

for documents from private sources throughout the State, and for Maryland matter in other states and in foreign countries. Much of this latter material, is likely to be in the shape of photographic reproductions. On each tier, there are several spaces for safes, and it is possible to enclose alcoves within the stack itself. These would be used for holding special collections, such as, records from a given locality, or private papers of historic value; in fact, any material which it may be desirable to keep together under special restrictions as to its use. Room also is provided for the storage of films, which are coming into increasing favor for the reproduction of original documents.

Since the actinic rays of daylight, and the impurities and fluctuating humidity of untreated air are injurious to paper and bindings; the stack room will be lighted entirely by electric light, and the air will be conditioned.

X The second fundamental element of the Archive Economists is the twofold principle of preparation and classification. The administration of archives should be based on the theory that their preparation and classification for public use is the main purpose of their preservation. The preparation of the material involves considerable repairing; very careful arrangement, either in bound volumes, or in suitable containers; and the making of photographic copies for current use, of particularly valuable or fragile records, which should themselves be withheld from general circulation.

Two work rooms are provided on the second floor, with space for work tables, presses, cutters, and a small hand printing press and mimeographing outfit for printing labels and lists.