

Operations and Capital Planning Division Records

Finding aid prepared by Anna J. Clarkson

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art

December 23, 2013

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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Baltimore Museum of Art. Security Department.
Creator	Baltimore Museum of Art
Creator	Baltimore Musuem of Art. Operations and Capital Planning Department.
Creator	Dirican, Alan
Title	Operations and Capital Planning Division Records
Date [inclusive]	1930 - 2006
Extent	177.85 Linear feet [18.5 boxes, 48 folders, 29 rolls]
Language	English
Abstract	<p>The Operations and Capital Planning Division Records reflect the activities of the department within The Baltimore Museum of Art from 1930 - 2006. They span 177.85 linear feet [18.5 boxes, 48 folders, 29 rolls] and include architectural drawings and plans, budgets, correspondence, diagrams, reports, research, photocopies of articles, memos, and other materials related to the administration of the operations of the museum including managing the physical structure and protection of artwork by the Security Department as well as long-term capital planning.</p>

Institutional History Note

Prior to being the Division of Operations and Capital Planning, the office was referred to by many different names and oversaw a variety of responsibilities.

In 1931, the Museum's Department of Buildings consisted of a superintendent, 4 guards, 2 night watchmen, 3 porters, and a gardner. From 1932 until at least 1967 G. Price Tarleton served as Building Superintendent. According to a 1957 Baltimore Sun article as Superintendent, Tarleton performed a variety of functions including "artist, engineer, heating expert, inventor, museum installationist, decorator, and art critic."

Around 1967, Assistant Superintendent, Bernard Jenifer was promoted to Building Superintendent with Carl Carver acting as Assistant Superintendent until his eventual promotion (date unknown) to Facilities Manager until 1992.

In 1992 Richard D. Eschenbach came to the Museum to head the Division. Under Eschenbach, the name of the division was changed to Facilities and Capital Projects to reflect its growing responsibilities of facilities, engineering, and capital projects management. In particular, Eschenbach oversaw the construction of the new wing for contemporary art.

In 1997 Alan Dirican was hired as Director of Facilities and Capital Projects. In 2000 Dirican was promoted to Deputy Director for Operations and Capital Planning before leaving in 2013.

Scope and Contents

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The vast majority of records are related to and organized by building project. These records are found within the Architectural Records and Projects series. In addition, the records group contains general subject files on the Museum's operation as well as Maintenance Manuals relating to infrastructure.

Arrangement

Arranged into five series: 1. Architectural Records. 2. Projects. 3. Operation and Maintenance Manuals. 4. Security Department Records. 5. Subject files.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art December 23, 2013

Restrictions on Use

The Operations and Capital Planning Division Records 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 Operations and Capital Planning Division Records are closed to outside researchers for 25 years from the date of creation unless otherwise indicated in the Archives Access Policy. An extremely small portion of the Architectural Records and Security Department Records are permanently restricted to researchers. For further information, consult a Library staff member.

Provenance

Transferred from Operations and Capital Planning in several undated installments.

Processing Information

Processed by Anna J. Clarkson in 2013.

Controlled Access Headings

Corporate Name(s)

- Wrenn, Lewis and Jencks.

Genre(s)

- Correspondence
- Photographs
- Printed ephemera
- Reports

Personal Name(s)

- Bolger, Doreen, 1949-
- Haddaway, Ron
- Lehman, Arnold L.
- Richardson, Brenda
- Venhuizen, Fred

Subject(s)

- Architectural drawing
- Art museum architecture
- Budgets
- Buildings--Repair and reconstruction
- Carpentry
- Clippings
- Gardens
- Museum architecture
- Neoclassicism (Architecture)
- Notebooks
- Outdoor sculpture -- United States
- Research
- Sculpture gardens

Collection Inventory

Architectural Records. 1930 - 1989 157.0 Linear feet Total: [48 folders, 29 rolls]

Physical Condition of Records

There are a selection of architectural plans in the Archives that have physical damage. These plans date from the 1960s - 1980s and are copies of originals printed on lesser quality paper, which has a higher acidity. The prints have yellowed and been discolored from the acidity present in the paper. Many of the plans also have water stains and/or tears. Some plans were transferred to the Archives with tape and are very brittle in places.

The Jacobs Wing and Antioch Court architectural records are among the oldest in the collection, yet these plans are in fairly good condition.

Scope and Contents

The architectural records of the Baltimore Museum of Art reflect the history of the physical museum building, subsequent additions/renovations projects, and surrounding grounds. The records are arranged by project name: Cone Wing, Jacobs Wing and Antioch Court, Sculpture Garden, Thalheimer Museum Shop, and West Wing. The records are further organized in folders by medium/paper type.

The Cone Wing consists of 6 folders; all of the plans are ink on lightweight copy paper. The subjects of these records are mostly floor plans, electric plans, and elevations. The plans date between 1960 - 1980.

The Jacobs Wing and Antioch Court Plans consist of 12 folders. There is a wide variety of media in this collection: original cyanotype blueprints (dating from the late 1920s - 1950s), original design drawings on tissue paper, original drawings on vellum, and silver gelatin photographs/ other photographic prints. These records also contain original plans for the proposed dome/roof for Antioch Court, the plans for the Jacobs auditorium, and other proposals.

John Russell Pope Drawing.

The Sculpture Garden records consist of 6 folders. The plans are mostly either ink on copy paper or original drawings on vellum. The subjects are topographical maps, garden presentations, site protection relating to erosion, and other similar layout plans. These records are from 1975 - 1990.

The Thalheimer Museum Shop records consist of 2 folders of prints on copy paper, mostly containing plans for renovations and additions as well as plans for the new museum shop. These plans date from 1970s -1980s.

The West Wing records consist of 6 folders of prints on copy paper. The subject of these plans are floor plans, electrical work, and other details. These plans date from 1970 - 1990.

Plans and drawing for the John Russell Pope designed museum building, completed in 1929, are located within the Prints, Drawings, and Photographs (PDP) Department of the Museum. Contact PDP Department Staff for more information on these drawings.

John Russell Pope Drawing. 1934		Map-case 1	Drawer 3
Cone Wing. 1960 - 1980		Map-case 1	Drawer 1 - 3
Jacobs Wing and Antioch Court. 1930 - 1960	Box OS 2 - 3	Map-case 1	Drawer 4 - 5
Sculpture Garden. 1975 - 1989	Box OS 3 - 4	Map-case 2	Drawer 1 - 2
West Wing. 1970 - 1989		Map-case 2	Drawer 4 - 5
Security Upgrade *RESTRICTED*. 2008		Map-case 2	Drawer 5
East Wing. 1970 - 1980	Box OS 4 -5	Map-case 2	Drawer 3
Museum Shop. 1980s			Box OS 4 -5
Renovations and Additions. 1980s			

Use Studies.

Use Studies. 2001		
Museum-wide Renovations. 1979 - 1984 (Bulk, 1979-1984)	Map-case 2	Drawer 1
Misc. Architectural Drawings (After 1994?). 1994 (Bulk, 1994)	Map-case 1	Drawer 2
Proposed Changes to Art Museum Drive Parking. 1997 - 1998 (Bulk, 1997)	Map-case 1	Drawer 1
Projects. 1964 - 2008 17.6 Linear feet [16 boxes]		
Separated Materials		
Due to preservation concerns, photographs in this series were transferred to the Photograph Collection and a notation about the transfer was added in the file in order to assist researchers.		
Scope and Contents		
The Projects series consists of 17 boxes of materials arranged chronologically by building project. The materials date from 1964 - 2008 and consist of budgets, correspondence, designs, memoranda, specifications and research.		
Construction of a Roof and Garden For the Antioch Court. 1964 - 1965		Box 3
Wurtzburger Sculpture Garden. 1974 - 1976		Box OS 1
The Building Program. 1978 - 1988		Box 4
General Note		

Museum-Wide Renovations.

"The building program was originally to accomplish climate control and renovation of the existing Museum building, repair of the roof, a new addition to the building, and a sculpture garden." (1978 letter)

"As per the instructions of the Building and Grounds Committee has established the priorities of the building program in an attempt to meet the stated budget goal of \$12 million...." (1978 letter)

Bower Fradley Lewis Thrower / Architects Phase I - of construction (climate control and renovation of the front of the building) Phase II - of construction (climate control and renovation of the back of the building) Phase III - New Construction (addition of a wing at the northeast corner of the existing Museum building) Phase IV: Site, sculpture garden.

Files on "The Building Program" contain a bit about architectural salvage pieces.

Contains many copies of Building and Grounds Committee minutes

Of interest April 3, 1979 letter from Bill Elder detailing why original chandeliers of Fox Court in BMA should NOT be removed.

Museum-Wide Renovations. 1977 - 1988**Box**

5 - 8

General Note

Actual Renovations 1979-1980 but materials predate renovations by about 2 years and go as far as 1988 to address problems

Phase I Renovation - Original Pope Building - Feb 1 - Nov 1, 1979

Phase II Renovation - Remainder of Existing building - Jan - Dec, 1980

Phase III New Construction - Nov 1979 - Dec. 1980 (Auditorium, Thaleimer)

Site and Wurtzburger Sculpture Garden (removed from Phase II through private funding and completed in 1979)

Phase IV - appears to be unanticipated maintenance to building in 1979

Note: Stage II & III included Auditorium, Dark Room, Cone Wing Stairs

Levi Sculpture Garden, Cone Wing, Northwest Addition.

Per Baltimore Sun Article of Jun. 19, 1977 Renovations consisted of climate control, security system, renovate Pope Building including floors and skylights, reorganize office space, move library to 3rd floor, construct new temporary gallery to make more room for permanent collection, Sculpture Garden and parking.

Levi Sculpture Garden, Cone Wing, Northwest Addition. 1986 - 1987

Box
9, 14

HVAC / Security Project. 1987 - 1992

Box
10

Power Plant Proposal. 1990

Box
10

Latrobe Spring House. 1990 - 1994

Box
10

West Wing. 1992 - 1994

Box
11 - 13

Carlyle Roof Project Including Textiles Vault, Jacobs and Cone Roof, and Lighting. 1996 - 1998

Box
10

Pope Reinstallation. 1996 - 1997

Box
13

Hooper Renovation. 1997

Box
10

Proposed Changes To Art Museum Drive Parking. 1997 - 1998

Box
10

Cone Wing. 1999 - 2000

Box
17

Marcy Goodwin Associates Space Study Report. 2001

Box
4

Small Miscellaneous Projects. 2005 - 2009

Box
16

Small Chiller Project.

Box
16

Security Upgrade Project. 2008

Box
18

Parking Project.

Parking Project. 2008	Box 16
Operation and Maintenance Manuals. 1994 - 2007 1.25 Linear feet [1 box]	
Scope and Contents	
<p>The Operations and Maintenance Manuals series consists of one box of materials dating from 1994 - 2007. The series is arranged chronologically and includes manuals and specifications for various infrastructure improvements to the Museum building.</p>	
Dover Elevators. undated	Box 2
Roof and Skylight Replacement. 1994 - 1994	Box 2
BMA Cone Building Roof Replacement. 1999 - 1999	Box 2
Jacobs Building and East Wing. 2001 - 2001	Box 2
Chiller Upgrade Project 2007	Box 2
Security Department Records. 1952 - 2006 1.0 Linear feet [0.75 box]	Box 18
Scope and Contents	
<p>The Security Department Records reflect the activities of the Security Department at The BMA. The records date from 1952 - 2006 with the bulk of material dating from 1995 - 2006. The records total less than one box and include correspondence, policies, and planning information. In addition, they contain one black notebook (circa 1952) found in the Mary Frick Jacobs materials. The notebook was most likely created by a BMA security guard and details objects in the Museum's permanent collections particularly May, Jacobs, Epstein, Cone, and Gallagher collections as well as security personnel and procedures. A very small portion of these records are restricted to researchers.</p>	

Subject Files.

Subject Files. 1985 - 2004 1.0 Linear feet [0.75 box]**Box****1****Scope and Contents**

The Subject Files series consists of 3/4 box of material dating between 1985 - 2004. The files are arranged in alphabetical order by subject and include a variety of topics including Auditorium, Budgets, Coat Room Carpet, Utilities, Elevator, and Problems.