Lassen Volcanic National Park
Photograph Archives Project

January, 2004 – March, 2007

Final Report

Including copies of:
- LAVO Slide Database Manual
- LAVO film collection estimate for archival work
- PMIS 117808 funding request for preservation work
- Website project funding request

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INTRODUCTION

The Lassen Volcanic National Park Photograph Archives Project objectives were initially to arrange and describe a photograph collection described as approximately 4000 photographs, and to create a searchable database for the LAVO Interpretive Slide Collection. The initial task agreement between LAVO and the UW provided funding for a nine-month project.

Shortly into the project it became clear that the initial project objectives fell short of the actual needs of the collection. New project objectives were developed to identify and establish the LAVO photograph archives. Funding was obtained to extend the project to meet those objectives.

PHASE I

A. Initial analysis of LAVO collections sent to UW

- Initial analysis of the materials sent to the UW by LAVO indicated that aside from the Interpretive Slide Collection, most of the prints and negatives were copies. Because documentation of previous curatorial decisions and actions with regard to these collections was missing or incomplete, the LAVO project archivist began research to determine where original collections might be located.

B. Gathering additional collection materials from LAVO, WACC, SFMM, and NEDCC

- The LAVO project archivist identified collections of original materials not included with the initial shipment from LAVO at WACC, SFMM, NEDCC, and LAVO.

- LAVO Cultural Resources staff transported LAVO collections at WACC to the UW.

- The LAVO project archivist traveled to LAVO and to SFMM to collect LAVO collections.

- Several LAVO collections of nitrate negatives were at the NEDCC for preservation copying, and the original and copy negatives were mailed to the UW once copying was completed.

C. General familiarization with Lassen Volcanic National Park

- In order to better understand the context, scope, and content of the collections, the LAVO project archivist studied LAVO history, geography, and administration.

D. Processing of the Interpretive Slide Collection

LAVO's Interpretive slide collection consists of three sets of approximately 7800 slides: a set of "original" slides, kept at the park headquarters in Mineral for reference, a reference copy set kept at Manzanita Lake for convenience of staff there, and a set of copies made for actual use, kept at park headquarters.

- An analysis was made of the existing slide classification system. The LAVO project archivist clarified and defined the subject classifications and established a set of guidelines for classifying slides. Some old classifications were eliminated and new ones created that were clearer and less ambiguous.

- Slides were organized into the updated classification system, and housed in archival storage containers.

E. Creation of the Interpretive Slide Collection database

- An MS Access database for the Interpretive Slide Collection was designed and created by the LAVO project archivist and the UW Special Collections Computer Support Analyst. The database was designed to facilitate searches for images by keyword, subject, photographer, date, and other criteria.

- Over 7500 slides were individually described in the Interpretive Slide Collection database by the LAVO project archivist. Extensive research was carried out during the data entry process to ensure concise and accurate subject description.

- The LAVO project archivist prepared a manual providing slide classification guidelines, instructions on how to search the database, and instructions on how to enter new slide information into the database.[1]

- The LAVO project archivist delivered the Interpretive Slide Collection, database, and manual to LAVO in September 2005.

PHASE II

A. Identification of the LAVO Photograph Archives

A major problem with the LAVO photograph collections was that distinct original collections within the LAVO Photograph Archives were often obscured by loss of or inadequate collection documentation and loss of original order.

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[1] See attached copy of Slide Database Manual

- The LAVO project archivist gathered information on collection acquisition and provenance through research in the park catalog, archives, accession files, and through donor interviews, and distinct original collections were identified. Materials for which no source or context information was found were arranged according to subject or other criteria. Decisions regarding arrangement were documented in processing notes and placed in case files (see below).

- Each photograph collection was assigned a collection number.

- A case file was made for each collection to bring together all documents and notes pertinent to understanding the provenance and content of the collection. Case file documents include copies of instruments of transfer, research and processing notes, copies of correspondence regarding the collection, copies of catalog and accession records, and donor interview notes.

B. Arrangement and Description of LAVO photograph collections

- Individual collections were arranged according to archival principles of maintaining provenance and original order where possible. Where no order was evident, arrangement was imposed with an emphasis on balancing preservation and access needs.

- The LAVO project archivist hired several student assistants to assist with aspects of processing collections, and assigned and supervised their tasks.

- The LAVO film collection was assessed and a funding proposal for processing the films was prepared by the UW Moving Image Archivist.[2]

- Storage and preservation needs were assessed, and archival storage materials were ordered.

- The collection materials were housed according to format and access requirements.

- Materials with special preservation needs were identified. The LAVO project archivist and the LAVO Cultural Resources Program Manager wrote and submitted a funding proposal for a preservation project to address these needs. The proposal was funded and project carried out.[3]

- Photocopies were made of photograph albums that were fragile or that had high research value in order to provide reference surrogates.

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[2] See attached copy of LAVO films estimate
[3] See attached copy of PMIS 117808

- Contact sheets for collections of negatives without prints were made at the UW photography lab in order to provide reference copies of the images.

- The LAVO project archivist designed a template for collection guides (archival finding aids).

- The LAVO project archivist described all collections in archival finding aids.

- The LAVO project archivist delivered the collections to the curatorial facility at Redwood State and National Parks in Orick, CA.

C. Creation of web access to finding aids

- Creation of web access to finding aids was discussed with LAVO webmaster Russell Virgilio, who developed a system for placing finding aids on the LAVO website.

- The LAVO project archivist and the LAVO Cultural Resources Program Manager wrote and submitted a proposal for funding to create web access to finding aids.[4] Funding was approved for the creation of web access to finding aids.

PHASE III

A. Completion of finding aids.

- The LAVO project archivist ensured that all finding aids complied with DACS (*Describing Archives: A Content Standard)*, the national standard for archival description.

- Hard copies of the *Guide to the Lassen Volcanic National Park Photograph Archives*, Volumes I and II were copied, bound, and distributed to cultural resources personnel at LAVO, REDW, and the NPS Western Regional Office.

- The LAVO project archivist sent the LAVO webmaster all collection guides to be posted on the LAVO website, as well as copy for the collections web page.

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[4] See attached copy of funding proposal

Slide Database Manual

LASSEN VOLCANIC NATIONAL PARK
Slide Database Manual

Prepared by
Gina Rappaport

Table of Contents

Introduction

This manual provides an overview of how to use the LAVO slide database, for both researchers and individuals entering new slides. It is not intended to instruct the reader in Microsoft Access; familiarity with MS Access is useful but not necessary to use the database.

The Manual is divided into the following sections:

I.   Explanation of Slide Classifications

II. Description of Fields: Image Information

III. Description of Fields: Object Information

IV. Searching the Database

V. Printing Options

VI. Data Entry

APPENDICES

In order to provide some of the history and context of the slide collection, the manual for the previous slide filing system has been reproduced as Appendix I.

I. Explanation of Slide Classifications

CLASSIFICATION SYSTEM

The classifications described in this section of the manual encompass the subjects likely to be depicted in the LAVO slide collection. Slide classifications are general categories into which images are arranged, such as **Park Signs and Emblems** and **Visitor Activities**. Classifications bring like images together into one group and facilitate searches for particular subjects. The CLASSIFICATION field in the database indicates slide classification.

Example image descriptions are given in a shaded box following each classification explanation.

SUBCLASSIFICATION

In order to further focus searches, images may be subclassified in the NOTES/SUBCLASS field in the database. Some subclassifications are predetermined within a classification, such as the *mountains* or *lakes* subclassifications within the **Natural Features at LAVO** classification. Some subclassifications are unique, such as *CPR training* in the **Protections Activities at LAVO** classification, or *Junior Ranger Program* in the **Interpretive Activities at LAVO** classification, which are subclassifications that indicate a particular training or program.

In this manual, subclassifications, also referred to as "tags," are shown in *italics* following example image descriptions. To illustrate:

- Children in Junior Ranger Program sitting in circle with interpreter *Junior Ranger Program*

ITEM NUMBERS

For control and access, each image is given a unique, identifying item number. The item number also corresponds to classifications. A range of numbers is associated with each classification; for instance, all images in the classification **Cascade Volcanoes** have item numbers ranging from 800 – 899. The range of item numbers specific to each classification is given next to classification title in this section, i.e. **American Indian Heritage 100 - 125**. See **Item #** in the Data Entry section of this manual for further explanation of item numbers.

SLIDE CLASSIFICATION CATEGORIES

Park Signs and Emblems   006 – 009

Images in this classification show LAVO signage or NPS logos and emblems. The pictures are usually close-up views that were taken to feature the sign and not the surrounding area.

- Southwest entrance sign in winter
- National park ranger gold badge
- Trail sign reading "no bicycles on trail"

Miscellaneous   010 – 011

This category is used for images that can not be fit into other classifications.

- Painting of General James Longstreet
- Prairie near Lemon, Colorado
- Book "Flowers of Lassen", sold at Loomis Museum

American Indian Heritage   100 – 125

These images are of American Indian people, events, programs, and artifacts and crafts. Unique subclassification may be used for naming particular programs such as *Indian lore program.*

- Disc-shaped stone arrow shaft straightener (catalog #2106)
- Selena Lamarr demonstrating basket weaving and use *Indian lore program*
- Atsugewi baskets including 50+ year old burden basket and eating bowl with flint design

Westward Expansion of White Settlers   130 – 152

These images deal with migration of white settlers to the west primarily in the nineteenth century. Many of them are photographs of paintings that depict pioneer scenes. Others are photographs taken along pioneer trails that highlight aspects of the various routes.

- Double Hot Springs, Lassen Trail
- Names carved into rock in High Rock Canyon
- Painting of wagons on trail at Independence Rock, Wyoming

LAVO Park History   155 – 179

This classification is used sparingly, since an argument could be made for classifying almost everything as "Park History." These images include photographs of old homesteads, businesses, and other features that have some historical significance in the region. LAVO buildings, though many are considered "historical," are not classified among these images if they still exist. They are instead classified in **Buildings and Facilities at LAVO**. Images of people who played a major role in the creation of Lassen Park and in the area's history, who were not employees of the park, are also placed in this classification. All Lassen eruption photos are classified in **Lassen Peak Eruptions**.

- Peter Lassen's gravesite near Susanville, showing old and new monuments
- View of Mineral prior to 1934 from Highway 36 showing Mineral campsite buildings
- C.P. Snell, former owner of Juniper Lake subdivision, standing outside of building

Lassen Peak Eruptions   **180 – 182**

All Lassen Peak eruption photos are classified here, including images of the craters on Lassen Peak and the mudslide in the Devastated Area at or around the time of the eruptions.

- Woman sitting amid remains of USFS lookout house on Lassen Peak after volcanic activity
- View from Red Bluff of Lassen Peak in eruption, May 22, 1915
- Close up of 1915 lava flow on Lassen Peak

Buildings and Facilities at LAVO   **200 – 210**

These images are of structures, vehicles, and equipment in LAVO. They include administrative buildings, residences, stations, fire lookouts, outhouses, and stone camp stoves. They also may include pictures of buildings under construction as well as the remains of old cabins and other structures. Some of these images have people in them doing things such as swimming in Drakesbad pool or paying an entrance fee at a station, however they prominently feature the structure or facility. It should be noted that pictures of vehicles in action such as snowplows are not in this classification; such images would be a part of **Maintenance Activities at LAVO** or other more appropriate classification.

- Butte Lake ranger station
- Vacant campsite with food locker and picnic table
- 3 men standing in front of Prospect Peak lookout house. Outhouse in background on right

Interpretive Activities at LAVO   **215 – 228**

These images show park programs such as ranger/interpreter-led walks and hikes, talks, and other programs such as the Junior Ranger and Living History programs. An exception is any American Indian interpretive program, which would be classified in **American Indian Heritage**. It should be noted that many of these pictures will show visitors in attendance or participating, however all activities that depict park interpretive programs are classified here. Unique subclassifications are used to name specific programs or types of activities.

- Ranger James Dunn in pioneer costume demonstrating use of an animal trap; basket of pelts in foreground *Living History-Pioneer Program*
- Park naturalist helping visitor across creek on a group hike; Lassen Peak in background *Interpretive hike*
- Puppet show at Manzanita Lake amphitheater

Special Events at LAVO   **230 – 246**

These are images of events such as dedications and anniversary celebrations.

- Secretary-manager of Shasta Cascade Wonderland Society T. L. Stanley, speaking at dedication of memorial plaque for Helen Tanner Brodt, the first white woman to climb Lassen Peak; Lassen Peak in background, Lake Helen on right

- Staff and spectators at dedication of Lassen Park road opening
- Mazie Saunders at the 1998 Day in the Park event *Day in the Park 1998*

Maintenance Activities at LAVO   247 – 257

These images are generally of work being done in the park, including snow removal, construction, and of areas in need of maintenance.

- Caution tape preventing access to a Manzanita Lake campsite threatened by damaged trees
- John Rutter repairing telephone line. All but approximately 5 feet of the telephone pole is buried in snow; Rutter is on skis.
- Snow removal on Lassen Park Road near summit

Protection Activities at LAVO   257 – 260

These images primarily involve public safety. They include pictures of rescue and CPR training, search and rescue operations, and snow surveys. Unique subclassifications include the names specific trainings. Bear management photos are classified in **Mammals**, and are subclassified as *Protection/resource management.*

- Bill Stoner practicing CPR on dummy in CPR/First Aid class *CPR/First Aid training*
- Park ranger at search and rescue base for missing child Steven Joel Dolloff
- Park ranger on patrol in vehicle

Resource Management at LAVO   261 – 270

Resource Management images primarily show park personnel engaged in activities showing management of natural resources. Bear management photos are classified in **Mammals**, and are subclassified as *Protection/resource management.*

- Park employee conducting exotic plant removal at Butte Lake
- Karen Haner addressing participants in interpretation and cultural resources training
- Beth Kottan sampling water from stream next to sign reading "no fishing - spawning stream"

Employees of LAVO   280 – 283

These are images of Lassen Park employees, past and present. The images are generally portraits which focus on the employee and do not show them engaged in an activity that would place the photo in a different classification.

- Summit Lake Ranger Moana Roberts inside Summit Lake Ranger Station
- Road and Trails Foreman Dennis Haag
- Acting Superintendent F.S. Townsley and Naturalist J. Doerr at Boiling Springs Lake

Fires and Firefighting   290 – 299

These images are of natural and prescribed fires and their aftermath, and firefighters working or in training.

- Trees ablaze in Placerville fire
- Deer trotting through post-burn area of Snag Lake fire
- Billy Faits and other fire crew worker observing lit fire starter on ground

Visitor Activities at LAVO   300 – 399

These images show visitors engaged in a wide range of activities. Most images have been given one or more subclassification from the following predetermined list:

> Backpacking
> Bicycling
> Boating
> Camping
> Fishing
> Gift-shopping
> Hiking
> Horseback riding
> Ice skating
> Motorcycling
> Museum-going
> Photography
> Picnicking
> Research
> Sightseeing
> Skiing
> Snowshoeing
> Snow activities (includes sledding and snow play)
> Swimming

Many **Visitor Activities at LAVO** images may need multiple subclassifications. For example, a picture of visitors who have clearly been hiking but who have stopped to observe a feature such as a waterfall may be given both *hiking* and *sightseeing* tags.

- Humboldt State University students taking water samples from small stream or spring
    Research
- Snow-camper cutting into snow bank with saw   *Snow activities, camping*
- Boy paddling kayak on Manzanita Lake   *Boating*

National Parks and Monuments   400 – 499

These are pictures of national parks and sites other than LAVO. There are a few images relating to general National Park Service history, such as photos of Teddy Roosevelt and NPS directors. These have been given a *National Park history/personnel* tag. A few images of state parks are also classified under this heading. All images in this classification have the name of their park as a subclassification.

- NPS Director Stephen T. Mather feeding bear *National Park history/personnel*
- Visitor standing on dune at Cape Cod National Seashore *Cape Cod National Seashore*

- Carved wooden sculpture and temple on beach, Pu'uhonua o Honaunau National Historic Park *Pu'uhonua o Honaunau National Historic Park*

Human Effect on Environment   500 – 560

These images show the natural environment affected by human impact at LAVO and other places.

- Trail caused by visitor shortcutting on Lassen Peak
- Smog being produced by facility at Lake Almanor
- Oil spill in San Francisco Bay

Natural Features at LAVO   700 – 799

This classification contains images of naturally occurring features and areas in LAVO such as mountains, lakes, meadows, and thermal areas. Most of the images in this classification are given one or more of the following predetermined subclassifications:

Devastated Area
Erosion (used sparingly to identify images depicting various forms of erosion)
Fall foliage
General views (These are mostly vistas encompassing many features or ranges)
Glacial
Lakes (includes ponds)
Meadows
Mountains (all peaks, including Cinder Cone)
Valleys
Streams and Creeks (includes brooks, springs, etc.)
Sunsets
Tectonic
Thermal (as opposed to volcanic; thermal features involve water)
Volcanic (the entire region is volcanic; this tag is reserved for overtly volcanic features)
Waterfalls and cascades

It should be noted that subclassifications generally indicate the primary subject(s) of the image, however lesser subjects may also need a subclassification. For instance, an image of Lassen Peak over Manzanita Lake would have the tags *Mountains, lakes* as primary subjects, but if the trees surrounding the lake were turning fall colors, a *fall foliage* tag is also appropriate.

- Summit Lake; reflection of Hat Mountain on surface *Lakes, mountains*
- Butte Lake and Fantastic Lava Beds from Prospect Peak *Lakes, volcanic*
- Lateral Moraine at summit of Reading Peak *Mountains, glacial*

Cascade Volcanoes   800 – 899

These are images of volcanoes in the Cascade Range, such as Mount St. Helens (including Mount St. Helens eruption photos), Mount Shasta, Mount Rainier, Mount Thielson, Three Sisters, Mount Hood, Crater Lake, and others. If the mountain is part of a national park, it is noted as a unique subclassification.

- Northeast side of Mount Rainier showing Emmons Glacier *Mount Rainier National Park*
- Mount Shasta from Interstate-5
- Aerial view of Mount St. Helens crater; Mount Hood in background *Mount St. Helens National Volcanic Monument*

Volcanism   900 – 965

These are images of volcanic features and products from outside of LAVO such as lava, lapilli, and Tuscan formations. Images of volcanoes in eruption are classified here, with the exception of Lassen Peak (classified in **Lassen Peak Eruptions**), and Mount Saint Helens eruptions (classified in **Cascade Volcanoes**). It should be noted images of Hawaii volcanoes in eruption are classified here, rather than in **National Parks and Monuments**.

- Lava fountains and cascades from Alae crater rift eruption, Hawaii Volcanoes National Park
- Tanzanian volcano Ol Doinyo Lengai in eruption of Soda Ash
- Tuscan formation near Dersch Road, Shasta County, CA

Weather   1000 – 1035

These are images of weather and its effects, and include cloud types, snow storms, fog, and storm damage.

- Snow falling over Lassen Park Road above King's Creek Meadows
- Lenticular clouds above Hat Creek fault from Lassen Park Road
- Close up of frost heave in Sulphur Works area

Astronomy   1050 – 1060

These are images of or that feature the moon, sun, constellations, and planets.

- Waxing Gibbous Moon
- Crab Nebula in constellation Taurus
- Sun through filter showing sunspots

Slide Shows   1070 – 1080

This classification is for sets of images that comprise specific slide shows, for example, "The Historic Development of our National Park Service, 1832 – 1933," with 74 slides. The order of appearance of an image in a slide show is noted in the NOTES/SUBCLASS field of the database, i.e. *Slide 1 of 74, "The Historic Development of our National Park Service, 1832 – 1933."*

- Tourists standing beside cars on deeply rutted road in Lamar Valley, Yellowstone National Park   *Slide 51 of 74 in "The Historic Development of our National Park Service, 1832 - 1933"*

Spiders and Insects   1300 – 1399

This classification includes images of spiders and insects and their effects. Scientific names are given when possible, following common names.

- Aggregation of Ladybird Beetles on tree in Manzanita Lake area
- Carpenter Ant sawdust mound spilling out of dead part of tree
- California Sister butterfly (Adelpha bredowii californica)

Reptiles, amphibians, and fish   1400 – 1499

These images include snakes, frogs and toads, salamanders, turtles, fish, and other aquatic life forms. Scientific names are given when possible, following common names.

- Pacific Pond Turtle sunning on rock
- Long-toed Salamander (Ambystoma macrodactylum) on mossy rock at King's Creek
- Rainbow Trout swimming in sunlit water

Birds   1500 – 1599

These are images of birds. Most images are of birds in the western United States, however others are included. Scientific names are given when possible, following common names. It should be noted that occasionally images of birds on lakes will fall into the **Natural Features at LAVO** classification, but these feature the lake more than the bird.

- White-headed Woodpecker (Picoides albolarvatus) peeking out of hole in tree
- Clark's Nutcracker (Nucifraga columbiana) on Whitebark Pine along Lassen Park Road
- Blackbird nest with eggs

Mammals   1600 – 1600

These are images of mammals such as deer, rabbits, squirrels, bears, weasels, and beavers. They also depict evidence of animals, for instance beaver work, animal tracks, and scat. This classification includes bear management photos such as bears in traps, bear tagging, and bear deterrents. Bear management images have the tag *Protection/resource management*.

- Squirrel feeding area showing log covered in nut shells and other chewings
- Baby Marmot on steps of building at Drakesbad
- Bear exiting trap after relocation *Protection/resource management*

Trees, shrubs, and grasses 1700 – 1799

These images are of trees and plants and range from general views such as trees laden with snow, to close-ups of bark features. Also included are sedges and other grasses and plants. Fungi, ferns, and lichens have the classification **Primitive plants**; flowers have the classification **Flowers**.

- Wind-dwarfed Jeffrey Pines on Chaos Crags
- Squirrel-tail Grass in King's Creek Meadows
- Aspens with bright fall foliage surrounded by dark green conifers

Primitive plants   1800 – 1899

These are images of fungi, ferns, lichen, mosses, and algae.

- "Watermelon snow" from red algae blooms on Bumpass Mountain
- Cluster of agaric fungi in King's Creek Meadows with white/tan caps and long, thin stalks
- Green and yellow Crustose lichens on dark gray rock

Flowers   1900 – 1999

Flowers are classified here. Scientific names are given when possible, following common names. *Family* is given as a unique subclassification.

- Blue Stickseed (Hackelia micrantha) along Crumbaugh Lake trail *Boraginaceae (Forget-me-not, Borage)*
- Arrowleaf Groundsel (Senecio triangularis) beside small cascades near King's Creek campground *Compositae (Asteraceae)*
- Skunk-Leaf or Alpine Jacob's Ladder (Polemonium pulcherrimum) *Polemoniaceae (Phlox)*

II. Explanation of Fields: Image Information

The top section of the database record form is for Image Information.

IMAGE INFORMATION

Description of Image		Item Year
		Mo/Day
Notes/Subclass		Photographer

| Classification | Item # | Record entered by/on |
| | | Init. | Date |

This section provides information that is pertinent to understanding the subject and context of the image. The fields in this section include **Description of Image**, **Classification**, **Subclassification**, **Notes**, **Photographer**, and **Year**.

The image information section also includes the fields **Item #**, for the item number of the image, and **Record entered by/on,** for information about when and by whom the data was entered.

Image Information Fields

DESCRIPTION OF IMAGE
This field contains a summary of the primary subject matter depicted in the photograph.

ITEM YEAR
The year that the image was taken, if known.

MONTH/DAY
The month and day the image was taken, if known.

PHOTOGRAPHER
Person who made the original image. **Photographer** may not always be the same person who made the slide, for example if the slide is a copy of a print.

NOTES/SUBCLASS
This field is for **Subclassifications** assigned to images, as well as for **Notes**, which are supplemental contextual, copyright, or other information about the image. Note information is generally not appropriate to include in the **Description of Image** field, which is reserved to describe the subject of the image.

CLASSIFICATION
The **Classification** field is for the broad category into which the image has been placed. Classifications are based upon general subject matter of images, and are described in the Explanation of Classifications section of this manual.

ITEM NUMBER
Each image is given a unique number for identification, which is entered in the **Item #** field. The item number relates to the image, rather than the individual slide; that is, duplicate slides representing the same image all share the same number. The item number also generally relates to the classification of the image, for example, all images classified as **Natural features at LAVO** have item numbers in the 700 range; images classified as **Weather** have numbers ranging from 1000 to 1035. The range of image item numbers specific to each classification are given next to each classification title in the Explanation of Classifications section of this manual.

RECORD ENTERED BY/ON
This field provides documentation of when the slide was entered into the database and by whom.

III. Explanation of Fields: Object Information

OBJECT INFORMATION

Object	Collection

Object information tells what format (black and white or color) and where the physical objects (slides) are for each image.

The Object Information section is a table embedded below the Image Information section in the database form. Object Information fields include Object and Collection.

Object Information Fields

OBJECT
All slides in the LAVO slide collection are 35mm 2" x 2" slides. The **Object** field refers to whether the slide format is color, or black and white.

COLLECTION
The LAVO slide collection physically consists of one complete original (or control) collection of slides, one copy set of these slides which may not be complete, and duplicate slides for use which may contain one or more copies of slides in the original set. The **Collection** field indicates which collection a slide may be found in.

Red Dot and Photographer sets
The original slide collection is the called the **RED DOT** collection, and is kept at Mineral Headquarters. This is the control collection; it contains a copy of every slide listed in the database. Red Dots are generally for reference only. Red Dot slides are indicated by a red dot on the slide mount.

Photographer sets are made by one photographer, such as David Bermann or Paul Greer, and are also designated Red Dots. These sets, while intellectually integrated with all of the LAVO slides in the database, have not been physically integrated into the Red Dot collection. They have been kept together in their own boxes so that they may be physically referenced as one original collection. Photographer sets are indicated in the **Collection** field under the photographer name, for example **Paul Greer Collection**.

Blue Dot
The **BLUE DOT** collection is a copy set of slides kept at Manzanita Lake for convenience of staff working there. The Blue Dot collection contains copies of most (but not all) of the slides in the Red Dot collection. Like the Red Dots, the Blue Dots are generally for reference only and are indicated by a blue dot on the slide mount.

Use copies

Since the Red Dot and Blue Dot slides are meant to be used for reference only, a set of **Use** copies of Red and Blue Dot originals have been compiled for actual use in slide programs. The Use copy set is kept at Mineral Headquarters. The majority of slides in the LAVO slide collection have use copies; those that do not can be made as needed and added to the Use copy set.

Location of Collections

The physical location of the collection within the park is also indicated by the collection title. Locations of collections in the park are as follows:

Red Dot	Mineral Headquarters
Photographer sets	Mineral Headquarters
Blue Dot	Manzanita Lake

The Use Copy set is not listed in the database, and is kept at Mineral Headquarters.

IV. Searching the Database

There are a variety of ways to search for images in the database. Searches may be performed in specific fields only, or in a combination of fields. Search results are produced in a list format. The buttons on the right side of the database record form will initiate searches in different fields.

Explanation of Search Buttons

Advanced Search

ADVANCED SEARCH allows a combination of four fields to be searched: **Description of Image**, **Classification**, **Notes/Subclass**, and **Photographer**. Clicking on the ADVANCED SEARCH button will open the form shown at right.

- Keyword searches the **Description of Image** and **Notes/Subclass** field;
- Slide Classification searches the **Classification** field (box has dropdown menu);
- Photographer searches the **Photographer** field (box has dropdown menu).

You may use any or all of the boxes in this form.

Example of an ADVANCED SEARCH:

Keyword: hike
Slide Classification: Interpretive Activities at LAVO
Photographer: Hawkins, Bruce

Advanced Search Form
Use only a single term in the keyword box
Keyword:
Slide Classification:
Photographer:
Search   Clear

This search brings up the following search results, which can be printed (see section on printing options) or you may click on the "Full Record" button to see each individual image record:

Description of Image	Year	Item#	Notes	Slide Class:	Photographer	
Visitors on Soda Lake hike	1971	220.2	Interpretive hike	Interpretive Activities at LAVO	Hawkins, Bruce	Full Record
Visitors on Soda Lake hike	1971	220.2	Interpretive hike	Interpretive Activities at LAVO	Hawkins, Bruce	Full Record
Naturalist talking to visitors on Lassen Peak hike on Lassen Peak summit	1963	220.2	Interpretive hike	Interpretive Activities at LAVO	Hawkins, Bruce	Full Record
Visitors on first conducted hike to Soda Lake	1968	227.5	Interpretive hike	Interpretive Activities at LAVO	Hawkins, Bruce	Full Record
Visitors on Forest Lake hike		227.6	Interpretive hike	Interpretive Activities at LAVO	Hawkins, Bruce	Full Record

Keyword Search

Clicking on the KEYWORD SEARCH button will open the form shown at right. KEYWORD SEARCH allows a combination of three fields to be searched: **Description of Image**, **Classification**, and **Notes/Subclass**.

- Keyword searches the **Description of Image** and **Notes/Subclass** field;
- Slide Classification searches the **Classification** field (box has dropdown menu).

Keyword Search

Enter a keyword in the box below:

Optionally, to further narrow your search, select a classification from the list below:

| Search | Clear |

KEYWORD SEARCH results are presented in the same format as the ADVANCED SEARCH results.

Photographer Search

Clicking on the PHOTOGRAPHER SEARCH button will open the form shown at right. The box has a dropdown menu that alphabetically lists all of the photographers in the database.

PHOTOGRAPHER SEARCH results include **Description of Image**, **Notes/subclass**, and **Photographer**. An example search for images by photographer Bob Badaracco produces the following results:

Photographer Search

Select a photographer from the list below:

| Search | Clear |

Microsoft Access - [Photographer Search Results]

File   Edit   View   Insert   Format   Records   Tools   Window   Help

MS Sans Serif   8   **B** *I* U
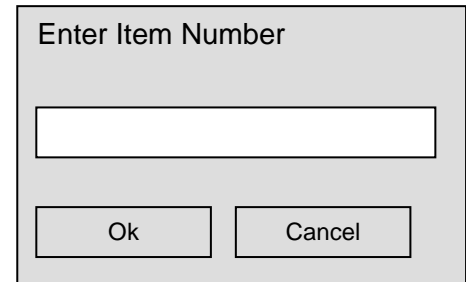
DESCRIPTION OF IMAGE	NOTES	PHOTOGRAPHER	
Ensatina Salamander (Ensatina eschscholtzii)		Badaracco, Bob	Full Record
Long-toed Salamander (Ambystoma macrodactylum)		Badaracco, Bob	Full Record
Two scorpions in duel		Badaracco, Bob	Full Record

Item Search

Clicking on the ITEM # SEARCH button will open the form shown at right. You may enter a specific item number to pull up a particular image record.
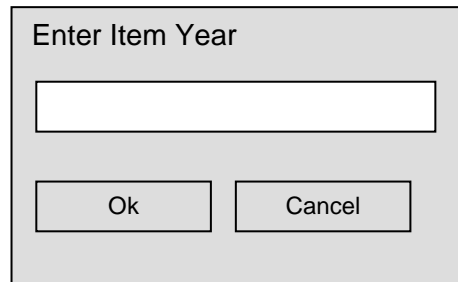
ITEM SEARCH results include **Description of Image**, **Notes/subclass**, and **Item #**. Search results are presented in the same format as the PHOTOGRAPHER SEARCH results.

Enter Item Number

Ok   Cancel

Date Search

Clicking on the DATE SEARCH button will open the form shown at right. You may enter a specific year.
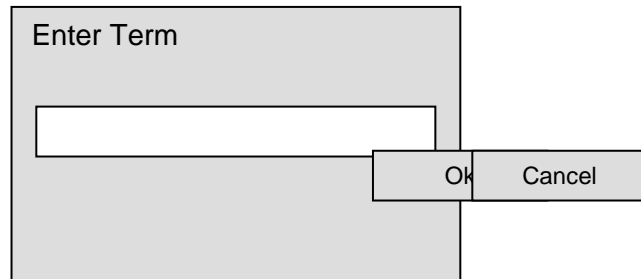
YEAR SEARCH results include **Description of Image**, **Notes/subclass**, and **Year**. Search results are presented in the same format as the PHOTOGRAPHER SEARCH results.

Enter Item Year

Ok   Cancel

Detail Collection   Clicking on the DATE SEARCH button will open the form shown at right. Entering a specific collection in the box, such as the Red Dot collection, will bring up all image records within that collection. You can also search for photographer collections, for instance, entering "greer" in the DETAIL COLLECTION search will bring up a list of all items in the Greer Collection.

DETAIL COLLECTION search results include **Collection, Description of Image**, and **Item#**, and are presented in a format similar to the KEYWORD and ADVANCED searches.

Enter Term

Ok   Cancel

V. Printing Options

Printing options for the LAVO slide database include printing out individual item records, search results, and all records.

Printing individual item records
To print out an individual item record, click on the **PRINT THIS RECORD** button in the form view of the desired item record. Clicking this button will automatically print the record.

Printing all records
To print all records in the database, click on the **PRINT ALL RECORDS** button in any form view. You will be shown a preview of the printout format. The fields **Description of Image, Year, Item #, Notes/Subclass, Classification,** and **Photographer** will be included for each image. To activate printing from the preview, you must click on the "print" icon or "print" in the file menu.

It should be noted that **PRINT ALL RECORDS** will print out the entire database. The preview gives you a chance to back out of this action. However, if you do print, keep in mind that you will be printing over 200 pages.

It should also be noted that there will be no hidden text when the pages are printed out, though some may be hidden in the preview. Clicking on the "print preview" (paper with magnifying glass) icon will show a truer preview.

Printing search results
In order to print search results, you must click on the "print" icon or "print" in the file menu while the search results are open.

The fields included in your search results depends on the type of search you performed (i.e. Keyword, Photographer, Item).
- **Advanced** and **Keyword** search results are presented in the same format as the PRINT ALL RECORDS format, with **Description of Image, Year, Item #, Notes/Subclass, Classification,** and **Photographer** fields.
- **Photographer**, **Item**, and **Date** search results include only **Description of Image** and **Notes/Subclass** field, in addition to the field being searched.
- **Detail Location** search results include **Description of Image** and **Item #** in addition to **Collection**.

VI. Data entry

Image Information

Image description should be clear and to the point, conveying as much of the relevant subject matter as possible. It is not necessary to describe every detail; however the description should not be a vague statement about the image that could be interpreted in a variety of ways. To illustrate, here are two different descriptions of the same image:

1. Living History - John Norton - Pioneer

2. Pioneer Program interpreter John Norton in costume, sitting on a
    barrel, playing guitar *Living History/Pioneer Program*

Description number one is vague, and doesn't explain what the image is actually *of*. It tells only what the image may be *about*. It may be about the Living History program, and John Norton may be in it. John Norton may be a pioneer. It doesn't tell you what the image depicts. That the image is an example of the kinds of activities taking place in the Living History program is important, but simply saying that the picture is *of* the Living History program is not useful. Someone may be looking exclusively for examples of the Living History Program, however, which is why this term should be entered into the NOTES/SUBCLASS field as a unique subclassification.

Description number two tells you what the picture is *of* – the Pioneer Program and John Norton – and includes details that can facilitate searches for interpreters, guitars, barrels, costumes, and sitting. In general, it provides a user with more information to help them determine whether or not they want to see the slide.

Image Information Fields

DESCRIPTION OF IMAGE

Keeping goals and guidelines in mind
The most important goal in describing images is intellectual accessibility. Images should be described so that people looking in the database for slides get accurate results from searches. Guidelines to help achieve this goal include effective summarizing, proper grammar and sentence structure, consistency, accuracy and specificity, and proper use of acronyms.

Summarizing
Image description should be a concise account of the image's key subject matter that includes accurately identified main scenic features, people, and activities taking place. It should be brief, but include details that will help a user to find what they are looking for.

The following examples show two different ways of describing the same image. The first is a vague and imprecise description, and has few terms to contribute to searches. The second description is more accurate and detailed and will therefore facilitate searches.

1. Scenes dominated by Lassen Peak
2. Lassen Peak from Hat Lake *Mountains, lakes*

1. Badger Fire
2. Smoldering ashes from Badger fire

1. Geothermal mineralization/crystallization
2. Phosphatic and Sulphur crystals at Devil's Kitchen *Thermal* (optionally, the first description could be added as a unique tag in the NOTES/SUBCLASS field, i.e. *Geothermal mineralization/crystallization*)

Grammar, punctuation, and sentence structure
Proper grammar should be observed when describing images. Idiomatic terms should be avoided; they may be unfamiliar to some users and may also be misinterpreted. The first word in a sentence should be capitalized.

Proper punctuation should be used when describing images. At the end of the last sentence in a description, however, there should be no period.

Sentence structure may be truncated by leaving out determiners such as "the," quantifiers such as "many," articles such as "a," pronouns such as "his," and conjunctions such as "and." For example, the following sentences could have the *italicized* words removed:

- *A* car parked beside *the* northwest entrance sign
- Roy Bergstrom in *a* pioneer costume supervising *a* girl *who is* holding *a* muzzle loading rifle
- *Many* Carpenter ants

The truncated sentences will thus read:
- Car parked beside northwest entrance sign
- Roy Bergstrom in pioneer costume supervising girl holding muzzle loading rifle
- Carpenter ants

The same details are conveyed, but without terms unessential for understanding the image.

Consistency
Try to maintain the same type of phrasing and terminology as used in other similar descriptions. For instance, if you have an image similar to one already described as "Lassen Peak from Hat Lake," then do not describe your image as "Northwest slope of Lassen Peak as seen from Hat Lake." And only describe the orientation of the peak if there are no other points of reference.

If you have a lot of similar images to describe, then try to figure out the best way to write the description and then stay with that phrasing and terminology if possible. If you use the term "fumarole" in one description, then do not use "steam vent" in the next for the same thing. If you think both terms would be helpful for searching, you can use them both, i.e. "fumarole, or steam vent at Devil's Kitchen."

Accuracy and Specificity

Accuracy is important. You can use information that has been written on the slide mount if accurate, but sometimes these descriptions are not always right, or even relevant. If you are uncertain of what an image depicts, then look it up or ask others if they know.

Try to be as specific as possible in descriptions. For example, in describing a picture of a squirrel, try to narrow down the species, such as Golden Mantled Ground Squirrel, California Grey Squirrel, or Chickaree. If you can identify people in an image, then do so. If you can't, then just describe as "man" or "woman" or "boy," etc. There is no need to describe as "unidentified man" etc., since if you knew who they were you would have provided the name.

Try to be specific about what people are doing and what things are. For instance "two men looking at medical equipment" is not as specific as "Bill Stoner and Mike LaLone in CPR/First Aid class inspecting automated external defibrillator."

Be careful not to make assumptions about what an image depicts based upon factors that can be misinterpreted, such as assuming that snow = winter. Many images depicting snow are from the spring and summer months.

Describing background

Try to identify and name features in background, for instance "Paradise Meadows from Reading Peak; Raker Peak in background." This gives a point of reference for the orientation of the image, as well as includes Raker Peak in searches.

Possibly and probably

Do not state something as fact if you are not sure that it is fact. If you can not positively identify a peak, species, person, or any other thing, then use the modifiers "possibly" or "probably" in your description if you think it that is what it is. A description such as "Wind-trimmed conifer on Lassen Peak, probably Whitebark Pine" or "Bird, possibly Loon, on Manzanita Lake" will have all of the same search terms, but will advise a searcher of the chance that the description may not be correct. If you are able to accurately identify an image that someone has previously modified with "possibly" or "probably," then make the correction in the database record.

Aerial photographs

Aerial photographs should be identified as such. This way someone can conduct a search for just aerial photos if needed. It is important to note, however, that an aerial photograph is specifically one taken from an aircraft, not just from a high location. An "aerial view of Crescent Crater" means that the photo was taken from an airplane (or dirigible, or Space Shuttle, or hot air balloon, or helicopter, or U.F.O., etc.) and not just from Lassen Peak summit above (of course, if the craft the photo was taken from was unusual, it should be noted). If it was just taken from Lassen Peak summit, the correct description would be "Crescent Crater from Lassen Peak summit."

Acronyms

Acronyms should often be spelled out. An acronym such as "CPR" probably will not need to be spelled out, but "SLEP" for "Summit Lake Evening Program" should be. An acronym like "NAGPRA," should either be followed by its full form, or follow the full form in parentheses:

       1. NAGPRA (Native American Graves Protection and Repatriation Act) or;
       2. Native American Graves Protection and Repatriation Act (NAGPRA).

CLASSIFICATION

To determine the correct classification for an image, consult the [Explanation of Classifications](#) section of this manual.

The current classification system is based upon a previous classification system, but with modifications made to reduce ambiguity across categories and to improve search capability. For an explanation of the previous system, please see Appendix I: Previous slide filing system, where the introduction to that system has been reproduced in its entirety. Worth quoting here, however, is an important aside made in that introduction:

> The assignation of slides to categories and subdivisions was done by someone with no past connection to the park, with no knowledge of park features, with no intimate knowledge of specific area natural history, with no assistance from others possessing knowledge of the above, but with an infinite amount of dogmatic confidence and an adaptive organizational genius best described by this person's professed I.Q. of "somewhere between 85 and 95 on sunny warm days."

A lesson from this is that if you are not certain which classification is appropriate to your image, please solicit help from others.

The process of classifying images is inherently subjective. One person may classify "Lassen Peak from Little Hot Springs Valley under heavy snow" in **Natural Features at LAVO**, while another person may classify "Lassen Peak from Little Hot Springs Valley under heavy snow" in **Weather**. Of these two examples, **Natural Features at LAVO** would be the correct classification. The primary subject matter is Lassen Peak, a **Natural Feature.** It is snow covered, but unless the picture depicts a blizzard over Lassen Peak, the snow is not the primary subject matter.

Reclassification
Some classifications from the earlier system were eliminated, such as "Artistic and scenic" and "Habitats and ecosystems." These were too subjective and allowed for similar and alike images to be classified in more than one category. Images from these obsolete classifications were reclassified and renumbered.

If you reclassify a slide, remember that all copies of the image (blue dot, red dot, use copies) must be changed as well. Slides that have been reclassified from a previous category should have this noted in the NOTES/SUBCLASS field of their database record. This way searches for an image under its former classification and item number will still be successful. The following format should be used in the NOTES field: *(Slide previously classified under "_____" item number _____).*

NOTES/SUBCLASS

This field can be used in two ways: to assign subclassifications to images to further facilitate searches, and to provide supplemental contextual, copyright, or other information about the image that is not appropriate to include in the Description of Image field.

Using SUBCLASS

The NOTES/SUBCLASS field allows narrower classification within the larger classification, and can help to focus searches. Subclassifications allow consistent searches to be performed in this field only if needed;   for instance someone wanting to see a list of any and all images of people hiking can search *hiking* in the NOTES/SUBCLASS search and such a list will appear even if description of image field refers variously to "hikers" or a "hiker."

Pre-determined subclassifications
The classifications **Natural Features at LAVO** and **Visitor Activities at LAVO** have pre-determined subclassifications. Consult the Explanation of Classifications section of this manual for the lists of pre-determined subclassifications.

Unique subclassifications
Use the NOTES/SUBCLASS field for unique subclassifications such as the names of programs, trainings, and special events.

Using NOTES
Information about the image that may be pertinent to understanding the its subject matter or context, but is not actually a part of the image, is a NOTE.

Examples of NOTES (in *Italics*):

- Currier and Ives print "Wooding up on the Mississippi," depicting steamboat *Reproduced by permission of the Museum of the City of New York*

- Cars and people in front of Viola Hotel, Viola, California   *B.F. Loomis purchased the Viola Hotel from the Smith brothers for $800.00 and moved it from Shingletown to Viola in 1925. He used lumber from his mill to enlarge it.   It burned December 26, 1953*

- Snow on Alders *(Slide previously classified under "artistic/scenic-winter" item number 655.10)*

YEAR
The year that the slide was taken is usually hand written on the slide mount. If it is not, and you do not know the year, then leave this field blank. It should be noted that a year printed on the slide mount is the year that the film was processed, and not necessarily the same as the year the picture was actually taken. Circa dates should be put in the DESCRIPTION OF IMAGE field.

MONTH/DAY
The Month and day that the slide was taken should be hand written on the slide mount. If you know the month but not the day that the image was taken, enter the month only in full form (i.e. "January," not "Jan") into this field. If you know the day as well, it should follow the month, i.e. "January 12." If you do not have the day or the month, then leave this field blank. It should be noted that a month/day that is printed on the slide mount is the month/day that the film was processed and not necessarily the same as the month and day the picture was actually taken.

PHOTOGRAPHER

Photographer name should be entered last name first, such as "Hawkins, Bruce," or "Zachary, Steve."

ITEM #

Item numbers are in the form x.xxx. There should always be a root number followed by a decimal point, which is followed by three digits. For example:

Root	.x	.xx	.xxx
752	752.100	752.010	752.001
354	354.600	354.610	354.025
1058	1058.800	1058.810	1058.822
6	6.900	6.520	6.115

It should be noted that the digits following the decimal point may not always be completely written out on the slide. You must take their position as a tenth, hundredth, or thousandth into account when entering them into the ITEM# field. You will not always have to enter all three digits following the decimal point into the database field, as zeroes at the end of a number are added automatically. To illustrate:

	.x	.xx	.xxx
You enter	752.1	752.01	752.001
This # appears	752.100	752.010	same
You enter	354.6	352.61	352.025
This # appears	354.600	352.610	same
You enter	1058.8	1058.81	1058.822
This # appears	1058.800	1058.810	same
You enter	6.9	6.52	6.115
This # appears	6.900	6.520	same

Selecting Numbers for images
The classification of an image indicates the range of numbers that it can be given. For instance, a new image of Vulcan's Castle will be classified in **Natural Features at LAVO**, and thus should be given a number from 700.001 – 799.999. In order to properly number an image, the list of existing slide numbers must first be consulted. This is most easily done by setting the database

view to "datasheet," arranging the ITEM# column so that numbers are in descending order, and looking for similar images in the **Natural Features at LAVO** classification.

In the case of numbering a new image of Vulcan's Castle, the database shows almost a dozen other images of Vulcan's Castle, ranging in numbers from 710.70, to 714.84. Any number between these two numbers not already assigned to an image would be an appropriate number for the new slide, for example:

If 710.70 and 710.72 are assigned but 710.71 is not, then the new slide can be given the number 710.71.

If all numbers in between are already used, then a number before or after this range is appropriate for the new slide, if available, for example:

If 710.71, 710.72, 710.73, etc. to 710.14 are assigned, but 710.69 or 710.15 are not, then either of these would be appropriate for the new slide.

Alternatively, a third digit can be added after the decimal point to squeeze a new image into an appropriate slot. For example:

710.711 can be added between 710.71 and 710.72.

While it is best to assign a number that places the slide intellectually and physically close to similar images, it is not absolutely necessary if no close numbers can be found. It is important, however, that the number corresponds to the classification of the image.

RECORD ENTERED BY/ON

In the INITIAL field, enter your initials. The DATE field will automatically enter the day's date.

Object Information

OBJECT
If the slide you are entering is a color slide, then enter the letter "c" in the OBJECT field. The words "color slide" should enter automatically. If the slide is black and white, then enter "b." The words "bw slide" should enter automatically.

New slides should automatically be designated Red Dots, and added to this collection. Copies should be added to the Blue Dot collection first, and then to the Use Copy set.

COLLECTION
If the slide you are entering is in the Red Dot collection, then enter the letter "r" in the COLLECTION field. The words "Red Dot" should enter automatically. Enter "b" for Blue Dot slides.

For new photographer sets, enter the last name of the photographer and "collection," such as "Greer Collection" in the COLLECTION field. Once you have saved the name in this field, it should complete automatically once you type in the first letter(s) of the name.

APPENDIX I – Previous Slide Filing System

THE SLIDE FILING SYSTEM

<u>General Information</u>

1)   All slides are given a number which assigns them a location in the master slide file according to the category that best describes the slide's content and which positions them in proximity to similar slides also in that category. The past systems of general homogeneous mixtures have hopefully been eradicated.

2)   The slide's number is also listed in the "catalog of slides." The "catalog of slides" is a sequential list of all slides in the file. It is also organized according to the topical categories and the subdivisions within that category so that, in effect, it is a written duplicate of the "red-dot file." Information listed, in addition to the slide number, is the previous slide number, if any; whether or not duplicates have been included in other files (if it has a "previous" number then it is duplicated in other files under the former cataloging system) and a brief description of the slide's contents.

3)   All the categories of slides and some of the subdivision breakdowns are shown on a chart that delineates the organizational "skeleton" of the master slide file numbering system.

4)   All numbers written on slide mounts, in the "catalog of slides" and on the organizational chart are written in pencil. The entire chart and catalog are written in pencil. This allows for shifting subdivisions within categories, re-assignment of numbers, changes in slide positions, expansion or contraction of sub-divisions and the elimination of slides (through editing) from the system- with a minimum of effort.

5)   The slides in plastic pages in the Chief Nat's office are originals or best copy that the park has of an original. The red-dot marks slides that are by the park and can be used for publications. The green-dot marks slides that have been donated to the park for use in slide programs <u>only</u>- they may not be used for publication.
Please note that there are many slides in the file marked with red-dots that should not be used for publication. These slides are made from calendar photos, book and magazine photos or from other copyrighted material without permission of the copyright's owner. These slides are not outright labeled as "bootlegged" in the file but can be recognized as such in many cases.

6)   Slides are not to be removed from the "red-dot" or "original" or "best copy" file except for
                a) cleaning or re-mounting
                b) discarding after editing
                c) use in publications
                d) duplicating for other files
                e) satisfying presidential orders regarding urgent wartime needs for old
photographs.

Instructions

A. Finding a slide

1) Peek-a-boo method:

In its crudest form this system merely requires leafing through the plastic pages of the master slide file until a desirable slide is stumbled upon. Then its number is jotted down and the leafing continues until there is another reason to pause. After a sufficient quantity of numbers are jotted down these can be taken to the user files and the desired slides retrieved. In case the user file has a previous numbering system the "catalog of slides" must be referenced in order to convert new numbers to former numbers. In many cases the former number is still legible on the mount of the slide in the red-dot file so it can be noted directly at the time of peek-a-booing.

2) Modified peek-a-boo method:

Using this more efficient form of above the searcher first consults the organizational chart of the slide file system or the "catalog of slides" in order to determine the range of numbers in which a desired slide might appear. Then he/she resorts to peek-a-booing but should achief gratification more quickly than with the above method. In a fair race the modified peek-a-booer will usually win over the pure peek-a-booer. This is the recommended method.

3) Blind faith method:

With this method the searcher determines which slides he/she needs strictly by referring to the "catalog of slides" and the organizational chart for the slide file system. The filing number of a particular slide is jotted down when the written description of the contents of the slide suits the searcher's needs. Thus, for example, slide number 2337.353 described as Tarzan riding Bambi might be determined as perfect for introducing a program about park wildlife- sight unseen. Then the searcher goes back to the user file to withdraw the slides selected for his/her needs.
This method is best left to those in an extreme hurry, those who "just don't care" and those with intensive familiarity with the slides in the system who can rely on memory knowledge of the slides they are picking "blindly."

Hints to slide searchers:

The assignation of slides to categories and subdivisions was done by someone with no past connection to the park, with no knowledge of park features, with no intimate knowledge of specific area natural history, with no assistance from others possessing knowledge of the above, but with an infinite amount of dogmatic confidence and an adaptive organizational genius best described by this person's professed I.Q. of "somewhere between 85 and 95 on sunny warm days."

Thus when searching for slides be liberal with your feelings about categories they "should" be in. A favorite photo of Lassen Peak may be in Scenics (either general mountain or winter) or filed under park features. Generally a slide's "content" was determined by predominant subject, as expected. Scenics became a category that collected "good" quality photos with subjects that

range over many categories- or none. Some categories are "soft"- photos of groups of trees may have been determined to be forest habitat (1132-1140), trees (1700-1799 depending on type) or scenics. No designation is final. After careful thought and powers-that-be approval a slide can be moved from one category to another. This requires a bit of erasure, assignment of a new number (after consulting the catalog), and the complimentary change in the catalog itself, and the exact same change made to all duplicates similarly filed. Simple.

In the course of grouping slides for inclusion in the file system the aforementioned self-described "wizard" chose to eliminate a few poor quality, damaged or repetitive slides altogether. He undertook this editorial omnipotence without consultation and, with a wastebasket near-at-hand, carried out these duties efficiently and without much thought as the project progressed. In the end some 500-700 slides, all originals, were eliminated from the system. If you cannot find a slide for which you harbor fond memories that tell you, in no uncertain terms, that it "has to be" filed somewhere, keep in mind this unfailing editor before you tear the slide file apart in your quest for such a "lost prize." Be kind with remarks about this editor and his high-tech slide file system.

B. Adding a slide to the file

Once a nominated transparency has satisfied the requirements and withstood the scrutiny of the board of editorial review there are only a few more steps before it enters the coveted rank of the slide file:

> 1) the organizational chart should be consulted in order to decide upon a fitting category.
>
> 2) The "catalog of slides" should be opened to find the numerical location of similar slides, if any.
>
> 3) Similar slides should be inspected visually in the master slide file in the Chief Nat's office, to determine final eligibility for this slide's inclusion with the others.
>
> 4) A number should be assigned to the slide that will keep it with like others. Since the numbering system uses decimals there is <u>always</u> room for another slide between two previously assigned. If, for example, a new slide of an ant carrying a pineapple needs to be included with the photos of an ant carrying a marshmallow (number 3941.2770) and an ant carrying a particle accelerator (3941.2780) then the new slide could be assigned number 3941.2771 and thus would enhance the "ant carrying" subdivision to the utmost. Write the number in pencil on the mount. All duplicates should be identically numbered.
>
> 5) The newly numbered slide needs to be cataloged with a note about duplication and a brief description included in the "catalog of slides."
>
> 6) The newly numbered and cataloged slide needs to be placed in the appropriate location in the plastic pages that compose the master file. In some cases it will not fit unless other slides are moved. This is no problem as long as the sequence of slides in the master file is not changed. If a slide has to be added to a full page it can be inserted in the proper place with all subsequent slides moved ahead-but never onto the next page. A new blank page must be inserted to make room for the overflow. Often the break between pages represents a major break between categories of subdivisions.

C. Challenging a slide's position in the file:

The procedure for this is similar to that for part B (introducing new slides). Once an impartial jury has determined that a slide would be better situated in another category or subdivision then the change can be effected by a simple erasure of all previous numbers on slide and duplicates and assignment of new numbers within the confines of the new category or subdivision. Corresponding changes must be made in the catalog itself so that a slide is not listed twice- in separate categories, or not listed at all- thus becoming a slide without an identity. Such "zombie" slides are the bane of all slide file organizers.

D. Deleting a slide or slides:

Because the slide file system tends to keep similar slides together it is easy to make comparisons about them and in turn make judgments about their suitability for programs. The unprejudiced observer must attempt to avoid making disparaging comments about the slide's character and/or ancestry or at least keep such comments hidden behind his or her smile.

At some time a slide that was once painstakingly considered and determined appropriate for the file may be re-evaluated and denounced. This may be because many new slides have been added that make it obsolete or that make its once glowing characteristics pale in comparison. Or perhaps a general purge is in order due to volumes of similar slides. For example, when two to three hundred slides representing Godzilla's unguided ascent of Lassen Peak are accumulated it is probably time to pare the collection to the bare essential 80 or 90 slides. Simple physical removal coupled with appropriate erasures within the catalog will do the trick.

The deleted slides can either be secretly discarded or farmed out to school groups or other parks requesting information about Lassen Volcanic N.P.

Project Identification - PMIS 117808

Project Title: Preserve Lassen Volcanic National Park Priceless Photograph Collections	**Project Total Cost:** $7,300.00
Park/Unit: Lassen Volcanic National Park	**Region:** Pacific West
States: CA	**Congressional District:** CA03
Old Package Number:	**Reference Number:**
Project Type: Non-facility	**Financial System Package Number:** LAVO 117808
Contact Person: Cari Kreshak	**Contact Phone:** (760)367-5566

Project Status - PMIS 117808

Date Created: 05/16/05	**Review Status:** Region-Reviewed on 10/31/2005
Date of Last Update: 10/30/06	**Updated By:** David Harry

Project Narratives - PMIS 117808

Description

The Park has two collections of glass plate negatives which have a total of 70 negatives. Most of these photographs are by B.F. Loomis, and provide some of the best visual documentation available of the Lassen Peak 1914 and 1915 eruptions and aftermath. Many of these images were first published in Loomis, 1926 book "Eruptions of Lassen Peak: A Pictorial History of Lassen Volcano".

The Edward W. Smith Photograph collection consists of 95 black and white, 4x5 cellulose acetate negatives. These negatives are in an advanced state of decomposition. Many of them have silver oxidation threatening to obscure the entire image, and acetic acid off-gassing indicates that they are beginning to seriously deteriorate. Preservation action must be taken immediately if these images are to be available for future viewing and use. The photographs are from the late 1930s to early 1940s, and include many photographs of Lassen Peak, Chaos Crags, Cinder Cone, and other important features. In addition, there are images of the Devastated Area in early stages of recovery, the interior of Manzanita Lake Lodge showing the old soda fountain, the Viola Lodge, and a costume party thrown by Park personnel.

Each negative will have a silver gelatin contact print made on fiber paper. All printing will be in accordance with archival photo processing standards to create and ensure stable, long-lasting prints. These high-quality contact prints will serve as physical preservation representations of the fragile, original negatives.

All negatives will be scanned at maximum resolution and saved in TIF format. From these scans, requesters may obtain either a high-quality proof print rendered on an UltraChrome printer, or a publishing or exhibition-quality electronic file.

As soon as the cellulose acetate images are printed and scanned, they will be put into cold storage for long-term preservation. Glass plate negatives will be housed according to accepted standards.

Justifications

The glass plate negatives are the most heavily requested and used in the entire LAVO photograph collection. There is currently no good quality set of prints for these negatives to serve for the preservation of these images in the case that any are broken or deteriorated. The historical importance of these glass plate negatives demands that professional-quality archival prints and scans be made for the preservation and use of these collections.

This acetate negative collection (Smith collection)contains many images of natural and historical park features not found in other LAVO collections, and is therefore important for the documentation it provides. The images are also superior in composition and warrant appreciation based on their aesthetic qualities as well as on their documentary value.

Measurable Results

The preservation of these valuable park images will ensure that the history of the Lassen Peak eruptions and the aftermath and the photodocumentation of historic Park features will be maintained for research, education, and interpretation. These images tell the history of Lassen Volcanic National Park and are some of the most valuable objects in the Park's museum collection.

Contact printing and scanning the glass plate and cellulose acetate negatives, will create access to these resources while ensuring that handling of the original negatives is reduced to an absolute minimum.

Project Activities, Assets, Emphasis Areas and GPRA Goals - PMIS 117808	
Activities • Conservation (for museum collections)	**Assets** • Museum Collection
Emphasis Areas	**GPRA Goals and Percent Values** • Collections in good condition, 50% • Museum Collection Standards, 50%

Project Prioritization Information - PMIS 117808	
Unit Priority: 183 **IN FY** 2006	**Unit Priority Band:** HIGH

Project Assistance Needs - PMIS 117808
Is Assistance Needed: Undefined

Related OFS Funding Requests - PMIS 117808
The project has no link to any OFS funding request.

Project Funding Component - PMIS 117808A	
Funding Component Title: Preserve Lassen Volcanic National Park Priceless Photograph Collections	**Funding Component Request Amount:** $7,300.00

Funding Component Reference Number (Multi-purpose):	Funding Component Type: Recurring , Not Deferred

Funding Component Description: Each negative will have a silver gelatin contact print made on fiber paper. All printing will be in accordance with archival photo processing standards to create and ensure stable, long-lasting prints.

All negatives will be scanned at maximum resolution and saved in TIF format. As soon as the cellulose acetate images are printed and scanned, they will be put into cold storage for long-term preservation. Glass plate negatives will be housed according to proper standards.

Initial Planned FY: 2005	**Requested Funding FY:** 2005
Review Status: Region-reviewed on 10/31/2005	**Funded Amount:** $7,950.00
Date of Park Submission: 10/31/2005	**Submitted By:** David Harry ()
Upper-level Review Status:	**Fee-demo Submission Number:**
Formulated FY: 2005	**Funded FY:** 2005
Formulated Program: Other Program	**Funded PWE Accounts:** 8400-0549-CMC
Formulated Funding Source: Cultural Cyclic Maintenance	**Funded Funding Source:** Cultural Cyclic Maintenance

Component Cost Estimates

Estimated By: Cari Kreshak	**Date of Estimate:** 05/16/2005
Estimate in 2005 **dollars**	**Class of Estimate:** B

Item	Description	Qty	Unit	Unit Cost	Item Cost
Generate prints and negatives for photo collection		165	Each	$40.00	$6,600.00
Transporting collections to vendor and back to park	The images need to be transported to Portland, Oregon and then to Redwood National Park for storage. This will be accomplished by delivery by park personnel and photo archivist at University of Washington.	1	Lump	$700.00	$700.00
			Component Funding Request		**$7,300.00**

Eligible Funding Sources and Funding Priorities

Funding Source	Unit Priority at	Regional	National	Year Unit-

Cultural Cyclic	183			2006

Cyclic Maintenance Eligibility Requirements and Scoring Criteria CBA - PMIS 117808A

No Cyclic Maintenance Eligibility Requirements and Scoring Criteria Data is available for this component.

Component Status Report

Last Reported Status Date: 02/21/2006

Last Reported Completion Status: Component Completed

Last Reported Planned Completion Date: 12/31/2005

Reason for change/delay from schedule: Work Proceeding as Planned

Explanation for the change/delay from project schedule:

Comments:

This project is to duplicate the LAVO priceless glass plate negatives. A contract was awarded to a photo expert in Portland, Oregon. The negatives were hand delivered to the Portland in September.

This project was completed in January 2006 and was highly successful. All glass plate negatives and acetate negatives (all historic) were properly duplicated and scanned for preservation.

The original collection was hand delievered to the LAVO museum collections storage facility at REDW in Orick, CA.

Last Reported Account Status as of 02/21/2006:

Account	Amount Obligated	Revised Estimate
8400-0549-CMC	$7,000.00	$0.00

Component Completion Report

Component Account Costs By Budget Object Class (based on AFS3):

Account	Personal Service Cost	Travel Cost	Contract Work Cost	Contract Number	Supply Cost	Equipment Cost	Other Cost	Total Cost By Account
8400-0549-CMC	$7,000.00	$0.00	$0.00		$0.00	$0.00	$0.00	$7,000.00
Total Component Account Cost								**$7,000.00**

Component Start Date: 10/01/2005

Component Completion Date: 01/20/2006

Completion Report Date: 02/21/2006

Created By:

Change in Condition: Poor **TO** New	**Report Last Updated By:** David Harry () **on** 10/30/2006
As Built Drawing or Report Number:	**As Built Drawing or Report Title:**
Location of Original As Built Drawing or Report:	**As Built Drawing or Report Author:**
Superintendent Approval Date: 02/21/2006	**Superintendent Certification:** /s/Mary G. Martin
Brief Quantified Description of Final Product/Outcome: Three of LAVO's historic photo collection negatives were duplicated and scanned for preservation purposes. These collections document the volcanic eruptions in the park that were instrumental in establishing LAVO as a park. The duplication of these images will help to preserve the life of the originals as well as allow publishers and researchers to use the images without damaging the originals.	

Lassen Volcanic National Park
Archival Finding Aids Website Project
April 2006

The following is a rationale for placing archival finding aids for the Lassen Volcanic National Park (LAVO) photograph (and other) collections on the NPS LAVO website. This project will achieve two important objectives:

1. Broad intellectual access to collection materials for LAVO employees, the NPS, and the public at large, via electronic versions of archival finding aids created in accordance with professional archival standards.

As described in section 4.3.23 of NPS Director's Order #24, it is the responsibility of NPS cultural resources stewards to "Promote access to . . . collections for research and interpretive purposes through a variety of means and media, such as exhibits, interpretive programs, loans, publications, film and television, [and] the World Wide Web." Further, NPS Director's Order #28 states that "archival and manuscript collections are arranged and described by or under the guidance of an archivist in accordance with professional standards and procedures."

Archival finding aids are summary descriptions of collections that provide both an overview of the collections as well as more detailed descriptions of collection contents. By posting finding aids on the web, information about the collections will be available to a broad range of users; park staff will be able to locate collection materials more readily for interpretation and exhibits, and researchers far and wide will have a means to discover park collections.

2. Improved security and preservation of collections through greater collection documentation and reduced handling of original materials.

NPS Director's order #28 states, "Access [to collections] is permitted under conditions designed to ensure the security and preservation of the materials." Preservation of collection materials is enhanced by archival finding aids; as a surrogate for the collections they represent, archival finding aids reduce handling of actual collections by helping users pinpoint desired materials before requesting physical access. Physical security is also improved by finding aids; scope and content notes and inventories provide a means to keep track of collection items.

Over the past couple of years Lassen Volcanic National Park has worked cooperatively with the University of Washington to organize the park photo collections and create finding aids for the collections. As the project nears completion, the park and the university staff would like to post the finding aids on the LAVO website based on the above justifications.

The park webmaster has already begun to create a web template for completing this project. However, the original project funds will be depleted at the end of June. I am requesting additional funds for Gina Rappaport, the University of Washington Archivist that has been working on this project, to assist the LAVO webmaster with placing the LAVO collection finding aids on the website. Gina has completed a security background check and the IT security training in order to utilize a computer at the NPS Seattle office to assist with this web project.

Additional funding requested: 200 hours at $15/hour = $3000.00

LASSEN VOLCANIC NATIONAL PARK *Slide Database Manual*

When viewed in electronic format, underlined titles in Table of Contents and in footer are hyperlinked to corresponding sections of the manual.