

**Manuscripts Collecting Policy of the
Ward. M. Canaday Center for Special Collections
The University of Toledo
2014**

The Manuscripts Collection of the Ward M. Canaday Center seeks to augment strengths of its present holdings through the acquisition of personal papers, literary manuscripts, organizational records, photographs, scrapbooks, ephemeral materials, audio recordings, film and videos, oral interviews, selected electronic media, and printed materials.

The emphasis for collecting is placed on acquiring 20th century materials, mainly because of the availability of these materials. Our geographic collecting focus is primarily but not exclusively Toledo and Northwest Ohio. Finally, our mission is to support the research interests and curriculum of students and faculty of The University of Toledo.

Manuscripts Collecting emphasis is currently focused on several areas:

1) **Disability.** We wish to document the history of disability in the region. Therefore we seek to collect the records of individuals and organizations involved with the disability community in this area. We also seek to collect the papers of individuals involved in the disability rights movement on both regional and national levels. Materials of interest include administrative records, correspondence, photographs, printed material, and biographical or historical material.

2) **Business, Industry, Politics, and Law.** Our present holdings provide a strong foundation of 19th and 20th century commercial and industrial, and political activities in Toledo. We would like to build on this foundation by focusing our collecting efforts on the records of businesses and industries unique to Toledo or with a long history in this community such as glass manufacturing, the automobile industry, the railroads, and shipping. We also seek professional and personal papers of leaders in these and other businesses and industries. Further, we aim to build on our collection of Toledo Mayoral and City Council papers by collecting the papers of other individuals involved in politics in this region including senators and members of congress representing Toledo, as well as judges, and elected and appointed officials in various local and state offices. These materials include organizational, administrative, and financial records, printed materials, correspondence, diaries, photographs, and ephemeral materials.

3) **History of Medicine.** The Center is interested in collecting records relating to the history of medicine in northwest Ohio, in particular, materials leading up to the founding of the Medical College of Ohio. That history can be traced back to the establishment of the Lucas County Poor Farm in 1838 (later known as the Lucas County Infirmary), and continued with the establishment of the Toledo State Hospital, and Maumee Valley Hospital. Materials of interest include administrative records, correspondence, photographs, printed material, architectural and survey drawings, and biographical or historical material.

4) **Women.** With the goal of developing a significant repository for women's studies and women's history resources, we seek to expand our existing holdings by collecting materials relating to the personal and professional lives of women in all areas of life. Therefore we want to acquire the correspondence, diaries, journals, scrapbooks, memorabilia, literary manuscripts, oral interviews, newsletters and other printed materials, meeting minutes, ledgers and other administrative records of women and the organizations they formed and lead, with a particular focus on northwest Ohio.

5) **Minorities, Cultural Groups, and Religious Organizations.** The City of Toledo and its environs have a large and diverse population of people who were born in Europe, the Middle East, Asia, and Africa, or whose parents or grandparents came here from other countries. These individuals and communities play an important role in the culture and history of the city. Consequently, we wish to document the ethnic communities in Toledo and Northwest Ohio in general, but particularly as they relate to other collection strengths and strategies such as literature, politics, civic and social welfare activities, and political activity. We are interested in the personal papers of European, Asian, Arab and African-American men and women and the organizational records of groups which are comprised or headed by these individuals or whose agendas focus on issues that affect ethnic communities in Toledo and Northwest Ohio. The Center is also interested in the influence of religious organizations on the culture of this region.

6) **Social Welfare, Politics, and Counter Culture.** One of our collecting strengths historically has been the papers and records of individuals and organizations involved in improving the community through non-profit, charitable and/or government funded efforts ranging from city beautification to providing housing and healthcare to transient women and children. We seek to expand our holdings in this area by collecting the papers of community activists and other leaders along with the records of civic groups and social welfare agencies in Toledo and Northwest Ohio. We are interested in acquiring personal and professional papers as well as organizational records, oral interviews, photographs, printed materials and ephemeral items.

In addition, the Canaday Center aims to create a repository for materials related to individuals and organizations involved in urban liberalism and social reform. The city of Toledo played a significant role in the Progressive Movement in the early part of the 20th century. In order to document this important period in our history, we seek to build on existing holdings with materials related to political and social movements such as the Labor Movement, the Peace Movement and other anti-war activities, the Progressive Education Movement, and Woman Suffrage. This collection would not be complete without documentation of more recent movements including the Civil Rights Movement, the Women's Movement, and the Lesbian, Gay, and Bisexual Rights Movement.. We are also interested in collecting materials related other reform movements that document various forms of radicalism in Toledo and Northwest Ohio, as well as papers of politicians, activists, and leaders of grass roots political organizations, political parties, and advocacy organizations.

7) **Sports and Recreation.** Exploring the ways in which people in Toledo and Northwest Ohio have spent their leisure time is an excellent way to better understand the culture as a whole. To this end, we are interested in preserving the records of clubs and organizations formed as a result of a collective interest in an activity such as photography, athletics, or glass collecting. We would like to see our holdings grow with the addition of collections not only from existing clubs, but also materials from groups that are no longer active. These materials consist of organizational documents, membership materials, meeting minutes, printed materials, photographs, posters and other ephemera.

8) **Literature, Publishing and Journalism.** We wish to document the lives, literary and professional development, and publishing history of authors, journalists, and publishers, with a particular focus on those from northwest Ohio or those related to our existing rare book collection. Therefore we want to acquire the personal papers, literary manuscripts, publisher's correspondence, press records, oral interviews, and a complete run of printed materials by those writers and presses we document comprehensively.

9) **Art, Music, Cinema and Theater.** The Center also seeks to document individuals and groups involved in fine arts in our region. These materials are similar to literary manuscripts and include published and unpublished sheet music, stage and screenplays, scripts, and two dimensional art forms such as photographs, drawings and lithographs, research notes generated as a part of these creative efforts, correspondence, diaries, journals, teaching materials, printed materials, and ephemera amassed by amateur and professional individuals and groups in this category.

10) **Veterans and War.** Military history continues to be a popular area of research for students and scholars as well as the general public. Therefore, we are interested in acquiring materials documenting America's wars. Materials of particular interest to the Canaday Center in this category include correspondence, diaries, journals, maps, drawings, and ephemeral materials of soldiers and other participants in war from northwest Ohio. Also of interest are materials that document organized groups such as regiments, nursing corps, or veteran's organizations.

11) **University of Toledo People.** A vitally important component of the Manuscripts Collection is the papers of individuals associated with the University. Many of our existing holdings have been donated by individuals in some way connected to the University of Toledo. We, therefore, encourage alumni, faculty, staff, and their families to consider the Canaday Center as a repository for their personal or professional papers.