



Photo Resources at the Texas State Archives

Archives and Information Services

Webinar Series

September 24, 2021



What This Session Covers

- Introduction to Prints and Photographs Collection.
- Accessing these materials online and on-site.
- Requesting reproductions, image use, and understanding copyright.
- Q&A

Texas State Library and Archives Commission

1201 Brazos Street, Austin, Texas 78701



Casey Dunn Professional Photography



Texas State Library and Archives Commission

- Mission:
 - Provide Texans access to needed information
 - Preserve the archival record of Texas
 - Enhance the service capacity of public, academic, and school libraries
 - Assist public agencies in the maintenance of their records
 - Meet the reading needs of Texans with disabilities
- Service Areas:
 - Reference and Information Center
 - Texas State Archives
 - Sam Houston Center (Liberty, TX)



INTRODUCTION TO PRINTS AND PHOTOGRAPHS AT TSLAC



Texas
Archiv



Texas State Library and
Archives Commission



Texas State Library and
Archives Commission,
Bolton & Mitchell,

LAREDO, TEXAS.



Photographs in Archival Records

- The Prints and Photographs Collection includes primarily manuscript donations, along with some state records transfers.
- In addition to our Prints and Photographs Collection, some state records include photographs. These include:
 - Texas Department of Agriculture records
 - Texas Department of Public Safety records
 - Texas State Library and Archives Commission records
 - Texas Tourist Development Agency records



Texas State Library and
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ACCESSING PHOTOGRAPHS



Prints and Photographs Webpage

- www.tsl.texas.gov/arc/pnp
- Many of the resources in this section are included in this webpage.
- Descriptions of images from the Prints and Photographs collections are also available through this website.

Prints and Photographs Collection at the Texas State Library and Archives Commission

| |
|---|
| Introduction |
| Descriptive Guides |
| Indexes |
| Legacy Indexes |
| Viewing Prints and Photographs Collection Materials |
| Reproductions and Permissions |
| Related Materials |

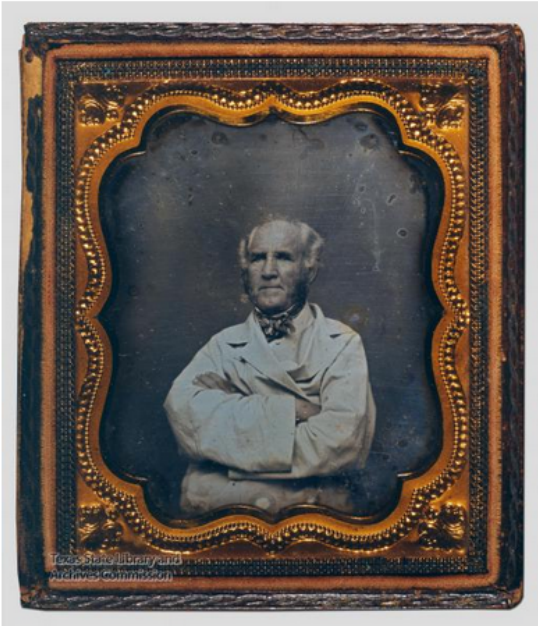
Contact Information

Need help? Contact us at:
ref@tsl.texas.gov
or
512-463-5455

Introduction

The Texas State Archives Prints and Photographs Collection includes over 750,000 original photographs and prints in a variety of [processes](#) and [formats](#). Reproduction copies include copy prints, copy negatives, and photocopies. Born-digital electronic records also contain image files of various formats.

The majority of the Prints and Photographs Collection relates to Texas government, history, individuals, and events. This page provides helpful resources for searching the collection.



Sam Houston wearing a riding duster (1/136-1), Sam Houston daguerreotypes collection, Prints and photographs collection. Archives and Information Services Division, Texas State Library and Archives Commission.



Descriptive Guides


- Finding aids are listed on the Processed Manuscript and Photograph Collections webpage.
- Some finding aids are available on Texas Archival Resources Online (TARO).
- Others are available as paper finding aids, which can be provided as a PDF upon request.

[Contact Us](#) [Texas Archival Resources Online](#) [Print Version](#) | [Raw XML File \(636k\)](#)
[Accessing Materials Described Here](#)

TABLE OF CONTENTS

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- [Arrangement of the Collection](#)
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- [Administrative Information](#)
- [Description of Series](#)

[Fannie Ratchford photograph collection, about 1933-1947](#)



Fannie Ratchford:
An Inventory of the Fannie Ratchford Photograph Collection at the Texas State Archives, about 1933-1947

Overview

| | |
|--------------------|--|
| Creator: | Ratchford, Fannie Elizabeth, 1887-1974. |
| Title: | Fannie Ratchford photograph collection |
| Dates: | about 1933-1947 |
| Abstract: | The Fannie Ratchford photograph collection contains photographic material gathered and created by Ratchford for a project to describe and document architecturally noteworthy Texas houses built in the nineteenth century. The collection includes over 2,500 photographs, nine postcards, seven pencil sketches, and one woodcut, dating from about 1933 to 1947. Apparently lack of funds and time combined to prevent the completion of the projected book, but the images documenting her research are an invaluable resource of the Texas building arts. These materials have been digitized and are part of the Texas Digital Archive . |
| Quantity: | 6.25 cubic ft. |
| Language: | These materials are written predominately in English. |
| Repository: | Texas State Archives |
| Sponsor: | This EAD finding aid was created in cooperation with Texas Archival Resources Online. |



Title Indexes

- Subject index, A-Z
- Photo Collection Database
- Browsing Guides
- Picture Index card file
- Library Catalog

The screenshot displays the website interface for the Texas State Library & Archives Commission. At the top, there is a banner image of a historical photograph with the text "REPRODUCED FROM THE HOLDINGS OF THE TEXAS STATE ARCHIVES". Below this, the page title "Picturing Texans" is shown in a green box. The main content area includes a search bar with options for "Keyword", "Browse", and "Exact", and a dropdown menu for "Library" set to "ALL". There are also buttons for "Words or Phrase", "Author", "Title", "Subject", "Series", and "Periodical Title". On the right side, there is a "Reference Desk" section with contact information for the Texas State Library & Archives and the Texas Commission on Environmental Quality. The bottom of the page shows a record for "TX, Taylor County (geographical location) Robertson, George" with the number "#1/102-631".



Prints and Photographs Online: Texas Digital Archive

- tsl.access.preservica.com/
- We have a prints and photographs page on the TDA.
- Our search tips can help you search for photographs.





Prints and Photographs Online: Flickr

- www.flickr.com/photos/texasstatearchives/sets
- Flickr Commons includes selected images from our holdings.
- A link is available on the Prints and Photographs webpage.





Prints and Photographs Online: Exhibits

- www.tsl.texas.gov/exhibits/index.html
- Online exhibits on a variety of topics.
- Images come from our holdings and may be useful to your research.
- Exhibits also include non-photographic archival materials.





Accessing Prints and Photographs On-site

- Prints and photographs are usually available on-site. You will need to wear gloves when handling photographs.
- Some materials may not be available due to Public Information Act or other statutory restrictions, or due to preservation concerns.
- If you want to view archival holdings on-site, you need to complete a Texas State Archives Material Request Form.
- The Material Request Form is also necessary to request digitization or other access to images not available online.



Texas State Archives Material Request Form

The Texas State Library and Archives Commission provides access to archival holdings and library collections as a normal course of business.

This form must be used to request materials held within the State Archives, whether the request is a Research Request or a Public Information Act (PIA) Request.

Research Requests and Public Information Act Requests

A Research Request is a request for assistance by TSLAC reference staff with information or materials held in the State Archives. A Research Request is sufficient for requesting most State Archives materials. It may be the most streamlined and cost-effective way of handling your request.

A PIA Request is a request for information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body, for a governmental body and the governmental body owns the information, has a right of access to the information, or spends public money for the purpose of producing or maintaining the information, or by an individual officer or employee of a governmental body and pertains to official business. A PIA Request triggers certain statutory requirements, including deadlines, charges, and potential exceptions to disclosure.

Generally speaking, a PIA request for State Archives materials is required only if the records were (1) created by a governmental body, (2) include restricted information, and (3) you do not agree to the redaction or removal of that information (see: Texas Gov't Code Chapter 552).

The Office of the Attorney General provides detailed information about Open Government and the Public Information Act on their website and operates the Open Government Hotline to answer questions (1-877-673-6839).

Open Government: <https://www.texasattorneygeneral.gov/open-government>

Public Information Act: <https://www.texasattorneygeneral.gov/open-government/office-attorney-general-and-public-information-act>



REPRODUCTIONS, IMAGE USE, AND COPYRIGHT

Texas State Library and
Archives Commission





Reproductions

- A Reproduction Request Form is needed for all orders.
- Some items have not been digitized and require a fee.
- Some items are already digitized. Staff can check for you when you submit your request.
- Even for items digitized, we may not have an image that meets your needs. If so, then you can pay for re-scanning.



Texas State Library and Archives Commission
Archives and Information Services Division (ARIS)

Reproduction Request Form

Name: Date:

Registration Number: Daytime Phone:

E-mail:

Mailing Address:

Requested for State Business State Agency:

Instructions

Do not remove materials from the folder or box for photocopying. Please place the provided green and red flags before and after materials to be photocopied or digitized. List materials to be reproduced on page 3 of this form, including the call number, number of copies or scans, and a description of the materials. Return folders and small volumes to their original box. Return boxes and large volumes to the cart.

Intended Use of Digitized Material

- These materials are for personal research and will not be copied, reproduced, or publicly displayed.
- These materials will be published or displayed in print or online with proper citation.
- Publication title and press:



Use and Copyright

- You request to use images by submitting a completed Reproduction Request Form.
- State records typically do not fall under copyright, but items received by state agencies still might.
- Some items may be in the public domain. We suggest you do your own research on that.
- It is your responsibility to determine copyright prior to use.
- TSLAC does not make determinations regarding copyright.



Contact Us

Texas State Library and Archives Commission (TSLAC)

Physical Address: 1201 Brazos Street, Austin, TX 78701

Mailing Address: P.O. Box 12927, Austin, TX 78711

Phone: (512) 463-5455

Email: ref@tsl.texas.gov

Website: www.tsl.texas.gov/arc

Sam Houston Research Library and Research Center

Physical Address: 650 FM 1011, Liberty, TX 77575

Mailing Address: P.O. Box 310, Liberty, TX 77575

Phone: (936) 336-8821

Email: SamHoustonCenter@tsl.texas.gov

Website: www.tsl.texas.gov/shc

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@TSLAC





Summary

- Prints and photographs at TSLAC
- How to access photos, on-site and online
- Requesting reproduction and use of our materials
- Many of these resources are on our Prints and Photographs webpage:
www.tsl.texas.gov/arc/pnp





Citations

- Introduction to Prints and Photographs at TSLAC
 - Image number 1/103-71, "Congress Avenue. Austin, Texas," Places Collection, Prints and Photographs Collections. Archives and Information Services Division, Texas State Library and Archives Commission.
- Prints and Photographs Collection
 - Image number 1965/089-7, "Convict labors during the construction of the Capitol," Ernest J. von Rosenberg Collection, Prints and Photographs Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
 - Image number "1983/112-M-120-09, Governor O'Daniel and General Comacho at Austin, Texas, May 12, 1941," Texas Department of Public Safety Photographs. Archives and Information Services Division, Texas State Library and Archives Commission.
 - Image number 1/032-2, "Frontier Battalion company in Alice, Texas," Junior Historians Annual Meeting Collection, Prints and Photographs Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
 - Image number 1991/077-208-8. "Wurstfest, New Braunfels, TX, 1971," Texas Tourist Development Agency Photographs and Audiovisual Materials. Archives and Information Services Division, Texas State Library and Archives Commission.
 - Image number 2001/078-82-79-147, "Tick Eradication Program in Laredo, Texas," Texas Department of Agriculture Photograph Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
 - Image number 1975/070-5237, "Gregorio Cortez," William Deming Hornaday Photograph Collection, Prints and Photographs Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
- Accessing Photographs
 - Image number 1/103-106, "Quonset Hut. Camp Hubbard. Archives Division. Austin, Texas," Places Collection, Prints and Photographs Collections. Archives and Information Services Division, Texas State Library and Archives Commission.
- Prints and Photographs Online: Texas Digital Archive
 - Image number 1972/115-188, "Signal Corps Photo. Squad with a one-pounder, France," General John A. Hulen Papers. Archives and Information Services Division, Texas State Library and Archives Commission.
- Prints and Photographs Online: Flickr
 - Image number 1994/083-9a, "North front elevation, January 10, 1882," Texas Capitol Building Commission Administrative Records and Architectural Drawings. Archives and Information Services Division, Texas State Library and Archives Commission.
- Prints and Photographs Online: Exhibits
 - Image number 1963/283-55, "Woman and child on Farm, undated," A. Garland Adair Collection, Prints and Photographs Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
- Reproductions, Permissions, and Copyright
 - Image number 1988/152, "Governor Clements, with former governors Briscoe, Smith, Connally, Daniel and their wives at Centennial celebrations, Governor's Mansion, May 7, 1988," Texas State Library and Archives Commission Current Events Documentation Program Collection. Archives and Information Services Division, Texas State Library and Archives Commission.
- Thank you
 - Image number 1973/054-92, "Barbara Jordan speaking before a crowd," Barbara Jordan Governor for a Day, Prints and Photographs Collection. Archives and Information Services Division, Texas State Library and Archives Commission.



THANK YOU

Texas State Library and
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Bill Malone