

**Worthington News Index  
Data Input Guidelines**

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## I. Scope

Articles are indexed in order to be retrieved by searching subject headings or keywords. Subject headings used in this index are taken from the *Library of Congress Subject Headings*, 23<sup>rd</sup> edition. Names of organizations, associations, government bodies, places, and events are included in the Worthington News Index Name Authority List, to be consulted for consistency. Seventeen local newspapers are indexed, spanning the period of 1812-present.

This index includes actions, opinions, conditions, and photos of the people, places, and things making news in Worthington, Ohio. Happenings reported in the local areas of Clinton Township, Columbus, Delaware, Dublin, Flint, Linworth, Orange Township, Perry Township, Powell, Riverlea, Sharon Township, and Westerville, which have significance to the community of Worthington are indexed. Items that will be of particular value to those interested in researching family history include obituaries, birth announcements, engagement announcements, and wedding announcements.

## II. Topics to be indexed

- A. Index all articles except for those in special sections (e.g. Spring Home and Garden, Home Life and Real Estate Guide, Career Marketplace, etc.) or those clearly not of a local focus.
- B. Sports - Index articles in “Sports” sections only when they are substantial (i.e. more than just reporting wins/losses or scores) and clearly focus on one or more of the communities served (e.g. a feature on a new coach at the high school, an article about a statewide championship win, the construction of a new gym or playing field at a particular school, etc.)
- C. Photographs – Index photographs that do not have an accompanying article, using the caption as the title. Attribute to “Anon” in the \***Author last name** field if no credit is provided. Be sure to check the box next to “Photograph/Illustration”.
- D. Commentary/Opinion – Index commentary and opinion pieces.

Those which list the author as “Commentary Editor,” “Administrative Editor,” or equivalent are considered true editorials. Assign these the subject of **Editorials Ohio Worthington**.

Those that designate the author as “Staff Reporter” or offer no such designation are *not* considered to be editorials. Assign these the subject of **Newspapers – Sections, columns etc. – Op-ed. pages**.

- E. Letters – Index all letters and assign the subject of **Letters to the Editor Ohio Worthington**.

- F. Reviews – Index only reviews of locally produced plays and films, or books written by local authors. Index restaurant reviews only if they are truly local to Worthington (e.g. a review of Rigsby’s in the Short North neighborhood of Columbus should not be indexed). Assign reviews the subject of **Newspapers – Sections, columns etc. – Reviews**.
- G. Index obituaries, birth announcements, baptismal announcements, engagement announcements, wedding announcements, and golden (50 years) wedding anniversary announcements. Use “Anon” for the **\*Author last name** field and “Local Area” for the **\*City or Township** field. Enter variations of names when nicknames, middle names, and/or middle initials are reported (e.g. a name reported as Richard “Rick” Smith should be indexed as Richard Smith and Rick Smith; a name reported as Jane A. Doe should be indexed as Jane A. Doe and Jane Doe).

Obituaries – In some instances obituaries are reported in a single article in the newspaper. However, multiple obituaries are often reported in a designated section of the newspaper. In these cases create a single record for all the obituaries reported in the obituary section in that day’s paper. Enter the given title for that section in the **\*Article title** field (e.g. Obituaries, Deaths, Silent Host). Assign the subject **Obituaries Ohio Worthington** for all obituaries. Enter only the names of the deceased in the Keyword field.

Birth announcements - In some instances birth announcements are reported in a single article in the newspaper. However, multiple birth announcements are often reported in a designated section of the newspaper. In these cases create a single record for all birth announcements in that day’s paper. Enter the given title for that section in the **\*Article title** field (e.g. Birth Announcements, Newborns, etc.) and select **Birth Registers, etc. Ohio Worthington** from the **LCSH** drop down menu. Enter only the names of the infant born, when provided, and the parents in the Keyword field.

Baptismal announcements - Create a single record for all the Baptismal announcements in a single issue. Enter the given title for that section in the **\*Article title** field (e.g. Baptisms, etc.) and select **Baptismal Records Ohio Worthington** from the **LCSH** drop down menu. Enter only the names of the individual baptized in the Keyword field.

Engagement announcements - Create a single record for all the engagement announcements in a single issue. Use “Engagement announcements” for the **\*Article title** field and select **Betrothal Ohio Worthington** as the subject. Enter only the names of the bride and groom in the keyword field, using maiden last name for women.

Marriage announcements - Create a single record for all the marriage announcements in a single issue. Use “Marriage announcements” for the \***Article title** field and select **Marriage Records Ohio Worthington** as the subject. Enter only the names of the bride and groom in the keyword field, using maiden last name for women.

Golden wedding anniversary announcements - Create a single record for all the Golden wedding anniversary announcements in a single issue. Use “Golden wedding anniversary announcements” for the \***Article title** field and select **Wedding Anniversaries Ohio Worthington** as the subject. Enter the names of the husband and wife in the keyword field.

### **III. Topics not to be indexed**

- A. Do not index articles about local sports unless they are substantial (i.e. more than just reporting wins/losses or scores) and clearly focus on one or more of the communities served (e.g. a feature on a new coach at the high school, an article about a statewide championship win, or the construction of a new gym or playing field at a particular school).
- B. Do not index photographs of sports teams.
- C. Do not index articles or editorials about professional sports.
- D. Do not index announcements of events, “news in brief” paragraphs, the crime report list, legal notices, the real estate transactions list, school lunch menus, etc.
- E. Do not index articles in special sections such as Spring Home and Garden, Home Life and Real Estate Guide, Career Marketplace, etc.
- F. Do not index foreign, national, or state news, unless there is a local connection to the story.
- G. Do not index upcoming events. These will be indexed when they occur.
- H. Do not index club announcements, unless historically significant activities are reported.

### **IV. Choosing keywords and subjects**

- A. Personal names – Always include a person’s name as a keyword if he or she is the primary subject of the article. Also include names of people who are quoted extensively in the article.
- B. Corporate names – Include names of businesses, schools, clubs, institutions, organizations, districts, or streets as keywords when they are primary subjects of

articles. Limit keywording names that are not local unless it is absolutely necessary because that business, organization, etc. is a primary focus.

**Note:** Check the Name Authority List, as needed, for exact names of organizations, businesses, city offices, schools, places, etc.

- C. Other keywords. Choose keywords and brief keyword phrases from the text that describe the main focus of the article.
- D. Articles may be assigned subjects from a predetermined list of Library of Congress Subject Headings (LCSH), developed specifically for the Worthington News Index. These subject headings were based in part on the pamphlet files in the Worthington Room, therefore you may find it useful to look at these files in order to become more familiar with what the subject headings cover. In addition, a printed copy of the list of Worthington News Index LCSH is provided to you as a reference tool to consult as needed.

**Note:** Use discretion in assigning subject headings and avoid using very general headings that might bulk up a search (e.g. assign the LCSH “Schools Ohio Franklin County” only if the article is indeed about schools in Franklin County in general and not about one particular school or school district). Assign subject headings only if searching for them would be a logical choice.

- E. Although there is plenty of space for keywords, limit non-personal keywords to 4-5 for a medium length article. Include variations of words if it seems necessary. For articles that are not truly local, don’t hesitate to assign only one subject heading or a personal/corporate name as a keyword phrase.

## V. Getting started

- A. Check your Worthington News Index Tracking Sheet to determine which newspaper issue you indexed last. You will be picking up where you stopped last time.
- B. Locate the appropriate reel of film.

The following titles are stored in the Worthington Room:

*Central Ohio Review*  
*Delaware Gazette*  
*Delaware Patron*  
*Delaware Patron and Franklin Chronicle*  
*Franklin Chronicle*  
*Freeman’s Chronicle*  
*Ohio Gazette*  
*Ohio State Gazette*  
*Olentangy Gazette*

*Public Opinion*  
*Westerville Review*  
*Western Intelligencer*

The following titles are stored in the Periodicals Department:

*This Week in Worthington*  
*Worthington News*  
*Worthington News (SNP)*  
*Worthington Suburbia News*

**Note:** If you are indexing issues of the *Worthington News (SNP)* 2000-2001 you will be working from hard copies of these newspapers, until microfilm of these issues arrives. Copies of these newspapers are located in the Periodicals Department.

- C. Turn on the microfilm reader and load the film.
- D. Advance the film to the issue that you will be indexing. **Reminder:** use your Worthington News Index Tracking Sheet to determine the title, date, and page number that you indexed last.
- E. On your Worthington News Index Tracking Sheet, fill in today's date, your name, and the title of the newspaper that you are indexing. In the **Issue Date** column, enter the date of the paper you are indexing. In the **Start Time** column, enter the current time, rounded to the nearest quarter hour, (e.g. It is 9:47 when you fill in the start time, on the tracking sheet enter 9:45 as the start time. It is 1:24 when you fill in the start time, on the tracking sheet enter 1:30 as the start time).
- F. Turn on the computer monitor, if it is not yet turned on.
- G. Log the computer on by pressing **Ctrl, Alt, Delete** on the keyboard. The Logon Information dialog box will appear. Log on with "**patrono**" as the User Name. Select **NT WOR** as the Domain. Do not enter a password. Click "O.K."

## **VI. Opening the Worthington News Index Input Form**

- A. Internet Explorer will launch automatically when the computer is logged on as "patrono".
- B. In the address box, enter the URL for the Worthington Public Library and Community Partners Database Maintenance Forms, (<http://www.worthington.org/Forms>) and press **Enter** on the keyboard.
- C. Under Community Databases, click on the **Worthington News Index** hyperlink.

- D. At the Worthington News Index Login Screen, click in the **User ID** field. Enter your assigned User ID. The tab key on the keyboard moves the cursor from one field to the next. Press the tab key once to move the cursor to the **Password** field. Enter your assigned password. Tab down to the **My Name** field and enter your name. Press the enter key. You are now logged into the Worthington News Index Input Form.

## VII. Entering data into the form

- A. All fields designated with an asterisk (\*) are required.
- B. Click inside the **\*Article title** field. Type the title of the article exactly as it appears capitalizing only the first word, proper names, and the first word after a colon. Use single quotation marks for quotations within the title. Include all subheadings, preceded by a colon. Hit tab.
- C. If the article you are indexing has an accompanying photograph or illustration, click inside the box next to **Photograph/Illustration**. Hit tab to move on to the next field.
- D. Enter the author's first name and middle initial in the **Author first name** field and hit tab. If none is provided, skip to the next field.
- E. Enter the author's last name in the **\*Author last name** field and hit tab. If no author is listed, type "Anon" in the author last name field.

**Note:** For articles where there is a second author, enter the second author's name in the **Second author first name** field and enter the second author's last name in the **Second author last name** field.

- F. The **\*Source** field defaults to *Central Ohio Review*. Hit tab if *Central Ohio Review* is the source. Otherwise, click once on the downward arrow at the right end of the source field to view the drop down menu. Select the name of the correct source and click on it. The selected source should now be displayed in the **\*Source** field. Hit tab.

**Note:** Please be aware that several of the titles of local newspapers are similar. It is vital that the correct newspaper title be selected as the source. For example, the *Worthington News* was in publication 1925-1992 and the *Worthington News (SNP)* has been in publication 1998-present. The *Worthington News* was published by the Insley family, whereas the *Worthington News (SNP)* is published by the Suburban News Press.

- G. The **\*Microfilm Roll #** field is a drop down menu. From the drop down menu, select the appropriate microfilm roll. Each possible selection in the Microfilm Roll drop down menu is formatted in the following way: Title of Newspaper

(dates covered) – barcode number, (e.g. Westerville Review (1880-1883) – 1965302779). The selected microfilm roll # should now be displayed in the \*Microfilm Roll # field. Hit tab.

**Note:** The barcode number for each reel of microfilm is located on the flap of its' storage box. For recent newspapers that have not yet been microfilmed, select one of the following:

“Worthington News (SNP) (2000) - TBD” for *Worthington News (SNP) 2000*

“Worthington News (SNP) (2001) - TBD” for *Worthington News (SNP) 2001*

“This Week in Worthington (2000) - TBD” for *This Week in Worthington 2000*

“This Week in Worthington (2001) - TBD” for *This Week in Worthington 2001*

- H. Enter the date of the publication in the \***Article Date** field as mm/dd/yyyy, (e.g. 2/1/2000, 5/25/1892, etc.). Hit tab.
- I. Enter the page number on which the article begins in the \***Page** field. Do **not** enter subsequent page numbers if the article is continued on another page. Hit tab.
- J. The \***City or Township** field defaults to Worthington. Hit tab if the article's focus is Worthington. Otherwise, click once on the downward arrow at the right end of the source field to view the drop down menu. Select the city or township on which the article focuses. If no one city or township is clearly the focus, more than one city or township the focus, or the city or township of focus is not listed in the drop down menu, select “**Local Area**”. The selected city or township should now be displayed in the \*City or Township field. Hit tab.
- K. The **LCSH** fields (Library of Congress Subject Headings) are drop down menus, which default to a blank field. Up to three subject headings may be assigned to each entry. The LCSH fields are not required. After selecting a subject heading from the **LCSH 1** drop down menu, hit tab to move to the next field in the input form. If it is appropriate to assign second and third subject headings, select them from the **LCSH 2** and **LCSH 3** drop down menus. If you are assigning no subject headings to an article, simply tab through the LCSH fields to skip them.
- Note:** If you have selected a subject heading and then decided that no subject heading is necessary, scroll to the top of the LCSH drop down menu and click on the blank space above “4H Clubs Ohio Worthington”.
- L. **Keywords** may be entered to report relevant personal names and corporate names. Enter keywords and/or keyword phrases that describe the main focus of the article as a supplement to subject headings when appropriate. Keyword entry shall be case specific. Capitalize all personal and corporate names. Separate keywords and keyword phrases with commas.

- M. Your name should automatically appear in the **\*My Name** field. Verify that it is correct and change if necessary. Hit tab.

**Note:** If someone else's name appears automatically in the **\*My Name** field, this indicates that you are logged in as someone else. Log out of the Input Form by closing Internet Explorer. From the desktop, double click on the Internet Explorer icon. Log in again to the Worthington News Index Input Form, using your User ID and password. Resume indexing the next article.

- N. The current date should automatically appear in the **Today's Date** field. Verify that it is correct and change if necessary. Hit tab.

- O. Click on the **Add New Record to Worthington News Index** button. The data you have entered will automatically be added to the database. The Internet Explorer browser will display the new record that you have just submitted. Click on **INPUT a new record** to begin indexing the next article.

**Note:** A dialog box will appear if data has not been entered for any of the required fields. If this occurs corrections must be made before the form will be accepted. Click on "O.K." and enter the appropriate data for the required field(s). Click on the **Add New Record to Worthington News Index** button.

**Note:** If you see an error in a new record after you have added it to the database, you may edit it. To do so, click on the **Edit This Record** button. You may edit fields in the Update This Record form, and finish by clicking the **Update** button at the bottom of the page. Your updated record will be displayed. Click on **INPUT a new record** to continue indexing.

**Note:** While you are indexing an article, if you decide that you need to clear the Input Form and start over, click on the **Clear Form** button at the end of the Input Form. This will clear all the fields and allow you to start again with a new Input Form.

- P. When you finished indexing an issue, finish filling out the Worthington News Index Tracking Sheet for that issue. In the **End Time** column, enter the current time, rounded to the nearest quarter hour.
- ◆ You may begin indexing the next issue of the newspaper. Make sure that you start by entering a new record on the Worthington News Index Tracking Sheet (today's date, name, newspaper title, issue date, and start time rounded to the nearest quarter hour).
  - ◆ If after indexing an issue of a newspaper and entering the end time, you are finished for the day, close Internet Explorer either by clicking the "X" in the upper right hand corner or by choosing "Close" under the "File" drop down menu in the toolbar. Log the computer off by pressing **Ctrl, Alt, Delete** on the keyboard and clicking on **Logoff**. Turn the computer monitor off.

- Q. Rewind the microfilm, put it in its box, turn off the microfilm reader, and return the microfilm to its proper storage location.

**Note:** If you are indexing the *Worthington News (SNP)* 2000-2001 or *This Week in Worthington* 2000-2001, return the paper to its place in the periodicals department.

## Appendix I

### Worthington News Index Controlled Vocabulary

This controlled vocabulary list is intended to help Worthington Memory volunteers select subject headings to assign to articles indexed in the Worthington News Index. Subject terms are derived from the *Library of Congress Subject Headings*, 25<sup>th</sup> Edition. This list is not static and is revised as needed.

4-H Clubs Ohio Worthington  
Abolitionists Ohio Worthington  
Accidents Ohio Worthington  
African Americans Ohio Worthington  
Aged Ohio Worthington  
Agriculture Ohio Worthington  
All Saints Lutheran Church (Worthington Ohio)  
American Legion Ohio Leasure-Blackston Post 239  
Antislavery Movements Ohio Worthington  
Annex (Old Worthington High School) Worthington Ohio  
Artists Ohio Worthington  
Arts Ohio Worthington  
Athletic Clubs Ohio Worthington  
Authors Ohio Worthington  
Automobile Parking Ohio Worthington  
Baptismal Records Ohio Worthington  
Bars (Drinking Establishments) Ohio Worthington  
Basketball Ohio Worthington  
Baseball Ohio Worthington  
Betrothal Ohio Worthington  
Bicycle Trails Ohio Worthington  
Bishop Watterson High School (Columbus Ohio)  
Boy Scouts Ohio Worthington  
Bridges Ohio Worthington  
Budget Ohio Worthington

Buildings Ohio Worthington  
Business Ohio Worthington  
Businessmen Ohio Worthington  
Businesswomen Ohio Worthington  
Camp Fire Inc. (Worthington Ohio)  
Camp Lyon (Ohio)  
Camp Mary Orton (Columbus Ohio)  
Camps Ohio Worthington  
Canals Ohio Franklin County  
Catholic Church Ohio Columbus Region  
Cemeteries Ohio Worthington  
Census Ohio Worthington  
Charter Schools Ohio Worthington  
Christmas Trees Ohio Worthington  
Church Buildings Ohio Worthington  
Citizens Associations Ohio Worthington  
City Planning Ohio Worthington  
Cleveland Southwestern and Columbus Trolley  
Clubs Ohio Worthington  
Columbus (Ohio)  
Columbus Japanese Saturday School (Worthington Ohio)  
Condominium Associations Ohio Worthington  
Congregation Beth Tikvah (Worthington Ohio)  
Convention and Visitors Bureau of Worthington (Ohio)  
Crime Ohio Worthington  
Cycling Ohio Worthington  
Debates and Debating Ohio Worthington  
Delaware (Ohio)  
Democratic Party (Worthington Ohio)  
Demonstrations Ohio Worthington  
Depressions 1929 Ohio Worthington

Don Scott Airport (Columbus Ohio)  
Dublin (Ohio)  
Editorials Ohio Worthington  
Educational Tests and Measurements Ohio Worthington  
Election Districts Ohio Franklin County  
Electioneering Ohio Worthington  
Elections Ohio Worthington  
Elementary Schools Ohio Worthington  
Environmental Protection Ohio Worthington  
Express Highways Ohio Worthington  
Far North Columbus Communities Coalition (Westerville Ohio)  
Far Northwest Coalition (Columbus Ohio)  
Farmers' Market Ohio Worthington  
Festivals Ohio Worthington  
Field Hockey Ohio Worthington  
Fire Departments Ohio Worthington  
Fires Ohio Worthington  
Flint (Ohio)  
Football Ohio Worthington  
Fourth of July Ohio Worthington  
Franklin County (Ohio)  
Freemasons Ohio Worthington  
Fund Raising Ohio Worthington  
Gardens Ohio Worthington  
Geology Ohio Worthington  
Girl Scouts Ohio Worthington  
Grace Brethren Church of Columbus (Ohio)  
Grand Army of the Republic  
Griswold Center (Worthington Ohio)  
Griswold Christian Academy (Worthington Ohio)  
Gymnastics Ohio Worthington

Haggler's Day (Worthington Ohio)  
Harding Hospital (Worthington Ohio)  
Health  
High Schools Alumni and Alumnae  
High Schools Ohio Worthington  
High St. Baptist Church (Worthington Ohio)  
Historic Districts Ohio Worthington  
Historic Sites Ohio Worthington  
Hockey Ohio Worthington  
Horse Sports  
Hotels Ohio Worthington  
Independent Order of Odd Fellows Ark Lodge (Worthington Ohio)  
Jeffers Hopewell Prehistoric Mound  
Jehovah's Witnesses Northwest Congregation (Worthington Ohio)  
Junior High Schools Ohio Worthington  
Justices of the Peace Ohio Worthington  
Kilbourn Commercial Building (Worthington Ohio)  
Korean War, 1950-1953 Ohio Worthington  
Leadership Tomorrow (Worthington Ohio)  
Leadership Worthington (Worthington Ohio)  
Letters to the Editor Ohio Worthington  
Library Trustees Ohio Worthington  
Libraries Ohio Columbus  
Libraries Ohio Worthington  
Linworth (Worthington Ohio)  
Linworth Alternative Program (Worthington Ohio)  
Linworth Baptist Church (Columbus Ohio)  
Linworth United Methodist Church (Worthington Ohio)  
Literary Societies Ohio Worthington  
Local Transit Ohio Franklin County  
Lord of Life Lutheran Church (Worthington Ohio)

Maps Ohio Worthington  
Market Days (Worthington Ohio)  
Marriage Records Ohio Worthington  
Mayors Ohio Worthington  
Memorial Day  
Mexican War, 1846-1848  
Middle Schools Ohio Worthington  
Mid-Ohio Regional Planning Commission (MORPC)  
Morse Bethel Connector  
Motels Ohio Worthington  
Mount Air (Columbus Ohio)  
Moving Picture Theaters Ohio Franklin County  
Mural Painting and Decoration American Ohio Worthington  
Music Ohio Worthington  
Musicians Ohio Worthington  
National Register of Historic Places (Worthington Ohio)  
Neighborhood Ohio Worthington  
Newspapers Ohio Worthington  
Newspapers – Sections, columns etc. – Op-ed. pages  
Newspapers – Sections, columns etc. – Reviews  
Northwest Library (Columbus Ohio)  
Obituaries Ohio Worthington  
Ohio Central Normal School  
Ohio Militia  
Ohio Reformed Medical College  
Old Episcopal Rectory aka Old Rectory (Worthington Ohio)  
Old Worthington Association (Ohio)  
Old Worthington Library (Ohio)  
Olde Worthington Business Association (Ohio)  
OPLIN (Ohio Public Library Information Network)  
Orange Johnson House (Worthington Ohio)

Ordinances Municipal Ohio Worthington  
Parades Ohio Worthington  
Parents' and Teachers' Associations Ohio Worthington  
Parks Ohio Worthington  
Partners for Citizenship and Character (Worthington Ohio)  
Perry (Franklin County Ohio) Township  
Persian Gulf War, 1991  
Pioneer Days (Worthington Ohio)  
Plesenton Drive Observer  
Polaris (Columbus Ohio)  
Police Ohio Worthington  
Political Parties Ohio Worthington  
Politics, Practical Ohio Worthington  
Pontifical College Josephinum (Worthington Ohio)  
Post Office Buildings Ohio Worthington  
Postal Service Ohio Worthington  
Postmasters Ohio Worthington  
Private Schools Ohio Worthington  
Public Schools Ohio Worthington  
Public Trustees Ohio Worthington  
Public Utilities Ohio Worthington  
Race Relations Ohio Worthington  
Railroad Stations Ohio Worthington  
Railroads Ohio Worthington  
Real Estate Development Ohio Worthington  
Recreation Areas Ohio Worthington  
Recreation Centers Ohio Worthington  
Recycling (Waste, etc.) Ohio Worthington  
Refuse Collection Ohio Worthington  
Reorganized Church of Jesus Christ of Latter Day Saints (Worthington Ohio)  
Republican Party (Worthington Ohio)

Restaurants Ohio History  
Restaurants Ohio Worthington  
Retail Trade Ohio Worthington  
Rivers Ohio Worthington  
Riverlea (Ohio)  
Roads Ohio Worthington  
Roads Design and Construction Ohio Worthington  
Rush Creek (Worthington Ohio)  
Sayama-shi (Japan)  
School Buildings Ohio Worthington  
School Districts Ohio Franklin County  
School Integration Ohio Worthington  
School Music Ohio Worthington  
School Sports Ohio Worthington  
Schools Ohio Franklin County  
Sculpture Ohio Worthington  
Sex Discrimination Ohio Worthington  
Sharon (Franklin County Ohio) Township  
Sharon Township Hall (Worthington Ohio)  
Shopping Centers Ohio Worthington  
Soccer Ohio Worthington  
Spanish American War, 1898 Ohio Worthington  
Special Improvement District (Worthington Ohio)  
St. Francis De Sales High School (Columbus Ohio)  
St. John's African Methodist Episcopal Church (Worthington Ohio)  
St. John's Episcopal Church (Worthington Ohio)  
St. Michael Catholic Church (Worthington Ohio)  
St. Michael School (Worthington Ohio)  
Stores Retail Ohio Worthington  
Storms Ohio Worthington  
Street Names Ohio Worthington

Street Railroads Ohio Worthington  
Swimming Ohio Worthington  
Swimming Pools Ohio Worthington  
Synagogues Ohio Worthington  
Taxation Ohio Worthington  
Teachers Ohio Worthington  
Temperance Societies, etc. Ohio Worthington  
Thanksgiving Day  
Theater Ohio Columbus  
Theater Ohio Worthington  
Thomas Worthington High School (Worthington Ohio)  
Town Meetings (Worthington Ohio)  
Traffic Accidents Ohio Worthington  
Traffic Congestion Ohio Worthington  
Transportation Ohio Worthington  
Tree City Designation (Worthington Ohio)  
Trees Ohio Worthington  
Underground Railroad Ohio Worthington  
United Methodist Childrens Home (Worthington Ohio)  
United States Army Ohio Infantry Division, 46th (1861-1865)  
United States History Civil War, 1861-1865 Ohio Worthington  
United States History Revolution, 1775-1783  
United State History War of 1812  
Universities and Colleges Alumni and Alumnae  
Universities and Colleges Ohio  
Upper Arlington (Ohio)  
Urbanization Ohio Worthington  
Veterans Ohio Worthington  
Veterans of Foreign Wars of the United States Worthington Post 2398  
Vietnamese Conflict 1961-1975 Ohio Worthington  
Village Green (Worthington Ohio)

Voluntarism Ohio Worthington  
Walking Ohio Worthington  
Wedding Anniversaries Ohio Worthington  
West Olentangy Recreation Path (Worthington Ohio)  
Westerville (Ohio)  
Women in Education Ohio Worthington  
Women Ohio Worthington Societies and Clubs  
World War II Commemorative Committee (Worthington Ohio)  
World War, 1914-1918 Ohio Worthington  
World War, 1939-1945 Ohio Worthington  
Worthington (Ohio)  
Worthington (Ohio) Anniversaries  
Worthington (Ohio) Appropriations and Expenditures  
Worthington (Ohio) Architectural Review Board  
Worthington (Ohio) Biography  
Worthington (Ohio) Board of Education  
Worthington (Ohio) Board of Zoning Appeals  
Worthington (Ohio) Centennial Celebrations, etc  
Worthington (Ohio) Charters  
Worthington (Ohio) City Council  
Worthington (Ohio) City Manager  
Worthington (Ohio) Community Relations Commission  
Worthington (Ohio) Comprehensive Plan  
Worthington (Ohio) Department of Engineering  
Worthington (Ohio) Department of Finance  
Worthington (Ohio) Department of Parks and Recreation  
Worthington (Ohio) Department of Public Service  
Worthington (Ohio) Economic Conditions  
Worthington (Ohio) History  
Worthington (Ohio) Municipal Development Commission  
Worthington (Ohio) Municipal Planning Commission

Worthington (Ohio) Parks and Recreation Commission  
Worthington (Ohio) Politics and Government  
Worthington Academy (Ohio)  
Worthington Adult Spelling Bee (Ohio)  
Worthington Alliance of Black Parents (Ohio)  
Worthington Area Art League (Ohio)  
Worthington Area Chamber of Commerce (Ohio)  
Worthington Art Festival (Ohio)  
Worthington Arts Council (Ohio)  
Worthington Baptist Church (Ohio)  
Worthington Christian Church (Ohio)  
Worthington Christian Schools (Worthington Ohio)  
Worthington City Schools (Worthington Ohio)  
Worthington City Schools (Worthington Ohio) Athletics  
Worthington City Schools (Worthington Ohio) Awards  
Worthington City Schools (Worthington Ohio) Buildings  
Worthington City Schools (Worthington Ohio) Curricula  
Worthington City Schools (Worthington Ohio) Evaluation  
Worthington City Schools (Worthington Ohio) Finance  
Worthington City Schools (Worthington Ohio) History  
Worthington City Schools (Worthington Ohio) Officials and Employees  
Worthington City Schools (Worthington Ohio) Planning  
Worthington City Schools (Worthington Ohio) Statistics  
Worthington City Schools (Worthington Ohio) Trials, Litigation, etc.  
Worthington Community Center (Ohio)  
Worthington Community Coordinating Board (Ohio)  
Worthington Community Service Committee (Ohio)  
Worthington Community Theatre (Ohio)  
Worthington Craft Guild (Ohio)  
Worthington Economic Development Council (Ohio)  
Worthington Educational Foundation (Ohio)

Worthington Female Seminary (Ohio)  
Worthington Folklife Celebration (Ohio)  
Worthington Foods (Ohio)  
Worthington Garden Club (Ohio)  
Worthington High School (Worthington Ohio)  
Worthington High School Alumni Association (Ohio)  
Worthington Historical Society (Ohio)  
Worthington Industries (Ohio)  
Worthington Inn (Ohio)  
Worthington International Friendship Association (Ohio)  
Worthington Kilbourne High School (Ohio)  
Worthington Mall (Ohio)  
Worthington Medical College (Ohio)  
Worthington Municipal Building (Ohio)  
Worthington Presbyterian Church (Ohio)  
Worthington Public Library (Worthington Ohio)  
Worthington Seventh Day Adventist Church (Ohio)  
Worthington Square Shopping Center (Ohio)  
Worthington Thrift Shop (Ohio)  
Worthington United Methodist Church (Worthington Ohio)  
Worthington Women's Club (Ohio)  
Worthington Youth Boosters (Ohio)  
Wrestling Ohio Worthington  
Year 2000 Date Conversion (Computer systems)  
Zip Code Ohio Worthington  
Zoning Ohio Worthington

## Appendix II

### **Worthington Newspaper Index Name Authority List**

#### **Arts Organizations**

Central Ohio Theatre Organ Society  
Jazz North Dance Company  
Kilbourne Dancing Club  
Recorder Musique  
Worthington Area Art League  
Worthington Arts Council  
Worthington Chamber Music Connection  
Worthington Chorus  
Worthington Civic Ballet  
Worthington Civic Band  
Worthington Community Theatre  
Worthington Craft Guild  
Worthington Music Club  
Worthington Songsters  
Worthington Squares Dance Club

#### **Business and Professional Organizations**

Central Business District Streetscape Project  
Convention and Visitors Bureau of Worthington  
Farmers' Market  
Greater Worthington Area Realtors Association  
Olde Worthington Business Association  
Scioto Company  
Score-Service Corps of Retired Executives  
Worthington Area Business and Professional Women  
Worthington Area Chamber of Commerce  
Worthington Area Nurses Association  
Worthington Downtown Merchants Association

Worthington Economic Development Council  
Worthington Jaycees  
Worthington Manufacturing Company

**Camps**

Adventure Education Center at Camp Lazarus  
Camp Creativity  
Camp Invention  
Camp Mary Orton  
Career Connection Camp  
Kids Discover Art Camp

**Celebrations, Festivals, Events**

American Revolution Bicentennial Celebration  
Columbus Quincentenary  
Family Concerts on the Green  
Hagglers Day  
Holiday Village Green Illumination Ceremony  
Market Days  
Ohio Bicentennial Commission  
Ohio Mock Trial Competition  
Pioneer Days  
Pooch Parade  
Songs of My People  
Songs of Worthington  
Wendy's International Cycling Classic  
Worthington Art Festival  
Worthington Adult Spelling Bee  
Worthington Bicentennial Celebration  
Worthington Bicentennial Steering Committee  
Worthington Centennial Celebration

Worthington Folklife Celebration  
Worthington Sesquicentennial Celebration  
Worthington Special Olympics

**Cemeteries**

Flint Cemetery  
St. John's Episcopal Cemetery  
Walnut Grove Cemetery

**Civic Associations**

Architects for Environmental Awareness  
Bluffsview Homeowners Association  
Brookside Estates Civic Association  
Brookside Woods Civic Association  
Cambridge Place Neighbors Civic Association  
Christopher Woods Civic Association  
Colonial Hills Civic Association  
Deer Creek Homeowners Association  
Far North Columbus Community Coalition  
Far Northwest Coalition  
Flint Ridge Residents Association  
Northbridge Hamlet/Worthingridge Civic Association  
Northwest Civic Association  
Old Worthington Association  
Olde Sawmill Civic Association  
Olentangy Highbluffs Community Association  
Olentangy Highlands Civic Association  
Potters Creek Civic Association  
Rau Lane Civic Association  
Ravines at Deer Creek  
Rush Creek Village Company

Sanctuary Homeowners Association  
Seven Oaks Homeowners Association  
Stilson Highlands Homeowners Association II  
Village of Worthington Civic Association  
Westworth Village Civic Association  
Windsong Condominium Association  
Woods at Josephinum Civic Association  
Worthington Glen Condominium Association  
Worthington Green Civic Association  
Worthington Highlands Homeowners Association  
Worthington Hills Civic Association  
Worthingview Civic Association

**Community Organizations**

American Association of University Women  
Cardinal Pride  
Citizens for a Better Worthington  
Cleanup and Recycling Backers (CURB)  
Colonial Hills Seniors  
Concerned Citizens of the Worthington School District  
Dublin-Worthington Rotary Club  
Formerly Employed Mothers at the Leading Edge  
Friends of the Lower Olentangy Watershed (F.L.O.W)  
Friends of the Worthington Public Library  
Griswold Players  
Home Education League of Parents (Columbus Chapter)  
Kiwanis Club of Northern Columbus  
Ladybugs and Buckeyes  
Lamaze Childbirth Association  
Leadership Worthington  
Lions Club of Worthington

National Society Daughters of the American Revolution, Worthington Chapter  
New Neighbors League Women's Club  
Newcomers of North Columbus  
Optimist Club of Worthington  
Parents for Academic Issues  
Parents for Academics First  
Partners for Citizenship and Character  
RISE (Resources, Information, Support and Education)  
Scandinavian Club of Columbus  
Support Worthington Extended Projects Program  
Wellness Forum of Worthington  
Worthington Alliance of Black Parents  
Worthington Alumni Association  
Worthington Breakfast Sertoma  
Worthington Community Coordinating Board  
Worthington Community Women  
Worthington Educational Foundation  
Worthington Evening Unit  
Worthington Garden Club  
Worthington Hills Garden Club  
Worthington Hills Women's Club  
Worthington Historical Society  
Worthington Homemakers  
Worthington Human Relations Council  
Worthington-Linworth Kiwanis Club  
Worthington Literati  
Worthington Men's Club  
Worthington Senior Adults  
Worthington Senior Center  
Worthington Stamp Club  
Worthington Swiminc

Worthington Thrift Shop, Crew 14  
Worthington Toastmasters Club  
Worthington Welcome Wagon Club  
Worthington Women's Club  
Worthington Writers Group

**Fraternal Organizations**

Independent Order of Odd Fellows Ark Lodge  
Masonic Temple New England Lodge No. 4F & AM  
Moose Lodge 1427  
Worthington Area Elks Lodge 2700

**Government/Government Agencies**

Central Ohio Transit Authority (COTA)  
Charter Review Commission  
City of Columbus  
City of Westerville  
City of Worthington  
Columbus City Council  
Columbus City Council President  
Columbus City Council President Pro-Tem  
Columbus Mayor  
Mid-Ohio Regional Planning Commission (MORPC)  
North Outerbelt Transportation Management Association  
Ohio Department of Transportation (ODOT)  
Ohio House of Representatives  
Ohio House of Representatives 26<sup>th</sup> District  
Ohio House of Representatives 27<sup>th</sup> District  
Ohio Senate  
Ohio Senate 16th District  
Ohio Senate 3rd District

Perry Township  
Perry Township Clerk  
Perry Township Police  
Perry Township Trustees  
Sharon Memorial Hall Board  
Sharon Township  
Sharon Township Police  
Sharon Township Trustees  
Solid Waste Authority of Central Ohio  
State Board of Education  
Transportation Review Advisory Council (TRAC)  
U.S. House of Representatives - 12th Congressional District  
U.S. House of Representatives - 15th Congressional District  
U.S. Postal Service Worthington Branch  
U.S. Senate  
Village of Riverlea  
Village of Riverlea Council  
Walnut Grove Cemetery Board  
Worthington Architectural Review Board  
Worthington Assistant City Manager  
Worthington Board of Zoning Appeals  
Worthington City Council  
Worthington City Council President  
Worthington City Council President Pro Tem  
Worthington City Manager  
Worthington Community Relations Commission  
Worthington Department of Administration  
Worthington Department of Engineering and Building Inspection  
Worthington Department of Finance  
Worthington Department of Public Service  
Worthington Director of Law

Worthington Division of Fire and Emergency Medical Services  
Worthington Division of Police  
Worthington Engineering Director  
Worthington Department of Public Service  
Worthington International Friendship Association  
Worthington Mayor  
Worthington Municipal Building  
Worthington Municipal Development Commission  
Worthington Municipal Planning Commission  
Worthington Parks and Recreation Commission  
Worthington Parks and Recreation Department  
Worthington Parks Crew  
Worthington Village Green and Parks Improvement Fund

### **Historic Sites and Museums**

Adams-Heath House (a k a Demas Adams House)  
Bishop Chase Farm House  
Boarding House  
Buttles-Pinney-Brown House (a k a Sidney Brown House)  
Columbus Historical Society  
Dr. Longenecker Office Building  
Gardner House  
Gilbert House (a k a Travis Scott House)  
Gilbert-Wilcox House (a k a Hiram Wilcox House)  
Griswold House  
Griswold Inn  
Hart House (a k a Cyrus Fay House)  
Jeffers Hopewell Prehistoric Mound  
Kilbourne Commercial Building (a k a Kilbourne House)  
Leatherlips Monument  
Lewis-Noble House (a k a Bishop Noble House)

Masonic Museum  
Mattoon-Woodrow House (a k a Ladd-Mattoon House)  
National Register of Historic Places  
New England Masonic Lodge  
Niles Interurban Combine #21  
Ohio Railway Museum  
Old Episcopal Rectory (aka Old Rectory)  
Orange Johnson House  
Park-Vest House (a k a Jonathan Park House)  
Powell Liberty Historical Society  
Principal's Cottage (a k a President's Home)  
Ripley House  
Sharon Memorial Hall  
Sharon Memorial Hall Board  
Sharon Township Hall  
Skeele House (a k a Captain J. S. Skeele House)  
Snow House  
St. John's Episcopal Church and Cemetery  
Topping-Evans House (a k a J.R. Topping House)  
Worthington Inn  
Worthington Presbyterian Church  
Worthington Village Green  
Wright House (a k a Potter Wright)

### **Libraries**

Columbus Metropolitan Library  
James Kilbourne Memorial Library  
Northwest Library  
Old Worthington Library  
OPLIN (Ohio Public Library Information Network)  
Worthington Public Library

Worthington Public Library Board of Trustees

**Military**

Camp Lyon

Grand Army of the Republic

Ohio Militia

46<sup>th</sup> Regiment Ohio Volunteer Infantry

**Parent-Teacher Associations/Councils/Organizations**

Bluffsview Elementary School PTA

Brookside Elementary School PTA

Colonial Hills Elementary School PTA

Evening Street Elementary School PTA

Granby Elementary School PTA

Kilbourne Middle School PTSA

Liberty Elementary School PTA

Linworth Parent Support Group

McCord Middle School PTA

Perry Middle School PTA

PTA Council Board

Slate Hill Elementary School PTA

Sutter Park Elementary PTA

Thomas Worthington High School PTO

Wilson Hill Elementary School PTO

Worthington Estates Elem. School PTA

Worthington Hills Elementary School

Worthington Kilbourne High School PTO

Worthington Park Elementary School PTA

Worthingway Middle School PTA

## **Parks and Recreation Centers/Areas**

Antrim Park  
East Granville Road Park  
Griswold Center  
Heischman Park  
Highbanks Metro Park  
Huntley Bowl Park  
Indianola Park  
Lazelle Woods Park  
Linworth Park  
McCord Park  
Moses Wright Nature Area  
Olentangy River Parklands  
Olentangy Trails Bikeway  
Park Boulevard/Devils Hill Park  
Perry Park  
Pingree Park  
Rush Run Park  
Selby Park  
Shaker Square Park  
West Olentangy Recreation Path  
Wilson Hill Park  
Worthington Community Center  
Worthington Parks and Recreation Fun Centers

## **Political Organizations**

Anti-Saloon League of Worthington  
Democratic Party  
Democratic Party Columbus Ward 53  
Democratic Party Columbus Ward 60  
Democratic Party Columbus Ward 65

Democratic Party Columbus Ward 72  
Democratic Party Columbus Ward 74  
Democratic Party Perry Township  
Democratic Party Sharon Township  
Democratic Party Worthington Ward 1  
Democratic Party Worthington Ward 2  
Democratic Party Worthington Ward 3  
Democratic Party Worthington Ward 4  
Franklin County Democratic Party  
Franklin County Republican Central Committee  
League of Women Voters  
North Columbus Democratic Club  
Republican Party  
Republican Party Columbus Ward 53  
Republican Party Columbus Ward 60  
Republican Party Columbus Ward 65  
Republican Party Columbus Ward 71  
Republican Party Columbus Ward 72  
Republican Party Columbus Ward 74  
Republican Party Perry Township  
Republican Party Worthington Ward 1  
Republican Party Worthington Ward 3  
Republican Party Worthington Ward 4  
Republican Women's Club  
Worthington Anti-Slavery Society  
Worthington Area Democratic Club  
Worthington Area Republican Club  
Worthington Republican Women's Club

**Religious Organizations**

All Saints Lutheran Church

Columbus Japanese Language School  
Congregation Beth Tikvah  
Grace Brethren Church of Columbus  
High St. Baptist Church  
Jehovah's Witnesses Northwest Congregation  
Liberty Presbyterian Church  
Linworth Baptist Church  
Linworth United Methodist Church  
Lord of Life Lutheran Church  
Reorganized Church of Jesus Christ of Latter Day Saints Worthington Branch  
St. John's African Methodist Episcopal Church  
St. John's Episcopal Church  
St. Michael Catholic Church  
Veritas Christian School  
Worthington Baptist Church  
Worthington Christian Church  
Worthington Partnership of Churches  
Worthington Pastors Association  
Worthington Presbyterian Church  
Worthington Seventh Day Adventist Church  
Worthington United Methodist Church

**Schools, Private**

Bishop Watterson High School  
Griswold Christian Academy  
Methodist Theological School  
Ohio Central Normal School  
Ohio Reformed Medical College  
Pontifical College Josephinum  
St. Francis De Sales High School  
St. Michael School

Worthington Academy  
Worthington Christian Schools  
Worthington Female Seminary  
Worthington Medical College

**Schools, Public**

Annex (Old Worthington High School)  
Bluffsview Elementary School  
Brookside Elementary School  
Colonial Hills Elementary School  
Evening Street Elementary School  
Granby Elementary School  
Kilbourne Middle School  
Liberty Elementary School  
Linworth Alternative Program  
Linworth Grammar School  
McCord Middle School  
Perry Middle School  
Slate Hill Elementary School  
Sutter Park Elementary School  
Thomas Worthington High School  
Upper Arlington-Worthington Summer Institute  
Wilson Hill Elementary School  
Worthington Board of Education  
Worthington City Schools  
Worthington Estates Elementary School  
Worthington Extended After School Program  
Worthington Grammar School  
Worthington High School  
Worthington Hills Elementary School  
Worthington Kilbourne High School

Worthington Park Elementary School

Worthington School

Worthingway Middle School

### **Social Services**

American Red Cross of Greater Columbus

Godman Guild

Habitat for Humanity Worthington Partnership

Harding Hospital

Karrington at Tucker Place

Karrington Place

North Community Counseling Centers, Inc.

United Methodists Children's Home

Worthington Community Service Committee

Worthington Nursing Home

### **Veterans Organizations**

American Legion Ohio Post 239 Women's Auxiliary

American Legion Ohio Leisure-Blackston Post 239

Grand Army of the Republic

Veterans of Foreign Wars of the United States Worthington Post 2398

World War II Commemorative Committee

### **Youth Organizations**

Beth Tikvah Youth Group

Boy Scouts of America

Camp Fire Boys and Girls

Columbus Youth Ballet

Leadership Tomorrow

Leadership Plus

North Branch YMCA Indian Guides Leatherlips Longhouse

Ohio 4-H Youth Development  
Seal of Ohio Girl Scout Council Inc.  
Worthington Kiwanis Teen Key Club  
Worthington Youth Boosters