

type made especially for archival materials of odd size and conformity. They are also useful for rare non-record material such as old atlases. Volumes bound in soft leather are usually very small, too small to permit the building of a spine except at unreasonable cost. The backs are made of heavy paper, rather than boards.

The printing of county names on the canvas covers of record volumes has gone on for several years. It seems to us to be the only quick way to tell the records of one county from another, since they are for the most part uniform in size and binding.

Totals

Pages laminated	25,238
Manuscript record volumes bound	70
Printed library books repaired	16
Post binders made	5
Pamphlet covers made	15
Volumes bound in soft leather	2
Canvas covers made and lettered for previously bound volumes	3
County names printed on covers of volumes in stacks	259
Exhibits set up in Repair Room	3

PHOTOCOPYING

In addition to the photocopying recorded here, there is also to be considered the large amount of microfilming described in the Records Management Report. What we have here is primarily archival work: photostats, microfilm and projection prints done on order for private researchers or other state agencies, and the large quantity of material—for the most part microfilm—which becomes a part of our archival holdings. This year the bulk of materials which we filmed for ourselves consisted of County land and Quaker records. The figures for images can be readily converted to pages by multiplying by two.

<i>Photostats</i>	<i>Number of Orders</i>	
Cash	597	4,422 pages
Office	53	868 "
Other State Agencies	23	1,785 "
	673	7,075 "