

Library Department Records

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Describing Archives: A Content Standard

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Archives and Manuscripts Collections, The Baltimore Museum of Art

January 30, 2014

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Summary Information

Repository	Archives and Manuscripts Collections, The Baltimore Museum of Art
Creator	Baltimore Museum of Art
Creator	Joan, Robison
Creator	Judith, Frost
Title	Library Department Records
Date [inclusive]	1946-1980
Extent	1.3 Linear feet (1 box)
Language	English
Abstract	The Library Department Records reflect the activities of the department within The Baltimore Museum of Art from 1946-1980. They span 1.3 linear feet (1 box). They include accounting and budget data, correspondence and memoranda, information on grants and gifts, and other materials related to the administration of the BMA Library Department.

Preferred Citation

Library Department Records, Archives and Manuscripts Collections, The Baltimore Museum of Art

Scope and Contents

The Library Department Records reflect the activities of the department within The Baltimore Museum of Art from 1946-1980. They span 1.3 linear feet (1 box). They include accounting and budget data, correspondence and memoranda, information on grants and gifts, and other materials related to the administration of the BMA Library Department.

Folders are arranged alphabetically by subject matter.

Included in the records is an accounting ledger with information from 1964-1976. This ledger lists expenditures for book binding, periodical subscriptions, and other supplies. The records also contain other budget and accounting files from the 1950s, 1960s, and 1970s. These include lists of grant funds and gifts to the library and additional lists of periodical subscriptions from 1970 to 1979. The Gifts files contain correspondence between librarians and donors of books to the BMA library. Other memoranda and correspondence included reflect administrative activities of the Library Department and joint ventures with the Library of Congress, researchers, other museums, and Baltimore community organizations. Correspondence files related to the Turner's Book Illustrations exhibit (1975) reflect partnerships and inter-library loans between the BMA library and the libraries of numerous universities and foundations. Librarians Judith Frost and Joan Robison produced the majority of the correspondence and memoranda in this records group.

Arrangement

Folders arranged alphabetically by subject.

Administrative Information

Publication Information

Archives and Manuscripts Collections, The Baltimore Museum of Art January 30, 2014

Restrictions on Use

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Provenance

Materials transferred to the Archives in 2000.

Processing Information

Processed by Andrew Kaplan and Anna J. Clarkson in 2014.

Controlled Access Headings

Subject(s)

- Account books
- Baltimore Museum of Art
- Budgets
- Gifts
- Libraries

Collection Inventory

	Box
Accounting Ledger. 1964 - 1976	1
Annual Report/Statistics. 1979 - 1980 1.0	1
Books and Periodicals Moved from Old Mounting Room. 1970	1
Budget Data 1956-1974 1.0 folders	
	Box
Budget Non-City. 1979 - 1980	1
Budget. FY 1976 - 1977	1
Correspondence. 1972 - 1973	1
Correspondence. 1974 - 1975	1
Correspondence/Gifts/Other. 1976 - 1978	1
Correspondence. 1979 - 1980	1
Everyman Binding - A Farce in Many Acts. 1969 - 1970	1

Gifts. 1972 - 1975	1
Gifts. 1975 - 1976	1
Gifts-Taylor, Robert C. Mrs. 1946	1
Gifts - Trustee 120 Books Dr. Frank C. Bressler Collection. circa 1976 - 1978	1
Gifts - Trustee 246 Books Emily Owings Ellicott Book Memorial Fund. 1975	1
Grants. 1976 - 1978	1
Memoranda. 1964 - 1973	1
Memoranda. 1974	1
Memoranda. 1975 - 1977	1
Memoranda. 1977 - 1978	1
Memoranda. 1978 - 1979	1
Memoranda. 1980	1
Periodical Subscriptions. 1970 - 1979	1
Personal File. 1972	1

Photography Requests. 1976	1
Position Description. 1978	1
Reference. 1978	1
Shelving and Labeling System. 1975 - 1976	1
Turner Exhibition. 1975	1