitization projects up a notch or two and this project would act as a prototype for future efforts. Two critical aspects of this work were to design a website that was both visually distinct yet at the same time reusable in a way that could help brand McGill digital projects and to define a common metadata schema to use. To be honest with you, I found that this was the most confusing part of the whole project. The more I read about various schemes, the more confused I got. I even took a course on the subject – which if anything made it worse! In those crazy days of two years ago when we were all flush, if we had a problem we'd throw money at it, so we brought in a consultant to work with our team. We ended up going with modified Dublin Core schema. An application profile was written up defining the content of each element, or field, to ensure consistency across projects, including specifying the use of controlled vocabularies, such as Library of Congress Subject Headings, LC Name Authorities and following international (ISO) standards. A user friendly user guide was then developed to give the cataloguer clear instructions about filling in each element. One of our major considerations in selecting the right metadata schema was based on increasing exposure. It had to be compatible with other projects and systems so that users could search across say all McGill Library digitisation projects, and even in our catalogue and larger digital repositories beyond McGill. We

have, for example, turned the metadata and thumbnail images over to the AlouetteCanada Portal (<http://search.alouettecanada.ca>), which is a national resource discovery system of digital collections from across Canada. The material, though, has not been uploaded yet. This is a critical point for me seeing that we all spend all this time, money and effort digitising great stuff, which is often unique material. We want as many people as possible finding it.

The site itself has a number of features, including advanced searching, browsing by time period or person and the ability to enlarge photos. We also have background information and links to other sites to increase the contextual information so that visitors can understand the images better. Once the site went live, we promoted it in a number of ways, such as: publishing an article in our Osler Library Newsletter (OLN)

(<http://www.mcgill.ca/files/osler-library/1102008.pdf> page 13), creating a bookmark to distribute to OLN subscribers and other places; publicising it on history of medicine and other listservs; and giving presentations. The reaction to the website has been quite positive too. From November to March it received over 14,000 page hits. Users have also commented favourably on the content, the usability and the look of the site. The template is now being used for other projects. Overall, this has been a very good experience for the Osler Library and McGill in general.



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From Handwritten Cards to Electronic Access: The Tompkins-McCaw Library Medical Artifacts Collection, ContentDM, Archivists' Toolkit, and More!

In 1938, when the Medical College of Virginia (MCV) celebrated its centennial anniversary, college president Dr. William T. Sanger approached alumni, community physicians, and others to donate antique medical instruments and equipment for a major exhibition commemorating this institutional milestone. The materials collected during this anniversary formed the core of the medical artifact collection at the Tompkins-McCaw Library of Virginia Commonwealth University (VCU):

<http://www.library.vcu.edu/tml/speccoll/collections/artifacts.html>.

The initial donations were briefly described on index cards. When Dr. Peter N. Pastore, retired chair of the Department of Otolaryngology, Rhinology, and Laryngology at MCV, revived interest in the collection in the early 1980s modern registration or accessioning of items began. Subject/name access to the collection remained limited. Those seeking information on items in the collection were forced to wade through a series of catalog cards, initially handwritten, later typed, and finally generated by computer.

This patchwork arrangement proved frustrating and motivated us to seek a system that would enhance access. The Virginia Commonwealth University Libraries had licensed ContentDM, a digital collection management software maintained by OCLC, to manage a number of its digital collections. At the same time we discovered that the Oregon Health Sciences University had successfully used this interface to promote their historical collections http://drl.ohsu.edu/cdm4/index_hom.php?CISOROOT=/hom. While investigating potential systems to manage the medical artifacts collection at VCU we migrated the cataloging information on each artifact to an Access database. From this database we were able to extract metadata to populate our ContentDM records. We selected the following Dublin Core elements to describe our objects: type of object; manufacturer; place of manufacture; date of manufacture; time period; dimensions; physical details; medical subject; accession number; format; rights management; collection; contributor; and publisher. The lack of uniform names for our objects had posed access problems in the past. When we made the decision to move to ContentDM we decided to develop a uniform list of object types. Our object type list was based on work undertaken by the Dittrick Medical History Center, the National Library of Medicine's Medical Subject Headings (MeSH), and the *Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chenhall's System for Classifying Man-Made Objects*.

To begin the project we selected a representative group of 167 medical artifacts including doctor's bags, amputation sets, textiles, dolls, bloodletting instruments and furniture. We developed standards for each of the data fields and reviewed all of our Access records to ensure consistency of the descriptive data. The ContentDM collection was made available in late 2008: http://dig.library.vcu.edu/cdm4/index_mar.php?CISOROOT=/mar.



19th Century Bone Trephine

Each object is displayed with information for the data elements listed above as well as JPEG 2000 images created from high resolution tiffs of each artifact. The JPEG 2000 images allow users to zoom in and see important details. The ContentDM interface supports browsing and searching across the database. ContentDM options allow users to select favorites that can be saved or shown in a slideshow.

The ContentDM collection certainly enhanced visibility to our collection and provided easy access to information related to each artifact, but we still lacked a collection management tool to assist us in tracking information on location, use, and preservation of our objects. We looked around for another system that could import our electronically captured data that was field delimited. The Archivists Toolkit™, <http://www.archiviststoolkit.org/>, an open source data management system for archives, appeared to be an option for us. In addition to all of the ContentDM data, we could maintain and manage information on location, use, donors, and restrictions to name a few. We can easily add new objects to both our ContentDM collection and Archivists Toolkit database. Use of these systems has facilitated standardization of description and streamlined management of our collection. The Medical Artifacts Collection at the Tompkins-McCaw Library enjoys enhanced visibility as a result of our experience with these electronic tools.

Jodi Koste

Archivist

Tompkins-McCaw Library

Virginia Commonwealth University

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The New “Images from the History of Medicine”



Laboratoire à Saint-Lazare (1897)

and graphic art illustrating the social and historical aspects of medicine.

Comprising almost 70,000 images from the Prints and Photographs and other collections held in the History of Medicine Division of the National Library of Medicine, Images from the History of Medicine (IHM) is one of the largest image databases in the world dedicated to images of medicine, dentistry, public health, the health professions, and health institutions. The collection includes portraits, photographs, caricatures, genre scenes, posters,

On April 23, 2009, the History of Medicine Division launched a new image platform for its premier database, IHM, with enhanced searching and viewing capabilities for image researchers. Patrons can view search results in a multi-image display, download high resolution copies of their favorite images, zoom in on image details, move images into a patron-defined workspace for further manipulation, and create media groups for presenting images and sharing them via e-mail or posting on blogs. With these new capabilities, NLM greatly enhances usability of its image collection, where inspection and comparison of images is often as important as access to bibliographic data.

IHM is available online, free of charge, at <http://www.nlm.nih.gov/hmd/ihm/>

Paul Theerman

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History of Medicine Division
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The American College of Surgery Digital Collections’ Hidden Gem: Eleanor K. Grimm and the ACS History

At the ALHHS meeting in Cleveland, I introduced to the group the ACS Digital Collections available since October 2008. This article expands on one of the four categories of collections found there, a sample of the Grimm Notebooks.

For years, the 26 green cloth bound 3-ring binders of historical notebooks on the history of the American College of Surgeons languished in boxes and cabinet drawers in various rooms of the College headquarters. Obviously old, but little known and somewhat mysterious to staff members walking past them, those 3-ring binders are now recognized as one of the true jewels of the ACS Archives.

The volumes were the work of Eleanor K. Grimm, ACS founder Franklin Martin's special assistant. Martin was already in mid-career as a practicing gynecologist, teacher, founder of a medical school in Chicago, and editor of *Surgery, Gynecology and Obstetrics*, when Miss Grimm came to interview for a job as secretary. She was probably applying for her first job out of school. Initially, she was one of his secretaries, then his administrative assistant, and ultimately his collaborator. Throughout the years that they worked together, they initiated many of the departments and programs that currently exist at the College. At the time of Martin's death in 1935, Miss Grimm performed secretarial duties for the Regents, Governors, Councils and Committees, edited all College publications, handled details of the Clinical Congresses, aided in the establishment of Sectional Meetings, and presided over the medical motion pictures program. She continued as secretary to the Board of Regents and became a chief administrative officer, although always modestly in the background, of the American College of Surgeons from the year of Franklin Martin's death in 1935 until her retirement in 1951. When she retired, twelve people were needed to handle all the responsibilities she had undertaken singlehandedly.

After her retirement, the Board of Regents asked her to compile her recollections of the history of the College. The College was approaching its 50th anniversary and Miss Grimm had been there since its inception. She was to collect, compile, and organize the material for the writing of its history. She spent the summer in Chicago doing research and worked from her home in Florida the rest of the year.

Although exactly how she went about her work is still unknown, we know that she narrated her thoughts onto a wire recorder, the recording device of choice in the mid-1950s, and sent the wires to the College headquarters to be transcribed by typewriter. (Sad to say, none of Ms Grimm's wires exist any longer, as we understand she read/narrated them over, in her frugal manner.)

Miss Grimm designed an overall scheme to the arrangement of the volumes, then

stapled and pasted in the documentation of where she was getting her information, generally from publications of the College such as *SG&O* and the *Bulletin of the ACS*, or the Board of Regents minutes. Included in this documentation are four volumes on Hospital Standardization, two on the World Wars, two on Graduate Training, and one each on topics such as Industrial Medicine, Medical Economics and Motion Pictures. The scope of the material goes way beyond mere history of the ACS.

Then, painstakingly and with tremendous detail and deliberation, Miss Grimm created a 59-page alphabetical index to the set of 26 volumes. It was several years before her elaborate indexing scheme was decoded by the Archives staff and the Notebooks made available to researchers.

One month after a sample, one of the twenty-six volumes and the 59-page index became accessible as part of the ACS Archives Digital Collections (www.facs.org/archives), we received an e-mail from Mr. Randy Schallau. Mr. Schallau said he had seen the site, was the great nephew of Miss Grimm, and happened to have some of her scrapbooks, photos and correspondence that he would be willing to donate, and would we be interested?

The new material from her nephew greatly amplifies the material already available and gives new insights into the personalities of the surgical leaders with whom Eleanor K. Grimm corresponded and of Miss Grimm herself.

Plans are underway to digitize the remaining volumes of the Notebooks, but meanwhile for more information on the ACS Digital Collections and the Grimm Notebooks, contact Susan Rishworth, Archivist, American College of Surgeons, srishworth@facs.org or 312-202-5270.

Susan Rishworth

Archivist

American College of Surgeons

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Roundtable on Unusual Formats - Afternoon Session

Caring For Fabric Items

Introduction to RMMA and our collection

The Rochester Medical Museum and Archives was established in 1947, when Rochester General Hospital celebrated its centennial. Throughout various name changes over the last sixty years, our mission of preserving and disseminating the history of Rochester General and The Genesee Hospitals, their antecedents and affiliates has not changed.

The Archives began active and purposeful collecting with a set of dioramas that illustrated the various departments of the hospital; these were taken out into the community to teach about what the hospital did. As the dioramas moved through town, various hospital-related materials that were tucked away in Rochester were collected to supplement what was already held by the Archives. The collections have now expanded to include approximately 1,000 linear feet of archival material, between 50,000 and 100,000 photographs/slides/etc, approximately 5,000 medical artifacts and 750 pieces in the “costume” collection and occupy a 6,000+ square foot gallery, office and storage area.

Our Fabric holdings

Our “costume” collection contains everything from shoes and stockings to banners and tapestries. We have numerous examples of student nurse and military uniforms, departmental uniforms, candy striper uniforms and nurses’ capes and caps. Non-clothing items include multiple banners that were hung in and around the hospitals as well as a tapestry woven by the wife of a doctor. All of this material is kept in a costume storage room measuring just under 200 square feet. One wall is lined with floor to ceiling shelving while two other walls and part of a third have a railing hanging system (two walls have double rails while the third is a single rail at the highest level).

Caring for it all

Our management of the costume collection has always been very low cost and simple. The best description of it would be minimal to medium practice while striving towards best practices.

Each hanging item has its own padded hanger (usually a wooden hanger padded with batting and then covered with muslin) and is covered with a muslin dust cover, both of which are made in-house. In our previous location, we also used sheets to cover larger areas of hanging items rather than individual items.

Items stored in boxes are grouped in similar categories and placed in standard sized textile boxes. All items are folded with acid-free tissue paper either in the articles themselves and/or between layers. Most boxes are stored on the shelving wall and are labeled with both collection identification and an inventory of contents.

Rolled items are stored flat with acid free tissue paper rolled around them and tied in place with twill tape. They are then placed on the top shelf of the hanging racks.

What we've learned – moving towards best practices

A Fall 2007 Conservation Assessment Program Survey of our material culture and costumes laid out an improvement plan for the care for our non-paper collections. In general, we're not doing a bad job for an institution of our size and budget, but we can certainly improve.

The survey found that our padded hangers are good, but they all need to be constructed on wooden hangers for strength. We were also advised to re-pad them by inserting heat bonded non-woven polyester felt into the padding "sandwich". We need to revise the design of our dust covers so that they are longer and looser with adjustable closures to more effectively handle the fullness of the garment being covered. We were also advised to install a shelf about all hanging racks to limit light exposure on the shoulders of the hanging garments.

It was found that we need to lighten each storage box – they are packed too heavily and the weight would hold weakening wrinkles. We were also advised to employ more padding – soft internal padding in items that were badly creased, brittle or highly shaped, internal padding in all shoes and boots, and flat, neatly cut sheets of tissue between layers to provide padding/support when removing the items from the boxes.

Improving the storage of our rolled items will be our biggest challenge. We were advised to create a rolled storage rack for these items, which would transfer the weight of the piece from the portion sitting on the shelf to the dowels from which it was hung, lessening the stress on the fabric. Padding is also an issue – we need to switch from the

minimal tissue paper on the exterior to two layers of tissue paper with a layer of heat bonded polyester batting between them. This tissue/batting sandwich would be rolled with the item and then covered by a light barrier – either more tissue or fabric – tied with twill tape.

Other care points

- Remove any straight pins, metal paperclips, etc. from the items – just like in paper pieces, they can cause rust spots and other weaknesses in the fabric.
- Filter out UV light by adding UV filtering sleeves on overhead lights and filtering film in display cases as well as decreasing the number of overhead lights in use in storage areas and installing/adjusting the timer in those areas.
- Limit light exposure – similar to paper-based items, light damage on fabric is cumulative and can't be repaired.
- Humidity and temperature – as always, consistency is key. High humidity can lead to mold and mildew while low humidity can cause fibers to dry out and crumble. Rapid changes in humidity can cause fibers to break. High temperatures can cause a reaction with any starch that might have been used on the piece.
- Cleaning – if at all possible, wash new/contemporary fabric pieces before putting them into storage to remove any gunk, dirt or other things that could attract bugs or damage the fabric in the long term. Before cleaning antique or fragile items, consult a conservator.

Resources:

- A collection condition survey – not only will a survey highlight what's being done well or needs improvement, it can also put you in touch with a conservator in your area for assistance;
- American Association for State and Local History Technical Leaflets, found in each issue of *History News*;
- Canadian Conservation Institute Notes
(http://www.cci-icc.gc.ca/publications/ccinotes/index_e.aspx);
- National Park Service Conserv-O-Gram
(http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html);
- IMLS Connecting to Collections: an ongoing program designed to raise awareness regarding the condition of many of the nation's collections. They also

sponsor a "Connecting to Collections Bookshelf" which can provide many good references:

- Gaylord Brothers (http://www.gaylordmart.com/lobby_gaylordmart.asp) for supplies.

Kathleen Emerson Britton

Curator of Collections and Education

Rochester Medical Museum and Archives

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"We Have A lot of Hair:¹" Realia in Health Science Archives and Libraries

In library classification terminology, realia refers to three-dimensional objects or artifacts found in many historical collections. These objects pose challenges for curators because of their unique formats and preservation needs. The staff of The Ohio State University Medical Heritage Center (MHC) is very familiar with these challenges and has risen to the occasion to develop a practical, cost-effective, and sensible approach to the preservation of realia. The purpose of this article is to provide a background of the realia collection at the MHC and the Center's approach to preservation of realia; discuss the specific recordkeeping and preservation challenges posed by realia; and provide a list of resources for realia preservation.

Founded in 1997 as a collaborative effort between The Ohio State University and the Columbus Medical Association Foundation, the MHC's primary focus is collecting the health sciences history of the central Ohio region. The Center's collection falls into the three areas of rare books, archives and realia. Although it is the least requested and expansive of the institution's holdings, realia often gains the most attention from the general public and is used in exhibit programming and classroom presentations. The collection has over 4,000 items in various formats.

The variety of materials housed in the MHC lent itself well to a mixed-collection preservation plan. Specifically, the Center applies the concept of preventative

¹ Grossman, Lev. "Catalog This," *New York Times*, "Education Life" section, April 14, 2002, page 26. Retrieved on June 17, 2009 at <http://www.nytimes.com/2002/04/14/education/catalog-this.html?sec=&spon=&pagewanted=all>. This quote comes from Saundra Taylor, curator of the Lilly Library at the University of Indiana Bloomington when describing the preservation challenges of realia in the Sylvia Plath Collection.

conservation to the management of its realia collection. Preventative conservation is an approach that focuses on the long-term well-being of the collection as a whole, rather than solely on the treatment of individual items.² The MHC's approach focuses on addressing whole-collection environmental needs, maintaining a routine maintenance and cleaning schedule, meeting housing and storage requirements, record-keeping, and the development of a selective collection development policy. This strategy provides the center with a sound, cost-effective, and easy-to-implement strategy that allows the small staff to be the best possible stewards of the collection. Details of each of the areas of focus are discussed below.

Environmental Needs

The MHC houses all collections within two environmentally-controlled storage areas. The environment in collection areas is maintained at the mixed-collection standard suggested temperature range of between 68-72 degrees Fahrenheit and a relative humidity level range of between 43 and 47 percent by HVAC units that are similar to those installed in computer laboratories³. The areas are kept dark by room darkening window shades and the room's air is filtered to abate dust concerns.

Routine Maintenance

The maintenance concerns of realia are similar to those of other collection mediums, including insect, pest, mold, and mildew infestations. Hazards that are unique to health sciences realia include those that threaten the safety of staff and the facility, such as objects containing materials such as radium, mercury, and other biohazards. To meet the challenges of these concerns, the MHC has developed routine inspection and maintenance procedures.

Each object is first inspected when it is accessioned in a separate area for any conditions that may exist that would be detrimental to the collection as a whole. The Center regularly inspects artifacts to ensure no new threats have risen while objects have been in storage. The Center also maintains a pest management plan, a regular cleaning schedule, and has a material hazards plan in place to deal with any unforeseen dangers that may arise.

² The MHC uses an approach similar to the one used by the curatorial staff at the Henry Ford Museum. Details about their preventative conservation program is detailed in their online preservation brochure at: http://www.thehenryford.org/pdf/preservation_broc.pdf

³ Ritzenhaller, Mary Lynn. *Preserving Archives and Manuscripts*. Chicago: The Society of American Archivists, 1993.

Housing and Storage Requirements

Realia often presents storage and housing needs that provide a challenge to traditional archival and library storage areas. To meet these needs, the MHC is slowly replacing the traditional wooden bookcases that once filled the area's rare book room with open metal shelving. This shelving provides flexibility to the wide array of size and storage needs required by realia and provides easier access to these items. This shelving also allows for quick routine cleaning of collections and can be protected in a quicker fashion in a disaster prevention situation. The Center also makes creative use of traditional archival and museum storage containers to house items that cannot be stored on open shelving.

Record Keeping

Realia also poses record-keeping challenges to archival and library professionals. Although approximately half the items within the MHC artifact collection were given MARC catalogue records, the current collections staff found these records inadequate for the needs of objects and found themselves relying heavily upon "curatorial control" or personal memory for the administration of the collection.

Finding both MARC records and human memory lacking, the MHC began the process of phasing in the collections management system "Past Perfect" in 2008, along with the other special collections units at The Ohio State University. This system allows for improved control over object location, greater patron accessibility, provides usage statistics, and tracks the preservation treatment and inspection record of each item.

Collection Development Policy

Finally, the Center has developed a selective collection development policy to aid in its goal of preventative conservation. Indiscriminate collecting in the past meant that the MHC had amassed its own collection of "hair" or items that did not fit well within the Center's mission. A new collection development policy was established in 2008, which allowed for the assessment of an item's predicted preservation or conservation cost, storage requirements, and appropriateness within the collection.⁴ The policy also encouraged off-site appraisals of donations or the creation of donation inventories before items could be accepted. All donations also needed to be accompanied by an updated

⁴ The MHC collection development policy can be located at:

http://medicine.osu.edu/sitetool/sites/pdfs/mhcpublish/MHC_Collection_Development_Policy_2008.pdf

gift agreement form, which included strengthened transfer of ownership language. In addition to the updated collection development policy, the MHC also worked with the special collections units of The Ohio State University to develop and establish a policy for daccessioning inappropriate items already within their collections.

The inclusion of three-dimensional objects within library and archival collections can pose a challenge for any seasoned professional. However, the myriad of preservation challenges that come with realia does not have to overwhelm an institution's staff or budget. Through careful and thoughtful planning, the utilization of a preventative conservation approach allows for the effective and cost-effective solution to the challenges of realia preservation.

Online Resources

The following resources have been found helpful by the author in providing detailed instructions for the care of a variety of realia formats as well as generalized guidelines for the maintenance of object collections:

1. National Park Service Conserv-o-Grams
http://www.nps.gov/history/museum/publications/conservedogram/cons_toc.html
2. Lyrasis (SOLINET and PALINET) <http://www.lyrasis.org/>
3. Conservation On-Line (CoOL: a Project of the Preservation Department of Stanford University Libraries and Academic Information Resources)
<http://palimpsest.stanford.edu/>
4. Northern States Conservation Center <http://www.collectioncare.org/>

Judith A. Wiener

Assistant Professor and Head Curator

The Ohio State University Medical Heritage Center

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Preserving Photographs and Film (when they're not your specialty)

Over the past year, I have conducted more than 50 collection development meetings with faculty and staff members throughout Duke Medicine. Going into these meetings,

everyone has understood that I am looking for “old historical stuff,” but many have not understood the breadth of materials that we collect. The standard line that I have heard over and over is, “We do everything on the computer now, so we don’t have anything for you.”

I reply that we accept all kinds of formats, which is why we have thousands of photographs and hundreds of film reels and video tapes in our stacks. In reality, though, our collective know-how still revolves around paper. What to do, then, with all those photographs and films?

Such was the topic of my presentation at the ALHHS Annual Meeting in Cleveland. If you’re an archivist in a similar situation, the first step is to not panic; you’re not alone! When in doubt, follow the guidelines below!

Photographs: There are many types of photographic processes. My institution primarily has gelatin emulsion photographs and color photographs. These types of photographs should be stored in a climate-controlled environment (approximately 65°F and 30-50% relative humidity) and away from light. They should also be kept in enclosures that are ISO 18902 compliant (see http://www.archivaladvisor.org/shtml/NL_1_08.shtml). My institution places photographs in acid-free envelopes and stores them in file cabinets. Other institutions where I have worked have placed them in acid-free folders inside archival document cases, or placed them in polyester sleeves in three-ring binders. The last option is ideal, but can be time-consuming and cost-prohibitive. If you decide not to sleeve the photographs, users must wear cotton gloves while handling them.

If you are unsure what to do with photographs in other formats, including daguerreotypes, ambrotypes, and tintypes, the best advice is to ask a professional. The SAA publication *Photographs: Archival Care and Management* (2006) is an excellent “how-to-do-it” resource.

Film and other moving image media: Confronted with a backlog of unprocessed films, my colleagues and I recently consulted with moving image archivists from Duke’s Rare Book, Manuscript, and Special Collections Library (RBMSCL). They advise removing all films from their reels and placing them on cores, making sure to tape the ends in order to prevent unraveling. Metal cans should be discarded, and the films should be placed in polypropylene cans (remember to transcribe anything written on the metal cans!). The cans should be stored flat, and never sticking straight up. Like photographs, films

should be kept in a stable environment, between 30-50% relative humidity. Although freezing is ideal for some formats, it is not ideal for all of them, especially magnetic tapes. If you are unsure about the ideal conditions for the formats in question, a good resource is the National Film Preservation Foundation's *The Film Preservation Guide: The Basics for Archives, Libraries, and Museums*.

Dawne Howard Lucas

Head of Technical Services

Duke University Medical Center Archives

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Photos

These photos are courtesy of Stephen Greenberg. If you have any photos that you would like to share, please send them to the ALHHS webmaster Russell Johnson (rjohnson AT library.ucla.edu).

ALHHS members visiting the Cleveland Botanical Garden Rare Book Collection and Glass House**Dinner at Nighttown**

Dinner at Nighttown**Cozying up to the Prez!**[BACK TO TABLE OF CONTENT](#)

Business Meeting

Minutes of the Business Meeting: April 23, 2009

President Lisa Mix convened the meeting at 12:15. She welcomed everyone to the meeting and thanked the officers who are stepping down for their service.

Election results: Joan Echtenkamp Klein reported that the new officers will be Stephen Greenberg, Vice President/President-Elect; Arlene Shaner, Secretary/Treasurer; Jack Eckert and Dawn McInnis, Members-at-Large.

Secretary/Treasurer's report (Arlene Shaner for Brooke Foxe): ALHHS currently has 117 members, of whom 14 are new. The organization has \$13,662.76 in the checking account and an additional \$20,000 plus interest in a short-term CD.

Audit: Elaine Challacombe reported that the financial records are fine.

Program: Pat Gallagher thanked the Program Committee for its work and the participants for agreeing to be presenters.

Local Arrangements: Lisa thanked Jennifer Nieves and the Local Arrangements Committee for their outstanding work. Jennifer was not available to report on Local Arrangements (as she was on duty, seeing to the arrangements); see the Steering Committee minutes for her report.

Website: Russell Johnson reported that the program part of the website has a more consistent look and feel. The Blue Book is now on the website. He put out a call for photos and materials related to old programs to enhance the content. There was a call to post the handouts and Powerpoint slides from the presentations at the meeting on the ALHHS website.

Listserv: There are currently more listserv subscribers than members (187), so some reconciliation of the membership list and the listserv subscription list needs to be done.

AAHM Committee on the future of AAHM: Jodi Koste said that the committee report has been submitted to the AAHM Council. The organization is looking for ways to increase its base, streamline expenses, and make better use of affiliated organizations.

Lucretia McClure announced that the History of the Health Sciences Section advocacy document is about to be presented at MLA. After it has been presented, the document will be circulated. She requested that people read the document and respond to her with feedback.

Watermark: Chris Lyons reported that the cost of publishing the *Watermark* has dropped to almost nothing since we have gone to an online format (2008 costs were \$2,205; 2007 costs were \$2,289). A few copies are still mailed to institutions and to members without internet access. The online publication has hyperlinks and is now in color, which was not possible in the print version. A discussion ensued about making the *Watermark* open access instead of using a hidden url. Having open access will increase both the organizational profile and the profiles of individual contributors because we will be more visible. In order to have the whole run of the *Watermark* digitized as part of the California Digital Library it would have to be open access. The issue of getting the *Watermark* indexed in PubMed or other indexes was also discussed. It was agreed that the *Watermark* will become open access.

Awards: Christine Ruggere explained that the Steering Committee had discussed awards at length. The information about awards will be made more consistent in the Procedure Manual and on the website. Any award may be given in any year from this point forward. The Publication award will accommodate a broader array of publication types. The call for nominations will go out in November and if there are no nominees, then a committee will not need to be convened and there will not be any awards. Lucretia suggested that award recipients be notified in advance of the annual meeting so that they can make arrangements to be present.

Archives: Jodi Koste reported that the archives are still at Virginia Commonwealth University and that she is completing a finding aid. The decision was made that ALHHS will select a repository for the archives, rather than putting out an RFP.

Procedure Manual: Micaela Sullivan-Fowler explained that the manual had not been updated since 2002. Clarification and reconciliation are needed for the website, the manual, the by-laws and the directory. The duties of the elected and appointed officers need updating, as does the timetable. The responsibility for updating the manual will fall to the immediate Past President once Micaela has finished the work she is doing now. Russell will also make sure that the updated manual is on the website. An ad hoc

Documents Committee will work with Micaela as she completes the current process of updating.

Other issues:

The job of Secretary/Treasurer has become too large for one person and the suggestion was made at the Steering Committee meeting to split it into two jobs. Since this requires a by-laws change, next year's election ballot will have the change as an item.

Publications should be eliminated as a standing committee and only convened as necessary on an ad hoc basis.

Electronic voting should be considered as an option.

A By-Laws Committee will be appointed to draft the necessary changes. Suzanne Porter and Patricia Gallagher both agreed to serve.

Membership: The President-Elect has agreed to be responsible for membership and more active recruitment. The idea of allowing membership renewal to take place online was discussed. Russell and Arlene will look into this. The differential between domestic and foreign membership rates should be removed since there will no longer be mailing costs associated with the *Watermark*. Foreign members who still request receipt of the *Watermark* by regular post will continue to be charged the surcharge. Various outreach ideas were discussed. The question of the value of membership without an embargo on any *Watermark* issues was raised. Even though the publication would be available, only members can submit items for publication. The directory and the listserv are also restricted only to members. What is the larger universe of people we should be reaching? It is clear that there are many institutions without representation. NLM's directory of history of medicine collections could be useful for doing outreach. The difference between ALHHS and similar organizations (MLA's History of Medicine section, for example) could be emphasized more. Personal contact is one of the best recruitment tools. We need to reach out to potential new members. Dawne Lucas suggested an ALHHS Facebook page and volunteered to set one up and be the administrator.

Before the meeting adjourned, Lisa called for a moment of silence in remembrance of John Zwicky, who passed away recently.

The meeting adjourned at 1:05 p.m.

Respectfully submitted,

Arlene Shaner

Secretary/Treasurer Elect

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Financial Report: April, 2009

Bank of America Balance, 4/1/08

\$35,135.13

Income (Since 4/1/08)

- Dues received 4/1/2008-4/8/2009
\$4804
- Registration for 2009 Annual Meeting (meeting + dinner)
\$3645
- Watermark Advertising for 2009
\$720
- Non-cash deposit correction
\$70
- Credit
\$501
- 1% Business Cash Back Reward
\$14.72

Total income as of 4/17/09

\$9754.72

Expenditures (Since 4/1/08)

- Country Club of Rochester Dinner
\$2455.58
- Hyatt Hotel Rochester catering/room cost
\$2592.69
- Dell computer + software
\$1471.65

- 4GB flash drive from Staples
\$26.86
- Watermark publishing (3 issues + Membership Directory)
\$4332.45
- Watermark design (international money order)
\$254.57
- Mailing supplies/postal fees
\$93.29

Total Expenditures as of 4/17/09

\$11,227.09

CD Account Opened, 8/15/08:

\$20,000 + interest = **Elaine Challencombe has form from Bank of America

Total Balance (CD + Checking)

\$33,662.76

Cash on Hand:

\$13,662.76

Respectfully submitted,

Brooke Fox

Secretary/Treasurer

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OTHER ALHHS NEWS

Meet Your Elected ALHHS Officers!

Meet the officers of ALHHS, who are working for you, and with whom you could work, too. As ALHHS President Lisa Mix so succinctly said in a recent message to the ALHHS listserv, "This is YOUR organization and your participation makes us stronger as a whole." There are many opportunities available to get more involved in ALHHS. I encourage you to read Lisa's "From the President" column in this issue to learn more

about some of the current openings for volunteers. And, for now, let's extend our congratulations and thanks to the elected, all-volunteer corps of ALHHS officers!

Lisa A. Mix, President (2008-2010), has been the Manager of Archives & Special Collections at the University of California, San Francisco Medical Library since 2002. She writes, "I fell in love with archival work as an undergraduate during an internship at the Maryland Historical Society (that blossomed into a part-time job). I cemented my interest in medical archives and medical history working for 16 years in the Alan Mason Chesney Medical Archives at Johns Hopkins." In addition to Lisa's ALHHS involvement, she served on the Steering Committee of the SAA's Science-Technology-Health Care Roundtable, and was co-chair of the Roundtable 2001-2002. Lisa is imminently approachable and would love to talk to members about ways in which they can become more involved. Lisa.Mix AT ucsf.edu

Stephen J. Greenberg, President-Elect (2009-2010), received his doctorate in Early Modern History from Fordham University with a dissertation on early printing and publishing. After teaching for several years, he returned to school and earned his library degree from Columbia University, specializing in Rare Books. Since 1992, he has worked in the History of Medicine Division at the National Library of Medicine, where he is currently Coordinator of Public Services. His papers and publications span a number of fields, including the history of printing and publishing, medicine and surgery in early modern Europe, and the history of medical librarianship. In 1996, he was awarded the MLA's Murray Gottlieb Prize. He has taught many CE courses to both national and regional audiences, and he is the co-author (with Patricia E. Gallagher) of the Medical Library Association BibKit on resources in the History of the Health Sciences, now in its second edition, and the chapter on Special Collections Librarianship (also with Patricia E. Gallagher), in *Introduction to Health Sciences Librarianship* edited by M. Sandra Wood (Haworth Press, 2007). He is also an adjunct professor at the College of Library and Information Studies at the University of Maryland (College Park) where he lectures on the History of the Book. greenbes AT mail.nih.gov

Arlene Shaner, Secretary/Treasurer (2009-2011), is the Assistant Curator and Reference Librarian for Historical Collections in the Malloch Rare Book Room of the New York Academy of Medicine Library. Arlene writes about her ALHHS duties for the next two years, "My job is to maintain all of the current records of ALHHS, corresponding and financial, including taking the minutes at meetings, collecting membership dues and keeping the membership database up-to-date, collecting all monies that come in and

paying the bills, coordinating records management with the archivist, and assisting in the preparation of the Directory.” ashaner AT nyam.org

Jack Eckert, Member-at-Large (2009-2011), is the Public Services Librarian at the Francis A. Countway Library of Medicine's Center for the History of Medicine in Boston and has been on the staff at the Countway since December 1998. He was the Curator of Archives and Manuscripts at the College of Physicians of Philadelphia from 1988 until 1994 and has also held positions at the Burndy Library of the Dibner Institute for the History of Science and Technology and the Senator John Heinz History Center. jack_eckert AT hms.harvard.edu

Christopher Lyons, Member-at-Large (2008-2010), has been the Assistant History of Medicine Librarian at the Osler Library of the History of Medicine at McGill University for the past four years. He has an M.A. in history as well as an M.L.I.S. In previous incarnations he was a human rights policy analyst for the Canadian Government and taught adult education (history and English). Chris writes, “I am currently a member at large, which means I have no specific responsibilities but ‘assist the President in conducting the business of the Association,’ mostly in the form of unwanted advice! To atone for my sins, I also edit the Watermark.” christopher.lyons AT mcgill.ca

Dawn McInnis, Member-at-Large (2009-2011), has been the Rare Book Librarian at the Clendening History of Medicine Library at the University of Kansas Medical Center since 2001. Dawn says, “I immediately joined ALHHS, and have really appreciated the energy and information from the annual meeting, along with our members’ willingness to share knowledge. My two-year position as one of the Members-at-Large requires attending the yearly steering committee meeting that precedes the annual meeting. This means I also have to attend the social evening!” The duties include assisting the president in conducting the business of the organization, helping with long-range planning, and serving as needed on ad hoc committees or task forces. She adds, “I’m looking forward to learning more about the internal workings of the organization and to returning energy and knowledge back to the membership.” dmcinnis AT kumc.edu

Howard M. Rootenberg, Member-at-Large (2008-2010), is the principle of B & L Rootenberg Rare Books in Sherman Oaks, California, a business started by his mother Barbara over forty years ago. Born and raised in Los Angeles, Howard attended University of California, Santa Cruz and then law school at Loyola University. He practiced entertainment law for 15 years. Howard is married to singer Joan Ryan and has three daughters. When an employee decided to move to Europe, Howard agreed to

help out in the book business until a new employee was hired. With encouragement from his family and reverence for books and research, Howard changed the course of his life by remaining in the family business. Now, nearly twenty years later, he is actively buying and selling rare books, producing catalogues, writing articles, appraising rare book collections, and lecturing on the history of science and medicine. He is a member of ALHHS and AAHM, History of Science Society, SAA, Bibliographical Society, Manuscript Society, and the Grolier Club. He collects medical sheet music.

blroot AT rootenbergbooks.com

Joan Echtenkamp Klein

Alvin V. and Nancy Baird Curator for Historical Collections

Claude Moore Health Sciences Library

University of Virginia Health System

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New Members Profiles

Kathleen Britton



Home town: Spencerport, NY

Current employer, position and length of time there:

My archives is called the Rochester Medical Museum and Archives (formerly ViaHealth Archives Consortium when the annual meeting was in here in Rochester in 2008 and before that Baker-Cederberg Museum and Archives). We're a part of Rochester General Health System. Length of time here - ten years next month, split about equally as a part-time contractor and a true, benefitted

employee.

Education:

- B.A. in Anthropology and History - St. John Fisher College, Rochester, NY 1992;
- M.A. in Classical Archaeology - University at Albany, SUNY, Albany, NY 1996;
- N.Y.S. Certificate in Museum Studies - NYU, New York, NY 1997.

Professional interests: U.S. Cadet Nurse Corps, local medical history.

Other facts, interests or hobbies:

The ongoing renovation of our house, reading, gardening and quilting when I have the chance, and the family consisting of husband, 4 year old son, second son arriving in August and the slightly neurotic former barn cat.

Dawne Howard Lucas



Home town: Danville, VA (originally); Durham, NC (currently)

Current employer, position and length of time there: Head of Technical Services, Duke University Medical Center Archives (since January 2007)

Education:

- B.A., Journalism and Mass Communication, University of North Carolina at Chapel Hill, 2001
- B.A., History, University of North Carolina at Chapel

Hill, 2001

- M.A., Public History, North Carolina State University, 2005
- M.L.S., University of North Carolina at Chapel Hill, 2006

Professional interests: Technical services especially EAD and processing collections.

Other facts, interests or hobbies:

I am a big sports fanatic, especially loyal to the UNC-Chapel Hill sports teams (2009 NCAA national champions in men's basketball!), the Carolina Panthers (NFL), the Carolina Hurricanes (NHL--I drank from the Stanley Cup in 2006!), and the Durham Bulls (AAA-affiliate of MLB's Tampa Bay Rays). I also enjoy reading. My husband also graduated from the School of Information and Library Science at UNC-Chapel Hill (although we began dating when we were both undergrads) and now works in the main library at North Carolina State University. We sometimes host trivia on Wednesday nights in Chapel Hill.

Holly Herro

Home town: Grew up in Richmond, VA

Current employer, position and length of time there: NLM, Conservation Librarian, 1 year

Education:

- B.S., Virginia Commonwealth University, Business Admin/Marketing
- M.L.S., Catholic University of America
- Bench training, rare book conservation, Tom Albro, retired Head of Preservation and Conservation, Library of Congress
- Paper conservation, Sylvia Albro, Senior Paper Conservator, Library of Congress

Professional interests: Book binding, conservation science

Other facts, interests or hobbies:

I have just moved back north after working 10 years as the Preservation Librarian and Head Conservator at the University of South Carolina. I have been married for 23 years. My husband is also a librarian.

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What's on Your Mind? ALHHS is now on Facebook!

As of April 24, 2009, ALHHS has a group page on Facebook! This page provides a collaborative Web 2.0 environment for Facebook members to exchange information and ideas. Group members can participate in discussion board threads, post to the group wall, and share links, photos, and videos. In addition, the administrator can send messages to members' Facebook inboxes.

ALHHS decided to create a Facebook presence at the 2009 Annual Meeting as a way to reach out to potential new members. The page will not replace other recruiting strategies, but is intended to augment the existing repertoire. Of course, current ALHHS members are also encouraged to join!

You must have a Facebook account to join the group. You can find the group by searching for "Archivists and Librarians in the History of the Health Sciences" or "ALHHS" within the Facebook interface. You can also use this link to get there (<http://www.facebook.com/group.php?gid=75511586862&ref=ts>). If you have any questions about creating a Facebook account, or would like to post content that requires administrative access, please contact Dawne Howard Lucas at dawne.lucas@duke.edu.

Dawne Howard Lucas

Head of Technical Services

Duke University Medical Center Archives

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