



MARYLAND · HISTORICAL · SOCIETY

A Field Guide to Searching the Maryland Historical Society Library Collections

Overview:

The Maryland Historical Society's (MdHS) H. Furlong Baldwin Library enables researchers, students, teachers, and others to have access to the records of Maryland's past while preserving irreplaceable historical materials for future generations. The sizeable collection of books, journals, manuscripts, newspapers, maps, prints, obsolete currency, oral histories, ephemera, and microfilm which the library makes available to the public via the Reference Department and Special Collections is one of the nation's most extensive and important historical resources.

Among the more than 7 million items at the H. Furlong Baldwin Library are Francis Scott Key's original manuscript of "[*The Star-Spangled Banner*](#)," papers of Maryland's colonial governors and signers of the Declaration of Independence, including the [*Carroll Papers*](#), over 900,000 [*photographs*](#), and considerable [*genealogical resources*](#).

Thus, finding the materials necessary for your personal research can seem like a daunting task. This guide will help you navigate both our library catalog and website to find the appropriate resources.

The Reading Room:

The Walter Edgar Rhodes Reading Room is the reading room for H. Furlong Baldwin Library, where both Special Collections and Reference materials can be accessed. Special Collections materials include manuscript (MS collections) and photograph collections (PP collections), oral histories, rare books, maps, prints, broadsides, and ephemera. The collection of the Main Reading Room, or reference library, includes published works and articles on Maryland history, genealogical indexes and files, and more.

For further information on accessing the collections, please review our policies and procedures on the [Library User Information page](#).

Where to Look:

The Library Catalog:

The vast majority of our resources can be found through our [LIBRARY CATALOG](#). Records for all manuscript and photograph collections, rare books, and maps are accessible through the catalog, as are most reference materials, such as books, newspapers, and pamphlets. Indexes and newspaper files created by librarians will not be found in the catalog, but can be readily accessed in the library with the assistance of the reference librarian.

The [LIBRARY CATALOG](#) can be accessed through a dropdown menu under the library tab as seen at the top of all pages of the [MdHS website](#):



OR, the [LIBRARY CATALOG](#) can be found on the [library's home page](#).



The catalog can be used to search both broad and narrow topics. Particular items, such as a manuscript collection or a specific book title, can also be found in the catalog. If researching a topic rather than a specific collection, it is recommended that a variety of search terms be used to produce the best search results.



Advanced search features may also be used to augment your search. These options can be found underneath the “Simple Search” box and “Search Types.” Clicking the “Show search options” brings up a variety of search options, such as year, format, language, etc.



Once search terms are entered, the catalog will bring up any number of related records. Special Collections and reference items will be indicated by their location. Special Collections materials are listed as being located in the "Special Collections Reading Room," and reference items under "Main Reading Room." *Please note: "Special Collections Reading Room" materials subject to different policies and procedures are listed in the [Library User Information page](#).*

The screenshot shows the Maryland Historical Society search interface. The search results are as follows:

Item ID	Title	Call Number	Location
1.	Civil War : Scrapbook, 1846-67.	MS 1916	Special Collections Reading Room
2.	Swank Civil War Diary 1861 - 1862	MS 3046	Special Collections Reading Room
3.	Civil War chronicles.	E 461 .C48	Main Reading Room

Clicking on the listed items in the catalog will bring up expanded records that contain more information about the selected item.

The expanded record for "Civil War : Scrapbook, 1846-67." includes the following details:

- Title Statement:** Civil War : Scrapbook, 1846-67.
- Description:** 1 vol. and folders.
- Restriction Note:** Unrestricted.
- Summary, Etc. Note:** Summary: Miscellaneous Civil War etchings and photos of people, battles, etc. Miscellaneous newspaper articles concerning the Civil War, the Spanish American War, the Chinese-Japanese War and WW I. Includes pamphlets about the Civil War such as "What Led to the Civil War", "Battle of Gettysburg" and "Our Fifty Years." Collection includes items written at a later date. Most items deal with the Civil War. BOX 1: f. 1 1863-1955: Newspapers clippings on Civil War, Lincoln, other US military involvements. Many undated clippings. f. 2 ND: Civil War Sketches. f. 3 ND: Civil War Photos. f. 4 1858-1948: Pamphlets. BOX 2: Scrapbook of clippings, photos, printed articles, mostly undated.
- Other Forms Note:** Original photos, pamphlets, newspaper articles & magazine clippings of various events during Civil War. Article on Spanish-American War. Article on WW I, China-Japan War.
- Terms of Use:** Information on literary right available in repository.
- Source of Acq. Note:** Permanent Gift; G. Terry Sharrer; 1916.
- Biog./Historical Note:** Various Civil War (preceding, during & after) activities, approximate dates 1846-67.

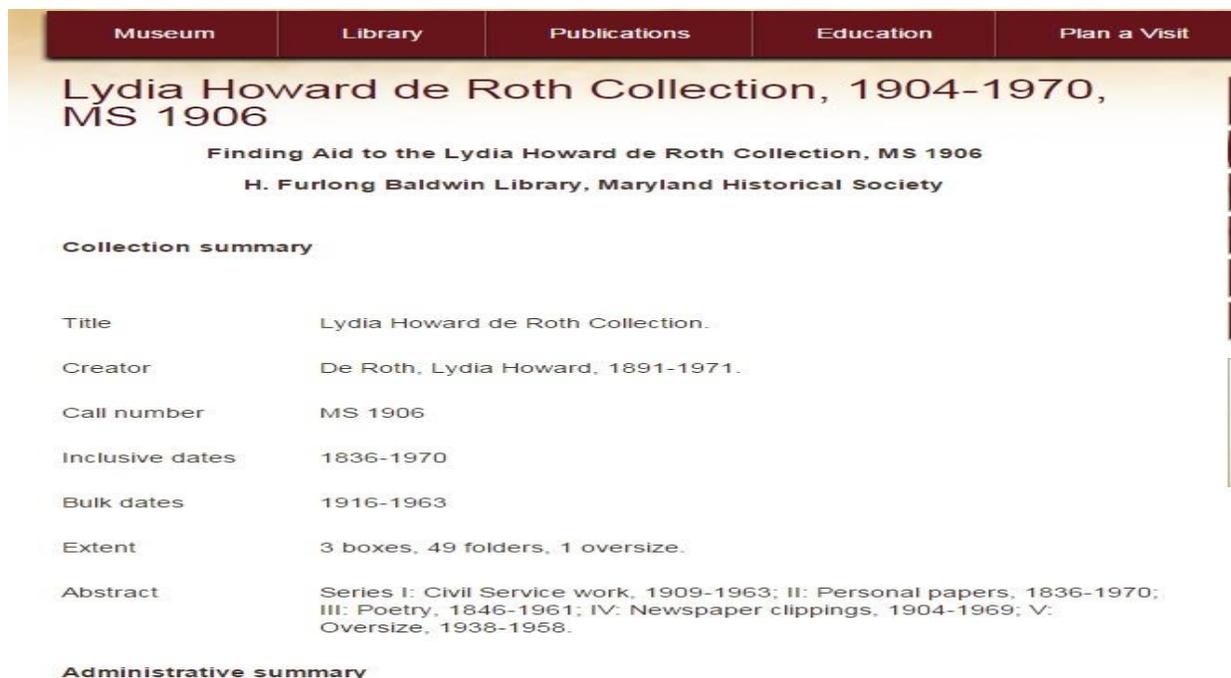
The record also includes a table of items:

Item ID	Call Number	Location	Status
1. Q9700000005788	MS 1916	Special Collections Reading Room	Non-Circulating

Some manuscript and photograph collection catalog records will have a link to the finding aid, which helps researchers further pinpoint the contents of the collection.



The finding aid will provide a more descriptive look at the collection materials.



The Website:

Some Special Collections materials *cannot* be found through the library catalog, but inventories have been created and posted to the [MdHS website](#). Individual photographs (Subject Vertical Files), prints, and ephemera are not listed in the catalog, but can be

found by searching the website. All of the finding aids for manuscript and photograph collections are also included on the website. There are two ways search for these items.

The [Collections Overview page](#) lists collection material by format, and inventory lists can be found through their respective links.

For example, visiting the [“Prints and Broadside” link](#) will bring up a page listing the various print collections. Each link will lead to a similar page for each collection type.

Plan of Baltimore in 1729 containing 600 acres divided into 60 lots, ca 1823, MdHS, Hambleton Print Collection, H10.

How to Find Prints and Broadside

The library has an extensive collection of prints, broadside, and other works on paper. Inventories and finding aids for specific print collections are located below.

Peale/Baltimore City Life Museum Works on Paper Collection

The Peale/Baltimore City Life Museum (BCLM) maintained a significant collection of historical material on Baltimore. The collection includes prints, manuscripts, maps, posters, and ephemera.

Hambleton Print Collection

The T. Edward Hambleton Collection (ca. 500 items) is one of the most extensive assemblages of Baltimore-related prints from nineteenth-century views and maps to

The collections can also be searched through the search box located in the upper right hand corner of the [MdHS website](#). However, inputting search terms into this feature will bring up *everything* available on the website using that term, so it is not the most exact search method.



This search option can be helpful when searching photograph vertical files (individual photographs filed by subject), which include Subject Vertical Files, Portrait Vertical Files, and Group Portrait Vertical Files. A more in-depth guide on searching for photographs for Baltimore buildings can be viewed [here](#).

Search

Enter your keywords:
"Washington Monument"

Search results

Julius Anderson Photograph Collection - Peale/BCLM Photograph Collection ... Mt. Royal Inn, Meat market, New Lyceum, Belvedere Hotel, **Washington Monument**, automobiles, and streetcar tracks. Unidentified ... Charles Street at Mount Vernon Place. Shows George **Washington Monument**, Marquis de Lafayette Monument, fountain, automobiles, ...
Finding Aid - jferretti - 05/29/2015 - 4:54pm

Washington Monument Papers, 1810-1843, MS. 876
Washington Monument Papers, 1810-1843 Maryland Historical Society ... tagging provided by Apex Data Services, March 1999.) **Washington Monument** Papers, 1810-1843 Maryland Historical Society ... www.mdhs.org Descriptive Summary **WASHINGTON MONUMENT PAPERS MS 876** Maryland Historical Society ...
Finding Aid - admin - 05/19/2015 - 4:55pm

Facility Rental
... Mount Vernon cultural district, two blocks west of the **Washington Monument**, the Maryland Historical Society offers a unique and ...
Page - Ron - 05/15/2015 - 2:37pm

Brown Photograph Collection - PP20
... White House, Washington, D.C. Neg ZN14.337.PP20. **Washington Monument**, Washington, D.C. Neg ZN14.338.PP20. Statue in Lafayette ... Z9.1479.PP20. Hotel at Ridgeville. Neg ZN12.1.PP20. **Washington Monument** (Washington, D.C.). Neg ZN12.2.PP20. F.P. Knowles' ...

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Did you know...
"...that on October 4th, 1861, I authorized construction of its 1 warship (later named the Mon
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Clicking the red links will bring the researcher to a finding aid or inventory list for the collection which features an item related to the search term.

Glass Plate Negatives, 5 x 7 inches, Box 27-34 - Peale/BCLM Photograph Collection

Maryland Historical Society
Photograph Collection Inventory List
Special Collections Department
201 West Monument Street, Baltimore, Maryland 21201
410-685-3750 x359; special_collections@mdhs.org

PEALE/BALTIMORE CITY LIFE MUSEUM PHOTOGRAPH COLLECTION

GLASS NEGATIVES, 5 X 7 INCH, BOXES 27-34

Inventory Lists

[Back to Peale/BCLM Photograph Collection main page](#)

Glass plate negatives, 5 x 7 inches, Box 27

Item ID	Description	Collection Info.	Notes
MC9443 .1	Picnic party in the country. Three women. May 1, 1910. John Dubas, photographer.	Arthur U. Hooper Memorial Collection	
MC9443 .2	Picnic party in the country. Man and women seated at picnic bench. May 1, 1910. John Dubas, photographer.	Arthur U. Hooper Memorial Collection	

The researcher may then have to scroll through the page to find the specific item which was highlighted in the search results.

What's Available Online:

At the present time, most of our collection materials *cannot* be viewed online. Researchers must visit the library in-person, or if they are unable do so, [photocopies](#) or [digital reproductions](#), can be provided for a fee. A limited selection of digitized items can be view on the [Collections Online page](#) of the MdHS website, the [library Tumblr page](#), and the library's blog, [Underbelly: From the Deepest Corners of the Maryland Historical Society Library](#).

Other Research Resources:

The archivists and librarians at MdHS have created a variety of other resources that will aid researchers in search the library's collections. Subject guides, which give resource suggestions on a variety of topics, can be viewed [here](#). Published manuscript indexes are also available: Avril J. M. Pedley, comp., *The Manuscript Collections of the Maryland*

Historical Society (Baltimore, 1968) and Richard J. Cox and Larry E. Sullivan, eds., *Guide to the Research Collections of the Maryland Historical Society* (Baltimore, 1981). Other published guides include: Laura Rice, *Maryland History in Prints, 1743-1900* (Baltimore, 2002), Lois B. McCauley, *Maryland Historical Prints, 1752 to 1889: A Selection from the Robert G. Merrick Collection, Maryland Historical Society, and Other Maryland Collections* (Baltimore, 1975), and David A. Cobb, *Mapping Maryland: The Willard Hackerman Collection* (Baltimore, 1998).

The librarians and archivists can also always be contacted to help with any research questions in-person during public hours, via email at specialcollections@mdhs.org or reference@mdhs.org, or by telephone at 410-685-3750 ext. 359.