



The Colonial Williamsburg Foundation

JOHN D. ROCKEFELLER, JR LIBRARY

FALL 2020

NEWSLETTER

VOL. 3, NO. 2

ARCHIVES AND RECORDS DEPARTMENT CELEBRATES 75 YEARS



Lester Cappon, the first director of Colonial Williamsburg's Department of Archives and Records, December 13, 1951.

John Radditz, photographer.

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In November, the Colonial Williamsburg Department of Archives and Records celebrated the 75th anniversary of its founding. In the late 1930s, Colonial Williamsburg President Kenneth Chorley initiated the first steps in creating an archives of the Restoration when he requested that engineering firm Todd & Brown, landscape architect Arthur Shurcliff, and architectural firm Perry, Shaw, and Hepburn turn over their Restoration records. In 1939 Chorley observed, "The more I see of Williamsburg the more I am impressed with its permanence and the more I realize that many,

ARCHIVES AND RECORDS DEPARTMENT CELEBRATES 75 YEARS

(continued)



Archives and Records collection storage area in the basement of the Goodwin Office Building, 1948.

Thomas L. Williams, photographer.

many generations after we are all gone it is going to continue to have its effect on this country. Also, the more I see of it the more I am impressed with the value of preserving the archives of the Restoration ... Therefore, I am very anxious to begin to build up permanent archives for the restoration." A consultant from the National Archives conducted a survey of Restoration records in 1940 and proposed the establishment of a formal archives. The Archives Department was organized under Lester J. Cappon on November 1, 1945, to establish a centralized method for managing corporate records.

A Committee on Disposal of Records was appointed on January 28, 1947 to support the Archives Department by creating records retention schedules and help manage the growing number of records. The department's name changed to Archives and Records on June 1, 1953.

ARCHIVES AND RECORDS DEPARTMENT CELEBRATES 75 YEARS

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The new Archives Storage Space at the Rockefeller Library, 2018.

Photograph courtesy of Wayne Reynolds.

The department operates two records facilities, one for archival records storage at the Rockefeller Library and a records center for non-permanent records at Packets Court. In 2018, the department moved from the Goodwin Office Building, where it had been located since 1945, to the Rockefeller Library.

Over the years, the Archives and Records function has been assigned under various entities, but its core mission has remained – to assist Colonial Williamsburg offices in effectively managing records and ensuring that important permanent records are preserved indefinitely. The department’s archival collections provide insight into the Foundation’s history and provide current employees with informational resources that help them perform their jobs more efficiently. Today, the department is part of the Rockefeller Library and the Education, Research, and Historical Interpretation Division.

We are grateful for the foresight of the Foundation’s early leadership in recognizing the importance of preserving its corporate history and look forward to using its many assets to help Colonial Williamsburg celebrate its 100th anniversary in 2026.

ARCHIVES AND RECORDS DEPARTMENT CELEBRATES 75 YEARS

(continued)



Library director Carl Childs stands near the entrance to Archives & Special Collections at the John D. Rockefeller Jr. Library.

December 4, 2019

Photo courtesy of Wayne Reynolds.

AERIAL PERSPECTIVES ON WARTIME WILLIAMSBURG



***Robert Lowell Warner with aerial camera.
Courtesy of Brent Warner.***

Today's Rockefeller Library volunteer photographer, Wayne Reynolds, is capturing aerial footage of Williamsburg via a camera attached to a drone. His simulations of flying over Williamsburg add a new perspective to a large archive of aerial photography dating back to the 1920s. Military aircraft from Langley Field captured some of the earliest bird's-eye views as they documented the terrain for defensive purposes and strategic planning. Some of their aerial images became part of the visual archive the Williamsburg office of architects Perry, Shaw and Hepburn began assembling to aid their study of the town prior to making any changes. Today these photos enhance understanding of the restoration process by showing the many structures that had to be moved or demolished to bring the Historic Area back to its eighteenth-century appearance. In some instances, they may offer the best visual documentation of how different buildings stood in relation to each other in late 1920s Williamsburg.

A long-ago training exercise by a service member has preserved some unique aerial photos of Williamsburg's Historic Area as it appeared during its next phase of development during World War II. Received as a donation from the Warner family, the series of images taken by Robert Lowell Warner, a United States Navy photographer, document Colonial Williamsburg's wartime mission of providing educational field trips as part of basic training for soldiers from Fort Eustis and Camp Peary, as well as providing a place for recreation and relaxation to rejuvenate servicemen and their families from other surrounding bases, such as Naval Station Norfolk. The U.S. Navy Photographic Squadron conducted aerial surveys over the Hampton Roads region to allow its crew to hone its skills working with the special cameras and taking photographs wearing a safety harness out an open door of the aircraft. Aerial photographers played a critical role in wartime military operations. They carefully documented terrain from above to aid in planning for defensive and offensive actions. In coordination with photo lithographic units that could rapidly develop and print images, the photographers aided military strategists in quickly planning for aerial maneuvers.

AERIAL PERSPECTIVES ON WARTIME WILLIAMSBURG

(continued)

Robert Lowell Warner, a professional photographer from Charleston, West Virginia, enlisted in the United States Naval Reserves on March 10, 1944 and served until January 3, 1946, when he was honorably discharged with the rank of Photographer's Mate, Second Class. As an employee of the Photographic Squadron Two at Naval Air Station Norfolk, Warner learned to operate special large format cameras used to create aerial photographs for mapping purposes. The photos taken during training exercises in turn provided images that other soldiers could use to practice interpreting images to calculate the sizes of structures and other features at ground level, an important tool for planning military strategy in combat zones. A series of aerial photos could also be used to generate very precise maps useful in both wartime and peacetime.

Warner and his wife took advantage of the recreational opportunities for servicemen and their families at Colonial Williamsburg when taking leave from the Naval Air Station Norfolk. The family holds a 1941 Colonial Williamsburg guidebook and admission tickets for the Raleigh Tavern and the Ludwell-Paradise House dating to 1945. A record of their visits is also preserved in a series of photographs Warner took while touring the Historic Area, including a still life of cooking implements in a fireplace, the Governor's Palace maze, and various street scenes and exterior building views. They clearly benefitted from the opportunity to rest and recharge offered by the military furlough at Williamsburg and later brought their children back for an educational museum visit. After his discharge, Warner moved back to Charleston, West Virginia and continued his career as a photographer, eventually becoming the chief photographer of the Union Carbide South Charleston Technical Center's photo lab.



Robert Lowell Warner taking aerial photo from Beechcraft SNB plane, U.S. Navy Photographic Squadron Two. Courtesy of Brent Warner.

Shot in early color transparency format, the donated set of eight aerial photos offer sharp, detail-oriented perspectives on various regions of the Historic Area in 1945, some of which are quite different in appearance today. In the first example, an aerial view looking towards the east ends of Duke of Gloucester and Francis Streets, Waller Street is shown in an undeveloped state with the Kelly House standing on the site of Christina Campbell's Tavern. It was later demolished in the 1950s to allow for reconstruction of the tavern which opened in May 1956. Capitol Landing Road, visible in the upper left, includes a few houses still standing today, such as the one housing the Governor's Trace Bed & Breakfast.

A second aerial focusing upon the Palace Green area includes a military bus parked in front of the Governor's Palace where servicemen disembarked for an educational visit. In 1944 and 1945, many convalescent soldiers from area military hospitals toured Colonial Williamsburg as the Soldier Sailor Training Program scaled back and the Historic Area became a significant component of rehabilitation efforts. It also offers a view of the area at the rear of the Governor's Palace gardens near the

AERIAL PERSPECTIVES ON WARTIME WILLIAMSBURG

(continued)



Aerial view of Palace Green area with a military bus parked in front of the Governor's Palace, including Blocks 21, 30-2, 20, 29, 34, and 35.

Media Collections.

the C&O railroad tracks where townspeople planted and maintained Victory Gardens.

Another example, a view of the Capitol site looking towards Block 17, housing the Raleigh Tavern, and Blocks 27 and 28 along east Nicholson Street, is significant for its visual documentation of an entire neighborhood now disappeared that once served Williamsburg's hospitality employees and African American community during the era of segregation. Today the area encompasses Colonial Williamsburg's Franklin Street administrative buildings, bus operations, archaeological collections building, millwork shop, laundry, commissary, and warehouse. Two churches, Mount Ararat Baptist Church, on Franklin Street, and Union Baptist Church, on Botetourt Street, served the spiritual needs of residents. Along Raleigh Lane, extending off of Nicholson Street near the Public Gaol, stood the Odd Fellows Hall, also known as the Morninglight Lodge, the Hillside Café/Wallace and Cook's Beer Garden restaurant, and the Thomas Confectionary, all of which provided venues for social and philanthropic

AERIAL PERSPECTIVES ON WARTIME WILLIAMSBURG

(continued)



***Aerial view of Capitol site and Block 8 looking NW towards Blocks 17 and 27, with African American neighborhood, Samaritan Odd Fellows Hall, employee housing known as "White City."
Media Collections.***

activities during the era of segregation. The Toby Scott restaurant and store across Botetourt Street from Mount Ararat Baptist Church gave neighbors another place to shop and congregate.

As part of its effort to attract and retain well-trained hotel and restaurant workers from larger cities to work at hospitality properties, Colonial Williamsburg constructed a row of six white clapboard houses along East Scotland Street in the 1930s. They offered comfortable and up-to-date homes with a living room, full kitchen, bedrooms, bathrooms, and screened porches. Known as "White City" due to the painted white clapboard siding used on all six dwellings, they became the residences of chefs, bellmen, dining room captains, chauffeurs, and housekeepers for the Williamsburg Inn and Lodge. A large white clapboard dormitory building visible on the site of today's Franklin Street Office Building provided additional lodging for single employees during a period when wartime housing pressures pushed Williamsburg to convert all useable spaces into extra accommodations. Today's only remainder of this once vibrant neighborhood is Mount Ararat Baptist Church which still stands on Franklin Street next to the Franklin Street Office Building.

AERIAL PERSPECTIVES ON WARTIME WILLIAMSBURG

(continued)



Aerial view of East ends of Duke of Gloucester and Francis Streets with Capitol Landing Road visible in the upper left .

While the original intent of Robert Lowell Warner's aerial photography is long past, the Rockefeller Library is pleased to add digital copies and corresponding inkjet prints to its photo archives, where they will serve a new purpose as an important record of Williamsburg from a bird's-eye perspective during the 1940s. The aerial views are a significant legacy of the wartime years donated by the Warner family in honor of their father and of the 75th anniversary of the end of World War II. They tell the story of one of the many thousands of soldiers who passed through wartime Williamsburg and upon whom the Historic Area left a lasting impression through the viewfinder of his camera.

Media Collections



*Group photo of Robert Lowell Warner with members of his training team and the Beechcraft SNB aircraft, U.S. Navy Photographic Squadron Two.
Courtesy of Brent Warner.*

JAMES CRAIG LETTER

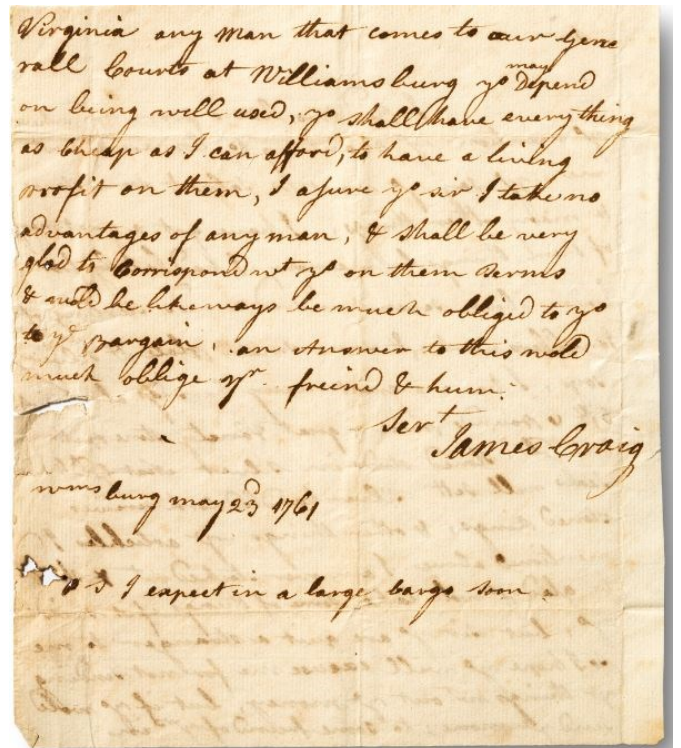
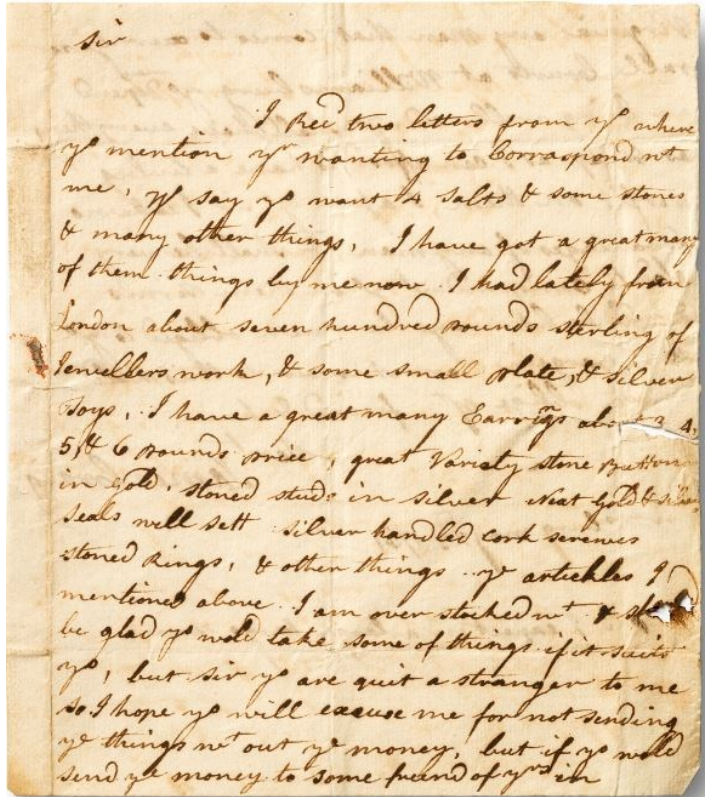
A letter written by 18th-century Williamsburg silversmith, James Craig, was recently acquired by Special Collections of the John D. Rockefeller Jr. Library. It is quite rare to acquire a manuscript so closely associated with a site and person we interpret. This purchase could not have accomplished without the generous support of our donors, Michelle Urberg and Sam and Linda Boyte.

“We are pleased to support the Foundation's acquisition of this document. It is a remarkable primary source for helping understand 18th century business practices” said donor Linda Boyte. In the letter dated May 23, 1768, Craig offered items for sale which he had recently received from London. On April 7, 1768, Craig ran an advertisement in the Virginia Gazette announcing the arrival of a shipment from London aboard the *Matty*. The advertisement listed many of the items subsequently offered in the letter.

Craig first appeared in the Virginia Gazette when he advertised himself as a “Jeweller from London” with a shop on Francis Street in the issue dated September 25, 1746. Although he spent several decades in Williamsburg, there are very few items in Special Collections associated with him. One exception is a reference to Craig in the account book of James Anderson, blacksmith of Williamsburg, Virginia. Additionally, Special Collections holds two letters and a valuation written by Craig which form part of the John Norton & Sons papers.

Donor Michelle Urberg also recognizes the important additional step of transcribing the letter. “As a metadata professional, I know the time and attention to detail it takes to create the transcription of the letter. By doing so, the Rockefeller Library has also provided more information about this letter that can be used in other platforms and databases. The letter penned by James Craig can be analyzed for example, by scholars studying language in letters from the colonial period or the silversmiths who worked in the colonies. Every piece of shareable data like this letter helps to bring alive history in new ways and enriches primary source study.”

The recently acquired letter and transcription may be viewed here: [James Craig letter](#).



James Craig letter to an unidentified recipient, 1761 May 23.

TRACEY GULDEN AWARDED GONZALES GRANT

Tracey Gulden, the Library's Manager of Media Collections, was recently awarded a Mary and Donald Gonzales Field Experience Grant from Colonial Williamsburg. The Gonzales grant offers continuing education opportunities directly related to employee's job and that support the educational mission of Colonial Williamsburg.

Gulden, the Library's first recipient of the prestigious award, will use grant funds to earn a Digital Asset Management (DAM) Certificate from Rutgers University, an online program offered by Rutgers' Division of Continuing Studies. It emphasizes current theories in digital asset management, metadata, workflow, best practices, and integration of DAM systems.

The grant will support Gulden's work managing the Foundation's media collections through the current DAM system, known as The Source. The Source is the media archive for Colonial Williamsburg and houses well over 400,000 master digital assets accessible to any employee of Colonial Williamsburg. Gulden also stewards Media Collections Online (<https://images.history.org/>), a public-facing website that promotes the sale of images, music, and video materials and supports the educational mission of the Colonial Williamsburg Foundation and the preservation and maintenance of these invaluable assets.



Tracey Gulden, Manager of Media Collections.

DIGITAL CORNER

Digital Primary Source Collections Support Key Research & Interpretation Areas

The Rockefeller Library has long promoted digital access to our collections important to our staff and external researchers. The need for remote access has been greatly magnified during our recent COVID closures, highlighting the importance of ready access to our digital subscription databases and the need for "scan on demand" services.

While digitization of Library collections has been ongoing for many years, the Library recently partnered with Backstage Library Works (<https://www.bslw.com/>) and The Media Preserve/Preservation Technologies (<https://ptlp.com/en/>) to digitize collections and make them available through our website.

By partnering with two leaders in the field of digital preservation and metadata, the Library is able to leverage the generosity of our donors by digitizing important collections, including the John Norton & Sons Papers, along with various 18th-century account books, and a variety of important records from our corporate archives.

As you will read below, our commitment to providing ready access to critical research collections takes many forms.

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Digital Primary Source Collections Support Key Research & Interpretation Areas

The spring 2020 shutdown provided one silver lining: a rare abundance of research time for many of Colonial Williamsburg's front-line historic interpreters and tradespeople. Rockefeller Library negotiated with online vendors to allow staff to login to electronic resources from home and arranged for trial access to resources not owned by the Foundation. Positive feedback on those trials spurred the acquisition of three new digital primary source collections, which will support deeper research into the history of gender and sexuality; military history of the French and Indian War and Revolutionary War; and the experience of enslaved laborers in southern industrial enterprises.

Defining Gender (Adam Matthew Digital)

In this resource a wide variety of documents from British archives – from commonplace books and diaries to receipts and government papers – illuminate “the study and analysis of gender, leisure, and consumer culture.” Items are arranged thematically, facilitating browsing of related content; a “popular searches” option that provides search term suggestions is also available. The advanced search feature enables researchers to narrow in on a particular timeframe, or on material from a particular library/archive. This database will support the important work of CW's Gender and Sexual Diversity Committee.

Revolutionary War and Early America: Collections from the Massachusetts Historical Society (ProQuest)

This exciting collection of newly digitized material from the nation's oldest historical society includes Revere Family Papers, 1746-1964; Hancock Family Papers, 1728-1830; Elbridge Gerry Papers, 1744-1895; Pre-Revolutionary Diaries, 1635-1774; French and Indian War Orderly Books; and Revolutionary War Orderly Books. These documents will inform research and programming across the foundation: staff from Military Programs, Historic Trades, and Museums, Preservation and Historic Resources were all enthusiastic about adding it to our holdings.



Caricature of a Man Midwife as a split figure, left side female, right side male. From *Man-midwifery dissected; or, the obstetric family-instructor*. [Illustration]. Wellcome Library. L0018481. Available through: Adam Matthew, Marlborough. *Defining Gender*.

Slavery in Antebellum Southern Industries (ProQuest)

Incorporating records from Duke University, University of North Carolina (Chapel Hill), University of Virginia, and Virginia Museum of History & Culture, this collection focuses on the industrial uses of enslaved labor. Company records, correspondence, and documents pertaining to the purchase, hire, medical care, and provisioning of enslaved laborers all provide extraordinary insight into the experience of enslaved individuals in enterprises such as mining, iron manufacturing, brickmaking, lumbering, tobacco manufacturing, and heavy construction.

All these new resources help Colonial Williamsburg expand its understanding of life in the eighteenth century and fulfill its mission to tell the inspiring and complex American story.

DIGITAL CORNER

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Visual Resources Expands Its Online Offerings

While the COVID-19 pandemic has brought many challenges and changes for library operations, one silver lining of the situation has been new initiatives by Special Collections staff to digitize and mount online portions of its holdings. Six new visual collections have been added in 2020.

The largest, the Todd and Brown Inc. Photograph Collection, encompasses over seven hundred black and white photographs taken by Todd and Brown Inc., an engineering firm which served as general contractor to carry out plans for the restoration and reconstruction of buildings in Williamsburg's historic area and Merchants Square. They commenced work in 1928, maintaining offices in Williamsburg and at their headquarters in New York City. The Todd and Brown Inc. Photograph Collection serves as a record of the systematic examination of the town and extensive planning that occurred before the contractors began their assignment to demolish or move buildings not dating to the colonial era. Each photograph they took served a documentary purpose of recording a colonial structure, modern dwelling, business, church, municipal building, or outbuilding as it appeared prior to any work proceeding at a site.

Another larger collection in the process of being added is the John A. Barrows Photograph Collection. Barrows arrived in Williamsburg in 1928 to begin a position as an architectural draftsman at the Williamsburg office of Boston architects Perry, Shaw & Hepburn. Since the reconstruction of such buildings as the Governor's Palace required some educated guesswork on the part of the architectural team, they invested quite a bit of time in studying extant architectural precedents in the mid-Atlantic region to determine certain details. John Barrows accompanied the team on many such expeditions and quite a few of his photographs record architectural details of structures they examined to aid them in accurately reconstructing such elements as staircases, interior paneling, and cornices. Two other photo collections compiled by members of the architectural team, Finlay Forbes Ferguson Jr. and the Rev. Donald MacDonald Millar, provide additional images of restoration projects underway in Williamsburg's Historic Area, as well as architectural design precedents at historic sites in Virginia, Maryland, North Carolina, and South Carolina. A small group of photos collected by and possibly taken by William & Mary student Q. Wilson Hodges in the early twentieth century offers a glimpse into pre-restoration Williamsburg. Dating to circa 1904-1905, they document the state of various eighteenth-century buildings still extant, such as the Powder Magazine, George Wythe House, and Bruton Parish Church.

Finally, the J. Floyd Yewell Architectural Renderings Collection offers a colorful glimpse into the planning process for Colonial Williamsburg's expansion in the 1950s. An architect who excelled in the production of architectural watercolor renderings, J. Floyd Yewell played an important role in designing the New Information Center, Motor House, and Abby Aldrich Rockefeller Folk Art Center. His series of perspective views of three major projects underway at Colonial Williamsburg in the mid-1950s reflect the museum's efforts to enhance the tourist experience and develop facilities to accommodate a higher volume of visitors.

Please visit the visual materials [Omeka site](#) to browse through these and other collections.

DIGITAL CORNER

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Special Collections Online Presence Continues To Grow

As noted above, Special Collections staff have been working to make our collections available online throughout this year of social distancing and remote working. In addition to visual materials, we have published several manuscript collections to our website and continue the work of making large collections, such as the John Norton & Sons papers, available for researchers.

Over the past few years, Special Collections has acquired several issues of the *Virginian Gazette* which are now available online. These include fifteen issues printed in Norfolk during the years 1774 and 1775. While there is often overlap between what is reported in the Williamsburg and Norfolk issues of the *Virginian Gazette* there is much material in the Norfolk issues which are not to be found in the Williamsburg ones. Therefore, the availability of these issues greatly benefits our researchers.

One of the largest manuscript collections held by Special Collection is the John Norton & Sons papers. This collection is a wealth of information for those studying the history, trade, and material culture of 18th-century Virginia. It consists of letters, bills, accounts, and other materials created or received by the mercantile firm of John Norton & Sons. John Norton was a London merchant involved in the tobacco trade. His sons maintained the Virginia side of his business from Yorktown and later from Williamsburg and Winchester. The firm's voluminous records consist of over two thousand items and contain correspondence from roughly four hundred recipients. In addition to the correspondence from Virginia planters seeking goods in exchange for their crops there is a voluminous amount of correspondence from the merchants who provided those goods as well as personal correspondence from family and friends. Notable Virginians represented in the collection include Williamsburg residents George Wythe, Robert Carter Nicholas and Thomas Everard. Female correspondents are well represented in the collection which includes several letters from Williamsburg milliner, Catherine Rathell, Frances Everard Horrocks, and many others. The collection has been digitized and the work of making it available online is ongoing. We hope to have it fully available sometime next year. It may be viewed here: [John Norton & Sons papers](#).

The papers of Scottish tobacco factor Charles Steuart are also available online. These papers relate to Steuart's efforts to aid a Spanish party which was violently assaulted in Virginia in 1762. The bulk of the correspondence consists of copies of Steuart's letters to Governor Francis Fauquier concerning his services to the Spaniards with requests for guidance on dealing with the delicate situation and Fauquier's replies. The final item in the collection is a "Narrative of the Spanish Affair" which should be read first to gain an understanding of what transpired.

Other collections include those of Revolutionary War soldier Michael Bowyer, Williamsburg resident and local Baptist minister Scervant Jones, the Dismal Swamp Canal Company, the Baylor family (who intermarried with the Nortons), Georges LeClerc (who collected French materials of the American Revolution), the Vest family, 18th-century Virginia merchant Francis Jerdone and others. All of these collections may be viewed on our [Special Collections Omeka website](#).

The Special Collections staff looks forward to making more of our collections available in the coming year. Our new partnerships in the digital realm should allow us to provide content more efficiently and effectively than we have been able to do in the past.

DIGITAL CORNER

(continued)

Browse Collections (11 total)

Sort by: Title Date Added



The Mechanick's Adviser

The Mechanick's Adviser is a weekly newsletter produced by the Colonial Williamsburg Department of Historic Trades and Skills beginning in September...

View the items in The Mechanick's Adviser



CW News

The Colonial Williamsburg News is the official newspaper of the Colonial Williamsburg Foundation. Publication began November 1940 under the title The...

View the items in CW News



Becoming Americans Today

Becoming Americans Today was a newsletter developed by the Department of Interpretive Training for interpreters. Presented in a newspaper format...

View the items in Becoming Americans Today



Garden Journal

Garden Journal was a newsletter written by interpreter Cynthia Long who worked for many years as a hostess with a great interest in gardens and garden...

View the items in Garden Journal

Collections landing page for the Colonial Williamsburg Publications website.

Colonial Williamsburg Publications

In 2020, John D. Rockefeller Jr. Library staff increased the number of Colonial Williamsburg Foundation publications available to the public online significantly. On May 30, 2019, a small website of the Foundation's publications was launched. This website contained fewer than 300 issues almost a year later, but now there are close to 2,400 issues of Colonial Williamsburg publications available for online viewing. The most significant addition to the website began when library staff published the first volume of the Colonial Williamsburg News, originally called The Restoration News, in April. 1,825 issues of the Colonial Williamsburg News are now online with new issues being added bi-monthly. Other newsletters that are now available include those of the John D. Rockefeller Jr. Library and the Department of Historic Trades and Skills. Additionally, interpretive materials from the Becoming Americans series may be viewed on the website alongside several newsletters which are no longer being published. The Horticultural Happenings and Coach and Livestock newsletters will be available soon.

The website may be viewed here: [Colonial Williamsburg Foundation Publications.](https://www.colonialwilliamsburg.org/publications)

The *John D. Rockefeller Jr. Library Newsletter* is a publication of Colonial Williamsburg's John D. Rockefeller Jr. Library.

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