

Appendix

ABRAHAM LINCOLN PRESIDENTIAL LIBRARY TOUR SCRIPT

While this tour is no longer given by volunteers, this document contains a great deal of valuable information about the ALPL, its collections, and the duties of the professionals that work there.

LIBRARY TOUR SCRIPT

FIRST FLOOR

Welcome, I am _____, a volunteer guide for the Abraham Lincoln Presidential Library. This Library is the first of a three-building-complex to be completed and open to the public. The Library, Museum and Visitors' Center cover a three-block area in downtown Springfield. The construction cost for the ALPL is \$25 million. The total project cost is \$115 million. The facility is funded by a combination of state, federal, municipal and private funds. There is a Foundation to raise funds for the ongoing support of the ALPLM.

The architectural firm for the project is Hellmuth, Obata and Kassabaum (HOK), Inc. of St. Louis, Missouri. The lead architect is Gyo Obata.

LINCOLN RECEPTION ROOM

This beautiful room is called the Lincoln Reception Room. Above, you see an excerpt from the Gettysburg Address etched in Lincoln's handwriting. The blinds are artistic and do not move. The limestone covering the outer and inner walls was quarried in Egypt, cut to shape in Italy and shipped to the U.S. The architectural themes begin in this area and are carried throughout the building. You will see the prairie-grass motif in the etched glass, laminated-maple walls, Mexican granite counter tops and the Douglas fir end-grain flooring repeated in other public areas. The library building itself is an approximately 99,800 square-foot structure.

LINCOLN COLLECTION DISPLAY AREA

This area will show case short-term displays of new additions as well as already accessioned items in the Abraham Lincoln Collection. Although most of the Lincoln Collection will be displayed on rotation in the ALPLM after it opens, these cases will feature exhibits of artifacts and documents from in house collections and some exhibits on loan. Artifacts in the Lincoln collection are particularly interesting and include his marriage license to Mary Todd, the A. Lincoln doorplate from the only home he owned located at Eighth and Jackson St. in Springfield, a

tablecloth from his wedding reception, his shaving mirror and our most recent addition, his presidential leather portfolio.

The offices of the State Historian and the Lincoln Collection Curator are located here. Appointments are necessary.

RECEPTION AREA (front desk):

Beneath this floor on the lower level is a 24,950-square-foot storage area. The area is bigger than two football fields and nearly three-times the size of the former space occupied by the Illinois State Historical Library under the Old State Capitol. The storage area houses the world renowned Henry Horner Abraham Lincoln Collection. Henry Horner was Governor of Illinois from 1933-40. He was a Lincoln bibliophile (lover of books) who gave his extensive collection to the Illinois State Historical Library. The Henry Horner Abraham Lincoln Collection includes some of Lincoln's most significant documents and artifacts. It includes an original Gettysburg Address, a lithographic copy with an original signature of the Emancipation Proclamation and fragments of Lincoln's Second Inaugural Speech. In total, the collection preserves nearly 1,500 manuscripts written or signed by Lincoln, 10,000 books and pamphlets, 1,000 broadsides (printed on one side - poster), and 1,000 prints and photographs relating to Lincoln and his family. These items will be stored in this building and some will be included in the rotating displays in the Museum. The collection needs to rotate on display in order to allow fragile artifacts to rest and breathe.

Also, housed on the lower level is the bulk of the 12 million item collection of the former Illinois State Historical Library. The area contains six-linear miles of compact book shelving. The library is the primary repository for materials relating to the history of the Illinois. In 1889, the Historical Library was charged with collecting and preserving books, pamphlets, manuscripts, monographs, writings, maps, periodicals, photographs, and other materials of historical interest bearing upon the political, religious or social history of Illinois from the earliest known period of time. The library is a public, non-circulating research facility. It is a division of the Illinois Historic Preservation Agency (IHPA). In addition to the Library, the agency oversees state and federal preservation programs in Illinois and manages more than 50 historic sites.

EDUCATION DEPARTMENT

Education is one of the missions of the ALPLM. Programming will be developed for visiting school groups, the general public, and Lincoln scholars. The classrooms and computer lab will be available to outside organizations that wish to rent them. Sixty persons can be accommodated in the classrooms. The rooms can be sectioned into two classrooms. The computer lab will accommodate about 30 students on 15 computers.

COLLECTIONS HOLDING AREA

When necessary, new items coming into the Library will be stored here until they are processed and moved to a different location. In addition there is a freezer to kill insects and to treat flood damaged items in the decontamination room next door.

ATRIUM

Notice the natural lighting, prairie-style fixtures, furniture, planters and hemlock ceiling screen. The prairie grass etched design in the windows is the official state prairie grass—big bluestem (*Andropogon gerardii*.) This atrium space will be available for rent.

STEVE NEAL READING ROOM

Steve Neal was a reporter for the *Chicago Sun Times* who wrote editorials in favor of keeping professionalism first and foremost in the considerations for hiring a director and other key personnel for the ALPLM at a time when it was rumored that patronage considerations might win the day. After his death in 2004, his family donated his library and manuscript materials to the ALPLM.

It is in this Reading Room that library users often begin their research. The entire library collection has over 200,000 items printed and published including an extensive Civil War collection – one of the best in the nation. Our published collection includes titles as early as the 1600s to the present, but most date from the 1800s. The Library has subjects such as, frontier travel and settlement, agriculture, medical care, women’s studies, industry, religion, labor and social history. The library holds one of the most comprehensive Illinois family genealogical research facilities in the state. Holdings are accessed via Horizon (an online card catalog system) and the ALPL is a member of the Rolling Prairie Library System. The collections in this room are the only public browsing area in the library, 98 percent of the published collection is in the closed stacks. The name index gives the genealogy researcher the name, pages and books of biographical sketches in county histories. This index has been compiled by Daughter of the American Revolution (DAR) volunteers.

The stacks (located on the lower level) are closed; items are requested from the librarian who goes to the stacks and delivers the item(s) to the user’s table. The tables are numbered. There are carrels in the back of the room where visiting scholars may lock up items they are studying. This makes continued study easier for the scholar. There are information sheets for genealogical research procedures for Illinois and non-Illinois residents located in brochure racks.

The ALPL is the only research facility sponsoring serious Lincoln scholarship, such as the multi-year Lincoln Legal Papers Project was originally intended to document every case in Lincoln’s illustrious career as a lawyer. The project has since been expanded to include every scrap of paper that crossed Lincoln’s desk. The new Papers of Abraham Lincoln will document every letter to and from Abraham Lincoln.

There are also study tables, computers, small study rooms for users who want to talk to each other, and a staff workroom. The prairie style furniture in this area is made of cherry wood and crafted by Agati, Inc of Chicago, Illinois.

Second Floor

MULTI-PURPOSE ROOM and CONFERENCE ROOM

This reception area and the multi-purpose room can be rented. The multi-purpose room accommodates 250 visitors and can be divided for smaller groups. It is equipped with audio-visual equipment for presentations or films. The ALPLM and IHPA host various events here. There is a galley available for caterers' use. These areas, as well as the nearby Conference Room, can be used in-house as well as offered for rent to outside groups.

NEWSPAPER MICROFILM AREA

The library's more than 5,000 newspaper titles are preserved on more than 90,000 microfilm reels. The Library does not own every newspaper published in Illinois. We are mandated to collect Illinois newspapers, but cannot possibly collect them all; however, we do have the largest collection in the world.

The Library holds titles from all 102 counties in the state. Many of the newspapers date from the early and mid-nineteenth century. The earliest newspaper published in Illinois, the 1814 *Illinois Herald* from Kaskaskia, before Illinois became a state, is included in the collection. More than 300 current newspapers are received on subscription. This is an excellent resource for family historians and genealogists. The room can accommodate 27 researchers. Hard copies can be printed at 25 cents per page.

Many of the newspapers are filmed by the staff. Their lab is on third floor. ALPL sells duplicate film to libraries, historical and genealogical societies across the state. Reels also can be obtained through interlibrary loan services to libraries across Illinois and the nation.

AUDIO- VISUAL STACKS

The audio visual collection contains our non-Lincoln images and 350,000 photographs dominate the holdings. The political, social, labor, military and family life of Illinois is documented throughout various collections. Over 5,000 broadsides are also housed in this section including an impressive collection of WW I and WW II posters. Approximately 7,000 audio tapes document the daily activities of the administrations of Governors Ogilvie, Thompson and Edgar as well as the Illinois Constitutional Convention. Over 1,000 World War II oral history interviews are also included. Oral history interviews conducted by the Illinois Department on Aging as well as interviews with coal miners are part of these substantial holdings. Films from gubernatorial collections dating from the William Stratton administration depict events such as road construction and the Illinois State Fair. Viewing and listening rooms are now available for patrons to do film and tape research.

Types of photos

- Daguerreotype: It is an image on copper. The daguerreotype has mirror-like qualities. It must be turned at different angles to see the picture.
- Ambrotype: It is a negative on glass. A piece of metal or black cloth is placed behind it causing the photograph to look like a positive. Sometimes, the back of the ambrotype is painted black.
- Tintype: It is a photograph on iron, not tin. Sometimes they are in cases, sometimes not.
- Stereograph: A side-by-side image of the same picture. It is put in a viewer resulting in a 3-D picture.

The oak furniture in this area was crafted by Illinois Dept. of Corrections.

MANUSCRIPTS READING ROOM AND PROCESSING ROOM

Manuscripts are unpublished items—correspondence, diaries and other one-of-a kind writings. This area contains over 6,000 manuscript collections containing more than 10.5 million unpublished items, including letters and diaries from Civil War soldiers, papers of Illinois businesses, individuals and government officials including governors, legislators and U.S. Congressmen. Collections include items that discuss slavery in Illinois, overland journeys from Illinois to the West, Federal Writers Project, labor history, education, and more. Most of the manuscripts collection is housed in the lower level stacks (basement). The statue is of Myra Bradwell, the first woman licensed to practice law in Illinois.

Third floor—access via elevator—for extended tour

MICROFILM LAB

More than 300 Illinois newspapers are filmed. In addition to filming current papers, historic papers are also filmed. The newspapers are first prepared by repairing tears, sorting, and removing separate advertisement. The newspaper is pressed to make it lay flat for filming. There are four camera rooms. The shelving has rollers making it easier to move the heavy stacks of paper.

In the duplicating area master negatives are copied for sale to other libraries, individuals, genealogical societies, and historical societies through the state. The rolls sell for approximately \$33.00.

CONSERVATION LAB

This lab preserves items from the library collections. Types of materials treated include books, pamphlets, documents, maps, prints, posters, photographs, and many other types of materials, including textiles, paintings, and objects. The staff cleans items, encapsulates items (enclosure made for documents – each page is sandwiched between two sheets of archival polyester film and film edges are sealed), repairs and rebinds books, and de-

acidifies documents (chemical treatment that neutralizes acids present in paper). The lab makes protective enclosures such as boxes, pamphlet binders, folders, and custom designed enclosures. Treatments are aimed at stabilizing historical materials – removing agents of deterioration and making items accessible for use.

There is a chemical treatment room with a fume hood and an elephant trunk tube that extracts fumes and vents them out of this area. The large sink can be used to humidify old newspapers, making them more pliable. Locking storage is available for the chemicals and there is an eye wash station just in case chemicals are splashed.

CATALOGING AND ACQUISITIONS

Here the published titles are ordered, received, processed for cataloging, and cataloged by assigning call numbers and subject headings. (This library uses the Cutter classification system.) Then the titles are added to Horizon (the local on line database) and added to FirstSearch (which is an international bibliographic database). Patrons can use the terminals in the Steve Neal Reading Room to look up titles and see which titles are in the collection and find the call numbers. The ALPL Horizon catalog can also be accessed directly through the ALPL website on the Internet. Patrons can search for titles by subject, title, author, and many other key words. The Cataloging Department staff provides the means by which researchers can locate the titles and information they need. FirstSearch is the public portion of the organization known as OCLC (Online Computer Library Center, Inc.).

PHOTOGRAPHY LAB

This area has a variety of photographic equipment, darkrooms, and a studio. The photographer uses both digital and traditional film based methods in his work.

Almost any book or film about Illinois history or about Lincoln will contain photos from our collection. There are reproduced by our photographer.

He also works on digitizing our collections and making reproductions of very fragile items so the originals will not have to be handled.