

Karalyn Mark  
Green Mountain Club Archives Internship Summary  
July 2015 – August 2016

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- Surveyed and organized the collection of items awaiting processing.
- Processed, cataloged, and archived historical materials and new donations including photographic prints, publications, maps, correspondence, albums, journals, oversized artifacts. Sleeved photographs and documents with the most historical significance to the club in hopes of better preserving these materials.
- Created an inventory of items at the GMC that are not specific to the club's history. The H&A Committee and GMC staff can determine whether to retain or distribute these items to the appropriate museums/archives.
- Assisted in research for *Long Trail News* article "Changes in the Vermont Forest" in Winter 2015 issue.
- Assisted Jocelyn Hebert in the preparation of an Archives Display at the GMC 2016 Annual Meeting.
- Digitized photographs in preparation for Reidun Nuquist's Presentation "Green Mountain Girls: Women of the Long Trail".
- Digitized photographs for use in *Burlington Free Press* article "History Space: The Cabins of Bolton Valley."
- Digitized a collection of 256 shelter photos dated from 1950s-1970s. Portions of the collection could be used to update the GMC Shelter & Lodge History Document. JPEG files can be resized and used on GMC website. The photographs have been saved in both TIFF and JPEG formats.
- Digitized a photograph album by photographer Robert L. Coffin, titled "The Long Trail 1935-1937. The collection contains 33 photographs. The scans have been saved in both TIFF and JPEG formats.
- Digitized photographs of the Camel's Hump Bomber Crash, and a selection of oversized prints (via copier).
- Continued cataloging materials at the folder level using the Microsoft Access Database.

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- Added boxes 22-32, Oversize Print Box A, Oversize Print Box B, Oversize Album Box, and the GMC Slide Collection to the GMC Archives Finding Aid.
- Created a document with guidelines and links to resources for re-housing glass plate negative collection. The supply inventory contains four-flap archival envelopes for this collection. Once the archival drop box arrives, these can be processed, cataloged, and added to the archive.
- Created an Excel document with an inventory of items awaiting processing as of August 2016. I've provided a description, location, and recommendation for each item in the inventory.

**In total, the GMC Archives contain 32 archival boxes, 1 box of oversize albums, 5 map folders, 2 rolled map tubes, 2 oversize archival print boxes, 1 archival slide storage system. Archives Box 32 is about 1/3 of the way full and can store new donations.**

#### **Archives Description:**

The Green Mountain Club archives contain photographs, maps, publications, journals, scrapbooks, correspondence and other artifacts from the Green Mountain Club. Items in the archive range from the early 1900s to the present day. We have archival materials housed at GMC headquarters, UVM's library, and the Vermont Historical Society.

The archives were re-housed and surveyed by archivist Dylan Joy in the summer of 2014. The project was supported by a generous grant from the Vermont Humanities Council and support from the Green Mountain Club's Burlington Section. Intern Karalyn Mark has continued his work of cataloging the club's historical materials and processing new donations.

If you are interested in researching the club's history, the archives are accessible at the GMC by appointment. A Finding Aid is available for your reference.