Gunston Hall Plantation

Probate Inventory Database

Version 2

Richard L. Farner
Barbara A. Farner

Gunston Hall Plantation

Built between 1755 and 1759, Gunston Hall was the plantation home of George Mason (1725-1792), author of the Virginia Declaration of Rights and a framer of the United States Constitution. The life and times of this great American patriot are vividly evoked by his commodious house and gardens. The house, with its elaborately carved woodwork, contains a collection of eighteenth century furnishings.

Visitors can walk through garden as Mason often did during the Revolution, while he pondered the affairs of the rebellious colonies. The central allée, lined with great boxwoods planted in George Mason's day, leads to an overlook with a view across the deer park and woods to the Potomac River. Reconstructed outbuildings help to illustrate the lives and work of domestic servants and slaves.

Gunston Hall is open daily, except Thanksgiving, Christmas, and New Years Day from 9:30 a.m. to 5 p.m. It is located 20 miles south of Washington, DC. Follow signs from Interstate 95 or US Route 1. For more information, visit Gunston Hall's website at: http://gunstonhall.org.
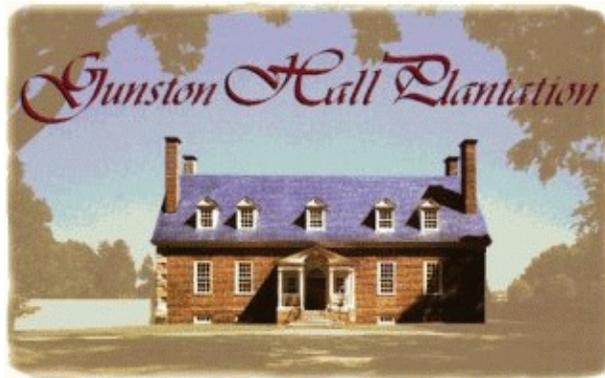
As part of the goal to promote research in the field of eighteenth-century studies, the staff of Gunston Hall Plantation have made the information contained in the Gunston Hall Probate Inventory Database accessible to the public.

Library and Archives

Through the efforts of The National Society of The Colonial Dames of America Board of Regents of Gunston Hall a library, containing over 7,000 volumes and a reference center, has been established to enhance and develop the interpretation of Gunston Hall and George Mason through a collection of reference works, rare books, manuscripts, and archives. Among other resources, there is a sizeable collection of microfilm and fiche of early Virginia and Maryland newspapers, county records, and other Virginia papers and materials.

You are invited to come to Gunston Hall to see and use these materials, many of which do not exist elsewhere. The Library and Archives are open Monday through Friday (except holidays) from 9:30 to 5:00, by appointment.

Changes to Gunston Hall Probate Database included in Version 2:

Changes:

◆ Elimination of the Compact Disk (CD). The entire application is now available for download.
◆ The application has been updated to Microsoft ACCESS 2013, the latest version of Access.
◆ Some data corrections have been made to the Main Table.

Additions:

◆ Book titles listed in the inventories have been entered into the new Books By Title Table.
◆ New reports displaying book titles, authors, subjects and other data from the Books By Title Table are available.
◆ Titles listed in the catalog of John Mercer's books, compiled by Bennie Brown in his work "The Book World of John Mercer of Marlborough," have been noted.   Titles listed in the private inventory of Richard Henry Lee of Stratford Hall are identified in the Books By Title Table.

The "Books by Title" table includes book titles listed in the collected inventories. Of the 325 inventories collected, 136 contain books by title. An additional 144 inventories contain untitled books. Forty four of the inventories do not mention any books. The Books by Title table includes all books listed by title as well as generic "books," "pamphlets," or "magazines" that are recorded in inventories that also include at least one book by title. Every attempt has been made to identify the full title of each book. Likely titles appear in the Note field.

PROBATE INVENTORY DATABASE USER MANUAL

Contents:

About the Probate Inventory Database

To enhance the presentation of Gunston Hall as George Mason knew it, an intensive investigation has been undertaken into a wide range of documentary and object-based materials from the second half of the eighteenth century. Among the documents studied were probate inventories.

In many cases, in the eighteenth century, as part of the process of settling an estate after the death of an individual, a probate inventory was taken. The inventory listed the personal and chattel property in the possession of the deceased at the time of death. The primary reason for a probate inventory was to insure that the deceased's possessions would be available to settle outstanding debts, as well as to guarantee the proper distribution of the estate according to the deceased's will and local law. Once the inventory was made at the residence of the deceased by the court appointed appraisers, it was presented at court and entered into the county's legal records. For a thorough discussion of the probate process in several colonies, see Alice Hanson Jones, *American Colonial Wealth, Documents and Methods*, (New York: Arno Press, 1977).

No probate inventory appears in Virginia or Maryland court records for George Mason of Gunston Hall, nor has an unofficial inventory surfaced that might have been taken as part of the settlement of his estate by his heirs. His will, written in 1773, provided for the distribution of his estate among his children. The lack of probate documentation of George Mason's possessions has proven a challenge to the modern understanding of Gunston Hall.

To create a furnishings plan for Gunston Hall, the research team at Gunston Hall Plantation collected probate inventories according to predetermined criteria, recorded in Virginia and Maryland between 1740 and 1810.

Several inventories, first collected from probate records by Carlyle House Historic Park, Alexandria, Virginia and the Architectural Research Department at the Colonial Williamsburg Foundation, formed the core of the study. These inventories were primarily recorded in a room by room manner. Next, microfilms of court records from Fairfax, Prince William, and Stafford counties in Virginia and Charles and Prince George's counties in Maryland, were carefully analyzed and all probate inventories were included which met the designated markers, primarily the presence and amount of food service items, especially forks. For further details on the criteria for inclusion see Barbara Carson, *Ambitious Appetites: Dining, Behavior, and Patterns of Consumption in Federal Washington* (Washington, DC: The American Institute of Architects Press, 1990), specifically pages 30-52. These five counties are considered of particular importance because they reflect jurisdictions in which George Mason owned land and/or was known to have transacted business. In addition to the five Virginia and Maryland counties, the database contains many room by room probate inventories from following jurisdictions:

> Virginia: the cities of Norfolk and Fredericksburg and the counties of James City, Elizabeth City, Lancaster, King George, Surrey, Richmond, Frederick, Charles City, Spotsylvania, Middlesex, Westmoreland, and York.
> Maryland: Anne Arundel County including the city of Annapolis.

All the collected probate inventories were transcribed from microfilmed court documents. The photocopies of the documents are on file at Gunston Hall. Transcriptions of all inventories used in the database are available on line through the database. It must be remembered that the collected inventories represent less than five percent of all inventories recorded in those counties which were thoroughly examined: Fairfax, Prince William, Stafford, Charles, and Prince George's.

In the transcriptions, when words in the original are illegible, they have been identified by [ ] or noted as [illegible]. Questionable words assumed by the transcriber, based upon content and placement, are entered with a question mark in the transcription, i.e., [stone?]. Original spelling errors are evident, but the use of [*sic*] has been restrained, only

appearing in truly questionable places, as in a double entry by a court clerk. Attempts have been made to preserve the original structure of sentences. Therefore, when a sentence or entry extends beyond modern margins, it continues on the following line, indented by three spaces. Values have been standardized to £ 0.0.0 or $0.00.

In the transcriptions, page (or folio) numbers and notes by the transcriber are in italics. All transcriptions in the collection list complete citations for the source of the original record. Microfilm records are found in either the Virginia State Library in Richmond or Maryland State Archives in Annapolis. Probate Inventory originals are at the named county court archives. Although every attempt has been made to render the transcriptions as complete and true as possible, it is suggested that when questions of interpretation arise, the original or microfilmed inventory be examined. Facsimiles of the microfilmed records are available through George Mason University's Center for History and the New Media: "Probing the Past" at http://www.chnm.gmu.edu/probateinventory/search.php.

Household furnishings listed in these inventories are the basis for the extensive database used to identify and evaluate the commonality of items found in eighteenth-century Chesapeake homes. Items included are: furniture, textiles, food preparation and service articles, personal items, textile production and garden tools, heating and lighting devices, housewares, transportation conveyances, and clothing. Because this study was used to determine how to furnish a house and to help with the interpretation of Gunston Hall, the contents of most of the outbuildings, such as barns or smoke houses have not be included. Only rarely, when the contents of these outbuildings reflect a storage area for household furnishings have they been included in the database.

Newly added to the existing database is a table including book titles listed in the collected inventories. Of the 325 inventories collected, 136 contain books by title. An additional 144 inventories contain untitled books. The **Books by Title Table** includes all books that are listed by title as well as generic "books," "pamphlets," or "magazines" that are recorded in inventories that also include at least one book by title. Every attempt has been made to identify the full title of each book. Complete titles, which appear to be the most likely match for the terse entries in the inventory, appear in the Note field.

Installation and Setup – Version 2

Trademarks

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System Requirements

The Gunston Hall Probate Inventory Database, Version 2, is based on Microsoft Access 2013; therefore systems requirements are based on the requirements of that system.

As of February 2014 the requirements are:

Microsoft Access 2013 or Microsoft Access 2013 Runtime
Required Processor:
1 gigahertz (Ghz) or faster x86- or x64-bit processor with SSE2 instruction set
Required Operating System: Windows 8, Windows 7, Windows Server 2008 R2, or Windows Server 2012
Required Memory: 1GB RAM (32 bit); 2GB RAM (64 bit)
Required Hard Disk Space: 3.0GB available
Required Display: Graphics hardware acceleration requires a DirectX 10 graphics card and 1024 x 576 resolution
Required .NET Version 3.5, 4.0, or 4.5
Internet Browser, such as Internet Explorer, Google Chrome or Mozilla Firefox, to read the help files.
A PDF Reader program such as Adobe Reader, Foxit Reader, or Nitro Reader.

Installation

Installing the full Microsoft Access 2013 provides the capability to modify the database and add your own forms, queries and reports, while the Runtime allows utilizing the existing reports, forms and queries.
The full version of Access can be purchased at most any computer software store or online at the Microsoft Store.

The Runtime may be downloaded, at no cost, from Microsoft. It can be found by searching for "Microsoft Access 2013 Runtime".
After downloading, install according the instructions.
There are two versions available x86 (32 bit) and x64 (64 bit) .
Either version should work, but all development and testing was done with the x86 version.

The Gunston Hall Probate Database may be downloaded from the Gunston Hall website (http://gunstonhall.org/). From the home page, go to http://www.gunstonhall.org/library/probate/probate/probatedisk.zip and download the zipped file.
After the download, create a folder (such as C:/gunstonprobate) and place the downloaded file into this folder. Extract all files from this zipped file.

The zipped file contains the following:

Name	Description
Manual.pdf	Probate Inventory Database User Manual
Readme.txt	Brief description of project
Prob_Background.htm	Help file displaying project background
Prob_Main.htm	Help file for Main Table
Prob_Detail.htm	Help file for Detail Table
Prob_Books.htm	Help file for Books Table
Prob_Filtering	Help file for filtering date for reports
Prob_Reports.htm	Help file for Reports
Prob_Filtering_files	Folder containing graphics for Help files
Nomenclature.pdf	File for displaying hierarchy used categorizing the items
List of Materials.pdf	File for displaying list of Materials
List of Colors.pdf	File for displaying list of Colors
List of Book Subjects.pdf	File for displaying list of Book Subjects
ProbateVer2.accdb	Application for use with Microsoft ACCESS. If the full version of ACCESS 2013 is found, then the user will have complete capability to use and modify the application, otherwise use will be limited to using only the Forms and Reports as developed.
Inventory transcription files	Stored in Portable Document Format (PDF)

Open Windows Explorer, select the file "probateVer2.accdb" right click and select **Send to, Desktop (create shortcut).** This will place a shortcut on your desk top which will start the application.

In order to view and print the Probate Inventory Transcriptions, which are stored in Portable Document Format, a PDF reader program, such as Acrobat Reader, Foxit Reader or Nitro Reader, must be installed on your computer. These programs, which are distributed free, can be found on the Internet.

Runtime Limitations

- ► The royalty free Access 2013 runtime, is available, at no cost, from Microsoft via the web This enables users to employ the full capability of the filters and reports in the database.
- ► The user can add or modify data, but will not be permitted to change the structure or the reports of the application

Starting The Gunston Hall Probate Inventory Database

To start the Gunston Hall Probate Inventory Database, click the Start button on the Windows task bar, select programs and then Gunston Hall Probate Inventory Database from the task list. The Main Menu screen will appear.
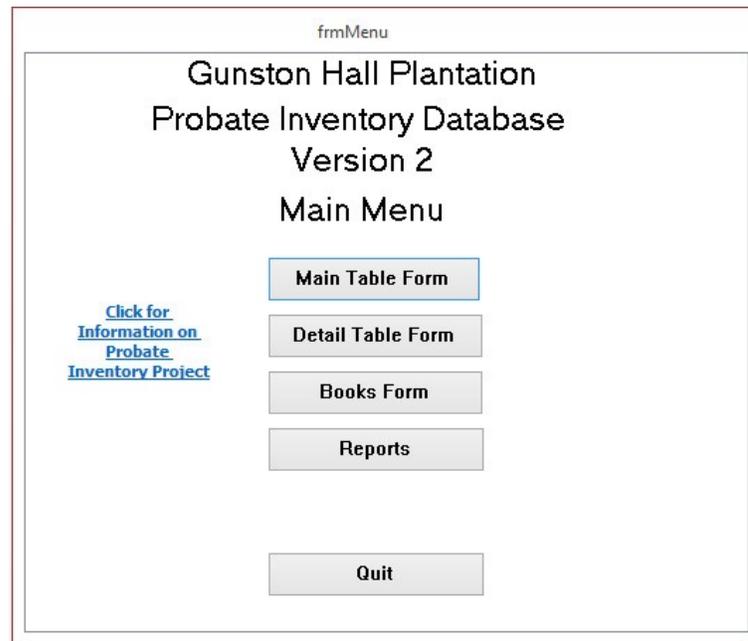
This menu provides the following options:

Main Table Form:
Used to view or modify the data about the inventory or the decedent.

Detail Table Form:
For viewing or modifying the information about the items in the inventory.

Books Table Form:
For viewing or modifying the information about book titles listed in the inventory.

Reports:
For searching the database and printing the results of the searches.

Click for Information on Probable Inventory Project:
Displays background information on Gunston Hall and the Project

Quit:
This button will end the Gunston Hall Probate Inventory Database application.

Database Structure:
Main Inventory Table, Detail Inventory Table
and Books By Title Table

Database Overview

The database consists of three tables linked by a common element, the FILENAME. The FILENAME is an eight character combination of family name and date the inventory was taken, ordered, or recorded, i.e., MASON63 (Ann Mason, 1763) or HRRSN91 (Benjamin Harrison, 1791).

The **Main Inventory Table** contains general information about each inventory and the individual whose property was recorded. This information is taken from the inventory.   When known, the name of the decedent's home is added to this table. Citations for additional information, when applicable, on the decedent are added as space permits.

The **Detail Inventory Table** lists the contents of each inventory, as recorded by the appraisers. Additionally, the items have been categorized by a hierarchical nomenclature. This nomenclature provides the ability to search for individual items, such as furniture, clothing, household items, etc. Descriptives, such as material or color and space for characterizations such as size or shape, provide additional opportunities for searches within the specific records of this table. The researcher is able to search for a particular item, such as "barometers" or to refine the search of a large group of items, such as chairs, or only to those chairs described as "walnut arm chairs."

The **Book Table** includes all books listed by title in the inventories. Of the 325 inventories collected, 136 contain books by title. An additional 144 inventories contain untitled books; these inventories are not included in the Book Table. Non specific titles such as "books," "pamphlets," and "magazines" are included if the inventory contains at least one book by title.

Pots: gallipot, ink, mustard, coffee, cream.   Gunston Hall

The nomenclature, as defined in List of Entries, permits the researcher to find ceramic coffee pots, as opposed to cream pots, or ink pots, or gallipots, or mustard pots.

Main Table

Main Table Form

The Main Table form is used to view, enter, and modify information in the Main Inventory Table. All of the data elements listed for the Main Table are available from this form. Buttons on the bottom of the form allow scrolling through the database.

The form can be used to find records based on the contents of any field by placing the cursor in the field to be searched and hitting the F key while holding the Ctrl key (Ctrl+F). This opens a window, which allows the entry of the string of characters to be found. The option of searching for an exact match, any part of the field, or the start of the field (first letter) allows the user to search for a string of characters without knowing the exact form of the entry in the database.

Clicking the **Go To Details for Inventory Shown** button will bring up the Detail Table Form, displaying only the detail records for the inventory shown. Similarly, clicking the **Go to Books for Inventory Shown** will display the books listed for that decedent - if in the Books field there is a "T" for titles.

Show All Records button is used to remove any filter or selection criteria which limits the records being displayed and allows all records in the Main Table of the database to be shown.

The **View Transcript** button displays the inventory transcription.

Go to **Main Menu** returns the researcher to the primary Database task form.

There are 325 records in the Main Table Form.

Main Table Data Elements

FILENAME   This is a shorthand designation for an individual inventory developed by using a combination of the decedent's name and the year in which the inventory was taken, ordered, or recorded, in that order. The taken date is the date of choice; however, when that is not available, the earliest date on the inventory is the one used. FILENAME is an eight-character field used to invisibly link the **Main Inventory Table** with the **Detail Inventory Table**, the **Books by Title Table** and the transcription files. All records in the Main table must have a unique FILENAME. Names consisting of more than six characters have been abbreviated. Examples of filenames are MASON63 or HRRSN91.

NAME   The name of the deceased, taken from the inventory, formatted as Last Name, First Name, Middle Name or Initial. An honorific, such as Genl. is included as space is available.

DATE_TAKEN   The earliest date the inventory was taken, ordered, or recorded formatted as MMM/DD/YYYY. Example: Dec/23/1776.

FEMALE   "Y" is entered if inventory belonged to a woman. For the inventory of a male, this field is blank.

RURAL   "Y" if inventory contains sufficient agricultural items to indicate that the decedent lived in a rural area; "Y=" if it is assumed, for other reasons, that the household was in a rural area. The field is left empty if it is an urban area.

COUNTY   County in which the inventory was recorded.

STATE   Two character abbreviation for the colony or state where inventory was recorded.

CURRENCY   Type of currency used as defined by the appraiser in the inventory. Examples are current Maryland- "current MD"; or Spanish dollars at 7 pence six shillings- "Sp $ 7/6."

RXR   Room by Room. "Y" if the inventory has at least one household space designated by name.

CLASS   The arbitrary social/economic designation given an inventory reflecting the presence and amount of food service items. This designation is based on the work of Barbara Carson, in *Ambitious Appetites*, (Washington, DC: American Institute of Architects, 1990). Classifications used in the Gunston Hall Probate Inventory Database are: E(elite), A(aspiring), D(decent), and OF(old fashioned).
Valid entries are:

E: **(Elite)** The economic designation for inventories of the wealthiest decedents which exceed in quantity and quality all the criteria of the "Aspiring" classification. These inventories contain sufficient knives, forks, spoons, and other accouterments to serve twenty guests at a seated dinner.

A: **(Aspiring)** Economic designation for inventories deemed to have extensive households that include spoons, knives, and forks, as well as enough equipage to entertain and give dinner parties for ten or more people.

D: **(Decent)** The economic designation for inventories that include spoons, knives, and forks, but without enough equipage to seat a dinner party for ten persons. It is more likely that these people would have entertained at tea.

OF: **(Old Fashioned)** The economic designation for inventories that lack forks, some of which might otherwise be considered aspiring or elite.

Designators "+" or "-" may be added if the inventory appears to be borderline for the class or exceeds the class. This designation will alert the researcher that the inventory deserves special consideration. Example: George Washington is classified as "E+" because his inventory far exceeds the requirements for the elite class.

Note: Specific fields are marked "Y" for yes or left empty for no with the exception of "T" for titles of books in BOOKS field. See field descriptions below.

CLOSETS   "Y" if at least one closet is named.

CELLAR   "Y" if contents of a named cellar are listed.

BOOKS   "Y" Inventories which list books or a library, but no titles.
               "T" Inventories listing at least one book by title. Book titles are included in the Books by Title Table.

LIVESTOCK   "Y" if there are cattle, sheep, hogs, horses, or other animals in the inventory.

OUT_BLDGS   "Y" designating buildings, other than a kitchen, dairy, or wash house that are listed by name in the probate inventory.

TOOLS   "Y" to indicate the presence of agricultural or craft tools in the inventory. Only textile production and garden tools have been included in the database.

QUARTERS   "Y" if a specific location, defined as "quarter" or "plantation," is listed in the probate inventory.

SLAVES   "Y" designates that slaves are listed, usually by name, in the probate inventory. While not included in the database, names and ages of slaves, when recorded, are part of the complete inventory transcription.

MERCHANT   "Y" indicates the inventory of a shop-owner, with mercantile stock designated by the inventory appraiser; "Y=" indicates an assumption that the decedent was a shopkeeper, although that fact is not stated in the inventory. The deceased's household items have been entered into the Detail Inventory Table, shop contents have not. Shop contents appear in the complete inventory transcription.

KITCHEN   "Y" if a kitchen has been defined by name.
               "Y=" where the kitchen is assumed by placement of kitchen tools distinct from other household items.

DAIRY   "Y" if a dairy or milk house is named.

WASH_HOUSE "Y" if a wash house or laundry is named.

POTOMAC   "Y" if county borders the Potomac River.

OPTION1   A three-position field, which will accept any characers, adaptable for individual use.

OPTION2   An additional three-position field adaptable for individual use.

MEMO   A free-form field of 180 characters for other information regarding the inventory. Where known, the name of the decedent's house is included in upper case.

Detail Table

Detail Table Form

The Detail Table form is used to view, enter, and modify information in the Detail Inventory Table. All of the data elements listed for the Detail Table are available from this form. Buttons on the bottom of the form allow scrolling through the database.

The form can be used to find records based on the contents of any field by placing the cursor in the field to be searched and hitting Ctrl+F. This will open a window, which allows the entry of the string of characters to be found. The option of searching for an exact match, any part of the field, or the start of the field (first letter) allows the user to search for a string of characters without knowing the exact form of the entry in the database.

The **View Transcript** button displays the inventory transcription.

Clicking the **Go To Main Record for Items Shown** button will bring up the Main Table Form, displaying only the record for the inventory shown.

The **Show All Records** is used to remove any filter or selection criteria which limits the records being displayed and allows all records in the Detail Table of the database to be shown.

Go to **Main Menu** returns the researcher to the primary Database task form. You can access the Books by Title form from the Main Menu.

The bottom left button will display the three part hierarchy of terms used for categorizing the items of the inventories. The other two bottom buttons will display entries used to define Material and Color.

There are 65,975 records in the Detail Table.

Detail Table Data Elements

FILENAME   FILENAME is an eight-character field used to invisibly link the Main Inventory Table with the Detail Inventory Table and the transcription files. All records in the Main table must have a unique FILENAME. This is a shorthand designation for an individual inventory developed by using a blend of the decedent's name and the year in which the inventory was taken, ordered, or recorded, in that order. The taken date is the date of choice; however, when that is not available, the earliest date on the inventory is the one used. Names consisting of more than six characters have been abbreviated. Examples of filenames are MASON63 (Ann Mason, 1763) or HRRSN91, (Benjamin Harrison, 1791).

CATEGORY   The highest order in which an item has been classified in the three-part nomenclature: Category, Sub-Category and Type.
CATEGORY examples:
- ♦   Personal
- ♦   Food Prep
- ♦   Furniture

See Nomenclature under List of Entries Used for complete list of CATEGORY .

SUB_CATEG   (SUB-CATEGORY) The second level in the hierarchical categorization of an item in the nomenclature.
SUB-CATEGORY examples:
- ♦   Personal: Writing:
- ♦   Food Prep: Cooking:
- ♦   Furniture: Storage:

See Nomenclature under List of Entries Used for complete list of SUB-CATEGORY.

TYPE   The third level in the hierarchical nomenclature listing the item inventoried. TYPE is followed by the assumption designator (=), as necessary, when the item is not explicitly named and an assumption is made, based on description, other surrounding items, or because of a spelling change.
TYPE examples:

- ♦   Personal: Writing: Inkstand
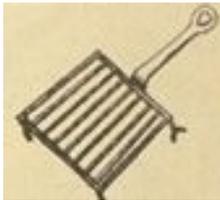
- ♦   Food Prep: Cooking: Gridiron

See Nomenclature under List of Entries Used for complete list of TYPE.

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QUANTITY   The number of items listed for each entry by the appraiser.

QUALIFIER   The unit of measure listed for each item, i.e., PR (pair), DOZ (dozen), etc., is the QUALIFIER. The entry is followed by the assumption designator (=), when the unit of measure is not explicitly named and an assumption is made, based on the type of item or the description.

AMOUNT   A numerical field based on the QUANTITY and QUALIFIER, which can be totaled. i.e., 2 DOZ is entered as 24 in the AMOUNT field.

DESCRIPT   (DESCRIPTION). A short field where descriptors are placed, i.e., short, square, large, old, round, arm, etc.

PAGE   The page or folio number where the item is found in the original probate inventory. A slash separates the transcription page from the original page. i.e. Page 353 / 2.

LOCATION   The room, space, or location where items are listed in a probate inventory by the appraiser. LOCATION is followed by the assumption designator (=), when the room or space is not explicitly named and an assumption is made, based on description, surrounding items, or other factors. The assumption designator "=" is used primarily when a room which contains sleeping equipage has not been termed a "chamber" by the appraiser. All rooms with sleeping equipage and not named a chamber have been given the equal sign "=" assumption designator.
             Example: The Red Room contains bedding, bedstead, etc.
             The database location is given as: CHAMB= RED.

             The use of the assumption designator facilitates the easy retrieval of all rooms containing bedding by standardizing the entry to CHAMB= or CHAMBER= as space permits. The transcription must be consulted to find the exact room identification by the appraiser. When searching for chambers, use "chamb*" as the filter. The use of the wild card "*" will insure that all chambers, including those based on an assumption are located

MATERIAL   The appraiser's description of what item is made of: wood, china, etc. MATERIAL is followed by the assumption designator (=), when the material is not explicitly named and an assumption is made, based on the type of item, description, surrounding items, the words ditto or do, or when spelling is modernized.

             For the complete list of materials used in the database, see MATERIALS under List of Entries Used

COLOR   A field which lists the color of an item as defined by the appraiser. COLOR is followed by the assumption designator (=), when the color is not explicitly named and an assumption is made, based on the type of item, description, the words ditto or do, or when spelling is modernized.

             For the complete list of colors used in the database, see COLOR under List of Entries Used.

VALUE   Value set by the inventory appraiser. When several titles are grouped together with a single value, a dash- is placed after the type indicating that this type is part of a group. The group is acknowledged in MEMO. Example: "Blu and white china including a tea pot, cream pot, comfey . . ." Each item is entered seperately - china-, tea pot-, cream pot-, comfey-.

MEMO   This 180 character field which contains, as space permits, more complete descriptors for "listed as" entries, or specific notes for the researcher.

Books By Title Table

The Books by Title Table form is used to view, enter, and modify information about the books listed in the inventories. All of the data elements listed for the Books By Title Table are available from this form. Buttons on the bottom of the form allow scrolling through the database.

The form is used to find records based on the contents of any field by placing the cursor in the field to be searched and hitting Ctrl+F. This will open a window, which allows the entry of the string of characters to be found. The option of searching for an exact match, any part of the field, or the start of the field (first letter) allows the user to search for a string of characters without knowing the exact form of the entry in the database.

The **View Transcript** button displays the inventory transcription.

Clicking the **Go To Main Record for Items Shown** button will bring up the Main Table Form, displaying only the record for the inventory shown.

The **Show All Records** is used to remove any filter or selection criteria which limits the records being displayed and allows all records in the Detail Table of the database to be shown.

Go to **Main Menu** returns the researcher to the primary Database task form. From the Main Menu, you can access the Detail Table.

The **Show List of Subjects** button will display the Library of Congress Classifications used to sort the titles.

There are 5,081 records in the Books By Title Database.

Books By Title Table Data Elements

FILENAME   FILENAME is an eight-character field used to invisibly link the **Main Inventory Table** with the **Books by Title Table** and the transcription files. All records in the Main table must have a unique FILENAME. This is a shorthand designation for an individual inventory developed by using a blend of the decedent's name and the year in which the inventory was taken, ordered, or recorded, in that order. The taken date is the date of choice; however, when that is not available, the earliest date on the inventory is the one used. Names consisting of more than six characters have been abbreviated. Examples of filenames are MASON63 (Ann Mason, 1763) or HRRSN91, (Benjamin Harrison, 1791).

                     The Books by Title Table includes only those FILENAMES identified by T (Titles) in the Main Table field: Books. Inventories listing at least one book by title are marked "T."

SUBJECT   Subject of the book as defined, by FFLC (Founding Fathers Library Consortium), the source library classification, or strongly suggested by the title. In some cases, particularly Religion, if the Library of Congress classification letters are not identified by a library, the subject is entered under the broadest title classification as identified by the Library of Congress Classification Outline.
                     Example: Inventory entry: Sermons, no author given. Entered as: Subject: Religion, LOC Class: blank, Author: AU (author unknown), Title: Sermons.

LOC CLASS   Library of Congress classification letters. Unless specified in NOTES, all letters are derived from the Library of Congress or another library's catalog. In some cases, particularly Religion, if the Library of Congress class is not identified by a library, the subject is entered under the broadest title classification as identified by the Library of Congress Classification Outline, without the use of letters.
                     Example: Subject: Religion. LOC Class: blank, Author: AU (author unknown), Title: Sermons.

AUTHOR   Author's name as it is included in the inventory is entered in lower case letters. Author's name when surmised or corrected from inventory spelling is entered in upper case. Example: Addison, JOSEPH. Addison's name is in the inventory, his first name is added in upper case. In cases where spelling is corrected, the original is entered in NOTES and is identified with an asterisk*.

                     When the author of a title is not included in the inventory and cannot be ascertained by the title, AU (author unknown) is entered in Author field. Example: Inventory entry: "Sermons," with no author given." Entered as: Author: AU; Title: Sermons.

TITLE   Book titles as recorded in the inventory are in lower case letters. Spelling changes, additions, and surmises are in upper case. The inventory transcription appears in NOTES as "Listed as:" The full assumed title of the book is entered in NOTES as "Likely."

VOLUME   Lists the number of volumes of the same title recorded in the inventory. Example: "Encyclopedia 25 volumes." Entered as: 25 volumes, 1 quantity. Note all multiple entries of books, pamphlets and magazines, where quantity or volumes are not listed in the inventory, are entered as 2 volumes and 2 quantity/title.

QUANTITY/ TITLE   Number of the same title. Example: "Encyclopedia 25 volumes." Entered as 25 volumes, 1 quantity. Example: 2 Prayer books, entered as: 2 volumes, 2 quantity/title.

                     NOTE: All generic titles of "magazines," "pamphlets," or "books," where quantity or volumes are not listed in the inventory, are entered as 2 volumes and 2 quantity.

QUALIFIER   Information about the book noted by the inventory appraiser: law, old, Latin.

SIZE   Information about the book's dimension as noted by the inventory appraiser: folio, large, quarto, etc.

VALUE   Value set by the inventory appraiser. When several titles are grouped together with a single value, a dash- is placed after the title indicating that this title is part of a group. The group is acknowledged in NOTES.

LOCATION   Entry in this field is dependent upon information provided by the inventory appraiser. Examples: bookcase, chamber, shelf.

PAGE   Pagination in the Books By Title table includes both the facsimile page number and the typescript number to facilitate tracking down the book on the facsimile. The first series of numbers defines where the book is noted in the facsimile of the recorded inventory.   The number after the slash / shows the transcription page. The typescript is accessed by the button "View transcription" at the bottom of the form. The facsimile can be accessed through "Probing the Past" found on George Mason University's Center for History and New Media at: http://www.chmn.gum.edu/probateinventory/search.php

FFLC   Entries in this field note that the book is found in the on-line catalog of the Founding Fathers Library Consortium which includes the Gunston Hall Library and Archives, the Fred W. Smith National Library for the Study of George Washington at Mount Vernon, and the Jessie Ball duPont Memorial Library at Stratford Hall.

               A possibly appropriate edition of the title is identified in upper case, while an edition published after the inventory was taken is noted in lower case.

               Abbreviations used are: **G**: Gunston Hall   **M**: Mount Vernon   **S**: Stratford Hall

SOURCE   Identifies the library catalog where a book, not in the FFLC catalog is located. **LC**: Library of Congress; **LT**: Librarything.com; **H-HC**: Hollis, Harvard College; **MHS**: Maryland Historical Society; **NLM**: National Library of Medicine; **VTS**: Virginia Theological Seminary; **RLWC**: Rockefeller Library Colonial Williamsburg; **WRLC**: Washington Research Library Consortium. Where titles found in RLWC and WRLC are catalogued, it is acknowledged in Notes.

OTHER   Titles found in specific non-catalogued sites:
               JM: "The Book World of John Mercer of Marlborough," Bennie Brown, unpublished, rev. 2005;
               RHL: The book inventory of Richard Henry Lee, through either Librarything.com or the non-public inventory of Richard Henry Lee, courtesy of Stratford Hall;
               WB: *The Library of William Byrd of Westover,* by Kevin J. Hayes;
               VG: book advertisement found in the *Virginia Gazette.*

NOTES   A 200 character place for additional information about the title, including, as necessary for clarification:
               ● "Listed as:" spelling and abbreviations noted by the inventory appraiser.
               ● "Likely:" probable corrected title and author.
               ● With the exception of those books of George Washington identified by the staff at Mount Vernon's library and http://www.Librarything.com all other books are most likely correct although a precise title/edition is unknown.
               ● Abbreviations include: **BA** for Boston Athenæum, and **Wa**- identifying BA's catalog number.
                              LMU Loyola Marymount University
                              Houghton-HC: Houghton Library, Harvard College.
               ● Notation that there is no Library of Congress classification.
               ● The subject of the book noted when listed by a non-cataloging library and there is no Library of Congress classification.

Designators

Designators are specific characters used to alert the researcher to unique situations in data entry for an item as follows:

MINUS SIGN: -

In the **Main Inventory Table**, the minus sign, "-" is used to qualify a question of class, indicating that the inventory is not quite up to a full designation, but too good for a lower designation.

        It would appear in the class field as "E-."

A "-" (minus sign), noted in the **Detail Inventory Table** and **Book By Title Table** follows an entry in the TYPE/TITLE field to signify that the item is part of a successive list of different items/titles with a single cumulative valuation. Minus sign "-" immediately follows the entry before the placement of any other designator.

        <u>**Detail Inventory Table Example:**</u>
        Inventory entry reads: 3 iron pots, 4 tin pots, 2 copper -.18.-
        This single inventory entry results in three database records as follows:

        1- TYPE: pot-; QUANTITY: 3; AMOUNT: 3, MATERIAL: iron; VALUE: 0.18.0
            MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)
        2- TYPE: pot-; QUANTITY: 4; AMOUNT: 4, MATERIAL: tin; VALUE: 0.18.0
            MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)
        3- TYPE: pot-=; QUANTITY: 2; AMOUNT: 2, MATERIAL: copper; VALUE: 0.18.0
            MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)

        The third entry for pot-= alerts the researcher that this entry is part of a string of items with a cumulative value (-) and that the use of the word "pot" has been assumed (=) because the other entries for the same line were all pots.

        <u>**Books By Title Table Example:**</u>
        Inventory entry reads: "Voltaire's On toleration, Charles 12, Zeitig, and Letters." 0.13.0

        This single inventory entry results in four database records:
        1- Author: Voltaire, Title: On Toleration- Value: 0.13.0
        2- Author: Voltaire, Title: Charles 12-, Value: 0.13.0
        3- Author: Voltaire, Title: Zeitig-, Value: 0.13.0
        4- Author: Voltaire, Title: Letters-, Value: 0.13.0

        Each title will have the same note:
        Entered as Listed together: Voltaire's On toleration, Charles 12, Zeitig, and Letters. 0.13.0. Likely: "Letters from M. de Voltaire to several of his friends." "Likely" will change for each title.

PLUS SIGN: +

In the **Main Inventory Table**, a plus sign, "+" is added to designation of class indicating that the inventory is slightly better than one would expect for the class, but not good enough for the next level. In the case of an elite inventory, it alerts the researcher that the inventory far exceeds other elite inventories.

ASTERISK: *

An asterisk "*" marks any <u>unique spelling</u> found in the inventory. The sign may be added to the DESCRIPT or MEMO fields in the **Detail Inventory Table** and the NOTES field in **Book Table** to show the original spelling. The modern equivalent word is used in the **Detail Inventory Table** TYPE fields with the assumption sign.

In the **Book Table** the modern equivalent is used in the AUTHOR and/or TITLE field in upper case letters.

> **Detail Inventory Table Example:**
> A line in the inventory reads: "6 chares   3.-.-"
>
> The "6 chares 3.-.-"   is entered as:
> TYPE: Chair=; QUANTITY: 6;   VALUE: 3.0.0
> MEMO: listed as: 6 chares*

> **Books By Title Table Example:**
> Inventory reads: "Baylis Dict.**"**
>
> Entered into database as:
> Author: BAYLEY, N.(NATHAN) Title: DICTIONARY.
> Notes: Listed as: Baylis* Dict.* Likely: "The universal etymological English dictionary in two parts . . ."

EQUAL: =

An equal sign, "=", is used when an assumption has been made in **Detail Inventory Table** data entry. For example:

> 1-   Example: Two lines in the inventory read:
> "6 chares   3.-.-"
> "5 do   2.-.-"
>
> ♦   Used when an eighteenth-century term has been replaced by equivalent modern spelling.
> "6 chares 3.-.-" becomes
> TYPE: Chair=; QUANTITY: 6; AMOUNT: 6; VALUE: 3.0.0
> MEMO: listed as: 6 chares*
>
> NOTE: "chare" is entered into the TYPE field as "chair=" The eighteenth-century term is included either in DESCRIPT or MEMO and designated with an "*".
>
> ♦   Used when the terms ditto or do are replace by the assumed correct term.
> ♦   The "5 do   2.-.-" becomes:
> TYPE: Chair=; QUANTITY: 5; AMOUNT: 5; VALUE: 2.0.0
> MEMO: listed as: 5 do (chare*)
>
> NOTE: In this case it has been assumed that the "do" signifies the word "chare" which precedes it.

2- When a textually obvious word has been left out of the inventory.

Example: inventory entry reads: 3 iron pots, 4 tin pots, 2 copper -.18.-

This single inventory entry results in three database entries as follows:
 a- TYPE: pot-; QUANTITY: 3; AMOUNT: 3, MATERIAL: iron; VALUE: 0.18.0
        MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)
b- TYPE: pot-; QUANTITY: 4; AMOUNT: 4, MATERIAL: tin; VALUE: 0.18.0
        MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)
 c- TYPE: pot-=; QUANTITY: 2; AMOUNT: 2, MATERIAL: copper; VALUE: 0.18.0
MEMO: listed as: 3 iron pots, 4 tin pots, 2 copper (pot=)

The third entry for pot-= alerts the researcher that:
        This entry is part of a string of items with a cumulative value(-).
        The use of the word "pot" has been assumed (=) because the other entries for the same line were all for
        pots.
NOTE: The obviously missing word is entered into the DESCRIPT field, or made part of the item string, as
above, and entered into the MEMO field.

Equal sign is not used in the Book Table.

Reports

Report Description

Nine standard reports are built into the Probate Inventory Database application. A list of these reports is displayed by selecting the Reports option from the Main Menu.

Main Inventory Report: Lists all information about the inventory or the decedent from Main Inventory Table according to researcher selected filters.

Detail Inventory Report: Lists all information about the items in the inventory from Detail Inventory Table according to researcher selected filters

Gunston Hall Probate Inventory Databa   03/19/2014   Page: 1

FileName: Adams; Category: Furniture; Type: Chair.

FILENAME	CATEGORY	SUB CATEGORY	TYPE	QTY	QUAL	AMT	DESCRIPTION	PAGE/ LOCATION	MATERIAL	COLOR	VALUE
ADAMS06	FURNITURE	SEATING	CHAIR	6			6 windsor scallop back	PAGE 29			1.15.[6]
ADAMS06	FURNITURE	SEATING	CHAIR -=	1			1 arm do (chair)	PAGE 30			0.6.0
		listed as: 2 flag chairs and one arm do.									
ADAMS06	FURNITURE	SEATING	CHAIR-	2			2	PAGE 30	FLAG		0.6.0
		listed as: 2 flag chairs and one arm do.									
ADAMS06	FURNITURE	SEATING	CHAIR	1 DOZ			12 windsor=round back	PAGE 29			4.16.0
		listed as: round back windsir*									

Integrated Report: Combines information from the Main and Detail Inventory Tables for filtering and displays FILENAME, NAME, COUNTY, STATE, RXR, CLASS, RURAL, and BOOKS

Gunston Hall Probate Inventory Database 3/19/2014   Page: 1

County: Fairfax; Category: Table; Sub-Category: Table

FILENAME	NAME	COUNTY	STATE	CLASS	BOOKS	RURAL	RXR
ADAMS06	Adams, Rev. Samuel	FAIRFAX	VA	A	T	Y	
CHCSTR96	Chichester, Richard	FAIRFAX	VA	A+		Y	
COLVIL56	Colvill, John, Col.	FAIRFAX	VA	A	Y	Y	Y
CRLYL80	Carlyle, John	FAIRFAX	VA	E	T		
CUSTIS82	Custis, John Parke	FAIRFAX	VA	E	T	Y	

Expanded Report: Displays a combination of information from the Main and Detail Tables, including: FILENAME, NAME, COUNTY, STATE, CLASS, RURAL, CATEGORY, SUB-CATEGORY, TYPE, QUANTITY, QUALIFIER, AMOUNT, DESCRIPT, PAGE, LOCATION, MATERIAL, COLOR, VALUE, and MEMO

Gunston Hall Room Use Database   3/19/2014   Page: 1
Adams Chairs

CATEGORY	SUB-CATEGORY	TYPE	QTY	QUAL	AMT	DESCRIPTION	PAGE/ LOCATION	MATERIAL	COLOR	VALUE
ADAMS06	Adams, Rev. Samuel					FAIRFAX	VA	CLASS: A	RURAL: Y	
FURNITURE	SEATING	CHAIR	6		6	windsor scallop back	PAGE 29			1.15.[6]
FURNITURE	SEATING	CHAIR-	1		1	arm do (chair)	PAGE 30			0.6.0
FURNITURE	SEATING	CHAIR-	2		2		PAGE 30	FLAG		0.6.0
FURNITURE	SEATING	CHAIR	1	DO 7	12	windsor- round back	PAGE 29			4.16.0

Totaled Chrono/Detail Report: Enables a search on any of the fields from both the Main and Detail Tables but displays only the information from the Detail Table in chronological sequence.   This report also contains a total of the TYPE field determined by the entries in the AMOUNT field. This form is effective when a total for the same TYPE is required, i.e., all chairs, all easy chairs, or all walnut arm chairs

.

Gunston Hall Probate Inventory Database   3/29/2014   Page: 1
Charles County, RxR, seating, leather

FILENAME	CATEGORY	SUB-CATEGORY	TYPE	QTY	QUAL	AMT	DESCRIPTION	PAGE/ LOCATION	MATERIAL	COLOR	VALUE
CHPMN61	FURNITURE	SEATING	CHAIR	8			8 at 0.10.0	PAGE 315 CHAMB-YEL	LEATHER		4.0.0
CHPMN61	FURNITURE	SEATING	CHAIR	8			8 leather chairs	PAGE 315 CHAMB-BD	LEATHER		3.4.0
CHPMN61	FURNITURE	SEATING	CHAIR	3			3 oak backs 0.10.0	PAGE 314 CHAMB-BR	LEATHER		1.10.0
		CHPMN61	TOTAL AMOUNT:			19					
COLEMN45	FURNITURE	SEATING	CHAIR-	4			4 old chaires"	PAGE 294 CHAMB OR	LEATHER		1.0.0
		COLEMN45	TOTAL AMOUNT:			4					
HMRSLY45	FURNITURE	SEATING	CHAIR	6			6	PAGE 287 HALL	LEATHER		4.10.0
HMRSLY45	FURNITURE	SEATING	CHAIR	6			6 leather chairs	PAGE 287 CHAMB-B.	LEATHER		3.0.0
		HMRSLY45	TOTAL AMOUNT:			12					
NEALE44	FURNITURE	SEATING	CHAIR	12			12 old leather	PAGE 301 HALL	LEATHER		2.8.0
		NEALE44	TOTAL AMOUNT:			12					
		Grand Total:				47					

Combined Book Report: Enables search on any field from the Main Table and from Book Table. Report includes from Main Table: FileName, Name, Class, and all fields from the Books by Title Table. Report also totals the number of books using the Quantity/Title field.

Gunston Hall Probate Book Inventory
ADAMS: AUTHOR: Locke   04/11/2014   Page 1

FILENAME: ADAMS06   NAME: Adams, Rev. Samuel   CLASS: A

AUTHOR: Locke, JOHN   SUBJECT: PHILOSOPHY   LOC CLASS: B

TITLE: Essays

VOL: 3   QUANTITY/TITLE: 1 QUALIFIER: SIZE: VALUE: 0.15.0

LOCATION: PAGE: Page 29 /1   FFLC: G, M, OTHER: JM   SOURCE:

NOTE: Follows Case of Drawers with book case.   Listed as Locks° Essays   Likely: " An Essay concerning human understanding in four books"

Total Book Titles for: ADAMS06   1
Grand Total Book Titles: 1

Detail Book Title Report: Allows search from any field in the Main Table and from Book Table. Report includes from Main Table: FILENAME and all fields from Book Table. Report includes FileName, Subject, LOC class, Author, Title, Volumes, /Title, Qualifier, size, Page, Location, FFLC, Source, Other Value, and Notes.

Gunston Hall Probate Book Inventory   3/19/2014   Page 1
Author: Locke

FILENAME	SUBJECT LOC	AUTHOR	TITLE	VOL QUANT	QUALIFIER SIZE	PAGE LOCATION	FFLC OTHER	VALUE SOURCE
ADAMS06	PHILOSOPHY B	Locke, JOHN	Essays	3 1		Page 29 /1	G, M, S JM	0.15.0

Follows Case of Drawers with book case.   Listed as Locks° Essays   Likely: " An Essay concerning human understanding in four books"

| BCHNAN91 | PHILOSOPHY B | Locke, JOHN | ESSAY CONCERNING HUMAN Understanding | 2 1 | | Page 20 /3 | G, M, s JM | 0.10.0 |

Listed as: Locke On Understanding. Likely: "An essay concerning human understanding: in four books."

Book List Report: This report gives full information about the book, including FileName, Subject, LOC class, Author, Title, Volumes, /Title, Qualifier, size, Page, Location, FFLC, Source, Other, Value, and Notes.

			Gunston Hall Probate Book Inventory		3/19/2014		Page 1		
			Author: Locke						
FILENAME	SUBJECT	AUTHOR	TITLE		VOL	QUALIFIER	PAGE	FFLC	VALUE
	LOC				QUANT	SIZE	LOCATION	OTHER	SOURCE
ADAMS06	PHILOSOPHY	Locke, JOHN	Essays		3		Page 29 /1	G, M, S	0.15.0
	B				1			JM	

Follows Case of Drawers with book case.   Listed as Locks* Essays   Likely: " An Essay concerning human understanding in four books"

BCHNAN91	PHILOSOPHY	Locke, JOHN	ESSAY CONCERNING HUMAN Understanding		?		Page 20 /3	G, M, s	0.10.0
	B				1			JM	

Listed as: Locke On Understanding. Likely: "An essay concerning human understanding: in four books."

Book Quick Search Report: A brief report listing the FileName of whose inventory contains the book title as well as where it can be found in FFLC, Other, or Source.

			Gunston Hall Probate Book Inventory		3/19/2014	Page 1	
			Author: Locke				
FILENAME	SUBJECT	LOC	AUTHOR	TITLE		FFLC OTHER SOURCE	
CARTER06	PHILOSOPHY	B	Locke, JOHN	Works			LC
BCHNAN91	POLITICAL S	JC	Locke, JOHN	On Government		G, m	
DENT57	PHILOSOPHY	B	Locke, JOHN	Essays		G, m,	JM
DALTON77	EDUCATION	LB	Locke, JOHN	On Education		G	JM / R
CUSTIS82	POLITICAL S	JC	Locke, JOHN	On Government		G, m	
CUSTIS82	PHILOSOPHY	B	Locke, JOHN	ESSAY CONCERNING HUMAN Understanding		G, M,	JM
DIGGIS92	PHILOSOPHY	B	Locke, JOHN	Essays		G, m,	JM

Note: It is imperative that filters be built and applied prior to running of these reports. If no filter is applied, the entire database will be included in the report, in some cases this will generate several thousand pages.

Filtering Data for Reports

When a report is selected from the Reports Menu, a filter form is displayed. This form can be used to scroll through the records that are available for the report. Do not make any changes or additions to the data in these forms. Always use the **Main Table Form**, **Detail Inventory Table** or **Books By Title Table** forms from the **Main Menu** to modify the information in the database. In most cases, only some of the records are desired for a report. To create a filter for the records to be included in the report, click the Build Filter button. A new window opens, overlaying part of the filter from. This will appear similar to the following.
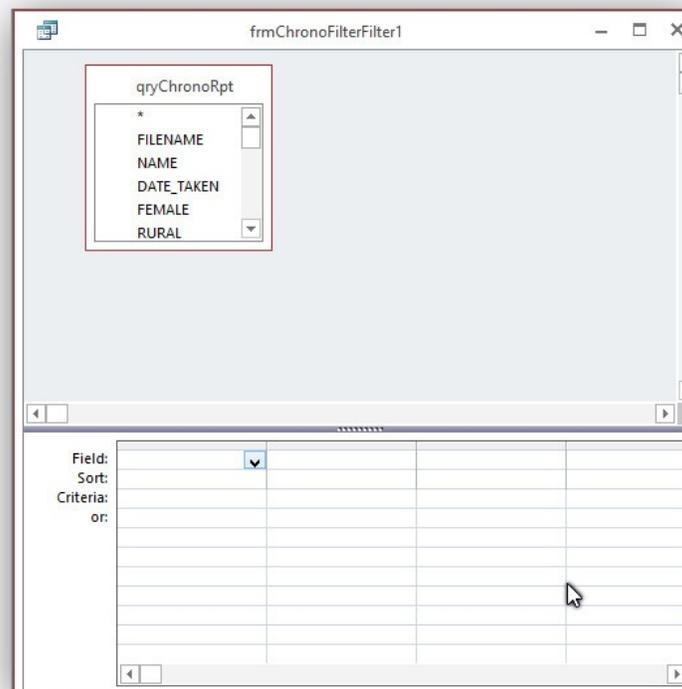
This new window consists of two panes. The top pane contains a Field List box with the inventory data fields that are available for use in filtering. This box is titled "qryXXXXX", where XXXXX is the name of the report selected, i.e., qryMain, or qryIntegrated. Throughout this manual this box is referred to as the qry box. Below this is a series of rows and columns. In this pane, you will build the selection criteria for the information to be displayed in the report.

If the window covers too much of the filter form hiding the bottom row of buttons, as shown below, simply left click the Restore Window button in the top right corner of the screen. This button looks like two overlapping boxes.

Many publications describing Access are available and will provide additional information regarding the use of filters.

There are several ways to select the data field to be used for the filter as described below:

    1. The data field to be used in a filter may be selected directly from the field list qry box in the top pane of the filter form by scrolling to the desired field and double clicking with the left mouse bottom. This automatically places the field name in the next empty cell in the Field row of the lower pane and is the method used in this User Manual.

    2. The data field can also be selected from the same field list qry box by placing the cursor on the desired data field and while pressing and holding the left mouse button, dragging the field down to the Field row in the bottom pane of the form.

    3. Or you may click with the left mouse button in the first empty cell in the Field row of the bottom pane. This will open a drop down box listing all of the available data fields. Scroll to the desired field and click with the left mouse bottom to select the field.

    4. Another method that is very easy to use after you become familiar with the database structure and the data field names, is to place the cursor in an empty cell in the Field row and start typing the name of the field. The system will select the field as soon as you begin typing, when the correct field is shown, hit the enter key.

Note: With any of the above methods, only those fields available for the selected report can be used. In other words, you will not be permitted to search on Detail Table fields for a Main Inventory Report or Books By Title Report, or Main Table fields for a Detail Inventory Report or Books By Title Report. In all other reports, you will be permitted to search on any field from either table.

To filter on a field, scroll to the desired field in the qry box displayed in the top pane of the filter form and double click with the left mouse button. This places the field in the first empty cell in the Field row of the lower pane. You then enter the string of characters that you are looking for under the field name in the row labeled "Criteria:". The system attempts to find a data element matching your entry, so it is suggested that you place your entry in quotation marks. Continue across the columns and repeat this process for other fields to complete the selection criteria for the desired report. There is no limit to the number of fields used for filtering.

Use of "Y" (including quotation marks) is particularly important where the field contains only a "Y" (Female, Rural, Kitchen, etc.) otherwise, the system automatically inserts "year."

Use of Null or Not in Filters

To eliminate records containing certain information, the word "NOT" may be inserted before the string entered into the Criteria row. This selects records not matching the string, i.e., to skip all inventories with a CLASS of "OF", enter NOT OF into the criteria block under CLASS. The system converts this to NOT "OF".

The word Null may be used to select records where a data field is empty, i.e., to locate records where the MATERIAL field contains information, you could filter on the MATERIAL field with the Criteria of Not Null.

Apply Filter Button

At any time, you can see the results of your filter by clicking the Apply Filter button. This will show the number of records selected by your criteria and allow you to scroll though the records to determine if the filter performed as desired. If further filtering is required, simply click the Build Filter button again and continue to build the filter criteria. At times the results of filters you are trying to modify do not clear properly. To resolve this condition, simply click the "Show All Records" button, close the Filter form by clicking the "X" in the top right corner and start the filter process again.

The Filter form may remain on the screen after the Apply Filter Button has been clicked, blocking part of the window. This can easily be closed by clicking on the "X" in the top right corner.

Special Characters

Due to the use of special characters (+, -, =) in the database, it is recommended that the wild card character: **ASTERISK (*)** be used to ensure that no records are missed. As an example, when selecting CLASS of Elite, use "E*" instead of "E". This will select all records with a CLASS of "E", "E+", and E-". When the asterisk is used as described above, the system automatically converts it to a wild card search by changing it to Like "E*". Since the database also includes special characters such as "=" to indicate an assumption and "-" indicating that the item is part of a list of items, when looking for "chair" in the TYPE field, use "chair*" to ensure that no chairs are missed because of special characters use the wild card. The string of characters entered as the criteria are not case sensitive; therefore "chair*", "Chair*", or "CHAIR*" yields the same results.

When searching for a word or string of characters anywhere within a field, use the wild card character (*) before and after the search string. When looking for all records containing the word "old" in the MEMO field, enter *old* in the criteria row under MEMO. The system converts this to Like "*old*". This selects all records that contain the string "old" anywhere within the MEMO field. It should be noted that the system is not selective regarding this search and the results will include records with the words "sold", "olden", "gold", etc., as well as "old."

Complex Searches

To make more complex selections, the use of and/or logic is possible. In the above example, to include Aspiring households along with Elite you would enter "E* or A* into the Criteria row under CLASS. The system will convert this to Like "E*" or Like "A*" indicating that either Elite or Aspiring will be selected. The simple way to understand the and/or logic is to think of the first row, labeled "Criteria:" as an "and" condition and the next row, label "or:" as a separate condition to be handled as another selection. In other words, any record that is not selected by the logic in the "Criteria:" row is again evaluated by the logic in the "or:" row.

The following criteria generates a report of all mahogany chairs and also all mahogany or all walnut or black walnut tables.

Field:	CATEGORY	SUB_CATEG	TYPE	MATERIAL	
Sort:					
Criteria:	Like "Furn*"		Like "CHAR*"	Like "Mah*"	
or:		Like "TABLE*"		Like "*wal*" Or Like "mah*"	

Filtering by Date:

When using the **DATE_TAKEN** field for filtering, it is important to notice that this field is stored in a special date format. In order to enter criteria it must be a valid date, entered in a proper date format of MM/DD/YYYY, i.e., 12/31/1799 or MMM/DD/YYYY i.e., Dec/31/1799. When looking for inventories between two dates the criteria entry could be **>12/31/1749 and <01/01/1791** or you could use the Between function. In this case, the entry would be **Between 12/31/1749 and 01/01/1791**. This will select all inventories with a **DATE_TAKEN** later than Dec. 31, 1749 and earlier that Jan 1, 1791 or in other words from 1750 to 1790. The system will enclose the dates with pound signs (#) appearing as >#12/31/1749# And <#1/1/1791#.
Be sure to use four digits for the year, otherwise the system will assume the 20th or 21st century.

Note: Feb/29/1804 is a valid date but Feb/29/1803 is not because 1803 was not a leap year.
:
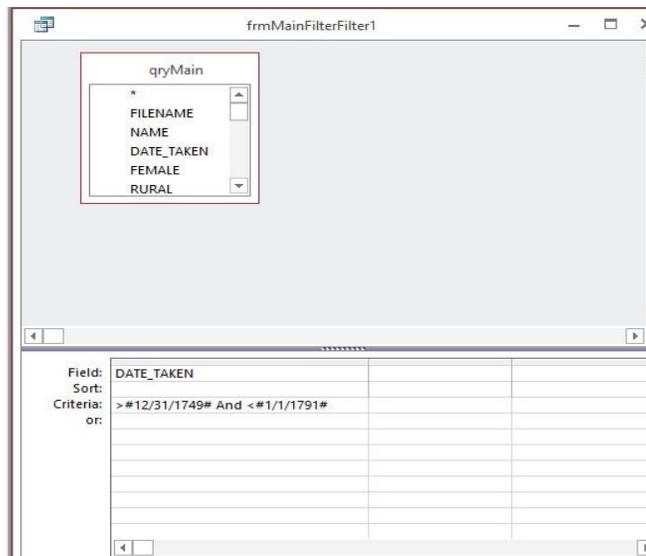
Click the **Apply Filter** button and review the selected records. When the record selection is completed, simply click the Run Report button. Prior to running the report, you are prompted for a Report Header. The information that you enter here is included as a page header on the report, allowing you to describe the filters applied or other report identification to be included on the printed report. Once the Report Header is entered, click OK. If no header is desired, simply leave the entry blank and click OK. This runs the report in a Preview mode. A new window opens with a copy of the report shown as it will appear when printed.

Note: If this is the first time that you have run this report, you may get a message similar to "This document was previously formatted for the printer ...., but that printer is not available. Do you want to use the default printer ....?" This message means that the printer that was used for development was not found on your system. Simply answer Yes to this question and the system will use your default printer from now on.

Scroll through the report, by using the arrow buttons on the bottom of the screen, to view the report as it will appear when printed.

To send the previewed report to the printer, click **Print** on the top of the screen. If you do not want a printed copy of the report, select **Close**. Do not select **Exit**, as this will terminate the entire database program.

If the **Print** option does not appear under the **File** drop-down list, move the cursor to the double downward arrow.

Filter Example

The following steps show a typical use of the Probate Inventory Database to find Windsor chairs in elite households in inventories taken after the year 1799.

From the **Main Menu** that appears when the Probate Inventory Database is started, select **Reports**.

From the **Reports Menu**, select **Expanded Report**. Then click the **Build Filter** button. This will display a Filter form similar to the one shown in the Filtering Data for Reports section.

This form will contain a section of cells arranged in rows and columns, with the rows labeled as **Field**, **Sort**, **Criteria** and **or**.

With the cursor scroll in the box labeled **qryExpanded** to the field **CLASS**. With the field **CLASS** highlighted, double click with the left mouse button. The system will place **CLASS** in the first column in the row labeled **Field** of the lower pane.

Move the cursor down to the cell below this in the row labeled **Criteria** and type E*. The system will place **Like "E*** in the **Criteria** cell. This will select all elite inventories.

For the next Selection scroll down in the qry box to **DATE_TAKEN** as the field and enter >12/31/1799 as the **Criteria**. This will eliminate all inventories taken on or before Dec 31, 1799.

Move to the next column and select **CATEGORY** and enter FURN* as the **Criteria**. The system will place **Like "FURN*"** in the cell.

Move the cursor to the next column and repeat the above steps to place **SUB_CATEG** in the **Field** row and Seat* in the **Criteria** row.

Repeat the above to select Chair* in the **TYPE** field.

In the next column select **DESCRIPT** as the Field and enter *Windsor* as the **Criteria**. The use of the wild card character (*) before and after the word "Windsor" will locate the word anywhere in the field **DESCRIPT**. The use of the single asterisk following the other **Criteria** row entries will only locate the word if it is in the beginning of the field.

Click the **Apply Filter** button. You will then get a form showing the records which passed through the filter that you have built. The bottom of this form will show that you are displaying record 1 of n (where n is the total number of records selected).

If the filter was successful and you have the records that you want, then click the **Run Report** button. You will then be Prompted for a Report Header. Your entry here will appear as a page header on your final report. Click OK and the report will be run in a preview mode. To print the report, simply click **File > Print** from the top menu.

When the printing has completed, close the print preview window by clicking Close Print Preview button on the top of the screen.

Expanding the Search:

For this example, we will assume that you did not find as many Windsor chairs as you had expected. You could expand the search to include aspiring households as well as elite. Do this by clicking the **Build Filter** button to modify your selection criteria.

Go to the **Criteria** cell under **CLASS** and replace the entry with E* or A*. The system will place **Like "E*" or Like "A*"** in the cell. Click the Apply Filter button again. This filter will now include both elite and aspiring inventories.

Glossary

Access 2013:   A software product developed and distributed by Microsoft used to produce the Gunston Hall Probate Inventory Database. The free runtime version is available from Microsoft and may be downloaded and installed from the internet. This enables users to employ the full capability of the filters and reports in the database.
The full version of Microsoft Access 2013 may be purchased, which will allow unlimited modification of the application, including building your own reports and queries.

Adobe Acrobat Reader or other Portable Document Format (PDF) reader program: Examples of other PDF reader programs are Foxit Reader and Nitro Reader. These royalty free programs can be found on the internet allow viewing, searching, and printing of files in Portable Document Format (PDF).

Amount: A numerical field in the Detail Inventory Table which can be totaled.

Appraiser: The court appointed individual who examined, recorded, and in most cases, valued the estate of the deceased. The value of an item was based on its condition and projected market value. Generally three appraisers assessed the estate and signed the document. In Virginia, in most instances, four appraisers were appointed by the court, and three of these men would appraise and sign the document. The inventory was then entered into the county court record and used as part of the estate settlement process. For a thorough discussion of the probate document process, see Alice Hanson Jones, *American Colonial Wealth: Documents and Methods* (New York: Arno Press, 1977) 3-24.

Art: The Detail Inventory Table category which includes drawings, engravings, frames, maps, miscellaneous, paintings, pictures, portraits, prints, and sculptural elements.

Aspiring: Economic designation for inventories deemed to have extensive households that include spoons, knives, and forks, as well as enough equipage to entertain and give dinner parties for 10-19 people.

Asterisk: "*"
   1- Used to designate <u>original spelling</u> in the Detail Inventory Table and the Books By Title Table. Original spelling has been changed to a modern standard word. In the Detail Inventory Table, this change is indicated by the addition of an "=" (for assumption) to the word, i.e., "chare*" becomes "chair=."
In the Books By Title Table it is used with the original spelling of the appraiser's words.
   2- The asterisk also is used as a <u>wild card character</u> when filtering records to be displayed in reports. See the Section on Filtering Data for Reports for more information regarding the use of wild card characters.

Author: The author of a book designated by the appraiser is entered in this field in lower case letters. When an author is assumed by the title or the spelling of author's name by the appraiser is corrected, the name is entered in upper case letters. When there are various spellings of the same name, i.e. John Banks, or John Bancks, the Library of Congress spelling is used and the other spelling is noted in Notes.

When the author of a title is not included in the inventory and cannot be ascertained by the title, AU (author unknown) is entered in Author field. Example: Inventory entry: "Sermons." Entered as: Author: AU; Title: Sermons.

Beverage: Detail Inventory Table category including alcohol, chocolate, coffee, general, miscellaneous, serving, storage, and tea.

Book By Title Table: Contains over 5,000 titles taken from 163 inventories that list books by title. Each title, listed by the inventory appraiser is entered into the table with supporting fields of: FILENAME, SUBJECT, LC CLASS, AUTHOR, TITLE, VOLUMES, QUANTITY/TITLE, QUALIFIER, SIZE, VALUE, LOCATION, PAGE, FFLC, SOURCE, OTHER, and a 200 character space for NOTES. The ability to view the selected transcription can be found by clicking **View Transcriptions** from the Books By Title Form.

Books: Main Inventory Table field BOOKS that identifies, by the character "Y," for yes, inventories listing books, libraries, or catalogs of books but no specific titles.
The character "T" identified inventories that list at least one book by title.

Category: In the Detail Inventory Table nomenclature, CATEGORY is the highest of the three orders in which an item listed in an inventory has been classified.

Cellar: A Main Inventory Table field that identifies inventories listing contents of a named cellar.

Class: The arbitrary social/economic designation given an inventory dependent upon the presence and amount of food service items, particularly forks. This designation is based on work of Barbara Carson, *Ambitious Appetites*: *Dining, Behavior, and Patterns of Consumption in Federal Washington*, (Washington, DC: American Institute of Architects, 1990). Classifications used in the Gunston Hall Probate Inventory Database are E- Elite, A- Aspiring, D-Decent, and OF- Old Fashioned.

Closets: "Y" in Main Inventory Table field points to inventories listing contents of at least one named closet.

Clothing: The category denotes clothing listed in the inventory and is further refined by the addition of: M: men, W: women, S: slave, C: children, or G: general (gender not known). It contains the sub-categories accessories, body, feet, hand, and head.

Color: A Detail Inventory Table field that lists the color of an item as defined by the appraiser.

Dairy: The Main Inventory Table field that identifies a dairy or milk house listed by name by the appraiser.

Database: A set of related files that is created and managed by a database management system. The Probate Inventory Database is comprised of three inventory tables: Main and Detail, Books By Title, the combination of which, provides a complete searchable register of the inventory contents.

Decent: The economic designation for inventories that include spoons, knives, and forks, but without enough equipage to seat a dinner party for ten persons. These persons might have entertained at tea.

Description: A short field (DESCRIPT) in the Detail Inventory Table where descriptors are placed, i.e., short, square, large, old, round, oval, etc.

Detail Inventory Table: Contains over 65,000 records, one for each item listed in a probate inventory, relating to household or personal usage. Each item is described by CATEGORY, SUB-CATEGORY, TYPE, QUANTITY, LOCATION, AMOUNT, MATERIAL, and COLOR. The fields, DESCRIPT for short entries and MEMO for longer entries provide space for all the information about each item that has been listed by the appraiser of the estate. All inventory items pertaining to household usage, textile production, wearing apparel, personal items, weapons, and vehicular transportation are included in the Detail Inventory Table. Book titles, names of slaves, agricultural tools, and livestock are not listed in the Detail Inventory Table. The ability to view selected transcriptions can be found by clicking View Transcriptions from the Detail Table Form.

Elite: Economic designation for inventories of the wealthiest decedents that exceed in quantity and quality all the criteria of the "Aspiring" classification, with sufficient dining equipage to enable serving a seated dinner to twenty people.

Equal Sign: "="   Used to designate that an assumption has been made by the transcriber on meaning or spelling of a word due to appraiser's use of ditto, do, or erratic spelling. When original spelling has been changed to a modern standard word, the change is noted by the addition of an "=" equal sign. Original spelling is noted in the description or memo field with an "*" i.e., chare* becomes chair=.

Female: "Y" if inventory belonged to a woman. For the inventory of a male, this field is left empty.

FFLC: Entries in this field note that the book is found in the catalog of the Founding Fathers Library Consortium. A possibly appropriate edition is identified in upper case, while an edition published after the inventory was taken is noted in lower case. G: Gunston Hall; M: Mount Vernon; S: Stratford Hall

Filename: A shorthand designation for an individual inventory developed by using a combination of the decedent's name and the year in which the inventory was taken, ordered, or recorded. The eight character field is used to invisibly link the Main Inventory Table with the Detail Inventory Table or the Books By Title Table and the transcriptions. All records in the Main table must have a unique FILENAME. Names consisting of more than six characters have been abbreviated. Examples: MASON63 (Ann Mason, 1763) or HRRSN91 (Benjamin Harrison, 1791).

Filters: Patterns or masks through which only selected information is passed. Filters are used to select data for inclusion in reports. It is imperative that reports are filtered. Without clicking the "Apply Filter" button, ALL records in the database will be generated.

Food Preparation: Detail Inventory Table category including cooking, measure, miscellaneous, processing, storage, and utensils.

Food Service: Detail Inventory Table category including breakfast, condiments, cutlery, dessert, dishes, miscellaneous, serving, and storage.

Furniture: Detail Inventory Table category including desk, hygiene, keyboard, looking glass, miscellaneous, recreation, seating, sleeping, storage, table, and time keeping.

Heating: Detail Inventory Table category including andirons, fenders, furniture, grate, miscellaneous, stove, and tools.

Household Decor: (HH DECOR) Detail Inventory Table category including miscellaneous, ornament, paint, plants, wall cover, and window.

Household Stores: (HH STORES) Detail Inventory Table category including beverage, food, hardware, hygiene, laundry, lighting, miscellaneous, textiles, and writing.

Household Utensils: (HH UTENSILS) Detail Inventory Table category including cleaning, dairy, fire fighting, garden, hardware, hygiene, laundry, miscellaneous, and storage.

Instruments: Detail Inventory Table category including measure, miscellaneous, optical, scientific, survey, and time keeping.

Inventory: The probate document in the public records upon which the database is built. All inventories have been photocopied from the microfilms of county court documents at the Library of Virginia or the Maryland State Archives.

Kitchen: A Main Inventory Table field denoting that a kitchen has been defined by name or assumed by placement of kitchen tools distinct from other household items. When the kitchen is assumed the entry in the kitchen field is Y=.

LOC Class: Book By Title Table data field showing Library of Congress classification letters. Unless specified in NOTES, all letters are derived from the Library of Congress or another library's catalog. In some cases, particularly Religion, when the Library of Congress classification is not identified by a library, the subject is entered under the broadest title classification as identified by the Library of Congress Classification Outline, without the use of letters. Example: Sermons. Religion without a subclassification.

Lighting: A Detail Inventory Table category including candle, lamp, lantern, miscellaneous, sconces, and snuffers.

Livestock: A Main Inventory Table field that signals the presence of cattle, sheep, hogs, horses, or other animals in an inventory.

Location: The space or room where an item is listed in a probate inventory by the appraiser.

Main Inventory Table: A comprehensive overview of each inventory, containing name of deceased, filename, date taken, ordered, or recorded, county, state, and class. Specific fields which may be used to further examine the inventory are rural, books, cellar, closet, dairy, female, kitchen, livestock, merchant, out-building, proximity to Potomac River, quarters, room by room assessment, slaves, tools, or presence of a wash house/laundry. Two additional fields are provided as options for further individualization of the inventory at the user's discretion.

Material: The appraiser's description of what an item is made of: wood, china, etc. MATERIAL is followed by the assumption designator (=), when the material is not explicitly named and an assumption is made, based on the type of item, description, surrounding items, use of ditto or do, or when spelling is modernized.

Memo: A longer field in either the Main or Detail Inventory Table which contains more complete descriptors for "listed as" entries containing original spelling or strings of items with a cumulative value. It is a place for specific information for the researcher, as space permits.

Merchant: A Main Inventory Table field marking the inventory of a shop-owner with mercantile stock designated by the inventory appraiser. While the deceased's household items have been entered into the Detail Inventory Table, shop contents have not. Shop contents are found in the inventory transcription.

Minus Sign: "-"
  1- Used in the <u>Main Inventory Table</u> to designate a question of class.
  2- Used in the <u>Detail Inventory Table</u> and the <u>Books By Title Table</u> to link an item with other items recorded as a unit by the appraisers.

Nomenclature: The three part hierarchy of terms, in the Detail Inventory Table, that is used to place inventory items in a record. The terminology defines category, sub-category, and type of article, i.e., Food Prep: Cooking: Gridiron.

Note: A 200 character field for additional information in Books by Title Table about the title, including, as necessary for clarification:
  1- "Listed as:" spelling and abbreviations noted by the inventory appraiser.
  2- "Likely:" probable corrected title and author.
  3- With the exception of George Washington's books identified by the staff at Mount Vernon's library and
      Librarything.com, all titles are most likely correct although a precise title/edition is unknown.
  4- Abbreviations include: **BA** for Boston Athenæum, and **Wa**- identifying BA's catalog number. **LMU** Loyola
      Marymount University, and **Houghton-HC**: Houghton Library, Harvard College.
  5- Notation that there is no Library of Congress classification.
  6- The subject of the book noted when listed by a non-cataloging sources.

Old Fashioned: The economic designation for inventories that lack forks, some of which might otherwise be considered aspiring or elite.

Option: Two Main Inventory Table fields which the researcher may adapt for further individualization of the database. These three-position fields, with no restrictions, can be used for selection or deselection of inventories at the user's discretion. For example if the researcher wants to mark all inventories that contain boats, a "B" could be placed in one of the OPTION fields in the Main Table. Should he choose to, the researcher would then be able to include that filter in any further searches.

Other: Books By Title Table field noting titles found in specific non-catalogued sites:
        JM: "The Book World of John Mercer of Marlborough," non-published by Bennie Brown;
        RHL: The book inventory of Richard Henry Lee, through either Librarything.com or the non-public inventory
           of Richard Henry Lee, courtesy of Stratford Hall;
        WB: Kevin J Hayes*, The Library of William Byrd of Westover,* 1997.
        VG: book advertisement found in the *Virginia Gazette.*

Out-Buildings: Main Inventory Table field designating buildings, other than a kitchen, dairy, or wash house, listed by name in the probate inventory.

Page: The location of an item in the probate inventory. Page numbers have been included in italics in the transcriptions. In the Book Table, the inventory page is followed by a slash and the page number of the transcription. Page 343/ 3.

Personal: Detail Inventory Table category including aids, hair, hygiene, jewelry, medicine, miscellaneous, money, recreation, religious, time keeping, tobacco, and writing.

Plus sign: When a "+" is added to designation of class, the inventory is slightly better than one would expect for a class, but not good enough for the next level. In the case of an elite inventory, it alerts the researcher that the inventory far exceeds other elite inventories.

Portable Document Format (PDF): PDF enables the reading or printing of the transcriptions from Gunston Hall Plantation's website.

Potomac: Inventories recorded in a county which borders the Potomac River.

Probate Inventory: A court ordered record of a deceased's personal property and chattels performed by court appointed appraisers. The majority of the inventories included in the database were recorded between 1750 and 1810 in Maryland or Virginia, although there are a few recorded between 1741 and 1749.

Qualifier: Books By Title Table field providing information about the book noted by the inventory appraiser: law, old, Latin.

Quantity: The number of a particular item listed by the appraiser.

Quantity/Title: number of books of the same title listed by the appraiser as a single item: 2 small prayer books.

Quarters: A specific location, defined as "quarter" or "plantation" listed in the probate inventory. This is a Main Inventory Table field.

Recreation: Detail Inventory Table category including games, miscellaneous, and musical instruments.

Room by Room: (RxR) A Main Inventory Table field which denotes that the inventory was recorded by the appraisers with at least one household space listed by name.

Runtime: The Microsoft Access 2013 Runtime enables the distribution of Access 2013 applications to users who do not have the full version of Access 2013 installed on their computers. This Runtime is available for download from Microsoft, at no cost.

Rural: A Main Inventory Table field identifying the presence of agricultural tools and livestock.

Size: Books By Title Table Field providing information about the book's dimensions as noted by the inventory appraiser: folio, large, quarto, etc.

Slaves: A Main Inventory Table field designating that slaves are listed, usually by name, in the probate inventory. While not included in the database, names and ages of slaves are part of the complete inventory transcription.

Source: The Books By Title Table field that identifies the library catalog where a book, not in the FFLC catalog is located. **LC**: Library of Congress;
       LT: Librarything.com;
       H-HC: Hollis, Harvard College;
       MHS: Maryland Historical Society;
       NLM: National Library of Medicine;

      VTS: Virginia Theological Seminary;
      RLWC: Rockefeller Library Colonial Williamsburg;
      WRLC: Washington Research Library Consortium.

When titles found in RLWC and WRLC do not have a Library of Congress classification, it is acknowledged in Notes.

State: The two character term for the colony or state of Maryland (MD) or Virginia (VA) noted on the Main Inventory Table.

Subject: Subject of the book is defined, by FFLC, the library classification, or strongly suggested by the title. In some cases, particularly Religion, when the Library of Congress classification letters are not identified by a library, the subject is entered under the broadest title classification as identified by the Library of Congress Classification Outline. Example: Religion without the two letter sub-classification.

Sub-Category: (SUB_CATEG) The second level of hierarchical categorization of an item in the Detail Inventory Table nomenclature. Example: Furniture (category); Seating (sub-category).

Sundry: A Detail Inventory Table field that includes a variety of assorted items. This is also the place where unclassifiable items are entered.

Textiles: The Detail Inventory Table category that includes: bed linens, bed over (meaning bed coverings), bed upholstery, bedding (all of the items under the sheets), fibers, floor, hygiene, miscellaneous, production, stores, table, upholstery, and window.

Title: Books By Title Table field where a book's title as recorded. Titles as recorded in the inventory are in lower case letters while spelling changes, additions, and surmises are in upper case. The inventory transcription appears in NOTES as "Listed as:" The probable full title of the book is entered in NOTES as "Likely."

Tools: A Main Inventory Table category to note the presence of agricultural or craft tools in the inventory. Only textile production and garden tools have been included in the Detail Inventory.

Transcriptions: The typescripts of the microfilmed court recorded probate inventories. Only microfilm copies have been examined. All transcriptions in the collection list complete citations for the source of the original record. Although attempts have been made to make the transcriptions as complete and true as possible, it is suggested that the original or microfilmed inventory be examined to clarify possible differences in interpretation.

All collected inventories were transcribed in their entirety. Where words in the original are illegible they have been identified by [ ] or noted as [illegible]. When questionable words were assumed they were entered with a question mark in the transcription, i.e., [stone?]. Original spelling errors are evident, but the use of [*sic*] has been restrained, only appearing in truly questionable places, as in a double entry by a court clerk. Attempts were made to preserve the original structure of sentences. Therefore, when a sentence or entry extends beyond modern margins, it continues on the following line, indented by three spaces. Page or folio numbers and notes by the transcriber have been added in italics.

Travel: Detail Inventory Table category including: boat, miscellaneous, storage, tack, and vehicles.

Type: The lowest of the three levels of the hierarchical fields in the Detail Inventory Table nomenclature that lists the actual item inventoried. Example: Category: Furniture; Sub-Category: Seating; Type: Chair.

Urban: A Main Inventory Table field that designates inventories without agricultural tools, or with a separate agricultural operation, or without minimal livestock. An urban inventory is identified by a empty RURAL field.

Value: In both the Detail Inventory Table and Books By Title Table, the value set by the inventory appraiser is entered in this field. When several titles are grouped together with a single value, a dash- is placed after the title indicating that this title is part of a group. The group is acknowledged in MEMO or NOTES.

Volumes: Books By Title Table field that shows the number of volumes of the same title recorded in the inventory. Example: "Encyclopedia 25 volumes." Entered as: 25 volumes, 1 quantity/title. NOTE: All plural generic titles of "magazines," "pamphlets," or "books" where volumes or quantity/title are not listed in the inventory are entered as 2 volumes & 2 quantity/title.

Wash house: A Main Inventory Table field identifying a wash house or laundry listed by name in the inventory.

Ware: A Detail Inventory Table category including those items listed in inventories as "ware", including ceramics, glass, metal, pewter, silver, and wooden.

Weapons: The Detail Inventory Table category that includes: edge, fire, and miscellaneous.

Wild Card: "*" The wild card character (asterisk "*") is used to ensure that no records are missed during searches.
      1- Example: To find "chairs-=," use "chair*" in the filtered search of the TYPE field. With the wild card the search for chair* will produce all the entries for the TYPE Chair in the database.
      2- Example: To find any use of the word "neat" in the DESCRIPT or MEMO field, enter the word with an asterisk before and after, i.e., *neat*

RESOURCES:

Probate Inventory Facsimiles:

George Mason University's Center for History and New Media. "Probing the Past."
        http://www.chnm.gmu.edu/probateinventory/php

Gunston Hall Library and Archives.

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        Restricted.

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        of Georgia Press, 1979.

Founding Fathers Library Consortium: http://librarycatalog.mountvernon.org/cgi-bin/koha/opac-main.pl

George Mason University, Washington Regional Library Consortium: http://www.catalog.wrlc.org/search/index.php

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          Published in cooperation with the Library Company of Philadelphia.

Hollis, Andover-Harvard Theological Library, Harvard Divinity School.
          http://hollis.harvard.edu

Isaac, Amanda, C., *Take Note! George Washington the Reader.* Mount Vernon, VA: George Washington's Mount
Vernon, 2013.

Library of Congress Online Catalogue: http://catalog.loc.gov/

LibraryThing - Legacy Library.
          http://www.librarything.com/profile/GeorgeWashington
          http://www.librarything.com/profile/RichardHenryLee
          http://www.librarything.com/profile/GeorgeWythe

National Library of Medicine: http://www.nlm.nih.gov/libserv.html

John D. Rockefeller Library, Colonial Williamsburg
          http://www.research.history.org/JDRLibrary.cfm

Virginia Gazette, Purdie and Dixon, (Williamsburg, Virginia) July, 18 1771.

Virginia Theological Seminary Library: http://www.librarycatalog.vts.edu/

Nomenclature

TYPE is a twelve character field. When longer words are used they have been truncated by the system, which will permit the entry of only the first ten characters, including designators. Consequently, the researcher should search, using the beginning characters of the type, followed by the wild card "*". This permits the search to include any attached designators , i.e., "-" or "=", as well as accommodating the longer truncated words.

Abbreviations used in the TYPE field are:
C / S: cup & saucer
Di: dish
Handker: handkerchief
[illeg] illegible
K / F: knife & fork
Looking Gl: looking glass
Mrtr / Pstl Mortar & Pestle
Scls: scales
Wgh: weights

The format for the nomenclature is: **CATEGORY**: SUB-CATEGORY: Type

ART
FRAME
    Frame
MAPS
    Chart
    Draft
    Map
    Plan
MISC
    Heads
    Images
    Medallions
    Paint
    Profile
PAINTING
    Painting
    Seasons
PICTURE
    Drafts
    Drawing
    Framed
    Likeness
    Picture
    Piece
PORTRAIT
    Frame
    Likeness
    Painting
    Picture
    Portrait
PRINTS
    Cuts
    Engraving
    Misc
    Perspective
    Picture
    Print

ART
PRINTS (cont.)
    Prospects
    Views
    Woodcuts
SCULPTURAL
    Bust
    Heads
    Profile
    Sculpture

BEVERAGE
ALCOHOL
    Basin
    Bottle
    Bowl
    Box
    C / S
    Can
    Carafe
    Cup
    Decanter
    Glass
    Jug
    Label
    Ladle
    Pot
    Spoon
    Stand
    Strainer
CHOCOLATE
    Basin
    Bowl
    C / S
    Colander
    Cup

BEVERAGE
CHOCOLATE (cont.)
    Grater
    Jug
    Mug
    Mull
    Pot
    Saucer
    Stone
COFFEE
    Bowl
    Box
    C / S
    Can
    Canister
    China
    Cup
    Jug
    Kettle
    Kitchen
    Mill
    Pot
    Roaster
    Saucer
    Stand
    Toaster
    Urn
    Ware
GENERAL
    Basket
    Beaker
    Bishop
    Black Jack
    Bottle
    C / S
    Can
    Carafe

BEVERAGE

GENERAL (cont.)
- Cup
- Flagon
- Flask
- G.R.
- Gallon
- Glass
- Goblet
- Handle
- Jack
- Jar
- Jug
- Mug
- Noggin
- Pint
- Pitcher
- Pot
- Quart
- Rummer
- Tankard
- Tumbler
- Vessels

MISC
- Alembic
- Apparatus
- Auger
- Barmiles
- Borer
- Bubbles
- Cap
- Cock
- Cork
- Corkscrew
- Crane
- Drawer
- Frame
- Funnel
- Gimlet
- Grate
- Hook
- Label
- Mallet
- Mill
- Pot
- Press
- Proof
- Rack
- Screw
- Seal
- Sheet
- Siphon
- Stand
- Sticker
- Still
- Strainer
- Tap
- Trough
- Tub
- Urn

BEVERAGE

SERVING
- Board
- Cooler
- Holder
- Server
- Slide
- Slider
- Stand

STORAGE
- Bottle
- Box
- Carboy
- Case
- Cellaret
- Cistern
- Cooler
- Demijohn

TEA
- Basin
- Basket
- Board
- Boat
- Boiler
- Bottle
- Bowl
- Box
- Bucket
- C / S
- Caddy
- Can
- Canister
- Case
- Caster
- Chafing Dish
- Chest
- China
- Clams
- Cloth
- Comfey
- Cover
- Covering
- Cup
- Dish
- Ewer
- Glass
- Jar
- Jug
- K / F
- Kettle
- Kitchen
- Knives
- Ladle
- Lamp
- Mug
- Napkin
- Plate
- Pot
- Ream
- Saucer
- Server

BEVERAGE

TEA (cont.)
- Set
- Shell
- Shovel
- Skimmer
- Spoon
- Stand
- Strainer
- Tongs
- Tray
- Tribute
- Trivet
- Urn
- Waiter
- Ware

CLOTHING C (Children)

BODY
- Coat
- Habit
- Stays

FEET
- Shoes
- Stockings

HAND
- Mitts

HEAD
- Hat

CLOTHING G (General)

ACCESSORIES
- Handkerc
- NonsoPretty

FEET
- Clogs
- Hose
- Pumps
- Shoes
- Stockings
- Vamp

HAND
- Gloves

HEAD
- Cap
- Hat

CLOTHING M (Men)

ACCESSORIES
- Belt
- Cloth
- Cravat
- Gallus
- Garters
- Handkerc
- Knee Guards
- Mufflers
- Neck Cloth
- Ruffles
- Sash

CLOTHING M (Men)
  ACCESSORIES (cont.)
    Stock
  BODY
    [Illeg]
    Apparel
    Banyan
    Breeches
    Cloak
    Clothes
    Coat
    Drawers
    Fabric
    Frock
    Gown
    Jacket
    Linen
    Overalls
    Overcoat
    Pantaloon
    Pattern
    Shirt
    Suit
    Surtout
    Trousers
    Vest
    Vestcoat
    Waistcoat
  FEET
    Boots
    Clogs
    Gaiters
    Hose
    Leggings
    Pumps
    Shoes
    Slippers
    Socks
    Spatterdash
    Stockings
    Straps
  HAND
    Gloves
    Mitts
  HEAD
    Band
    Cap
    Hat

CLOTHING S
  (Slave/Servant)
  BODY
    Breeches
    Jacket
    Petticoat
    Shift
    Shirt
    Trousers
  FEET
    Hose
    Shoes

CLOTHING S
(Slave/Servant)
  FEET (cont.)
    Stockings
  HAND
    Mittens
  HEAD
    Cap

CLOTHING W (Women)
  ACCESSORIES
    Apron
    Garters
    Handkerc
    Pockets
  BODY
    Apparel
    Bodice
    Capes
    Cloak
    Gown
    Petticoat
    Shift
    Skirt
    Stays
  FEET
    Clogs
    Hose
    Pumps
    Shoes
    Stockings
  HAND
    Gloves
    Mitts
  HEAD
    Bonnet
    Cap
    Hat
    Hood

FOOD PREP
  COOKING
    Baker
    Bale
    Boiler
    Broiler
    Chain
    Clock
    Copper
    Cover
    Crane
    Dish
    Drainer
    Footman
    Frame
    Fryer
    Furniture
    Griddle
    Gridiron
    Hanger
    Hinge

FOOD PREP
  COOKING (cont.)
    Hoe
    Hook
    Hoop
    Iron
    Irons
    Jack
    Kettle
    Kitchen
    Ladle
    Lead
    Lid
    Molds
    Oven
    Pan
    Peel
    Pin
    Pipkin
    Plate
    Pot
    Print
    Printers
    Rack
    Reflector
    Ring
    Roaster
    Screw
    Shapes
    Sheet
    Skewer
    Skillet
    Spider
    Spit
    Stand
    Steamer
    Stone
    Strainer
    Supports
    Tin
    Toaster
    Tongs
    Top
    Trammel
    Tray
    Trivet
    Tub
  MEASURE
    Gallon
    Measure
    Pint
    Pot
  MISC
    Ball
    Coop
    Fly
    Furniture
    Hook
    Kitchen
    Line
    Maid

FOOD PREP

MISC (cont.)
- Skirns
- Stand
- Trough
- Tub
- Wincer

PROCESSING
- Baster
- Bench
- Block
- Board
- Bowl
- Box
- Brush Colander
- Cutter
- Filler
- Grater
- Gum
- Jar
- Knife
- Knives
- Machine
- Mill
- Mortar
- Mrtr / Pstl
- Nippers
- Pan
- Pestle
- Pickers
- Pin
- Plate
- Pot
- Rasp
- Riddle
- Rim
- Search
- Sieve
- Sifter
- Stone
- Strainer
- Stuffer
- Tray
- Trough
- Tub

STORAGE
- Bottle
- Box
- Bucket
- Can
- Canister
- Case
- Chest
- Coffer
- Crock
- Flask
- Jar
- Jug
- Mug
- Pan

FOOD PREP

STORAGE (cont.)
- Pitcher
- Pot
- Safe
- Tub

UTENSILS
- Baster
- Box
- Brush
- Cleaver
- Crook
- Fork
- Hatchet
- Hook
- Knife
- Knives
- Ladle
- Mallet
- Molds
- Nut Cracker
- Pin
- Salamander
- Scoop
- Screw
- Skimmer
- Slice
- Spoon
- Squeezer
- Steel
- Tongs
- Tray
- Twister
- Utensils

FOOD SERVICE

BREAKFAST
- Bowl
- C / S
- China
- Cloth
- Cup
- Fork
- K / F
- Knives
- Plate
- Saucer

CONDIMENTS
- Bottle
- Bowl
- Box
- Canister
- Caster
- Cellar
- Cruet
- Dish
- Frame
- Glass
- Holder

FOOD SERVICE

CONDIMENTS (cont.)
- Ladle
- Liners
- Mill
- Pitcher
- Pot
- Rim
- Ring
- Salt
- Shovel
- Spoon
- Stand
- Waiter

CUTLERY
- Basket
- Blade
- Boat
- Box
- Case
- Fork
- Holder
- K / F
- Knife
- Knives
- Molds
- Spoon
- Stand
- Steel
- Tray
- Ware

DESSERT
- Basket
- Bowl
- Box
- C / S
- Case
- China
- Cup
- Dish
- Epergne
- Fork
- Glass
- Jug
- K / F
- Knives
- Ladle
- Molds
- Pan
- Patty Pan
- Plate
- Pot
- Pyramid
- Salver
- Saucer
- Server
- Shell
- Spoon
- Stand

FOOD SERVICE

DISHES

Bowl
China
Dish
Plate
Set
Soup
Ware

MISC

Basin
Boat
Bucket
Can
Chafing Di
China
Cross
Culinary
Cup
Dish
Furniture
Glass
Pan
Piece
Plate
Pot
Saucer
Stand
Tub
Warmer

SERVING

Basin
Basket
Board
Boat
Bowl
Box
China
Cover
Cup
Dish
Glass
Holder
Knife
Ladle
Leaves
Pan
Plate
Platter
Porringer
Pot
Salver
Saucer
Scallops
Scoop
Server
Shell
Slice
Slicer
Soup

FOOD SERVICE

SERVING (cont.)

Spoon
Stand
Strainer
Tray
Trencher
Tub
Tureen
Voider
Waiter
Warmer

STORAGE

Basket
Box
Canister
Case
Chest
Frame
Holder
Pot
Rack
Stand

FURNITURE

DESK

Board
Counter
Desk
Escritoire
Frame
Reading
Secretary
Stand
Writing

HYGIENE

Box
Chair
Chest
Cupboard
Desk
Drawers
Frame
Glass
Looking Gl
Stand
Stool
Table
Toilet

KEYBOARD

Harpsichord
Pianoforte
Spinet

LOOKING GLAS

Chimney
Frame
Girandole
Glass
Looking Gl
Pier
Plate

FURNITURE

MISC

Bench
Frame
Furniture
Line
Press
Screen
Stand
Steps
Waiter

RECREATION

Glass Mach
Table

SEATING

Bench
Chair
Chest
Childs
Couch
Cricket
Frame
Seat
Settee
Sofa
Stool

SLEEPING

Bed
Bedstead
Chair
Cot
Couch
Cradle
Crib
Furniture
Truckle
Trundle
Trunnel

STORAGE

Bookcase
Bottle
Box
Buffet
Bureau
Cabinet
Case
Cask
Cellaret
Chest
Cupboard
Drawers
Frame
Press
Safe
Sideboard
Stand
Trunk
Wardrobe

FURNITURE
 TABLE
  Bed
  Breakfast
  Candle
  Card
  Childs
  Corner
  Dairy
  Dining
  Folding
  Form
  Frame
  Gaming
  Ironing
  Kitchen
  Leaves
  Pembroke
  Plan
  Reading
  Screen
  Side
  Sideboard
  Slab
  Slate
  Stand
  Table
  Tea
  Writing
 TIME KEEPING
  Case
  Clock

HEATING
 ANDIRONS
  Andirons
  Dogs
  End Irons
  Faces
  Hand Irons
  Irons
  Top
 FENDER
  Fender
 FURNITURE
  Screen
 GRATE
  Grate
 MISC
  Back
  Blinds
  Blower
  Board
  Box
  Broom
  Brush
  Burner
  Coal
  Guards
  Gun
  Hearths
  Hod

HEATING
 MISC (cont.)
  Hook
  Irons
  Kettle
  Pan
  Piece
  Plate
  Screen
  Scupper
  Scuttle
  Slab
  Warmer
 STOVE
  Cannon
  Dutch
  Franklin
  Irons
  Stove
 TOOLS
  Bellows
  Fork
  Furniture
  Pan
  Pinchers
  Poker
  Prongs
  Shovel
  Spade
  Tongs
  Tools

HH DECOR (Household)
 MISC
  Arms
  Box
  Bracket
  Cage
  Cat
  Coconut
  Glass
  Knocker
  Mantle
  Marble
  Pot
  Rod
  Shell
  Tiles
  Urn
 ORNAMENT
  Basket
  Bear
  Bird
  Bottle
  Bowl
  China
  Cornucopia
  Ewer
  Fender
  Flowers
  Glass

HH DECOR (Household)
 ORNAMENT
  Images
  Jar
  Ornament
  Parrot
  Piece
  Plateau
  Pyramid
  Shell
  Spaniels
  Temple
  Toys
 PAINT
  Bag
  Blue
  Box
  Brush
  Canister
  Funnel
  Jar
  Jug
  Keg
  Lamp Black
  Lead
  Mortar
  Mug
  Ocher
  Oil
  Paint
  Pot
  Stone
  Sulphur
  Tub
  Turpentine
  Verdigris
  Vermillion
 PLANTS
  Box
  Pot
 WALL COVER
  Binding
  Embossed
  Flowered
  Paper
  Remnant
 WINDOW
  Bars
  Blinds
  Curtains
  Laths

HH STORES (Household)
 BEVERAGE
  Ale
  Arrack
  Beer
  Bounce
  Brandy
  Cherry
  Chocolate

HH STORES (Household)

BEVERAGE (cont.)
Cider
Claret
Cloth
Coffee
Corks
Geneva
Hops
Liquors
Madeira
Mobby
Persico
Port
Porter
Rum
Sack
Shrub
Spirits
Tea
Water
Whiskey
Wine

FOOD
Allspice
Alum
Anchovies
Apples
Bacon
Barley
Beans
Beef
Butter
Candy
Capers
Cheese
Cinnamon
Citron
Cloves
Corn
Craklins
Currants
Fat
Fish
Flour
Food
Ginger
Grain
Ham
Herring
Hog
Honey
Lard
Lobsters
Mace
Molasses
Mustard
Niter
Nutmeg
Nuts
Oats
Oil

FOOD (cont.)
Olives
Onions
Peas
Pepper
Peppers
Pickles
Pimento
Pork
Potatoes
Raisins
Rice
Rosewater
Rye
Sage
Salt
Salt Peter
Shad
Souse
Spice
Sugar
Sundry
Sweet Meat
Tamerind
Tartar
Treacle
Vinegar
Venison
Wheat
Whiting

HARDWARE
Bearings
Bolt
Caster
Catches
Escutcheon
Fastening
Furniture
Glass
Hasps
Hathook
Hinge
Hook
Knobs
Latch
Mounting
Pullies
Screw
Tacks

HYGIENE
Barrel
Box
Fat
Jar
Pot
Soap

LAUNDRY
Dye
Starch

HH STORES (Household)

LIGHTING
Box
Candles
Oil
Tallow
Taper
Wax
Wick

MISC
Barrel
Brimstone
Bushel
Butt
Cag
Canister
Case
Cask
Chalk
Glass
Glue
Hogshead
Hook
Jug
Keg
Lead
Oil
Peck
Pipe
Sack
Stone
Tierce
Tub
Twine

TEXTILES
Fabric

WRITING
Ink
Paper
Wax

HH UTENSILS (Household)

CLEANING
Broom
Brush
Clamp
Handle
Machine
Mop
Pan
Rubber

DAIRY
Basin
Blocker
Bowl
Box
Churn
Cover
Crock

HH UTENSILS (Household)

DAIRY(cont.)

Dairy
Dish
Firkin
Hoop
Measure
Molds
Pan
Piggin
Plate
Pot
Print
Safe
Skimmer
Stick
Strainer
Tray
Tub

FIRE FIGHT

Bag
Basket
Bucket

GARDEN

Ax
Bucket
Can
Chisel
Cutter
Frame
Hoe
Iron
Knife
Line
Pan
Pot
Rake
Roller
Saw
Scythe
Shears
Shovel
Sickle
Spade
Stone
Tools
Utensils
Waterer

HARDWARE

Lock
Padlock

HYGIENE

Basin
Bath
Board
Bottle
Bowl
Box
Brush
Bucket
Cage
Case

HH UTENSILS (Household)

HYGIENE (cont.)

Decanter
Dish
Drainer
Drier
Frame
Irons
Jar
Jug
Kettle
Pail
Pan
Pitcher
Pot
Screen
Stand
Strainer
Trap
Trough
Tub

LAUNDRY

Bench
Blanket
Boiler
Box Iron
Case
Cloth
Counterpan
Flatiron
Heaters
Horse
Iron
Kettle
Line
Machine
Maidens
Rod
Sad Iron
Smoother
Stand
Stick
Table
Tub

MISC

Ax
Barrel
Basin
Bell
Bettle
Bolt
Bottle
Bowl
Box
Brass
Bucket
Bushel
Can
Case
Chain
Cleaver
Conductor

HH UTENSILS

MISC (cont.)

Crucible
Fan
Fro
Glass
Hammer
Hoe
Hone
Hook
Iron
Irons
Jack
Kettle
Knife
Knives
Ladder
Marker
Mill
Molds
Mortar
Nippers
Pail
Pan
Peck
Piggin
Pinchers
Popes Head
Pot
Press
Rack
Rope
Rundlet
Saw
Scissors
Screw
Shears
Shovel
Spade
Stamp
Stand
Stone
Strainer
Tools
Tray
Tub
Twine
Vice
Wedges
Wheel
Woodsaw
Wrench

STORAGE

Ban Box
Basket
Bottle
Box
Canister
Case
Casket
Chest

HH UTENSILS
STORAGE (cont.)
- Firkin
- Hamper
- Jar
- Peck
- Pot
- Trussel
- Tub

INSTRUMENTS
MEASURE
- Beam
- Bottom
- Box
- Case
- Counter
- Dividers
- Hook
- Instruments
- Measure
- Protractor
- Rule
- Ruler
- Scales
- Scls / Beam
- Scls / Wgh
- Square
- Steelyard
- Stick
- Waywise
- Weights

MISC
- Cards
- Case
- Diamond
- Engine
- File
- Glass
- Instruments
- Level
- Machine
- Pinmaker
- Press
- Pump
- Stone
- Types

OPTICAL
- Cover
- Glass
- Microscope
- Prism
- Spyglass
- Telescope

SCIENTIFIC
- Air Pump
- Apparatus
- Barometer
- Box
- Case
- Globe
- Hydrometer

INSTRUMENTS
SCIENTIFIC (cont,)
- Instruments
- Laboratory
- Machine
- Magnet
- Mathematic
- Quadrant
- Thermometer

SURVEY
- Chain
- Compass
- Chain
- Compass
- Dial
- Instruments
- Machine
- Measure
- Plate
- Rod
- Ropes
- Theodolite

TIME KEEPING
- Dial
- Glass

LIGHTING
CANDLE
- Bench
- Blinds
- Box
- Branches
- Cover
- Frame
- Holder
- Irons
- Lusters
- Mill
- Molds
- Server
- Shade
- Shield
- Stand
- Stick

LAMP
- Lamp
- Reading
- Stand

LANTERN
- Lantern

MISC
- Box
- Chandelier
- Extinguish
- Frame
- Furniture
- Globe
- Molds
- Stand
- Stick

LIGHTING
SCONCES
- Looking Gl
- Sconce

SNUFFERS
- Case
- Dish
- Holder
- Snuffer
- Stand
- Tray

PERSONAL
AIDS
- Box
- Cane
- Case
- Glass
- Spectacles
- Stick
- Trumpet

HAIR
- Bag
- Bellows
- Block
- Bottle
- Box
- Brush
- Canister
- Case
- Clasp
- Comb
- Holder
- Irons
- Plate
- Puff
- Springs
- Stand
- Tongs
- Tray
- Wig

HYGIENE
- Apparatus
- Basin
- Block
- Box
- Brush
- Cap
- Case
- Cutter
- Hone
- Implements
- Nippers
- Pick
- Razor
- Shaving
- Sheath
- Strop
- Toothbrush

PERSONAL

HYGIENE (cont.)
- Tray
- Tweezers
- Utensils

JEWELRY
- Bobs
- Box
- Broach
- Buckle
- Buttons
- Case
- Clasp
- Eagle
- Earrings
- Epaulet
- Locket
- Medal
- Ring
- Studs
- Trinkets

MEDICINE
- Bark
- Bottle
- Box
- Bucket
- Cabinet
- Case
- Chest
- Cistree
- Closet
- Drawers
- Elixir
- Fleams
- Gallipot
- Glass
- Instruments
- Ipecac
- Lancet
- Medicine
- Mortar
- Mrtr / Pstl
- Physic
- Pills
- Pipe
- Pot
- Saw
- Spatula
- Still
- Stuff
- Syringe
- Tourniquet
- Utensils
- Vial

MISC
- Apron
- Ball
- Balls
- Basket
- Battledore
- Bottle
- Box

PERSONAL

MISC.
- Cannon
- Case
- Cloth
- Colors
- Compass
- Cuffs
- Cushion
- Fan
- Figures
- Flags
- Gold
- Iron
- Jack
- Knife
- Knives
- Level
- Marble
- Marquee
- Paper
- Pinchers
- Presents
- Ring
- Scales
- Shoehorn
- Sifter
- Square
- Stamp
- Steel
- Stretcher
- Sundry
- Tent
- Tools
- Trowel
- Umbrella
- Vice
- Whistle

MONEY
- Book
- Canteore
- Caroline
- Cash
- Certificate
- Copper
- Crown
- Currency
- Dollars
- Doubloon
- Eagle
- Gold
- Guineas
- Half Pence
- Johannes
- Lottery
- Moidores
- Money
- Note
- Piece
- Pistareen
- Pistole
- Pocket Book

PERSONAL

MONEY (cont.)
- Purse
- Shares
- Silver
- Sterling
- Stock
- Sundry
- Wallet

RECREATION
- Box
- Case
- Crabnet
- Fishing
- Gaffs
- Gear
- Gig
- Hook
- Horn
- Instruments
- Line
- Nets
- Reel
- Rod
- Tackle

RELIGIOUS
- Crucifix
- Furniture
- Ornament
- Plate
- Stuff

TIME KEEPING
- Box
- Case
- Chain
- Crystal
- Holder
- Key
- Seal
- Springs
- Stand
- Watch

TOBACCO
- Bottle
- Box
- Brush
- Canister
- Dish
- Knives
- Mill
- Pipe
- Snuff
- Stand
- Stopper
- Tongs
- Top

WRITING
- Book
- Bottle
- Box
- Case
- Caster

PERSONAL

WRITING (cont.)
- Dish
- Engine
- Folder
- Frame
- Furniture
- Glass
- Holder
- Horn
- Ink
- Knife
- Knives
- Ledger
- Loggerhead
- Mill
- Paper
- Pen
- Pencil
- Piece
- Pot
- Press
- Seal
- Slate
- Stand
- Standish
- Wafers
- Wax

RECREATION

GAMES
- Balls
- Board
- Box
- Cards
- Counters
- Fish
- Goose
- Jack
- Men
- Shuttle Cock
- Stick

MISC
- Camera
- Glass
- Lantern
- Perspective
- Picture
- Print
- Views

MUSICAL INST
- Bassoon
- Case
- Drum
- Fiddle
- Fife
- Flute
- Glass Mach
- Guitar
- Harpsichord
- Hautboys

PERSONAL

MUSICAL INST. (cont.)
- Horn
- Organ
- Pianoforte
- Spinet
- Strings
- Trumpet
- Violin

SUNDRY

METAL
- Iron

MISC
- Affairs
- Articles
- Block
- Bone
- Brook
- Collar
- C-p-t
- Crane
- Crown
- Cut
- Flow
- Fountain
- Furniture
- Glass
- Gripe
- Harkell
- Hoop
- Iron
- Irons
- Kitthin
- Knife
- Lumber
- Molds
- Pattcrow
- Pigs
- Plate
- Pricker
- Ring
- Rubbish
- Server
- Stone
- Sundry
- Things
- Tipe
- Trifles
- Trumpery

TEXTILES

BED LINEN
- Bears
- Bunt
- Case
- Cloth
- Coats
- Linen
- Sham
- Sheet

TEXTILES

BED OVER
- Bedspread
- Blanket
- Carpet
- Cloth
- Counterpan
- Cover
- Covering
- Coverlet
- Quilt
- Rug

BED UPHOL
- Back Piece
- Cloth
- Cover
- Curtains
- Furniture
- Head Cloth
- Head Piece
- Piece
- Tassels
- Tester
- Valance

BEDDING
- Bed
- Bedding
- Bolster
- Bottom
- Bunt
- Carpet
- Case
- Cloth
- Cord
- Furniture
- Hammock
- Hide
- Hide / Cor
- Mat
- Mat / Cord
- Mattress
- Pillow
- Sack
- Tick

FIBER
- Cotton
- Flax
- Hemp
- Mohair
- Silk
- Tow
- Wool
- Yarn

FLOOR
- Carpet
- Carpeting
- Cloth
- Mat

TEXTILES

HYGIENE
- Cloth
- Cover
- Coverlet
- Furniture
- Toilet
- Towel
- Towelling

MISC
- Bag
- Case
- Cat Gut
- Cloth
- Colors
- Cover
- Cushion
- Doily
- Irons
- Mat
- Palempom
- Patch Work
- Ring
- Rod
- Sack
- Sarses
- Sheet
- Types
- Wrapper

PRODUCTION
- Bar
- Blade
- Box
- Brake
- Cards
- Comb
- Frame
- Gin
- Goose
- Hackle
- Harness
- Jack
- Loom
- Lumber
- Machine
- Maker
- Reel
- Shears
- Slay
- Stand
- Swift
- Thimbles
- Wheel
- Winder

STORES
- Binding
- Buckram
- Buttons
- Edging
- Fabric
- Feathers
- Fringe

TEXTILES

STORES (cont.)
- Gauze
- Lace
- Needles
- Notions
- Pin
- Remnant
- Tape
- Thread
- Tick
- Trim

TABLE
- Carpet
- Cloth
- Cover
- Covering
- Fabric
- Linen
- Mat
- Napkin

UPHOL
- Bottom
- Calico
- Cotton
- Cover
- Cushion
- Pillow
- Slips
- Squab
- Tassels

WINDOW
- Cloth
- Cord
- Cornice
- Curtains
- Fabric
- Hangings
- Lace
- Lead
- Line
- Pattern
- Pin
- Rod
- Tassels
- Valance

TRAVEL

BOAT
- Anchor
- Bateau
- Boat
- Canoe
- Ferry
- Flat
- Periauger
- Schooner
- Scow
- Skiff
- Sloop
- Vessels
- Yawl

TRAVEL

MISC
- Bell
- Canteens
- Comb
- Fleam
- K / F
- Pillow

STORAGE
- Bag
- Chest
- Lock
- Portmantea
- Straps
- Trunk
- Valise

TACK
- Bridle
- Clamp
- Cloth
- Crupper
- Furniture
- Gear
- Harness
- Housing
- Lash
- Martingale
- Pillion
- Saddle
- Saddlmain
- Spurs
- Stirrups
- Stock
- Switch
- Thongs
- Whip

VEHICLE
- Carriage
- Cart
- Chair
- Chaise
- Chariot
- Coach
- Coachee
- Cover
- Curricle
- Dray
- Flat
- Landau
- Phaeton
- Sedan
- Sleigh
- Sulky
- Top
- Tumbler
- Tumbrel
- Wagon
- Wheel

WARE
    CERAMICS
        China
        Crockery
        Delft
        Earthen
        Queens Ware
        Ware
    GLASS
        Glass
        Ware
    METAL
        Brass
        Copper
        Iron
        Irons
        Lead
        Steel
        Tin
        Ware
    PEWTER
        Pewter
    SILVER
        Plate
        Silver
        Sundry
    WOODEN
        Ware
        Wooden

WEAPONS
    EDGE
        Bayonet
        Belt
        Blade
        Cane
        Cutlass
        Cutteau
        Dagger
        Files
        Foils
        Hanger
        Knife
        Rapier
        Spontoons
        Sword
        Tomahawk

WEAPONS
    FIRE
        Arms
        Barrel
        Belt
        Blunderbuss
        Box
        Carbine
        Case
        Gun
        Holster
        Irons
        Lock
        Musket
        Piece
        Pistol
        Rifle
    MISC
        Accouterment
        Bag
        Bow
        Box
        Bullets
        Canister
        Cap
        Crucible
        Flap
        Flask
        Flints
        Fusee
        Hammer
        Hook
        Horn
        Housing
        Lead
        Magazine
        Molds
        Pouch
        Powder
        Primer
        Rod
        Scraper
        Screw
        Shot
        Tin
        Trafoon
        Tryer

NOMENCLATURE

Field - Color

COLOR is an eight space field. To ensure that all items are reported, when searching, use the beginning letters of the COLOR, followed by the wild card (*). This permits the search to include any attached designators. Colors which have had the spelling modernized have the assumed designator, "=." attached. Using the wild card character and the beginning of the word will also accommodate several longer truncated words, such as Vermillion.

Abbreviations are used in the COLOR field usually where there are a combination of colors.

Abbreviations used are:

BLU: Blue   PUR: Purple
BLK: Black   R or RD: Red
BR: Brown   SIL: Silver
GLD: Gold   W: or WH: White
GR: Green   YEL: Yellow

Search Examples:

1- When searching for red use "red" or "rd" to find all of the entries. This is the same process used for black (blk) and gold (gld).

2- All other abbreviations use the beginning of the word, searching for "BLU" plus the designator "*" finds all blue, blue & white, blue & red, etc. listings in the COLOR field. Using the designator "*" before and after BLU finds blu anywhere in the field.

Agate	Gilt	Rd / Blu
Black	Gilt Edg	Rd Gr Wh
Blk / Wh	Gold	Red
Blk /Yel	Gr / Blu	Red / Gr
Blu / Gr	Gr / Wh	Red / Wh
Blu / Rd	Gr Edge	Red Edge
Blu / W	Gray	Scarlet
Blu Edge	Green	Sil Edge
Blu Gray	Ivory	Silver
Blu Rd W	Lead	Spotted
Blue	Lemon	Stained
Brown	Marble	Striped
Buff	Motley	Tartan
Check	Mottled	Teal
Colored	Ocher	Tortoise
Colors	Orange	Unpaint
Cream	Painted	Verdigr
Crimson	Pink	Vermilli
Dark	Plaid	Wh / Br
Dove	Polished	Wh Gilt
Drab	Printed	White
Embossed	Pur / Wh	Yel / Wh
Enamel	Purple	Yellow
Figured		
Flowered		

NOMENCLATURE

Field - Material

MATERIAL is an eight character field. To ensure that all items are reported, when searching, use the beginning letters of the MATERIAL, followed by the wild card (*). This permits the search to include any attached designators. MATERIALS which have had the spelling modernized have the assumed designator, "=" attached. Using the wild card character and the beginning of the word will also accommodate several longer truncated words, such as Chocolate or Cochineal

Abbreviations are used in the MATERIAL field usually where there is a compound word, such as "bell metal" or "lignum vitae."

Abbreviations in the MATERIAL field are:

BEL MET:	Bell Metal	LIGN VIT:	Lignum Vitae
BLK WAL:	Black Walnut	PR:	Princes
FR:	French	QU:	Queen
		WH:	White

Search Examples:

1- When searching for Japan, by entering "Japan" in the search, the researcher will find only "Japan" items in the database. But by adding the wild card character "*" as in "japan*" - all japan or japaned items will be reported.

2- A search for "Wal" yields all walnut items, but by using the wild card character before and after "wal" as in "*wal*" the search will produce all walnut and black walnut items. The wild card character before "wal" allows the filter to find the item any place in the field.

Agate	Brandy	Cheese
Alabaste	Brass	Cherry
Alapeen	Brazil	Chestnut
Ale	Brick	China
Allamod	Brimston	Chinese
Allspice	Bristol	Chintz
Almonds	Britain	Chip
Alum	Broadcl	Chocola
Anateen	Brocade	Cider
Anchovie	Bronze	Cinnamon
Apple	Broom	Citron
Arrack	Buck	Claret
Ash	Buckhorn	Clay
Bacon	Buckram	Cloth
Bagging	Buckskin	Cloves
Baize	Bunt	Coal
Bamboo	Butter	Coating
Bark	Calaman	Cochinea
Barley	Calico	Coconut
Beans	Calomel	Coffee
Bear	Camblet	Congo
Bearskin	Cambric	Copper
Beaver	Cane	Copperas
Beech	Canvas	Corduro
Beef	Capers	Cork
Beer	Carneli	Corn
Bel Met	Carpet	Cotton
Binding	Cashmere	Country
Birch	Cast	Crab
Birdseye	Cat Gut	Cracklin
Blk Wal	Cattail	Crape
Blue	Cedar	Crocus
Bombaze	Ceramic	Crystal
Bone	Chaff	
Bounce	Chalk	
Boxwood	Check	

FIELD - MATERIAL (cont.)

Currants	Granite	Malmzey
Cypress	Grass	Manches
Damask	Gum	Maple
Deal	Hair	Marble
Delft	Hammel	Marseil
Diamond	Hard Met	Matchco
Diaper	Harns	Matting
Dimity	Hartshor	Meat
Dowlas	Hemp	Medicine
Drab	Hempen	Metal
Drilling	Herring	Metal Pr
Drugget	Hessian	Metal Qu
Duck	Hickory	Moco
Duffle	Hide	Mohair
Durant	Hog	Molasses
Duroy	Holland	Moreen
Dutch	Homespun	Morocco
Earthen	Honey	Mosquit
Ebony	Hops	Mulberry
Edging	Horn	Muslin
Egypt	Horse	Mustard
Elixir	Huckaba	Nankeen
Elm	Humhum	Napped
Enamel	India	Niter
English	Indigo	Norwich
Everlast	Ink	Nuns
Fabric	Inlayed	Nutmeg
Fat	Ipecac	Nuts
Fearnot	Irish	Oak
Feather	Iron	Oak Wh
Felt	Ivory	Oats
Ferret	Jalap	Ocher
Fig	Japan	Oil
Fish	Japaned	Onion
Flag	Jeans	Osnabur
Flanders	Kedminst	Paint
Flannel	Kenting	Painted
Flax	Kersey	Paper
Flint	Kid	Paste
Flock	Kilmarn	Patch
Flour	Knit	Pearl
Flummons	Lace	Peas
Forest	Lamb	Pepper
Frieze	Lancaste	Persian
Fringe	Lard	Persico
Fulled	Lawn	Pewter
Fustian	Lead	Phisic
Gallens	Leather	Pickle
Garlix	Lign Vit	Pimento
Garnet	Linen	Pinchba
Gauze	Linseed	Pine
Geneva	Linsey	Plaid
Gensing	Liquors	Plains
Ghenting	Lisbon	Plank
Gilt	List	Plaster
Ginger	Liverpoo	Plate
Gingham	Lobster	Plate Fr
Glass	Locust	Plated
Glazed	Love	Plush
Glue	Lutestri	Polished
Gold	Mace	Poplar
	Madeira	Poplin
	Mahogan	Pork

FIELD - MATERIAL (cont.)

Port	Stuff
Porter	Sturgeon
Post	Sugar
Potato	Swanskin
Powder	Sweetmea
Qu Chin	Taffeta
Raisins	Tallow
Rattan	Tamerind
Rattinet	Tammy
Rhine	Tapestry
Rice	Tartan
Rolls	Tartar
Rope	Tea
Rose	Tepays
Rosewate	Thicks
Rum	Thickset
Rush	Thread
Russia	Tick
Rye	Ticking
Sack	Tin
Sacking	Tinned
Sagathy	Tissue
Sage	Tortois
Salt	Tow
Saltpet	Treacle
Sassafra	Tufted
Satin	Turkey
Scotch	Twig
Screen	Twine
Sealski	Velvet
Seersuc	Venecian
Serge	Veneer
Shad	Venison
Shag	Vinegar
Shagree	Virgini
Shalloo	Walnut
Shammey	Water
Sheetin	Watered
Shell	Wax
Sherry	Wedgewo
Shot	Welch
Shrub	Wheat
Silk	Whiskey
Silver	Whiting
Skin	Wick
Slate	Wicker
Snals	Wildboar
Snuff	Willow
Soap	Wilton
Souse	Wine
Spermac	Wire
Spice	Wood
Spirits	Wool
Splint	Worked
Splinter	Worsted
Starch	Wrappers
Steel	Wrought
Sterling	Yarn
Stick	
Stone	
Straw	

BOOKS BY TITLE - SUBJECT

AESTHETICS
AGRICULTURE
ARCHITECTURE
AUX SCIENCE OF HISTORY
BIBLE
BIBLIOGRAPHY
CHRISTIAN DENOMINATIONS
CHRISTIANITY
DECORATIVE ARTS
DOCTRINAL THEOLOGY
ECONOMICS
EDUCATION
ETHICS
FINE ARTS
GENERAL WORKS
GEOGRAPHY
HISTORY OF THE AMERICAS
ISLAM
LANGUAGE
LAW
LINGUISTICS
LITERATURE
LOGIC

MATHEMATICS
MEDICINE
MILITARY SCIENCE
MISCELLANEOUS
MUSIC
NAVAL SCIENCE
NEWSPAPER
PHILOSOPHY
POLITICAL SCIENCE
PRACTICAL THEOLOGY
PSYCHOLOGY
RECREATION
RELIGION
RELIGIONS
SCIENCE
SOCIAL SCIENCES
TECHNOLOGY
WORLD HISTORY