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# New Hampshire Historical Society

## NEWSLETTER

New Hampshire Archives Group  
February 1989

WELCOME to the first edition of the New Hampshire Archives Group newsletter. Since the first New England Archivists' workshop in Concord in September, two additional workshops have been scheduled for the state--one in Hanover and one in Keene. I hope the second groups found the workshops as enjoyable and informative as did the first.

I mentioned at the Concord workshop that I would contact the Vermont Public Records Division and obtain their list of approved photocopiers. Attached is that list. At first glance, it appears almost any copier is acceptable.

According to the letter I received in conjunction with the list, the test consists of scratching images produced on 100% rag content, 32 lb. linen ledger paper used by Vermont municipalities for permanent recording. If you want to perform your own test, here is the procedure followed in Vermont: "We make copies on both sides of the paper marking which is side one and then test side two, as the second side will pick up any oil on the rollers and the image will come off more easily. We test the image by actually scratching the image with our thumb nail; if we have to scrape down into the fiber in the paper before the image comes off then we approve the machine for permanent records." The Records Division warns, however, that no copy is really "permanent" since "variances in temperature and humidity will cause the images to disappear over time. They recommend making microfilm copies for true permanence and also suggest that copy machines using liquid toner produce a more permanent copy than those that use dry toners.

Finally, I learned that there has not been any test of the permanency of reader/printers and that there is no recommended machine that does provide permanent copies.

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As a result of the evaluations and comments at the Concord workshop, the New Hampshire Historical Society will sponsor the first meeting of the New Hampshire Archives Group on Thursday, March 2, 1989. The brief morning session will be a hands-on workshop on encapsulation. If you wish, you may bring a small document from your collections that you can encapsulate, or we will provide a simple sheet of paper. The Historical Society will provide supplies, for which there will be a small fee.

The afternoon session will be a combination discussion of problems in general and a working session to develop the beginnings of an "authority file" for photographs. One issue we all seem to have in common is how to deal with and catalog large collections of photos. If the Historical Society does become a clearing house for all museum and archival collections in the state, it would behoove us to use the same terminology for the subjects found in our photographs. This session will start that process. Please either bring some of your photographs so we can discuss topic headings, or conduct a survey of your collection and bring along a list of descriptions of the photographs you have. I will have some sources available for us to consult in arriving at mutually agreeable subject headings, and we will be able to use the expertise of Ann Lord, who will be an intern at the Society working with the photographs and developing a cataloging system.

The two workshops will be held at Concord Public Library in the auditorium. The morning session starts at 11:00 a.m. Lunch is on your own from 12:00-1:00. The State House cafeteria is just across the street and offers affordable, quick lunches, if you can stand the crowds! Remember the Legislature is in session, so parking and finding a quick meal will be problematic.

The second session will begin at 1:00 p.m. We have the room at the library reserved until 4:00 if we need to go that long. It all depends on the amount of discussion we have and our stamina. I would like this to be a working session, with some solid results.

The cost for the whole day will be \$10.00 per person. For those wishing to attend the encapsulation workshop only, the fee is \$7.50 to cover the cost of materials. So I can have the correct amount of materials on hand, please let me know if you plan to attend by tearing off and returning the coupon below, along with a check for the correct fee.

If you have any questions, please feel free to call Barbara Austen at 225-3381. See you on March 2d.

*yours,*

*Barbara Austen*