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### CLIPPING ONE'S WAY TO KNOWLEDGE

Recently a request came from a famous Lincoln library for a resumé of the plan used by the Foundation library in preserving and organizing its newspaper clippings. When one attacks the newspapers, magazines, etc. that come under his observation, it would be well to remember this order of approach which might be called The Clippers Guide; Source It,—Date It,—Clip It,—Mount It,—Index It,-File It.

When indexing is started, then the advantage of plac-ing but one clipping on a sheet is observed, and as the collection grows the value of separate mountings will become still more apparent. In the adjacent columns a plan for organizing Lincoln clippings will be made. The outline form presents index subjects for a small (Roman numerals), medium (Arabic), and large (letters) collections of Lincoln clippings. Of course, each classification can be subdivided indefinitely. While there are but two-hundred divisions here, the Lincoln National Life Foundational Life Foundation dation collection of clippings contains over 3,000 separate

subject divisions.

The filing for a small collection can best be made in either of two standard size binders, 6"x9", or 8½"x11", the latter is preferable. For a medium or large collection, the latter is preferable. correspondence folders are most satisfactory until enough data on a single subject has been gathered to fill a loose leaf binder. It is a tragedy to paste clippings indiscrim-

inately in a bound volume.

#### I. KINSFOLK

- 1. Ancestry a. Paternal b. Maternal
- 2. Parentage a. Father b. Mother
  - c. Stepmother
- 3. Family a. Wife b. Children
- Grandchildren 4. Relatives
  - a. Lincoln b. Hanks c. Todd

## II. PERSONALITY

- 1. Physical Appearance a. Stature
  - b. Features c. Health
- 2. Mental Development
- a. Formal educationb. Self-taught acquirements c. Analytical mind 3. Social Contacts
- a. Recreation b. Manners
- Love affairs d. Story telling
  4. Moral Characteris-
- tics a. Integrity
- b. Humanity Philosophy
- 5. Religious Convictions a. Parental influ-

  - b. Skeptical years Final convictions
- III. VOCATIONS
- 1. Youth
  - a. Rail splitter b. Clerk
  - Riverman
  - 2. New Salem Years a. Storekeeper
    - b. Postmaster c. Surveyor

  - 3. Legal a. Partners b. Eighth Judicial Circuit
    - c. Outstanding cases

#### IV. POLITICS

- 1. Background
  - a. Henry Clay b. Newspapers c. First campaign
- 2. Legislature a. First victory
- b. Long nine c. Eight years c. Eight 3. Whigs
- a. Elector
  - b. Leadership
- 4. Congress a. Preliminaries b. Speeches
- Land office Senatorial Contest a. National atten
  - tion b. Results
- 6. Presidential Nominee a. 1860 Convention
  - b. Campaign c. Election

- V. ADMINISTRATIVE
  1. Chief Executive
  a. Diplomat
  - b. Constitution Patronage d. Reconstruction
  - Personnel a. Vice-President
    - b. Cabinet c. Supreme Court d. Secretaries
  - 3. Military a. Officers
    - b. Men in ranks Clemency
    - d. Auxiliaries e. Reactionaries

#### VI. WRITINGS

- 1. Correspondence
  - a. Personal b. Legal
  - c. Political d. Presidential
- 2. Manuscripts a. Autobiographies
  - b. Illinois years c. Chief Executive
- 3. Signatures
  - a. Proclamations
  - b. Appointments
     c. Pardons

- VII. ADDRESSES

  - 1. Early Years
    a. Popular subjects
    b. Legal pleadings
    c. Legislative
  - speeches 2. Political
    - a. Party discussions
    - b. Debates
    - c. Cooper Institute d. President-Elect
  - 3. Presidential
  - a. Inaugurals
  - b. Messages to
  - Congress Gettysburg d. Incidental
- VIII. ASSASSINATION
  - 1. Historical
    - a. Last day episodes
      b. Theatre plans
      c. The event
      c. Death

    - 2. Personnel a. Theatre party
    - b. Actors
    - Conspirators
    - d. Doctors

    - e. Eye witnesses f. Death-bed visitors
    - 3. Funeral
    - - a. Washington b. En route

    - c. Springfield
      4. Trial of Assassins
      a. Military court
    - Convictions
    - c. Government
    - awards

### IX. BOOKS

- 1. Read By Him
  - a. Indiana years b. Illinois yearsc. Washington
- c. Washington
  2. Written By Him
  a. Copy books
  b. Published books
  b. About Him
- 3. Written About Him
- a. Announcements
- b. Reviews
- c. Sketches of

# X. PICTURES

- 1. Photographs
  - a. Original b. Reproductions

- 2. Paintings
  - a. Beardless, from
    - life
  - c. From photographs b. Bearded, from life
- 3. Prints
  - a. Engravingsb. Lithographs
- Woodcuts
- d. Modern
- e. Stamps
- 4. Cartoons a. Index by artist

- 5. Cineograph
  a. Plays
  b. Actors
  c. Impersonators
- 6. Contemporaries
- a. Family
- b. Associates XI. TRIBUTES
  - 1. Eulogies
    - a. Sermons
  - b. Formal addresses c. Foreign acclaim 2. Press Notices a. Editorials

  - b. Feature stories
  - 3. Comparisons
  - a. Americans b. World figures
  - 4. Reminiscences
  - a. Associates b. Acquaintances
- 5. Poetry a. Contemporary b. Modern XII. MEMORIALS

  - 1. Buildings a. Homes
  - b. Associated

  - 2. Parks a. National b. State
    - c. Local
  - 3. Statues
  - a. Heroic bronze b. Stone
  - c. Busts
  - 4. Tablets
  - a. Index by states
  - b. Plaques c. Medallions 5. Curios

  - - a. Apparel b. Household

  - c. Associated items