

Placing Certificates of Survey in Folders
 Pasting jacket fronts on folders (certificates)
 Repairing bindings
 Preparing deacidification solutions and adherent
 Cleaning screens
 Checking inventory and ordering supplies
 Treating leather on "Laws of Maryland"
 Displays and demonstrations for visitors
 Repairing Maps
 Cutting boards for laminator
 Making end papers
 Training new employees
 Removing old lamination
 Cleaning folder for laws of 1910.
 Making signs and folders for staff

PHOTODUPLICATION ACTIVITIES

The Photographic staff had an excellent year. Orders for photostatic copies were about on the same level as for the previous year, which was the highest in our history. Projection prints and microfilm orders were in excess of any previous year. And we made approximately the same number of microfilm images for our collection of church records that we had made before. An analysis follows:

<i>PHOTOSTATS</i>	<i>NO. OF ORDERS</i>	<i>NEGATIVES</i>	<i>EXPOSURES/ PAGES</i>	<i>AMOUNT</i>
cash	1,332	9,892	10,659	\$5,488.25
office	24	213	213	
<i>PROJECTION PRINTS</i>				
cash	249	1,286	1,301	\$ 716.50
office	4	28	28	
<i>MICROFILM</i>				
cash	9	1,481 Images		\$ 81.60
office	498	53,788 Images		
<i>SUMMARY</i>				
Photostats	1,356	10,105	10,872	\$5,488.25
Projection Prints	253	1,314	1,329	716.50
Microfilm	508	55,269		81.60
				\$6,286.35