

and restoration, mylar encapsulation, phase boxing, and archival bookbinding.

Preservation and Access. The State Archives preserves information with microfilm and digital imaging to expand access to historical documents. Sophisticated computer-scanning technology and microfilm produced to national preservation standards preserve images of original materials. These procedures help individuals who are not able to use originals at the Archives, and they preserve the information value of fragile manuscripts, maps, newspapers, and photographs.

Preservation Outreach. The State Archives participated in the work of the Task Force to Initiate Preservation Planning in Maryland and has assumed a leading position in promoting preservation to organizations and individuals across the State. The State Archives was designated by the Task Force to coordinate public information, workshops, and low-cost conservation services. The goal is to ensure preservation of significant collections of books and documents in Maryland libraries, museums, historical societies, government offices, private organizations, and private homes.

PUBLICATIONS

Vacancy, *Director*

(410) 974-3916

The State Archives produces a variety of finding aids, guides to records, historical monographs, essays, and directories. Every two years, the State Archives compiles, edits, publishes, and distributes the *MARYLAND MANUAL*. In addition, the State Archives prepares, edits, and publishes volumes of the new series of the *Archives of Maryland*. Some examples of publications currently available are:

Archives of Maryland, new series I: An Historical List of Public Officials of Maryland—Governors, Legislators, and other Principal Officers of Government, 1632 to 1990.

Guide to County Records on Microfilm at the Maryland State Archives.

A Guide to Government Records at the Maryland State Archives: A Comprehensive List by Agency and Record Series.

Guide to Montgomery County Plats of Surveys, Subdivisions, and Condominiums, 1783-1993.

Guide to the Newspaper Collection on Microfilm at the Maryland State Archives.

Marylanders Who Served the Nation: A Biographical Dictionary of Federal Officials from Maryland.

Brochures describing publications and educational outreach programs, and providing guidance for research are available on request.

REFERENCE SERVICES

Patricia V. Melville, *Director*

(410) 974-3914

Records are made accessible to the public and government agencies through the search room, by telephone, fax, and mail. The search room is open Tuesday through Saturday. Telephone, fax and mail reference services are available Monday through Friday.

Records are used for historical research, title searches, geographical information, vital record research, legal documentation, and genealogy. Copies of records can be produced on paper or microform by Photographic Services, an in-house photolab. Self-service copying from film and xeroxing of some materials also is available. Records on microforms may be borrowed through interlibrary loan.

SPECIAL COLLECTIONS

Nancy M. Bramucci, *Registrar*

(410) 974-3914

The State Archives is authorized to collect public and private records and other information that relates to the history of the Province and State of Maryland from the earliest times. At the discretion of the State Archivist, the State Archives also is authorized to acquire collections of private records as permanent gifts (Code State Government Article, sec. 9-1010).

Special Collections supervises the care, preservation, accessioning, and description of private records. These nongovernmental records usually are given to the State Archives by private donors and generally consist of personal letters, diaries, photographs, maps, church records, architectural plans, and other manuscript documents.

With the exception of collections of fine arts and photographs, the Registrar, in conjunction with the State Archivist, reviews offers of materials as gifts to Special Collections. Offers of photographic collections are reviewed by the Curator of Photographs in conjunction with the Registrar and State Archivist, while gifts of fine arts are reviewed by the Curator of Artistic Property and the State Archivist. Materials are accepted on the basis of their relevance to the holdings of the State Archives, their condition, and the need to provide for their proper storage and care.

While collections generally are offered as gifts to the State Archives, occasionally materials are accepted on deposit. The decision to accept a collection of original materials as a deposit is made by the Registrar in conjunction with the State Archivist based upon the relevance of the collection to the holdings of the State Archives, its condition, and the historical value of the collection. A collection may be placed on deposit if its contents are to be photographed or microfilmed as a reference collection at the Archives and the original materials returned to the owner.