

## REPAIR AND BINDING

In the number of pages laminated and in almost every other area of repair-room work we exceeded the good record of last year. In my report for fiscal year 1962 I listed some of the miscellaneous duties that the two Manuscript Repair Technicians performed. They were fringe duties such as preparing exhibits, stamping record books with the name of the county, and preparing journals for binding by the State Use Industries which employ prison labor. I did not, however, point out that this small staff is called on to substitute in the research room especially on Saturdays and Holidays, to distribute the MARYLAND MANUAL to the General Assembly and to take responsibility for the conduct of tours to their department. Since everyone is interested in the repair and maintenance of manuscripts and in the binding of books this is no small drain on their time. They are flexible by training, having been here a long time, and agreeable by nature.

### *Totals*

Pages laminated .....	26,562
Manuscript record volumes bound .....	63
Printed library books repaired.....	19
Post binders made .....	2
Pamphlet covers made.....	5
Volumes bound in soft leather.....	1
County names printed on covers of volumes in stacks....	262
Exhibits set up in Repair Room.....	9
Mounting for exhibit cases .....	24
Photocopies of plats pieced together .....	6

## PHOTOCOPYING

For want of some better place we have included under this title, all photocopying done on order for clients, all miscellaneous photocopying done for our own use, and all orders which we got from other state agencies and for which we cannot make a charge. This accounts for all photostating and quick-copying but it is only a minor part of the microfilming. Our large film projects will be found described in "Records Management", in "County Land Records Project" and in "Church Records". It is perhaps noteworthy that our receipts for photocopying were greater this year than ever before.