

Publications Department Records

Finding aid prepared by Andrew J. Kaplan

This finding aid was produced using the Archivists' Toolkit

January 31, 2014

Describing Archives: A Content Standard

**Generously supported with funding from the National
Historical Publications and Records Commission (NHPRC)**

Archives and Manuscripts Collections, The Baltimore Museum of Art

2013

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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Frantz, Audrey
Creator	Lehman, Arnold L.
Creator	Richardson, Brenda
Creator	Rosenthal, Gertrude, 1903-
Title	Publications Department Records
Date [inclusive]	1950-2000
Extent	13.75 Linear feet (11 boxes)
Language	English
Abstract	<p>The Publications Department Records reflect the activities of the department within the Baltimore Museum of Art in the latter half of the 20th century, 1950-2000. These records total 13.75 linear feet. The Publications Department was responsible for producing materials for museum programs and exhibitions, as well as brochures, staff materials, museum restaurant menus, and other printed materials. The records of the department include correspondence between museum staff and printers, designers, scholars, and others. In addition to this correspondence, there are intra-staff memoranda, invoices, drafts of publications, and other administrative materials.</p>

Preferred Citation

Scope and Contents

The Publications Department Records reflect the activities of the department within the Baltimore Museum of Art in the latter half of the 20th century, 1950-2000. These records total 13.75 linear feet. The Publications Department was responsible for producing materials for museum programs and exhibitions, as well as brochures, books, staff materials, museum restaurant menus, and other printed materials. The records of the department include correspondence between museum staff and printers, designers, scholars, and others. In addition to this correspondence, there are intra-staff memoranda, invoices, drafts of publications, and other administrative materials.

The records are arranged into two series: 1. Administrative Records 2. Project Records.

During the museum reorganization that occurred in 1999-2000 under the guidance of new museum director Doreen Bolger, the duties of the Publications Department were transferred to the Creative Services Department.

The Publications Department Records Group includes records created by Chief Curator Emeritus Dr. Gertrude Rosenthal, Director Arnold L. Lehman, Curator and Assistant Director for Art Brenda Richardson, Publications Coordinator Audrey Frantz, and others.

Arrangement

Arranged into two series. 1. Administrative Records 2. Project Records. More arrangement information can be found at the series level.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art 2013

Ownership and Copyright

The materials are the physical property of the Archives and Manuscripts Collections, The Baltimore Museum of Art. Copyright, except in cases where material has passed into the public domain, belongs to

the authors or their legal heirs and assigns. The Publications Department Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. For further information, consult a Library staff member.

Provenance

Transferred to the archives prior to 2001.

Processing Information

Processed by Andrew J. Kaplan in 2013 using *More Product, Less Process* methodology.

Controlled Access Headings

Corporate Name(s)

- Baltimore Museum of Art

Genre(s)

- Correspondence
- Financial records
- Invoices
- Reports

Subject(s)

- Art -- History
- Art museums -- Administration
- Art museums -- Exhibitions
- Art--Exhibition techniques

Collection Inventory

Administrative Records 1967-1999 1.25 Linear feet (1 box)

Scope and Contents

The "Administrative Records" series contains one box of files from 1967-1999. These files include correspondence between museum employees that is related to general organizational, budgetary, and administrative concerns, as opposed to the production of specific publications or exhibitions. The series also contains Annual Reports, Organizational Charts, meeting minutes, correspondence with representatives of other institutions, and files related to staff-only events such as annual holiday parties. Some administrative records may also be found in the "Project Records" series.

Arrangement

Arranged chronologically, with correspondence, meeting minutes, annual reports, and organizational charts separated into different file folders.

Box

1967-1999

1

Project Records 1950-2000 12.5 Linear feet (10 boxes)

Scope and Contents

The "Project Records" series contains 10 boxes from 1950-2000. The boxes contain files related to the production and publication of periodicals, brochures, menus, staff badges, exhibition materials, and other museum publications. These files include intra-museum correspondence as well as correspondence with printers, scholars, and representatives of other museums. In addition to correspondence, the

Project Records

"Production Records" series includes invoices, drafts, press releases, and other materials related to specific exhibitions and Publications Department projects.

Within the "Project Records" series, there is a box devoted to the records related to the writing and publishing of *Italian Paintings XIVth-XVIIIth Centuries from the Collection of the Baltimore Museum of Art* (1981), edited by Chief Curator Emeritus Dr. Gertrude Rosenthal. These records include correspondence between Dr. Rosenthal and scholars discussing their research and writing on important works by Botticelli, Raphael, and others. The Project Records series also includes documents relating to major Baltimore Museum of Art publications including *Oskar Schlemmer* (1986), edited by Director Arnold L. Lehman and Curator and Assistant Director for Art Brenda Richardson.

Arrangement

Arranged by project. Projects are arranged chronologically based on the earliest date in the file.

	Box
1950-1999 (Bulk, 1950-1969)	2
1970-1987	3
<i>Italian Paintings XIVth-XVIIIth Centuries from the Collection of the Baltimore Museum of Art</i> 1976-1979	4
1979-1992	5
1982-1987	6
1984-1988	7
1986-1995	8

Project Records

1989-1995

9

1990-2000

10

1994-2000

11