

All the Library's Presidential Papers Now Online

A project more than two decades in the making crossed the finish line this summer.

BY WENDI A. MALONEY

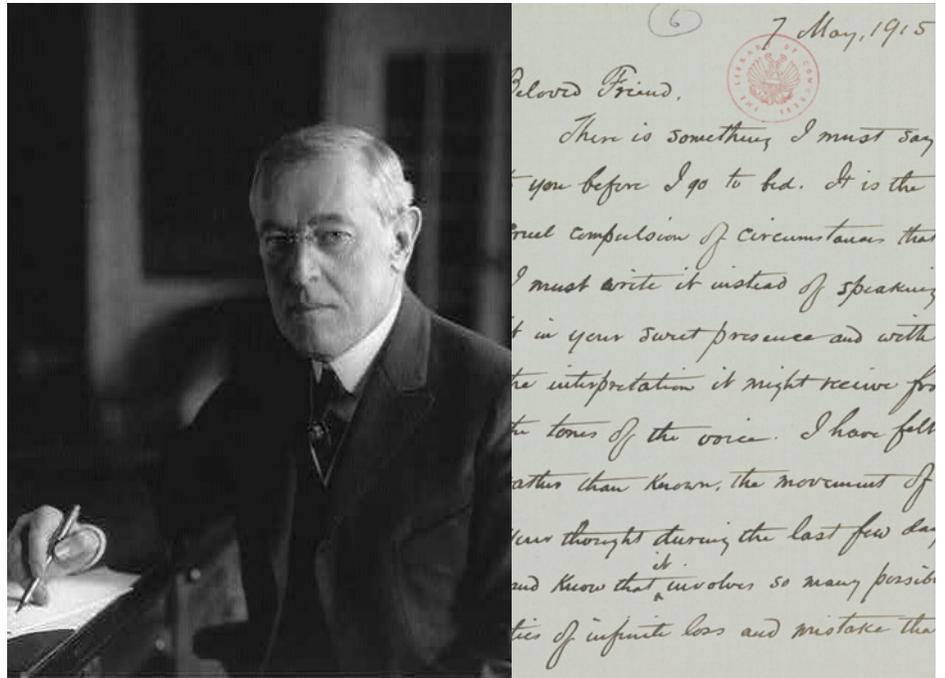
When President Woodrow Wilson's name comes up, romance isn't typically the first thing that comes to mind. Yet, late on May 7, 1915, Wilson penned these words to Edith Bolling Galt, days after confessing his love for her: "I know you can give me more, if you will but think only of your own heart and me, and shut the circumstances of the world out."

That day, the circumstances of the world were weighing heavily on Wilson's mind. Earlier, a German U-boat had torpedoed the British-owned luxury liner RMS Lusitania, killing 1,195 people, including 128 Americans. Wilson spent his afternoon and evening receiving updates about the horrific attack that threatened U.S. neutrality in a war that had already engulfed Europe and would eventually draw in the United States.

Researchers using Wilson's papers at the Library may be surprised to encounter the private – and passionate – Wilson behind the formal and somewhat aloof public figure they recall from history books or World War I-era film footage.

"I must do everything I can for your happiness and mine," Wilson continued. "I am pleading for my life."

His plea was apparently persuasive, as he and Galt, a wealthy Washington, D.C., widow, married before the year was out. Wilson's first wife, Ellen, had died the previous August.



Woodrow Wilson seated, with pen in hand, in 1918. At right, Wilson's May 7, 1915, letter to Edith Bolling Galt.

In fact, alongside some of the most important manuscript treasures in the nation, many of the Library's presidential collections shed light on the daily lives of the leaders and the inner circle of family, staff and confidants who helped to mitigate the isolation every president feels.

And, now, there is no need to take anyone's word for that. As of this summer, all 23 sets of papers in the collection – a total of more than 3.3 million images – are searchable on the Library's website, an accomplishment more than two decades in the making.

"Arguably, no other body of material in the Manuscript Division is of greater significance for the study of American history than the presidential collections," Janice E. Ruth, the division's chief, said.

"They cover the entire sweep of American history from the nation's founding through the first decade after World War I, including periods of prosperity and depression, war and peace, unity of purpose and political and civil strife."

Highlights include George Washington's commission as commander in chief of the American army and his first inaugural address; Thomas Jefferson's rough draft of the Declaration of Independence; Abraham Lincoln's first and second inaugural addresses, the latter including the iconic words: "With malice toward none; with charity for all."

Also included are the two earliest known copies of Lincoln's Gettysburg Address; the handwritten manuscript memoirs of

PRESIDENTIAL, CONTINUED ON 6

NOTICES

DONATED TIME

The following employees have satisfied eligibility requirements to receive leave donations from other staff members. Contact Lisa Davis at 7-0033.

Craig Andrews
Sharif Adenan
Lynette Brown
Sharron Jones

Laura Monagle
Terri Harris-Wandix
Donna Williams
Eric Wolfson

COVID-19 UPDATE

The Health Services Division (HSD) continues to monitor Library staff members with symptoms, clinical diagnoses or positive test results associated with COVID-19. On Oct. 29, HSD announced that eight employees reported exposure to or symptoms of COVID-19 during the previous week. In addition, two close contacts were identified. Most employees reporting symptoms are not diagnosed with COVID-19, but, out of caution, the Library is monitoring all reports of symptoms.

HSD is communicating with all staff members who become ill. In cases in which ill individuals were present in Library buildings, HSD is also notifying their close work contacts and cleaning and disinfecting the areas affected. The same process is followed when contractors in Library buildings become ill.

More information on the Library's pandemic response: <https://go.usa.gov/xdtV5> (intranet) or <https://go.usa.gov/xdtVQ> (public-facing staff web page)

SCHEDULE USE OR LOSE LEAVE

Deadline: Nov. 21

The new leave year begins on Jan. 3, 2021. Staff expecting to have an annual leave balance over their allowable accumulation should plan to use their use-or-lose leave before Jan. 2 or risk forfeiting any excess annual leave. The maximum amount of annual leave most general schedule staff members can carry over into a new leave year is 240 hours. Executive schedule and senior level staff can carry over 720 hours.

All annual leave subject to forfeiture must be scheduled and approved by Nov. 21.

Staff members who find they are unable to use all or a portion of their excess leave are encouraged to consider donating the excess annual leave to the Library's leave bank or to individual Library or other federal employees who are experiencing personal or family medical emergencies. Donations should be entered in WebTA no later than Jan. 1.

Instructions for donating leave in WebTA: <https://go.usa.gov/x7K6H>

MASKS NOT OPTIONAL IN LIBRARY BUILDINGS

As more staff are returning to work on-site in Library buildings, the Health Services Division wants to emphasize the importance of the Library's policy on wearing masks: <https://go.usa.gov/xGWss>. They are not optional when staff are in any Library building.

Staff must wear a barrier mask or cloth face covering (<https://go.usa.gov/xGWHq>) over both their noses and their mouths when they arrive at a Library building; when they are in common areas, such as bathrooms, hallways and elevators; and any other time they are not able to maintain at least 6 feet of distance from others, including outside Library buildings.

Questions? Contact the Health Services Division at hso@loc.gov or (202) 707-8035.

GAZETTE

LIBRARY
OF CONGRESS

loc.gov/staff/gazette

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MISSION OF THE LIBRARY OF CONGRESS

The Library's central mission is to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

ABOUT THE GAZETTE

An official publication of the Library of Congress, The Gazette encourages Library managers and staff to submit articles and photographs of general interest. Submissions will be edited to convey the most necessary information.

Back issues of The Gazette in print are available in the Communications Office, LM 143. Electronic archived issues and a color PDF file of the current issue are available online at loc.gov/staff/gazette.

GAZETTE WELCOMES LETTERS FROM STAFF

Staff members are invited to use the Gazette for lively and thoughtful debate relevant to Library issues. Letters must be signed by the author, whose place of work and telephone extension should be included so we can verify authorship. If a letter calls for management response, an explanation of a policy or actions or clarification of fact, we will ask for management response.—Ed.

Library of Congress Gazette

Washington, DC 20540-1620

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ISSN 1049-8184

Printed by the Printing Management Section

GAZETTE DEADLINES

The deadline for editorial copy for the Nov. 20 Gazette is Wednesday, Nov. 11.

Email editorial copy and letters to the editor to mhartsell@loc.gov and wmal@loc.gov.

To promote events through the Library's online calendar (www.loc.gov/loc/events) and the Gazette Calendar, email event and contact information to calendar@loc.gov by 9 a.m. Monday of the week of publication.

Boxed announcements should be submitted electronically (text files) by 9 a.m. Monday the week of publication to mhartsell@loc.gov and wmal@loc.gov.

New Tools Developed for Surveying Library Users

A pilot project has identified steps to create and maintain a successful survey.

BY FRANCES GARDEN

Earlier this year, the Library launched a pilot to investigate how to improve the quality of data it collects from its users and how best to analyze and share it to deepen engagement with the Library and its offerings. This fall, a team from the Survey Optimization Pilot presented its findings along with new tools it has developed for survey creators and distributors.

Led by the Office of Strategic Planning and Performance Management (SPPM), and sponsored by the Center for Learning, Literacy and Engagement (CLLE), the pilot aligns with the Library’s fiscal 2019–23 strategic plan. The project team, led by Emily Roberts of SPPM, has representation from throughout the Library, including CLLE, Library Services, and the Copyright Office, where I work.

“The guidance and tools developed by the project team will be enormously helpful to survey practitioners across the Library,” Shari Werb, CLLE’s director, said.

The team started by identifying areas for improvement, which it discussed during a June meeting of the Library’s User Data Community of Practice. The final step involved providing tools that encourage consistent leveraging of industry best practices for gathering, analyzing, reporting and acting on information. Three members of the team – including myself, Roberts and Megan Halsband of Library Services – presented the new tools at a Sept. 29 community of practice meeting.

They include guidance that breaks down best practices recommendations and maps out the steps to create and maintain a successful



Emily Roberts discusses the Survey Optimization Pilot tool at a User Data Community of Practice meeting.

survey. Also included are a checklist to help practitioners determine if a survey meets quality standards, a bank of preapproved question-and-answer options to improve consistency of data collection and recommendations for securing necessary approvals for a survey, including coordinating with the Office of General Counsel on surveys that request personally identifiable information.

“The process map and checklist make the steps to develop a survey transparent, and the question-and-answer bank for commonly sought data points will ensure consistency across offices,” Werb said.

Moryma Aydelott, a supervisory program specialist in Library Services, tested the question-and-answer bank in an effort to streamline user-service statistics across the Special Collections and General and International Collections directorates. Her colleagues were receptive. Now, she said, they have “awareness of and access to it for use in other survey work.”

Aydelott used the checklist for an

internal communications project as well, even though it was developed with external users in mind. She discovered that it works equally well for internal user surveys that aim to follow industry best practices.

“I found it a useful exercise for clarifying and explaining to both management and survey respon-

dents the purpose of the survey and planned use of its results,” she said.

The new survey tools are available at <https://go.usa.gov/x7j5K>.

For more information about the pilot or the User Data Community of Practice, or to share a survey with the team, contact Roberts at eeroberts@loc.gov. ■

DIVERSITY AND INCLUSION FORUMS

The Diversity and Inclusion Working Group is hosting two staff forums on diversity and inclusion at the Library. The purpose is to inform the Library community about the group’s activities and mission.

The first forum will take place on Nov. 10 from 3 to 4 p.m. The second will be held on Nov. 17 from 1 to 2 p.m. Webex details to participate will be shared soon.

View the Library’s plan for diversity and inclusion: <https://go.usa.gov/x722n>

Questions? Contact diversityandinclusion@loc.gov.

Your Employee Personal Page (EPP) is at www.nfc.usda.gov/epps/

QUESTION & ANSWER



Courtesy Maurice Carter

Maurice Carter (second from left) sings the national anthem in Madison Square Garden in 2002.

Maurice Carter

Maurice Carter is a head of the receiving and warehousing unit in the Logistics Services Division of Integrated Support Services.

Tell us a little about your background.

I was born in a small town called Lottsburg, Virginia, and attended Northumberland High School. Before coming to the Library in 1992, I worked for a freight company called Roadway Express. A relative was working at the Library, and he always talked about how great it was to work here. So, I applied for a warehouse position and got the job.

Describe a typical day.

A typical day begins with a safety briefing for staff. After that, my team lead and I review FAME – the Library’s integrated facility-management system – to see what jobs we are going to complete for the day.

Staff enter requests into FAME for tasks such as removing excess computers or furniture, replacing carpets and delivering recycling

and moving bins. We also help with relocating staff; moving copyright materials to off-site storage; and transporting books, newspapers and supplies from the Madison Building loading dock to the Jefferson and Adams buildings and different divisions.

Our loading dock and transport staff carry out all duties on the dock, such as preparing recycle material for pickup by an outside vendor.

Some of the requests we receive require staff to use materials-handling equipment to transport materials or read blueprints – for carpet installation and relocation of staff, for example. Staff also use special equipment to remove furniture and computers and send them to our Cabin Branch facility for storage or disposal.

Once we decide on what jobs need to be done, we distribute work to different staff members for completion.

How has your work changed during the pandemic?

I worked in the Madison Building with a small crew from early on in the pandemic to keep the load-

ing dock open, starting during the period of maximum telework.

Otherwise, work in my division has slowed down somewhat, as fewer FAME requests are being put into the system now. Many staff from other divisions are teleworking, so there are not a whole lot of people on-site to put in FAME requests.

What accomplishments are you most proud of?

I have several accomplishments that I am proud of from my 28 years of work at the Library. But my proudest is helping to transport the 1507 Waldseemüller world map from the Madison loading dock to the Jefferson Building for display in the Great Hall. This transport included using seven U.S. Capitol Police officers for escort and a 22-foot truck. Then, we had to have five staff members walk the map up the flight of stairs in the front of the Jefferson Building. Once we got the map upstairs, we had to uncrate it and place it in a display case in the Great Hall, where it now resides.

What do you enjoy doing outside work?

I like being with family, watching my kids play basketball and riding my Harley Davidson motorcycle.

What is something your co-workers may not know about you?

In 2002, I sang the national anthem at Madison Square Garden in New York City for the National Invitation Tournament. Over 20,000 people were present to see this championship basketball game. ■

STATE OF DEMOCRACY

Nov. 17, 7 p.m.

<https://go.usa.gov/x7KFU>

Two Pulitzer Prize-winning journalists, Anne Applebaum (“Twilight of Democracy”) and Carlos Lozada (“What Were We Thinking?”), will discuss the tenuous state of democracy and the 2020 presidential election. Their appearance is part of a timely topics series of National Book Festival Presents.

OBITUARY



Stanley Murgolo

Stephen Oswald

Stephen Oswald, program analyst in the Copyright Modernization Office, died Sept. 7 at his home in West Virginia after a brief battle with pancreatic cancer. He was 62.

Oswald began working at the Copyright Office in 2000 as a performing arts examiner. He was promoted to senior copyright examiner in the Performing Arts Division in 2007 and then to supervisor in the Literary Division. In 2009, he moved to the former Copyright Technology Office.

Oswald became the expert on the office's electronic registration system, and he directly supported many updates. When the Copyright Modernization Office was created in 2017, Oswald joined the Program Management Section as an analyst, working on many modernization projects. Over the past year, he was directly involved in

business process reengineering across the office; most recently, he helped to complete a new application for group registration of short online literary works.

Oswald loved to sing. He held a bachelor's degree in music with a voice major from the University of South Carolina and a master's degree from Cincinnati University's College-Conservatory of Music.

After earning his degrees, Oswald worked in visual merchandising in Columbia, South Carolina, and sang in the local civic opera. He then spent three years in San Francisco before moving back to the East Coast.

For many years, Oswald was a chorister at Christ Church Episcopal in Georgetown. He was a former member of the LC Chorale as well.

Oswald enjoyed woodworking in his free time. On a trip to Santa Fe, New Mexico, he discovered the beauty of southwestern furniture. He bought the tools, learned to build and design contemporary cabinetry and built much of his own furniture. He also was known for his love of travel and food and for his friendships with staff members.

Oswald and Bob Earl, his spouse of 29 years, finished building their retirement house in West Virginia several years ago. In addition to Earl, Oswald is survived by his parents, Baren Oswald and Catherine Smith, and his sister, Judy Machado. ■

MAPPING THE PANDEMIC

GIS Day 2020

Nov. 18, 1 to 4 p.m.

<https://go.usa.gov/x7KMs>

The COVID-19 coronavirus pandemic has presented a geospatial analysis challenge like none other. Speakers for GIS Day 2020 will look closely at how mapping and GIS technologies have been used to help public health officials, emergency rooms, epidemiologists and the public as they all struggle to understand the spread of the disease and to allocate precious resources.

QUARTERLY TECH FORUM

Nov. 10, 2 to 3:30 p.m.

The Office of the Chief Information Officer (OCIO) invites all Library staff to attend its quarterly tech forum. OCIO senior leaders will update staff on recent information technology activities and field questions.

Staff can send an email to askthecio@loc.gov to submit a question in advance. Questions will also be accepted during the forum.

The forum will be hosted on Webex: <https://bit.ly/3mmSb64>

OIG WOULD LIKE TO KNOW

Report suspected illegal activities, waste, fraud, abuse and mismanagement in Library of Congress administration and operations to the Office of the Inspector General (OIG). A link to all Library regulations is available on the staff intranet at <http://staff.loc.gov/sites/rules-and-regulations/>.

To make a report, contact OIG via the online form at www.loc.gov/about/office-of-the-inspector-general/contact-us/ or report anonymously by mail to 101 Independence Ave., S.E., LM 630, Washington, D.C., 20540-1060.

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PRESIDENTIAL, CONTINUED FROM 1

Ulysses S. Grant; and Wilson's draft in shorthand of his famous 1918 Fourteen Points speech envisioning post-World War I peace.

At the same time, there's a small paperbound book recording Washington's expenses in 1793-94 and receipts from Chester Alan Arthur's household (including for immense quantities of alcohol and cigars, likely purchased for entertaining). There are love letters from Grant to his wife, Julia Dent Grant; James A. Garfield's final diary entry the day before his assassination in 1881; and details about the effect on those close to him of the untimely death of Major Archie Butt, aide to both Theodore Roosevelt and William Howard Taft, when the RMS Titanic sank in 1912.

A bereft Taft told mourners at a memorial service for Butt that, because a president's circle is so circumscribed, "those appointed to live with him come much closer than anyone else."

Also included are many, many letters from citizens seeking public office – including presidential relatives. "Surely there is no more impropriety in your giving a few of the 82,000 offices (and minor ones at that) to your needy but honest and capable relations, *than there was in their working day and night for your election*," Lucy Howell wrote pointedly to her cousin, President Benjamin Harrison, in 1889.

The Library's collection of presidential papers ends with those of Calvin Coolidge. The National Archives and Records Administration, founded in 1934, administers a system of geographically dispersed presidential libraries that house and manage the records of presidents from Herbert Hoover onward.

Nor does the Library have the original papers of all 29 presidents before Hoover. The papers of John Adams and John Quincy Adams, for example, are at the Massachusetts Historical Society, and the Ohio Historical Society

holds Warren G. Harding's. Ruth-erford B. Hayes' family retained his papers and opened a library in 1916 at his home in Fremont, Ohio.

But the 23 collections the Library possesses, acquired through donation and purchase, are of such high value that Congress enacted a law in 1957 directing the Library to arrange, index and microfilm the papers for distribution to libraries around the nation, an enormous job that concluded in 1976.

When it became possible to digitize collections in the mid-1990s, microfilm editions of presidential papers were among the first selected for scanning. Between 1998 and 2005, the papers of Washington, Jefferson, James Madison and Lincoln were digitized and put online: What was once available only on clunky microfilm machines started to become accessible to anyone with an internet connection.

Several years later, work resumed to digitize the Library's remaining presidential papers and, later, to migrate already-digitized collections to the Library's updated web platform, which enables easier access, including on mobile devices. Some original documents were rescanned in high resolution at that time, and others were added: those not captured in the microfilm editions, along with documents subsequently acquired.

For the first time in 2017, for example, a reading copy of Lincoln's second inaugural address showing editorial changes became available on the Library's website (it was not included in the microfilm edition), as did a cigar-box label from his 1860 presidential campaign rendering his "Honest Old Abe" nickname in phonetic Spanish.

During just the past fiscal year alone, about 1.5 million new images were made available online, culminating in the release over the summer of the collections of Benjamin Harrison, Calvin Coolidge, Grover Cleveland and Taft.

Taft's papers, consisting of 785,977 images, are the largest

among the Library's presidential papers, perhaps befitting a man who stood around 6 feet tall and weighed well north of 300 pounds. Wilson's papers are the second biggest (622,211 images), followed by Theodore Roosevelt's (462,638 images).

The mammoth feat of making all these collections available online involved many hours of labor by staff throughout the Library. Given that the presidential papers were among the first collections to be digitized and presented online, the effort also served as a prototype of sorts in establishing an efficient workflow.

Under the Library's current organizational structure – it evolved over the 22 years that presidential papers were released online – the Digital Collections and Management Services Division (DCMS) evaluates the effort that will be required to carry out approved digitization projects, consulting with relevant service units across the Library. Then, DCMS monitors projects to completion.

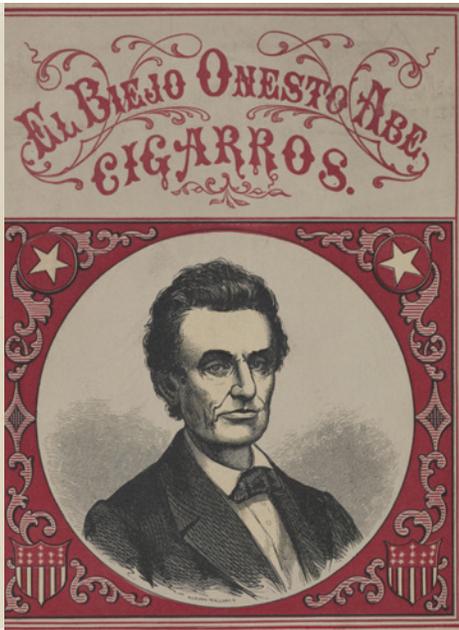
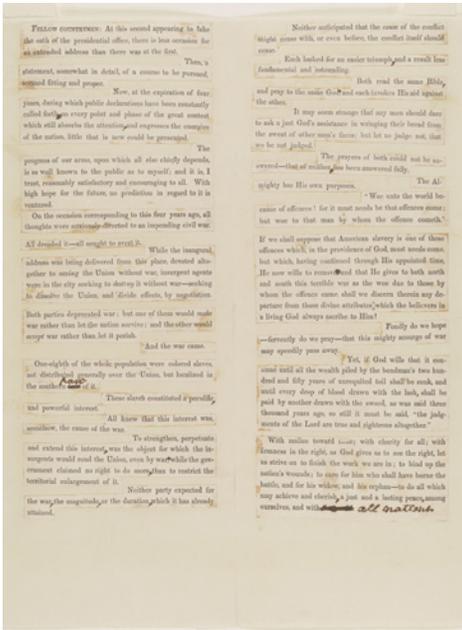
In between, dozens of staff from across the Library are involved, starting with scanning of documents. The Conservation Division assesses the stability of collection items, providing treatment or special-handling instructions for fragile items, which are scanned in house, now by the Digital Scan Center. For other content, DCMS identifies contractors.

For the presidential papers, digital conversion specialists within the Manuscript Division performed quality review of images following receipt of scanned content, assisted at times by archives technicians in the division and DCMS technicians. The digital conversion specialists also worked with the Office of the Chief Information Officer (OCIO) to set up server space, inventory items in the Library's Content Transfer Services system and create derivative files – JPEGs from TIFFS, for example. Then, files were delivered to managed storage.

Digital conversion specialists and



Ulysses S. Grant and an 1854 letter (right) that he wrote to his wife, Julia Dent Grant.



A reading copy of Lincoln's second inaugural address (left) and a cigar-box label from his 1860 presidential campaign were added to the Library's website in 2017.

the Manuscript Division's online finding aids coordinator also worked with OCIO staff to build descriptive records for items from finding aids, indexed the records and connected them to digital images, creating web presentations on the Library's platform. "OCIO is integral at every step of the way," said

Christa Maher of DCMS. Meanwhile, content specialists in the Manuscript Division wrote the contextual framework for individual collections – the information included in links on a collection's landing page that help researchers navigate it. Staff from the Integrated Library System program office also

weighed in (on discussions about metadata), as did the Office of the General Counsel (on any rights issues affecting online presentation of collection items).

"As they say, it takes a village," Ruth said.

All the work was, however, well worth it.

"Like the original presidential papers and the microfilm copies, the online presidential papers are being used extensively by historians, educators and lifelong learners," Ruth said.

Charles Calhoun is one such historian. He has used the Manuscript Division's collections for 50 years. During the past few months, Calhoun has consulted the presidential papers of Garfield, Andrew Johnson, Harrison and Grant online.

In an era of shrinking academic research budgets and dwindling travel funds – not to mention the COVID-19 pandemic and its attendant restrictions – "the Library's decision to offer these indispensable resources online represents a tremendous boon to scholarship," Calhoun said. "It is a service that has rapidly become not merely conducive but vital to the advancement of historical scholarship." ■

Michelle Krowl and Margaret McAleer contributed to this article.

ADVANCING INCLUSION IN COPYRIGHT

Nov. 19, 5 p.m.
<https://bit.ly/31XdDXz>

Join the U.S. Copyright Office, the Georgetown Intellectual Property and Information Policy Clinic and the Georgetown Institute for Law and Policy in examining the importance of developing more diverse and inclusive legal systems for the benefit of all. The event builds on the legacy of Barbara Ringer, a lead architect of the Copyright Act of 1976 and the first woman to serve as U.S. register of copyrights.

Questions?
Contact amro@copyright.gov.