



From the Page Transcription Project: Mutual Benefit Society Ledgers

1. Go to <https://fromthepage.com/> and create an account. Sign in!
2. Get to Digital Maryland's Mutual Benefit Society Ledgers project by searching for the collections or going to clicking on these links-
 - a. Death Register:
<https://fromthepage.com/digitalmaryland/mutual-benefit-society-of-baltimore-collection-death-register>
 - b. Life Register:
<https://fromthepage.com/digitalmaryland/mutual-benefit-society-of-baltimore-collection-reginald-f-lewis-museum-life-register>
3. Below the description you'll find a link to the register pages. Click the title of the work, or the "Start Transcribing" button.

Works

Start Transcribing



Mutual Benefit Society Death Register, June 1938 through December 1947

Some pages still need work. [Help out!](#)

296 pages: 2% transcribed, 1% needs review

4. First, make sure to change the layout to have the page's image on the top. This makes the interface easier to use. The page can be zoomed in, dragged, and rotated in the image viewer.

mbsb_018s

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Overview Transcribe Versions Help Settings

Fullscreen Layout

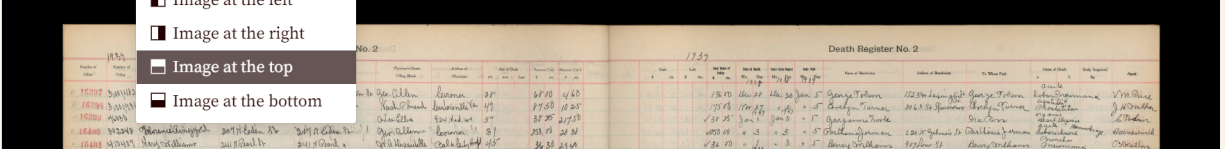
Mark as blank ☐ Preview Save Done

Image at the left

Image at the right

Image at the top

Image at the bottom



5. Below the image is the spreadsheet to be filled out with information from the ledger. Not all the columns from the page are needed, so just transcribe the listed columns **according to the transcription guidelines listed below.**

	Name of Deceased	Address of Deceased	
482	Belle Snead	1523 W. Lexington St.	1523
1931	Langston Turner	West View Va	Groch
0	Annie Ross	607 Penna Ave	607 Pe

	Name of Deceased: First and Middle	Name of Deceased: Last	Address of Deceased	Place of Death	Ph
1	Belle	Snead	1523 W. Lexington St.	1523 W. Lexington St.	Ge

Make sure you are staying in the correct row as you move across the image and spreadsheet!

6. Below the spreadsheet are the Basic Transcription Conventions. These are very important!! Click on the “More help” link at the bottom of this section to see all of the guidelines in a new tab.

Basic Transcription Conventions

If information is not available leave the field empty. We are not transcribing every available field so please be careful as you move across the page.

Spelling: Transcribe information exactly as it appears, including typos and abbreviations, such as Thpmas or Wm.

Illegible text: If characters in a word are difficult to read, make a guess and enclose the entire word in single square brackets: [Tomlinson] or write [illegible] in square brackets

Addresses: Type the address as it appears, including street name abbreviations, such as Laf. vs. Lafayette.

Ditto Marks: If ditto marks are used to indicate the information is the same as the line above, please write the full information indicated.

[More help....](#)

7. If you are unsure of the handwriting, put your best guess between brackets with a question mark to make it more noticeable during review. For example:

802248	Florence Ringgred	
3		
4	Florence	[Ringgred?]
5		

8. Clicking the [More help...](#) link will take you to detailed instructions for how to fill out each field.

Detailed Field Information

Name of Member: First and Middle: Enter first and middle name (or initial)

Name of Member: Last: Enter the last name

Notes in Member Field: Occasionally there are notes detailing name changes on the account. Please transcribe

Age: Enter the age

Address: Type the address as it appears, including street name abbreviations, such as Laf. vs. Lafayette


Name of Beneficiary: First and Middle: Enter first, middle name (or initial)

Name of Beneficiary: Last: Enter the last name

Notes in Beneficiary Field: Occasionally there are notes detailing name changes on the account. Please transcribe


9. At the very bottom of the page is a box for Notes and Questions regarding the information on the page. If you have a question, you can post it here.

Notes and Questions



[Digital Maryland](#) 2 months ago

Though it is hard to tell on the scan, Date of Death and Date of Claim columns are folded in on one another. Be very careful if you add data.



Write a new note or ask a question...

Save Note

10. Use the “Save” button to save your progress. **Anything not saved will be deleted once you leave the page!** Only mark a page as “Done” when all the fields have been transcribed and the page is ready for review!

mbsb_011s

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Overview

Transcribe

Versions

Help

Settings



Mark as blank ☐

Preview

Save

Done

11. Once you work on a project, it will be listed on your Dashboard, making it easy to find next time you join.

Collaborator Dashboard



Mutual Benefit Society of Baltimore Collection- Reginald F. Lewis Museum

Start Transcribing

Mutual Benefit Society of Baltimore Collection The Mutual Benefit Society insurance company operated in Baltimore from 1903 until 1977 when it merged with another insurance company. Located on 407-413 W. Franklin St., in buildings that still bear the name, it provided weekly sick benefits,...

Project by [Digital Maryland](#)

Projects you have contributed to -- by transcribing, editing, or commenting on -- will be listed here with their most recent activity so you can stay up to date with what's going on.

Your Activity

3 months ago

[Megan Kean](#) edited page [mbsb_004s](#) in the work [Mutual Benefit Society Death Register, June 1938 through December 1947](#) in [Mutual Benefit Society of Baltimore Collection- Reginald F. Lewis Museum](#) collection

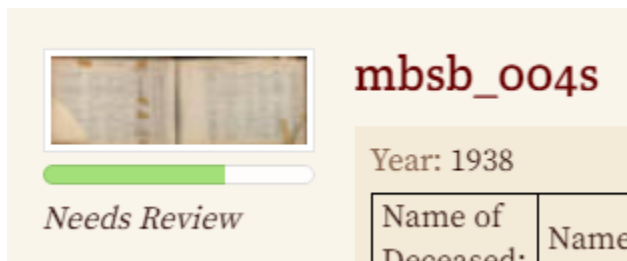
3 months ago

[Megan Kean](#) edited page [mbsb_004s](#) in the work [Mutual Benefit Society Death Register, June 1938 through December 1947](#) in [Mutual Benefit Society of Baltimore Collection- Reginald F. Lewis Museum](#) collection

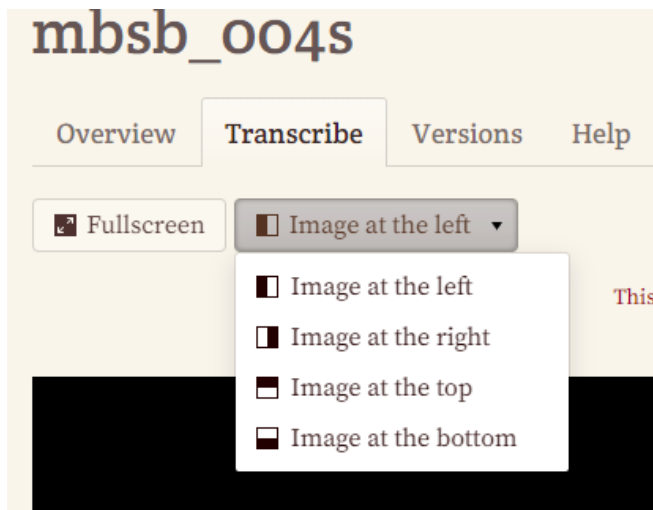
Show More

Reviewing Pages

- Pages that have been fully transcribed will need to be reviewed. To review a page look for the "Needs Review" indicator.



- Click the "Transcribe" tab to begin. Adjust layout as needed. Note: Some people find it easier to use one layout for transcribing and a different one for reviewing.



- Carefully compare the transcription with the page. Pay special attention to words in brackets to see if you can improve the transcription. Make any needed changes.

Handwritten transcription of a death record page. The page is numbered 149 to 158. The transcription is as follows:

Number of Policy	Name of Deceased	Address of Deceased
149 435366	James Cole	1038 N. Stockton St.
149 564949	Lelia Scott	7 Horton St. Savannah, Ga
150 416469	Orlinda Lee	1227 St. James St.
151 525568	William Mann	Oella, Md.
152 205065	Carrie Williams	247 S. Durham St.
153 520249	John Smith	416 Cumberland St.
154 605385	Carrie Williams	247 S. Durham St.
155 572159	Lottie Clarke	401 W. 148th St. N.Y.C.
156 336045	Andrew Snowden	1361 N. Carrollton Ave
157 576087	Fred Smith	1136 N. Carrollton Ave
158 423882	Fred "	1136 N. Carrollton Ave
594132	James Williams	915 Boyd St
12277	Mary E. James	80 Spa Road Annapolis

page.

Instructions

Transcription instructions are at the bottom of the page.

	Name of Deceased: First and Middle	Name of Deceased: Last	Address of Deceased
1	James	Cole	1038 N. Stockton St.
2	[Lelia]	Scott	7 Horton St. Savannah,
3	[Willin]	Lee	1227 St. James St.
4	William	Brown	Oella, MD
5	Carrie	Williams	247 S. Durham St.
6	John	Smith	416 Cumberland St.
7	Carrie	Williams	247 S. Durham St.
8	Lottie	Clarke	401 W. 148th St. N.Y.C.
9	Andrew	[illegible]	1361 N. Gilmore St.
10	Fred	Smith	1136 N. Carrollton Ave
11	Fred	Smith	1136 N. Carrollton Ave
12	James	Williams	915 Boyd St
13	Mary E.	James	80 Spa Road Annapolis
14	Rebecca	Merrick	119 Harnett St. Wilmin
15	Clara J.	White	409 N. Eden St
16	[missing] W.	Robinson Sr.	1626 Jefferson St
17	[missing] E.	Penn	516 Sanford Pl.
18	[missing]	Redford	1523 Edmondson Ave

- Use the notes field at the bottom of the page to let us know if you have specific questions.

Notes and Questions

[Digital Maryland](#) 2 months ago

Though it is hard to tell on the scan, Date of Death and Date of Claim columns are folded in on one another. Be very careful if you add data.

Write a new note or ask a question...

Save Note

- When you have finished reviewing a page click the green "Approve" button in the upper right. This page is now finished!!

Save

Approve