

DEAR ARCHIVIST: I NEED HELP

A Question and Answer Column on Problems Faced by Archivists

Each issue will have a member of MAC respond to questions raised by readers. If this column is to be useful we must have volunteers to answer questions as well as ask them. You could also share your knowledge with us. Have you solved a problem that has bothered other people? Do you have a problem that nobody has solved yet? Please send your questions, answers, or comments to Jacqueline Haring, Curator of Special Collections, Henry M. Seymour Library, Knox College, Galesburg, Illinois, 61401. The column is open to any sort of problem that would be of interest to our readers. We need to know how to make this column be of use to our readers. Please write, especially if you have material for a future column.

- 1) Q. Where can I obtain technical and professional supplies and equipment?  
A. The following firms are recognized leaders in their respective fields:

(1) Library Supplies (Technical Library Service)

Talas  
104 Fifth Ave.  
New York, N. Y. 10011 (Write for catalog)

(2) Manuscript Folders Manuscript Boxes

Hollinger Corp.  
3810 So. Four Mile Run  
Arlington, Va. 22206 (Write for catalogs)

(3) Lamination

W. J. Barrow Restoration Shop  
State Library Bldg.  
Eleventh & Capital Sts.  
Richmond, Va. 23201 (Inquire about sizes & prices)

The Arbee Company  
95 Summit Ave.  
Summit, New Jersey (Inquire about sizes & prices)

(4) Fine Restoration & Binding

Graphic Conservation Dept.  
R. R. Donnelley & Sons Co.  
2223 S. Dr. Martin Luther King Dr.  
Chicago, Ill. 60616 (Tel. [312] 431-8425 - material must  
be seen before cost can be estimated)

A very helpful book on preservation is:

Horton, Carolyn. Cleaning and Preserving Bindings and Related Materials. ALA, 2nd ed. 1969. \$4.50. Includes illustrated instructions for mending pages. Order from: Publishing Dept., American Library Assn. 50 East Huron St. Chicago, Ill. 60611.

- 2) Q. How do I remove glued labels from documents?

A. Several companies make products that are helpful. One paper remover is Quik, made by both Promotion Products Company, NYC and Talas. This is used as it comes out of the bottle. Another is actually called Easyoff and is made by the Klean Strip Co., Inc. of Memphis, Tenn. This has to be diluted as directed on the bottle. You have to be careful these products don't leave water-marks by washing off any glue left on the surface and blotting the document as dry as possible.

## DEAR ARCHIVIST CONTINUED

3) Q. I'd like to hang a rather rare map on the wall but am afraid it might be harmed by exposure to light coming in the window. How can I protect it and still exhibit it?

A. Instead of using glass in the frame use UFI Plexiglas, made by Rohm and Haas. This will filter out the ultraviolet rays and help keep the map from fading. UFI is also chemically inert and will not affect paper or ink. Since plexiglas is apt to attract dust, coat it with an anti-static solution such as Like Magic (obtainable from Talas, which removes the static charge and also prevents fogging.

4) Q. People are stealing manuscripts. What kind of security system do I need?

A. Would MAC members please write the editor about their experiences with security systems so he can relay the information?

DAVID BRINKLEY OPPOSED TO PRIVATE OWNERSHIP OF PUBLIC PAPERS. During the NBC News on November 5 and December 18 David Brinkley objected to the custom that allows public officials to "own" their papers, papers which were produced on government time, with government resources, and stored in government filing cabinets. Brinkley maintained that transferring such records from office files to the National Archives should be considered an intergovernmental procedure and hence not tax-deductible. He also contended that the value of such papers was derived from their "donor's" office, hence Hubert Humphrey's papers, for example, would be worth far less had he remained a small-town pharmacist. (Thanks to the New Archivist for this tidbit)

TIME MAGAZINE CHIDES ROSEMARY WOODS. Time magazine recently pointed out that Rosemary Woods and other White House personnel had violated sound archival practice by typing transcripts from original tapes instead of first dubbing duplicate copies and using them while retaining the originals as archival record copies.

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NEWS NOTES  
ARCHIVES IN THE NATIONAL PRESS

JACK BENNY'S PENNIES ARE PINCHED BY FEDS. Washington. (AP) The Internal Revenue Service (IRS) has rejected comedian Jack Benny's attempt to deduct \$154,000 from his income taxes for a donation of memorabilia to the University of California at Los Angeles. Benny's lawyer said that the deduction is similar to the one President Nixon claimed for donating his vice presidential papers to the National Archives. Benny and his wife are fighting government attempts to collect \$109,081 in back taxes for 1967 and 1968.

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Bandleader James Faces Tax Charge

WASHINGTON (UPI) - The International Revenue Service (IRS) has assessed bandleader Harry James nearly \$29,000 in back taxes, charging that the musician took too big a deduction on the gift of his musical scores to the University of Wyoming.

The IRS said James and his wife, Joan, had tax deficiencies of \$12,034 in 1968 and \$16,745 in 1969 because the scores and arrangements used by James' orchestra and donated to the university's music department had been appraised far in excess of their real worth.

Before the tax reform act of 1969 made the value of such gifts negligible for tax purposes, artists, musicians, and public figures could donate their papers and works to museums and schools and claim their appraised value as a tax deduction.