

The Manuscript Collections of the American Antiquarian Society

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OVER THE YEARS the library of the American Antiquarian Society (AAS) has become best known for its extraordinary collection of newspapers, books, pamphlets, and broadsides printed in America before 1877, and especially those printed before 1820. However, these resources are richly complemented by the Society's collections of unpublished materials that have been collected as a part of the central mission of AAS since its founding in 1812. AAS manuscript collections constitute a significant research resource consisting of early diaries, correspondence, business records, and account books (especially of early American printers, publishers, and booksellers) and other specialized records such as orderly books, logbooks, and the records of voluntary associations that proliferated in the late eighteenth and early nineteenth centuries.

The Society's unpublished holdings have been somewhat underutilized in part because the collections had never been systematically processed or reported in a manner that might have stimulated greater scholarly use. In an effort to enhance scholarly access, the Society applied for and was awarded in 1972 a manuscript cataloguing project grant by the National Endowment for the Humanities that, after two renewals, was only recently terminated. The principal result of that project was a system of integrated finding aids to the AAS manuscript collections, the card catalogue portion of which has been published as the *Catalogue of the Manuscript Collections of the American Antiquarian Society*, 4 vols. (Boston: G. K. Hall and Company, 1979).

The present essay appears in modified form as the 'Introduction' to the published catalogue, though the version presented here has been expanded to provide information about the actual procedures utilized to process this Society's manuscript collections. The appendix to this article, 'Procedures for Preparing Collection Descriptions' and 'Item Cataloguing Instructions,' outlines in some detail the archival methods adapted to the overall institutional requirements of AAS as well as the unique needs of the Society's unpublished holdings. This essay also outlines the provenance of many of the Society's more noteworthy manuscript collections, describes the system of finding aids created, and relates general AAS policies regarding research use of these and other collections to be found at the Society's library.

THE COLLECTIONS

Writing in 1909 in the *Papers of the Bibliographical Society of America*, the first curator of manuscripts at the American Antiquarian Society, Charles Henry Lincoln, surveyed the Society's holdings and observed that 'few libraries in this country reflect more clearly the character and work of their founders and successive librarians than does the library of the American Antiquarian Society.'¹ Lincoln's observation reads as accurately today as it did when he wrote it, only the list of names must be lengthened to include twentieth-century librarians and benefactors of AAS.

The leadership and interests of such individuals as AAS founder Isaiah Thomas, officers Stephen Salisbury and Charles Henry Taylor, as well as librarians Christopher Columbus Baldwin, Samuel Foster Haven, and Clarence Brigham are reflected clearly in the record of the Society's manuscript accessions. However, the casual nature of library recordkeeping, especially in the nineteenth century, makes it difficult to trace

¹ Charles Henry Lincoln, 'The Manuscript Collections of the American Antiquarian Society,' *Papers of the Bibliographical Society of America* 4(1909):59-72.

with precision the origins of many collections. Despite this problem, it is apparent that many collections are closely inter-related through an arcane tangle of kinship patterns, business, professional, and scholarly interests, and geographical proximity, with an occasional example of serendipity.²

The first significant accession of manuscripts by AAS was the gift of a large portion of the Mather Family Papers (along with most of the family library) by the Society's founder, the printer-publisher Isaiah Thomas. Thomas had purchased the documents in 1814 from Hannah Mather Crocker, granddaughter of Cotton Mather. As various entries in Thomas's diary attest, he plunged with abandon into that collection and soon

² The provenance of the Society's unpublished holdings may be traced through various means, though no one method provides consistently satisfactory information. Among the AAS records are volumes described variously as 'Record of Donations' and 'Record of Accessions.' These bound volumes are chronological records of the Society's acquisitions from its founding in 1812 until 1961, when an accession slip system was instituted. The bound volumes do record all types of acquisitions, though, unfortunately, the entries are not always sufficiently specific to allow precise identification. However, when circumstances permit, this is the preferred means of establishing provenance.

A second means is by review of the Society's correspondence, which extends from its founding in 1812 to the present, although this is useful only when one knows, or at least has an indication, of the source of the material in question. However, many valuable data regarding the provenance of various of the Society's manuscript holdings have been compiled in this fashion.

A third method of establishing provenance of AAS manuscript collections is to consult the *Proceedings of the American Antiquarian Society* (hereafter *AAS Proceedings*). The recent (1978) publication of an index to the *Proceedings* compiled by the late Clifford K. Shipton and covering the years 1812 to 1961 enhances the utility of this approach. It is especially helpful for the nineteenth century when an occasional Librarian's Report might contain otherwise unavailable information regarding the provenance of a collection. Moreover, the Society has, for nearly a century, continued to publish in the pages of the *Proceedings* previously unpublished documents found among its holdings. Such publications have occasionally provided useful information about the provenance of the material.

Finally, the manuscripts themselves, particularly bound materials, have often contained information about the provenance penciled at the beginning or the end of the volumes, frequently on the inside cover or on the flyleaf. This appears to be especially true for materials acquired by the Society after 1910. Indeed, it appears likely that most collections for which there is no information concerning provenance were acquired by the Society sometime in the nineteenth century.

Information about the provenance of AAS manuscript collections is entered under the heading 'source' on the AAS Collection Description forms filed in notebooks at the Society's library. Sources that contain information useful in understanding the provenance, context, or transactions represented in a collection are listed under the heading 'Finding Aids,' also on the Collection Description forms.

found himself reading Richard Mather's autograph draft of the 'Cambridge Platform' (1648), as well as other writings, correspondence, and diaries of that remarkable family of Puritan ministers, especially Increase and Cotton Mather, but also including several 'minor Mathers' (as the bibliographer Thomas Holmes quaintly referred to them). The collection also contains documents of other religious leaders of colonial New England.³

Thomas enthusiastically, if not entirely accurately, attempted to identify the manuscripts in that collection as he began to direct AAS toward his goal of 'collecting and preserving every variety of book, pamphlet, and manuscript that might be valuable in illustrating any and all parts of American history.'⁴ In addition to books, pamphlets, and manuscripts, the Society began collecting Indian artifacts, copies of non-American art objects, and other materials. By 1820 Thomas had acquired various manuscripts, notably a superb diary detailing the successful expedition of Sir William Pepperrell against the French in Louisbourg in 1745 (this diary is attributed to Pepperrell's secretary, Benjamin Greene); the journal of Robert Fotherby recording a voyage taken in 1613 by the Muscovy Company of London to the arctic island of Spitzbergen; and a collection of documents, primarily of Puritan ministers such as John Cotton, that now constitutes most of the Curwen Family Manuscript Collection. In 1819, the Society acquired by bequest the papers and a valuable portion of the

³ 'The Diary of Isaiah Thomas, 1805-1828,' edited with an introduction and notes by Benjamin Thomas Hill, 2 vols., *Transactions and Collections of the American Antiquarian Society* (hereafter *AAS Transactions*), vols. 9 (1909) and 10 (1909). For references to Thomas's acquisition of the Mather Family Papers, see vol. 1 of the diary (vol. 9 of the *Transactions*), 253, 255. Thomas J. Holmes produced three separate bibliographical works enumerating and describing the published, and in some cases unpublished, output of the Mathers: *Cotton Mather: A Bibliography of His Works*, 3 vols. (Cambridge: Harvard University Press, 1940); *Increase Mather: A Bibliography of His Works*, 2 vols. (Cleveland: privately printed, 1931); *The Minor Mathers: A List of Their Works* (Cambridge: Harvard University Press, 1940).

⁴ Quoted in Walter Muir Whitehill, *Independent Historical Societies: An Enquiry into Their Research and Publication Functions and Their Financial Future* (Boston: The Boston Athenæum, 1962), pp. 71-72.

library (possibly including the *Bay Psalm Book*) of the Salem Unitarian minister William Bentley.⁵

The manuscript holdings, augmented by the papers of Isaiah Thomas himself, continued to grow through the nineteenth century, owing largely to the efforts of Thomas's successor librarians—Christopher Columbus Baldwin, Samuel Foster Haven, and Edmund Mills Barton. The late Walter Muir Whitehill, in his *Independent Historical Societies*, sketched a delightful picture of Baldwin rummaging through the papers of merchant Thomas Wallcut in a Boston warehouse for two insufferably hot days in the summer of 1834.⁶ Baldwin also acquired the fascinating Hull-Eaton Letterbook for 1804–5 detailing events of the Barbary Wars, substantial portions of both the French and Indian War Collection and the Parkman Family Papers (including most of the celebrated diary of the Westborough minister Ebenezer Parkman), and other collections. An indefatigable and astute collector, Baldwin might have accomplished wonders for the Society had he not suffered an untimely death in an 1835 carriage accident in Ohio.⁷

Baldwin was succeeded in 1838 by Samuel Foster Haven, who was equally enthusiastic in his collecting activity. Serving AAS as librarian until shortly before his death in 1881, Haven acquired from Eliza Bancroft Davis⁸ a small collection of the correspondence of Aaron Burr; the sizeable Allen Family Collection, featuring the papers of New London merchant Thomas

⁵ There is correspondence from Isaiah Thomas to William Bentley in which Thomas acknowledges receipt and study of Bentley's copy of the *Bay Psalm Book*. In the Society's copy of the *Bay Psalm Book*, Thomas noted that he canvassed extensively for a copy and that the enclosed is the only copy he ever turned up. Moreover, both Bentley's and the Society's copy lacked a title-page. Thus, it appears, at least inferentially, that Bentley bequeathed to AAS his copy of the *Bay Psalm Book*, as well as his papers and other valuable books, pamphlets, and newspapers.

⁶ Whitehill, *Independent Historical Societies*, pp. 73–74.

⁷ For an account of Baldwin's activities as librarian of AAS see the 'Diary of Christopher Columbus Baldwin, 1829–1835,' *AAS Transactions* 8(1901).

⁸ The provenance of the Society's Aaron Burr Correspondence, 1772–1842, and the role of Burr confidant and apologist Matthew L. Davis (1773–1850) in breaking up that collection are indignantly recounted in Worthington Chauncy Ford, 'Some Papers of Aaron Burr,' *AAS Proceedings* 29(1919):43–128, especially 43–47.

Allen; most of the papers of the politically prominent Lincoln family of Worcester; and the papers of Revolutionary War apothecary and land speculator Andrew Craigie, who was the uncle of Haven's mother.

Through his relationship with one of the earliest and greatest of American manuscript collectors, William Buell Sprague,⁹ Haven acquired in 1846 the papers of colonial British officer John Bradstreet. Better known as the author and compiler of the *Annals of the American Pulpit*, Sprague also gave other valuable manuscripts to the Society; these included the papers and diary of seventeenth-century Boston mintmaster John Hull, a 1777 letterbook of Revolutionary War Gen. Philip Schuyler, and the papers of English educational reformer Joseph Lancaster. However, Haven and Sprague enjoyed many 'trades' of materials, and on occasion Haven sent unidentified autographs from the Mather Family Papers in gratitude for Sprague's services. Nineteenth-century collection development was clearly a casual enterprise.

From other sources Haven also acquired the letterbook, 1702/3-11, of Boston merchant Thomas Fitch, and the records, 1789-94, of an early voluntary society, the Minervaeian Society of Brookfield, Massachusetts, as well as the letterbook of early nineteenth-century Massachusetts congressman Samuel Taggart, among many other collections.

Haven's successor as librarian at AAS, Edmund Mills Barton, served in the position for twenty-five years, from 1883 to

⁹ William Buell Sprague (1795-1876) was a clergyman, biographer, and collector. An able sermonizer and scholar, Sprague served as an active minister for fifty years, first at the West Springfield, Massachusetts, Congregational Church (1819-29), then at the Second Presbyterian Church in Albany, New York, to his retirement in 1869. A prolific writer, Sprague's interest in history and biography resulted in publication of his *Annals of the American Pulpit*, 9 vols. (New York: Robert Carter and Brothers, 1857-69), an invaluable compendium of information regarding Protestant ministers in America to 1850. He was also among the first serious collectors of autograph documents in America, amassing some 40,000 pieces before his death. He also compiled three different sets of signers of the Declaration of Independence. However, his intensity as a collector often made him suspect, and Sprague himself referred to the 'meanness' of autograph collectors.

1908. During his tenure, Barton introduced to the Society a limitation of the fields of collecting. In 1886 and again in 1895, Barton arranged for much of the Society's ethnographic material and Indian artifacts to be transferred to the Peabody Museum at Harvard University.¹⁰ These transactions represented an important stage in the specialization of the Society's mission, because the divestiture of its cabinet (the nineteenth-century term for 'museum') helped focus the Society's modest resources on continuing development of its research library. Like its sister institutions, AAS had acquired earlier in the century both library and museum materials. Museums and libraries did not develop into distinct institutions until late in the nineteenth century.

Barton also acquired for AAS several important research collections. Chief among these were the papers of the Whig politician 'Honest John' Davis, who had served as United States senator and governor of Massachusetts. Barton also received the papers of the children's author Caroline Howard Gilman and her husband, the Congregational minister and writer Samuel Gilman; the correspondence, 1818-67, of Massachusetts politician Pliny Merrick; the papers of temperance reformer John Bartholomew Gough; the letterbook of seventeenth-century Boston merchant Jacob Melyen; and the notebook, 1638-41, of Boston copyist Thomas Lechford.

But it remained for the principal architect of AAS collections, Clarence Saunders Brigham (librarian, later director, of AAS from 1909 to 1959), and his colleagues, notably Charles Henry Taylor, to form the AAS manuscript holdings familiar to recent generations of scholars of early American history and culture. Among the earliest acquisitions by Brigham were the voluminous papers of the Salisbury family. There were three

¹⁰ 'Report of the Librarian,' *AAS Proceedings* 4(1886):134; 'Report of the Librarian,' *AAS Proceedings* 10(1895):71-72. In addition, some of the collections in the Society's 'cabinet' or museum were transferred to the Worcester Society of Antiquity, now the Worcester Historical Museum. Some works of art were also later transferred to the Worcester Art Museum.

generations of Stephen Salisburys who, from the Revolution until the dawn of the twentieth century, ably served Worcester as leaders in business and industry as well as in philanthropy. There were other important acquisitions of manuscript material, including, in 1911, the papers of the politically prominent Foster family of Brookfield and Worcester; the account book, 1796–1800, of Philadelphia bookseller and pamphleteer William Cobbett (perhaps better known by the sobriquet ‘Peter Porcupine’); and the excellent diary, 1799–1801 and 1805–9, of Sally Ripley of Greenfield, Massachusetts. Also, in that year, the Society received from Frederick Lewis Gay the records of the New England Council for the years 1622–23. This volume constitutes the earliest surviving original record of a governing body of an English colony in the New World.

The prewar period also witnessed the acquisition of the business records, 1833–51, of Boston bookseller and almanac publisher Charles Ellms; the Shays’s Rebellion Collection in 1915, as well as the diary and papers, 1788–1839, of itinerant Baptist minister William Smyth Babcock. In 1917, the Society also acquired a small collection of important letters of Revolutionary War Gen. Nathanael Greene.

There was no letup in the rate of manuscript accessions immediately following the First World War. In 1919, AAS received the diary, 1779–87, of Abner Brownell, a disciple of the ‘Public Universal Friend,’ Jemima Wilkinson, while in 1921 the papers of the Paine family of Worcester (which included documents of loyalists Timothy Paine and Dr. William Paine) were added to the Society’s holdings. The Elias Nason Correspondence, 1831–84, came to the Society in 1922, followed by the Harvard, Massachusetts, Shaker Church Records, 1790–1875, and those of the early nineteenth-century composer Timothy Swan.

The papers of the Boston publishers Lee and Shepard were acquired in the mid-1920s, as were some thirty-seven folio volumes of the business receipts (since indexed) of the leading

American publisher and bookseller of the early nineteenth century, Mathew Carey of Philadelphia. These acquisitions emphasized the Society's determination to develop its holdings on the early American book trades. Because the Society possessed the papers of its founder, Isaiah Thomas, this policy appeared to be congenial to the circumstances of the Society's birth and nurture. Continued development of these holdings remains a priority of the Society.

Throughout Brigham's most active collecting years, the 1920s and 1930s, the development of AAS manuscript holdings was materially assisted by the generosity of Charles H. Taylor, who presented to the Society a number of manuscript collections illuminating the history of the graphic arts in America. In 1926 Taylor presented to the Society a sketchbook, 1806-12, of the noted architect Alexander Parris of Boston, followed a few years later by a gift of the notebook, 1815-24, of the pioneer lithographer Bass Otis. Taylor also presented to AAS the correspondence, 1828-45, of Philadelphia artist Henry Inman as well as a series of letters by Lydia Maria Child, the papers of the artist David Claypoole Johnston, and the papers of the Union general and Massachusetts politician Nathaniel Prentice Banks.

Brigham also acquired the correspondence of the nineteenth-century Moravian music publishers the Funk family, of Harrisonburg, Virginia; lecture notes of the health reformer Sylvester P. Graham; the account books, 1763-1820, of Sudbury, Massachusetts, physician Moses Mosman; the 1776 diary of Revolutionary War soldier Henry Blake; the papers, 1754-1880, of Massachusetts politician Elijah Brigham; the diaries, 1760-99, of the Maine loyalist Jonathan Sayward; the papers of the Bigelow and Bowen families; and those of the American artist Ethan Allen Greenwood (1779-1856).

There was little reduction in the volume of manuscript collecting in the 1940s and 1950s. For example, the diary and papers of Andrew Bigelow, 'the minister of the poor of all Bos-

ton,' were added in 1941, while a group of extremely interesting and informative letters of Abigail Adams was presented to the Society in 1942. Shortly thereafter, the celebrated Philadelphia rare book dealer and collector A. S. W. Rosenbach presented to the Society the extensive records of the nineteenth-century Philadelphia booksellers McCarty and Davis.

The pen-and-ink sketchbooks of illustrator S. S. Kilburn came to AAS in 1947, followed a year later by the uncommonly long-term (1789–1846) and extensively detailed diary of Ruth Henshaw Bascom. In 1950 the important correspondence of Garrisonian abolitionist and feminist Abigail Kelley Foster was added to the Society's manuscript holdings, and in 1954 the Society acquired an invaluable collection of Civil War band books, called by one scholar the finest surviving example of such music from that period. Throughout the postwar years, Edward Larocque Tinker periodically donated materials, the manuscript portion of which now constitutes the Louisiana Collection. In 1953 Tinker also donated to AAS a small but interesting group of letters of William Dean Howells, primarily to his editor, Frederick A. Duneka, at Harper and Brothers in New York.

The Society received in 1956 the Gale Family Papers, 1828–54, which include the diary of Anna Gale while she was a student of Margaret Fuller at the Greene Street School in Providence, Rhode Island. In 1957 AAS added a group of letters, 1841–48, of Boston typefounder Samuel N. Dickinson. A sizeable family collection, the Cheever Family Papers (focusing on the activities of nineteenth-century reform minister George Barrell Cheever), was acquired in 1961.

In more recent years, the Society's collecting policy for manuscripts has been still more carefully defined. As Clifford K. Shipton noted, AAS still accepts additions to its superb collection of colonial and early national diaries, as well as manuscripts pertaining to the history of the book trades and graphic

arts.¹¹ Accordingly, in recent years, the Society under the leadership of director and librarian Marcus A. McCorison has purchased a small collection of papers of the Springfield booksellers and publishers G. & C. Merriam and Company; the splendid account book, 1759-70, of Boston bookseller Jeremiah Condy; and some correspondence of the printing equipment manufacturers R. Hoe and Company.

Still more recently, AAS has supplemented its holdings of unpublished collections with accession of the Brown Family Papers (a small collection—accompanied by a magnificent portrait—of family documents of free blacks who settled in Worcester in the 1840s); the diary, 1844-45, of a young Greenfield, Massachusetts, apprentice, Edward Jenner Carpenter; and the business records, 1842-61, of Great Barrington, Massachusetts, newspaper publisher and bookseller John Dean Cushing. The Society's holdings of diaries of colonial and early national period New Englanders were strengthened still further by the recent acquisition of the extraordinary diary, 1849-1915, of Caroline Barrett White which spans the period with remarkable descriptive detail. AAS has also made significant additions to existing collections, notably the papers of Isaiah Thomas, the Foster family of Brookfield and later of Worcester, and the Ward family of Shrewsbury. Moreover, the extensive records of the Society itself (more than 400 boxes and 100 volumes) date back to its founding in 1812 and document fully the role of AAS in the growth of American humanistic scholarship and the evolution of one of the nation's great research libraries.¹²

¹¹ A brief survey by Shipton of AAS and its collections is 'The American Antiquarian Society,' *William and Mary Quarterly*, 3d ser. 2(1945):164-72.

¹² There is no institutional history of AAS, though a scholarly review of the Society's founding, growth, and development, as well as an assessment of its policies, would be a most welcome addition to the growing literature of library history, the study of American humanistic scholarship, and American philanthropy, all of which are part of the Society's heritage. The most satisfactory essay is Whitehill's sketch in *Independent Historical Societies*, pp. 65-87. Needless to say, the Society's voluminous

This selective survey of some of the more than twelve hundred manuscript collections at AAS suggests both the variety of sources of AAS collections as well as their broad scope and content. These collections conform generally to the AAS policy of acquiring source materials for the study of American history and culture to 1877, and therefore reflect a preponderance of personal and family papers and a corresponding lack of extensive institutional records which are more characteristic of a later, more specialized age.

While the Society's manuscript collections are diverse both in form and function, there are several areas in which they constitute an especially significant research resource. These areas include: 1) the history of the early American book trades as well as book collecting; 2) early New England diaries; 3) materials of eighteenth- and nineteenth-century New England elites (especially religious, political, and military leaders); and 4) records of selected voluntary associations and families in central Massachusetts from around 1750 to 1870.

unpublished records as well as its *Proceedings* (published continuously since 1849) and *Transactions* (in which important documents from its holdings and other essays were published in eleven volumes from 1820 to 1911), constitute an exhaustive source for such a history. Other useful publications providing information about the Society are: *A Guide to the Resources of the American Antiquarian Society: A National Library of American History* (Worcester: [AAS], 1937); Clarence S. Brigham, *Fifty Years of Collecting Americana for the Library of the American Antiquarian Society* (Worcester: privately printed, 1958); *A Society's Chief Joys: An Exhibition from the Collections of the American Antiquarian Society* (Worcester: AAS, 1969). An invaluable aid in making effective use of the *Proceedings* is Clifford Kenyon Shipton, comp., *Index to the Proceedings of the American Antiquarian Society, 1812-1961* (Worcester: AAS, 1978). For an interesting discussion of the ethnological aspect of the Society's work in the nineteenth century, see Clifford K. Shipton, "The Museum of the American Antiquarian Society," in Whitfield Bell et al., *A Cabinet of Curiosities: Five Episodes in the Evolution of American Museums* (Charlottesville: University Press of Virginia, 1967). The role of learned societies in colonial and early national America is elucidated in an interesting volume, *The Pursuit of Knowledge in the Early American Republic: American Scientific and Learned Societies from Colonial Times to the Civil War*, ed. Alexandra Oleson and Sanborn C. Brown (Baltimore: The Johns Hopkins University Press, 1976). See especially the essays by John C. Greene, A. Hunter Dupree, and Marcus A. McCorison.

THE CATALOGUE

The American Antiquarian Society has employed staff to process its manuscript holdings since 1885 when the Society engaged the services of Eleanore Webb. However, before 1972, there had never been any systematic effort to bring all these collections under physical and intellectual control, much less an effort to establish criteria by which collections could be selected for such processing. Moreover, there had been no effort to determine what categories of information should be included on the catalogue cards. The result was predictably unsatisfactory, with collections partially or incompletely catalogued. However, Miss Webb's twentieth-century successors, Charles Henry Lincoln, Charles Seabury Hale, Theron J. Damon, and Albert G. Waite, did produce item catalogue cards, primarily to index the correspondence found in various collections. Moreover, descriptive articles and essays, such as that written by Lincoln for the *Papers of the Bibliographical Society of America* in 1909, attempted to provide some measure of overview to the Society's unpublished collections. However, large portions of the Society's holdings had never been described in any fashion and, consequently, never reported adequately (if at all) in Philip Hamer's *Guide to Archives and Manuscripts in the United States* or in the *National Union Catalogue of Manuscript Collections*. Reports in both volumes mentioned only some of the Society's manuscript collections. Shorter descriptive articles and essays tended to be even more selective in their coverage.

Realizing the need to improve scholarly access to the Society's unpublished collections, AAS director and librarian Marcus A. McCorison applied to the National Endowment for the Humanities for assistance in processing these collections. In 1972, the NEH Research Collections Program awarded to the Society a grant for a 'Catalogue of Manuscripts Held by the American Antiquarian Society.' This project was continued by

renewals of NEH financial support in 1974 and again in 1976 and concluded at the end of 1978.

The immediate goal of the NEH-funded cataloguing project was to achieve both general physical and intellectual control of the Society's manuscript holdings, and to enhance access to these materials. The requirement to achieve a systematic overview of the holdings led to the decision to prepare finding aids at the collection level while the wide range of materials and the significance of some early discrete items led to the decision to catalogue by item those collections thought to warrant such attention. Two documents that were prepared as internal procedures manuals for the use of manuscripts department staff in processing collections—'Procedures for Preparing Collection Descriptions' and 'Item Cataloguing Instructions'—are reproduced in the appendix to this article.

This dual approach to the preparation of finding aids led to the creation of both a manuscript card catalogue and the compilation of over twelve hundred typed collection descriptions (similar to what the Library of Congress calls a 'Register') filed in loose-leaf notebooks (fig. 1). Contents lists (i.e., container listings) were prepared for many of the Society's larger or more complex collections. As collection descriptions were completed a catalogue card, called a 'Collection Description Card' and summarizing information found in the description, was prepared (fig. 2). The descriptions were filed alphabetically according to the main entry or title of the collection.

After the main entry catalogue card was typed, added entry cards were prepared for each person who played a significant role in the transactions documented in the collection. Added entry cards were also prepared for occupational interests represented in the collection, the geographical location of transactions, the appearance of certain record types (such as diaries, account books, sermons, and business records), and the subjects represented in the collection. Added entry cards for subjects were prepared solely on the basis of information found in

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Manuscript Collections

<p>Name of collection:</p> <p>Lee & Shepard, Papers, 1860s-1906</p>	<p>Location:</p> <p>Mss. boxes "I"</p>
<p>Size of collection:</p> <p>12 mss. boxes</p>	<p>N.U.C.M.C. number:</p> <p>62-3059</p>
<p>Finding aids:</p> <p>All items indexed in 1949--see old catalog. For information on the firm and on Charles A.B. Shepard and William Lee, see the essay by A.G. Waite filed in Box 12 of the Lee & Shepard Papers.</p>	
<p>Source of collection:</p> <p>Gift of Charles H. Taylor, 1924</p>	
<p>Collection Description:</p> <p>The Boston publishing firm Lee & Shepard was established in 1861 by William Lee (1826-1906) and Charles Augustus Billings Shepard (1829-1889). The firm published much well known general literature but was especially noted for its juvenile literature and school books.</p> <p>This collection of correspondence, book orders, and receipts encompasses the firm's business from the 1860s until its incorporation with the Boston publishing house of Lothrop & Company in 1906. Letters from Lee & Shepard's most important authors were evidently removed from this collection prior to its purchase by Charles H. Taylor, but the remaining correspondence includes letters from published authors and from people submitting unsolicited manuscripts. In addition to this correspondence, there are book orders from libraries and literary institutions, book orders from individuals, and business correspondence from book dealers and other publishers. There is also scattered correspondence to Frank E. Wetherell in Woburn, Mass., and to Mrs. Isabel W. Littlefield (representing the Woburn Woman's Club). These letters are unrelated to the rest of the collection.</p> <p>Principal figures in the Lee & Shepard correspondence include: William Taylor Adams ("Oliver Optic"), author; George Melville Baker, who wrote amateur dramas and was employed by the firm; Rebecca Sophia Clarke ("Sophie May"), author of juvenile literature; William Carey Richards, author; and Francis Henry Underwood, author and U.S. Consul to Edinburgh. All the correspondence is arranged in alphabetical order by writer.</p>	

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Fig. 1. AAS manuscript collection description.

**Collection
Description
Card**

Mss Davis, John, 1787-1854
Papers, 1812-1902

1 mss. box; 4 octavo vols.; 1 oversize vol.

**THIS
COLL.
ITEM
CAT.**

Mass. Governor, U.S. Senator, Worcester lawyer. Personal and political correspondence, including letters to and from his wife, Eliza Bancroft Davis. There are also drafts of speeches, legal briefs, public papers, and an 1830 journal kept by Davis.

see next card

card 2 (Davis, John)

**Collection
Description
Card**

Mss

1. Lawyers
2. Massachusetts--Politics and Government
3. U.S.--Politics and Government
4. Washington, D.C.
5. Worcester, Mass.
6. Women as Correspondents

**Collection
Description
Card**

WOMEN AS CORRESPONDENTS

Mss Davis, John, 1787-1854
Papers, 1812-1902

1 mss. box; 4 octavo vols.; 1 oversize vol.

**THIS
COLL.
ITEM
CAT.**

Mass. Governor, U.S. Senator, Worcester lawyer. Personal and political correspondence, including letters to and from his wife, Eliza Bancroft Davis. There are also drafts of speeches, legal briefs, public papers, and an 1830 journal kept by Davis.

Fig. 2. Collection description cards—main entry and tracings cards, added entry card (collection).

the collection description and did not require a separate review of the collection (fig. 2).¹³ Therefore 'Collection Description Cards' serve as a comprehensive index to the collection descriptions themselves.

An authority file of subject headings is maintained to prevent an overelaboration of such headings and to insure that the form of each heading is standardized so that headings for other collections might share similar terminology. Subject headings are also carefully cross-referenced to prevent readers from searching for headings for which there are no entries. The forms already systematized in the *Library of Congress Subject Headings* were adopted for use in the AAS manuscript card catalogue because the wide-ranging diversity of AAS holdings made subject headings useful in gaining optimal intellectual control of collections.¹⁴

Some collections, because of their importance and frequent use, have been catalogued by item. Initially developed shortly before the Bicentennial to enhance access to materials bearing on the American Revolution, item cataloguing procedures were also applied to such documents as the correspondence in the Isaiah Thomas Papers, the papers of Abigail Kelley Foster,

¹³ For comment on the utilization of subject headings in processing unpublished records, see David B. Gracy, *Archives and Manuscripts: Arrangement and Description in A Basic Manual Series*, ed. C. F. W. Coker, 5 vols. (Chicago: Society of American Archivists, 1977); Society of American Archivists, Committee on Finding Aids, *Inventories and Registers: A Handbook of Techniques and Examples* (Chicago: Society of American Archivists, 1976), pp. 21, 32. See also Richard C. Berner, 'Manuscripts, Catalogs and Other Finding Aids: What Are Their Relationships?' *American Archivist* 34(1971):367-72; 'Arrangement and Description of Manuscripts,' *Drexel Library Quarterly* 11(1975):51-52; Robert L. Brubaker, 'Archival Principles and the Curator of Manuscripts,' *American Archivist* 29(1966):511-12; Kenneth W. Duckett, *Modern Manuscripts: Their Management, Care, and Use* (Nashville: American Association for State and Local History, 1975), pp. 135-46.

¹⁴ The Library of Congress headings were followed as closely as possible both in form and function. See Library of Congress, Subject Cataloguing Division, Processing Department, *Subject Headings* 8th ed., 2 vols. (Washington: Library of Congress, 1975). See also Duckett, *Modern Manuscripts*, p. 137.

and other collections.¹⁵ Collections catalogued by item are represented by at least three cards for each catalogued document; these cards identify writers, recipients, and dates, with an occasional added-entry card (prepared in those instances in which the content was especially noteworthy or the context would not normally lead the reader to surmise that the evidence existed) (fig. 3). Item cards are interfiled with collection description cards but are distinguished from them by the designation of the collection title in the left-hand margin of the item cards. By contrast, 'Collection Description Cards' are so designated in the upper right-hand margin of those cards. Moreover, all collections catalogued by item are also so stamped on collection description cards (fig. 2).

Collections owned by the Society and available on microfilm (in whole or in part) are indicated by the designation 'See Also Microfilm File.' Information about microfilm copies of collections is available upon inquiry to the manuscripts department. There are also instances in which the Society has microfilm copies of collections the originals of which are located elsewhere; in these cases, the collections are described in the same manner as if the Society held the originals. However, in every case, the location of the originals, when known, is designated.

Finally, there are cards filed in the catalogue that refer the reader to the Transfer File. In most cases, this indicates that the collection was transferred to another repository because the collection either did not fit within the Society's collecting field, or that portion of the collection owned by the Society represented but a part of another, larger, usually more significant collection held elsewhere. Such collections were transferred to contribute to the centralization of related manuscript holdings as well as to enhance the research value of those col-

¹⁵ If a collection catalogued by item consists solely of correspondence, or is arranged chronologically in one series, then, of course, the entire collection is item-catalogued. Where collections contained series other than that of correspondence, *only* the correspondence series was catalogued by item.

U.S.
Rev.
Coll. Marble, Henry, -1841
to
Mss Parkman, Breck

1781 September 18

ALS. Camp Continental Village, [N.Y.] 4 pp.
Anticipating the capture of Cornwallis;
troops sent south; good condition of men.

U.S. Parkman, Breck, 1748/49-1825
Rev.
Coll. Marble, Henry
to
Mss Parkman, Breck

1781 September 18

ALS. Camp Continental Village, [N.Y.] 4 pp.
Anticipating the capture of Cornwallis;
troops sent south; good condition of men.

U.S. 1781 September 18
Rev.
Coll. Marble, Henry
to
Mss Parkman, Breck

1781 September 18

ALS. Camp Continental Village, [N.Y.] 4 pp.
Anticipating the capture of Cornwallis;
troops sent south; good condition of men.

U.S. U.S.--HISTORY--REVOLUTION--CAMPAIGNS
Rev. AND BATTLES
Coll.

Mss Marble, Henry
to
Parkman, Breck

1781 September 18

ALS. Camp Continental Village, [N.Y.] 4 pp.
Anticipating the capture of Cornwallis;
troops sent south; good condition of men.

Fig. 3. Item catalogue cards—writer card, recipient card, date card,
added entry card (item).

lections possessed by the Society. The Transfer File is maintained to preserve and complete the record of provenance for those collections no longer in the possession of the Society.

RESEARCH USE

The library of the American Antiquarian Society is open to qualified readers, who are urged first to inquire by mail about their research interests to insure that they will receive optimal service when they arrive. The library is open Monday through Friday from 9 A.M. to 5 P.M., except on legal holidays and on occasional other designated dates. AAS is located at 185 Salisbury Street, Worcester, Massachusetts 01609, and can be reached by telephone at (617) 755-5221.

Readers are interviewed by a senior staff member and are required to produce identification, preferably something including a photograph. Reader cards are issued for the duration of expected use of the Society's collections, or up to one year, whichever occurs first. Because the Society does not have sufficient staff to support coursework assignments, students are admitted *only* for the purpose of engaging in original research. Such students must have letters from their faculty advisers outlining their project and the nature of the sources they need to utilize. Readers are referred to the brochure 'Notes to Readers' for more information on reader policies and procedures.

Photoduplication services are available to readers, subject to the acceptability of the physical condition of the collections and the availability of staff to provide such service. The Society reserves the right to refuse or restrict any such orders, and permission to publish from the Society's collections must be secured in advance in writing from the director. Readers are referred to the AAS 'Photoduplication Policies and Fees' statement for more information.

The termination of NEH project support marks the completion of an intensive effort to improve access to the Society's manu-

script collections which number more than twelve hundred and are filed on approximately two thousand linear feet of shelving. Most of the collections are small, especially by contemporary standards, and contain primarily personal correspondence, diaries, account books, and other records produced in a society free of the vast institutional bureaucracies that are so prominent today. But these largely personal records reflect a staggering diversity and document a remarkable variety of interests and transactions. The creation of a set of integrated finding aids featuring comprehensive subject access to these collections is the major achievement of this project, and dramatically enhances access to the unpublished holdings of AAS. It also suggests a system of finding aids that may be of value to other repositories holding similar collections. The continuing increase in the number of annual research visits among readers of AAS manuscript collections attests to the utility of these finding aids as well as the research value of the collections they describe.

APPENDIX

PROCEDURES FOR PREPARING COLLECTION DESCRIPTIONS

1. After being assigned a collection to process, determine the extent or size of the collection. Check the manuscripts department card catalogue, the folders in the miscellaneous manuscript boxes, the boxes, the octavo volumes, the folio volumes, and the oversize boxes and volumes for pertinent information.

2. Check the collection itself (especially the outside of the folders and the endpapers or flyleaves of volumes) for information about provenance of the collection. Check also the AAS archives (and the index to the archives) and the Shipton index to the AAS *Proceedings*, as well as the AAS newsclipping file for information about the collection and/or its principals. Finally, check the manuscript card catalogue (and the general card catalogue for occasional entries relating to AAS manuscripts) for old index cards to the collection.

3. Review the collection *briefly* in its entirety to gain understand-

ing of its parameters and principal characteristics. Take brief notes on record type(s), dates of documents, the nature of the transactions represented in the documents, the principal individuals and institutions represented in the transactions, and the number of items (or number of boxes and/or volumes if it is a large collection).

4. Before examining the collection in detail, review any information available about provenance together with the brief notes taken to gain an overview of the collection.

5. In order to gain a greater appreciation of context and background knowledge of the collection, it is important to prepare biographical data on persons around whom a collection is formed (or a historical sketch of an institution in the case of institutional records). Reference books, biographies, local histories, or any of the other countless such resources at AAS are all appropriate. (See the curator or assistant curator when uncertain about what sources may be helpful.)

6. Among the references that are generally most helpful are the *Dictionary of American Biography*; *Appleton's Cyclopedia of American Biography*; the *National Cyclopedia of American Biography* and its companion volume, *White's Conspectus*; volumes of *Who's Who* and *Who Was Who*; the *American Biographical and Genealogical Index*; the *New England Historic and Genealogical Register*; *American Authors, 1600-1900*; *Notable American Women, 1607-1950*; John Farmer's *List of New England College Graduates to 1833*; *Sibley's Harvard Graduates*; *Dexter's Yale Graduates*; Frederick Lewis Weis's colonial clergy volumes (especially that for New England); Harriette Merrifield Forbes's *New England Diaries to 1800*; William Buell Sprague's *Annals of the American Pulpit*; Francis B. Heitman's lists of officers of the Continental Army, the U.S. Army, and the U.S. Navy (both to 1903); the volumes of *Massachusetts Soldiers and Sailors in the American Revolution* (with a similar series for the Civil War); the *Biographical Directory of the American Congress, 1774-1961*; and the *Worcester County Biographical Index*. Be sure also to check the AAS card catalogue, the *National Union Catalog of pre-1956 Imprints*, and AAS holdings in local history and genealogy, as the situation dictates.

7. Having inquired about provenance, checked the collection briefly for a physical overview, and prepared background information, the work of processing begins in earnest. All collection containers (boxes, folders, volumes, cases, etc.) should be numbered; all notes should be numbered to conform to the numbering of the

containers. Note-taking is best described as evaluation of documents answering the questions: who, what, where, when, and how. (This note-taking is done to characterize a collection generally, *not* to analyze documents individually; thus recurring names in documents, inclusive dates, topics reported in a variety of documents, location of these transactions, etc., are the data of interest.)

8. While taking notes to correspond to containers, plan how the collection might best be arranged. If the existing arrangement (i.e., physical order of documents) of a collection imparts adequate information about the characteristics of a collection, the arrangement should not be altered. But if the collection cannot easily be understood, arrange the documents in series (series are units by which documents acquire meaning in relation to one another); e.g., business correspondence, family correspondence, diaries, committee meeting minutes can all be arranged together since their origin is functionally similar and meaningful in relation to other documents of similar function).

9. Establishing series is an exercise in judgment. While smaller collections (less than two boxes or c. 500 items) may be arranged in chronological order or alphabetically by writer (identifying writers, especially officials of institutions, can be time-consuming, however), larger collections are generally best arranged by series in which documents are arranged by function or transaction. Never impose a subject arrangement on a collection. A collection *may* include series of personal or family correspondence (which can be arranged by writer if there are relatively few writers in relation to the number of documents), general professional correspondence (best arranged chronologically), specific professional correspondence (may be arranged chronologically, by recipient, or by activity, transaction, or function), diaries, account books, newsclippings, writings, financial papers, land papers, legal papers, genealogical records, sermons, minutes, reports, and memorabilia. A miscellaneous series is sometimes necessary but should be avoided where possible. It is important to remember that collections may have all or none of the series or yet different series than those mentioned above; the key criterion in determining how to arrange documents is how the context of creation of the documents and the research significance of the collection are best illuminated.

10. It is necessary while processing a collection to evaluate it with other needs in mind. Damaged or deteriorating items should be removed (with an acid-free marker identifying and locating the

removed document) and placed in a folder for conservation work to be given to the curator. Instructions should be entered on the instruction sheet noting the general condition of the collection and what is necessary to restore the collection to usefulness for scholars. Printed materials should be removed from the collection to be filed in the appropriate collection in the AAS library or graphic arts department. Such materials include books and pamphlets (unless emended or annotated with manuscript notes), broadsides, prints, maps, or photographs (unless unidentified and then better left with enclosing documentation). Enclosures should be left with enclosing documents (each document should be annotated on an acid-free slip in pencil: 'enclosing [date of enclosure]' or 'enclosed in [date of enclosing document]'). Materials like canceled checks, routine bills and receipts, form letters, postcards, duplicate copies or inconsequential fragments, or documents whose contents are summarized elsewhere can be considered for disposal; in *all* cases consult the curator or assistant curator.

11. After a collection is arranged, a finding aid or collection description must be prepared. A collection description is the means by which relationships among persons, places, activities, and subjects are described to prospective researchers. The most effective means by which this is accomplished is to enumerate the attributes of a collection.

12. All collections contain both substantive and structural attributes. *Substantive* attributes detail the who, what, where, when, and how of a collection by discussing the provenance or functional origins of a collection, the identity of the creator(s), the time and place of production, and the subject matter mentioned in the documents. Documents may often be identified by examining external evidence such as watermarks, postmarks, ink, stationery, handwriting, as well as by study of the contents (or internal evidence). *Structural* attributes include the size of the collection (measured by number of boxes and/or volumes and/or folders [list the number of items, i.e., physically separable writings, included in the folders]), the form of the collection (original documents, carbon copies, letterpress copies, drafts, fair copies, photocopies, microfilm, etc.), its composition (whether bound or loose), and the record type(s) included in a collection.

13. Collection descriptions are finding aids detailing the provenance, form, content, conditions of access, and other information to facilitate research use of AAS manuscript collections. These de-

scriptions are also used as work sheets from which information is abstracted to prepare collection description cards which are filed in the manuscripts department card catalogue. The collection descriptions are filed alphabetically by collection name in loose-leaf notebooks.

14. The name given a collection should be as descriptive of the content as conciseness will allow. Proper names, which designate the individual, family, or corporate group around which the collection is formed, are preferred, though occasionally a subject entry or collection designated by record type may be used (as in, for example, the United States Revolution Collection or the Orderly Books Collection).

15. The descriptive term following the proper name must record the type of manuscript material contained in the collection. The term 'letters' indicates that the principal(s) of the collection wrote the letters that chiefly characterize the type of document contained in the collection. The term 'correspondence' may refer either to incoming letters or to both incoming and outgoing letters. The terms 'diary,' 'account book,' 'business records,' and 'sermons' are self-explanatory. The phrase 'local records' is used to designate a collection primarily of documents of a local government. The term 'papers' designates a collection of different record types, while 'collection' is used to indicate materials gathered by someone other than a collection principal or materials gathered by various collectors and pertaining to a unified theme.

16. The dates following the collection name should be inclusive, from the earliest date through the latest, except for documents scattered widely over time; in such cases use semicolons (e.g., Joseph Smith Papers, 1757; 1788; 1835-1861). Gaps and concentrations can be noted in the text of the description.

17. Collections may be located in one or more places in the manuscript room. The locations are designated by function and thus are self-explanatory phrases: manuscript boxes; manuscript folders in what are designated 'miscellaneous manuscript boxes'; octavo volumes; oversize volumes; oversize boxes; folio volumes; scrapbooks; special stack room. Collections are arranged alphabetically in these respective locations. Collections are frequently located in several different areas, depending on their composition.

18. The size of the collection is indicated by the number of boxes and/or volumes and/or folders that constitute the collection. The term 'octavo,' 'folio,' and 'oversize' should be used in indicating

the volumes constituting a collection. If there is but one volume in a collection, indicate the number of pages or leaves that constitute the volume. Whenever a collection consists only of folders, an item count should be included since the quantity of materials in a given folder can vary substantially.

19. Use the heading 'finding aids' on the collection description sheet to enter any printed sources of information about the collection or its principals. Especially appropriate to this entry is any biographical information about any principal(s) in a collection. Bibliographical information should be detailed in the case of obscure sources, and less so for better-known individuals. Use brief introductory phrases to indicate why a particular source volume is useful as a 'finding aid.' Also note here any previously prepared card indexes or catalogues to AAS manuscript collections, or any published versions of the collection or portions thereof.

20. Entries indicating the 'source of collection' (or provenance) should designate whether the collection is a 'gift of' or 'purchased from' or 'deposited by' and the year of the transaction. The provenance of an unusually important collection may be made part of the description.

21. The balance of the sheet is used for the 'collection description,' or what is more generally known as the 'scope and content note.' The description includes two parts: the first part identifies the person, institution, locality or subject around which the collection is organized. The second part describes the transactions, record types, dates of documents, persons who figure prominently in the collection, and topics that are of research significance. The first part of the description should identify the relationship between the principal(s) of the collection and the transactions and relationships represented by documents in the collection itself.

22. The second part of the description should also make explicit the arrangement of the documents. Restrictions on access or use of collections or portions thereof should also be noted. It is important to keep in mind that the amount of information concerning a collection should be in some general proportion to the role of the individual(s) represented in it, as well as to its general research significance.

23. In addition to collection descriptions, main entry and added entry catalogue cards are also prepared. These cards note the various attributes of the collection, such as record types, places of ac-

tivities represented in the collection, names and occupations of collection principals such as diarists or letter writers, and, of course, subject entries detailing topics found within the collection (and following manuscript department authority file and the *Library of Congress Subject Headings* volumes). These entries are entered by the processor on the 'Instruction Sheet,' as are instructions from the processor on further arrangement and/or conservation work to be done on the collection. Never list an added entry that is not mentioned in the text of the collection description; indeed, added entries are determined by reviewing the text (and contents list where applicable) of the collection description.

24. Collection description cards are prepared by abstracting collection description forms. These cards follow generally the procedures adopted by the *National Union Catalog of Manuscript Collection* volumes from the appropriate section of chapter 10, pp. 265-71, of the 1971 paperbound edition of *Anglo-American Cataloging Rules*. These cards with their variety of added entries represent both an index to the more detailed collection description and an overview of AAS manuscript holdings.

25. Remember that records are described best when their function is analyzed; it is better to work toward the objects of activities than simply to describe subjects discussed within records. Where collections present various types of documents for which the arrangement seems difficult to comprehend, preparation of a contents list is advisable. The existence of previously prepared catalogue cards or index cards should also be noted.

26. Having completed the arrangement and description, it is important to prepare temporary labels for the boxes, folders, and volumes. The collection name, its inclusive dates, location (octavo, folio, or oversize volume, miscellaneous manuscript or oversize manuscript box), and either series designation or inclusive dates of documents within the container (if a simple chronological arrangement) should be included. Use acid-free slips about an inch longer than the height of the volume for volume and folder labeling, and insert or affix temporary labels on the boxes. Folders should not be more than one-half inch in thickness. If it is to be included, a contents list is prepared following boxing and labeling. A contents list indicates by container (i.e., volume by volume, folder by folder) the contents of a collection.

ITEM CATALOGUING INSTRUCTIONS

1. Material to be catalogued by item includes correspondence, drafts, essays, sketches, reports, and the like, as well as business papers and legal papers that are interfiled among correspondence and other writings in smaller collections (i.e., less than approximately 500 items). It is desirable where possible (and where there are sufficient numbers) to separate into series documents such as business and legal records, sermons, diaries, genealogies, church records, government records, and account books. Normally, these materials are not catalogued if they can be separated from correspondence and writings; if they cannot be separated, it is best to catalogue them to avoid the confusion of whether or not a document(s) has been catalogued.

2. Once a collection has been described generally and cataloguing instructions are prepared, the work of cataloguing begins. Use a pad of 3"×5" paper and a good, sharp pencil. All slips of paper should contain all necessary information for typing on permanent card stock the cards for each document. In the upper left-hand corner of the slip enter the name of the collection. The name of the writer(s) of the document appears, last name first, at the top of the slip and indented about an inch and a half from the left-hand margin. If there is more than one writer and/or signer of the document, the names are listed vertically in alphabetical order. Even if the source of the document is an institution, but the document is signed by an individual, the name of the writer of the document is that of the individual.

The name of the recipient(s) of a document appears, last name first, one-half inch directly below that of the writer(s). If there is more than one recipient, the names are listed vertically in alphabetical order.

The date appears one-half inch directly below the name(s) of the recipient. The date is entered in the order of year, month, and day. Use brackets with the phrase 'no date' for undated documents.

The next line includes entries which may be described briefly as the 'nature' of the document. One-half inch directly below the year appears a series of upper (and sometimes upper-lower) case letters. These letters describe the type of document. The following combinations may be used:

- ALS. Autograph Letter Signed
- LS. Letter Signed
- ANS. Autograph Note Signed
- AN. Autograph Note
- AL. Autograph Letter
- ADfS. Autograph Draft Signed
- DfS. Draft Signed
- ADf. Autograph Draft
- ACyS. Autograph Copy Signed
- CyS. Copy Signed
- ACy. Autograph Copy
- Cy. Copy.
- ADS. Autograph Document Signed
- DS. Document Signed
- AD. Autograph Document
- AMsS. Autograph Manuscript Signed
- AMs. Autograph Manuscript
- TLS. Typed Letter Signed
- TL. Typed Letter
- TCyS. Typed Copy Signed
- TCy. Typed Copy

The words 'Receipt,' 'Invoice,' 'Account,' and 'Inventory' may be used to describe a business document.

Next to the description of the type of document appears the place of origin of the document, if known, and, next to place of origin, is entered the number of pages of the document on which writing appears, *including* the address leaf and/or endorsement.

On the line directly below that detailing the 'nature' of the document appears a brief phrase or phrases describing but not analyzing the content of the document. These phrases should be as brief and as functional as possible in communicating whatever may be of research value in the document short of calendaring the document. The topics of a business letter or legal letter or family letter may be briefly enumerated. If there are several references of research value in the letter, a single designation such as 'fine on the American Revolution' or 'good political letter' or other suitable, but brief, phrases will be adequate. If the document is an invitation, acknowledgement, thank-you note, or patronage letter, that information should be so noted in a word.

In preparing cataloguing slips, the use of brackets is required when supplying information about the writer, recipient, or date. If, for example, a letter is signed 'J.A.,' the proper form of the writer entry should read A[dams], J[ohn].

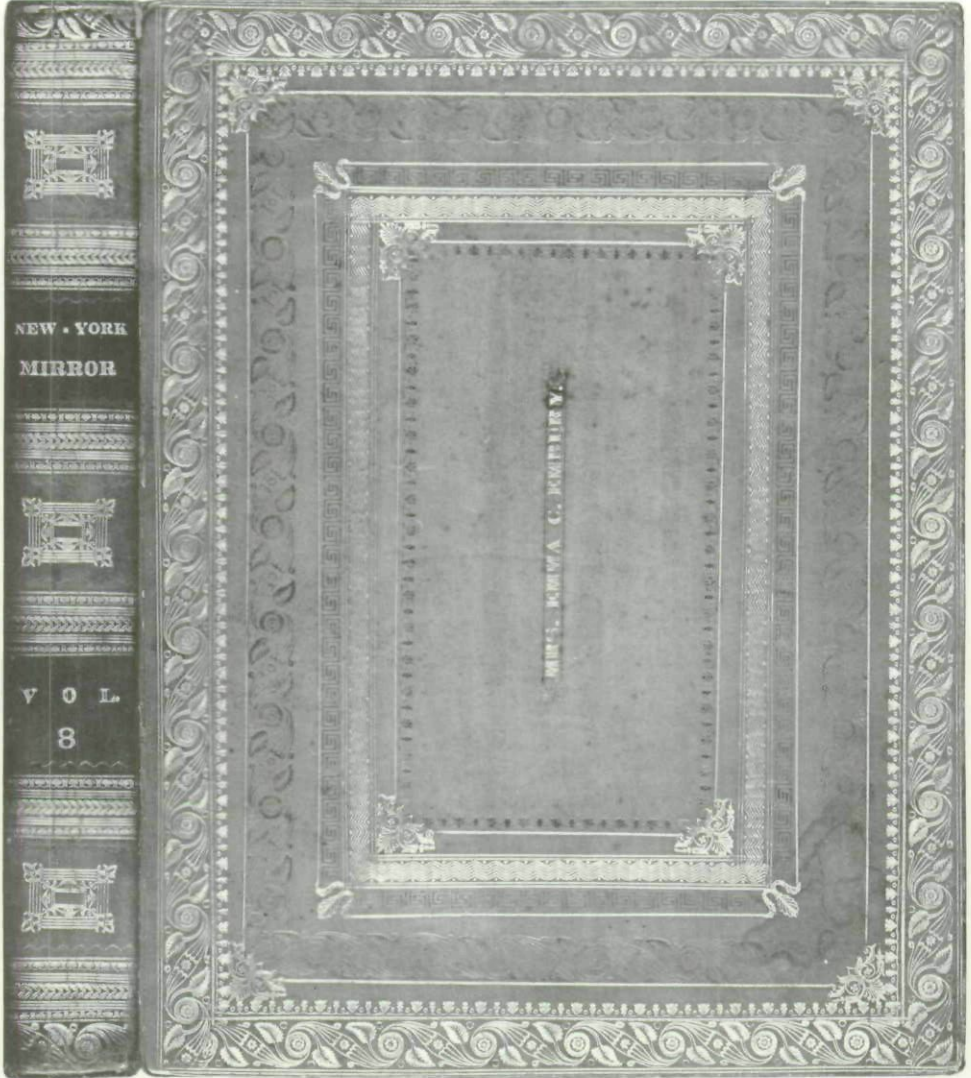
Whenever possible, supply the birth and/or death dates of writers and recipients of documents, *when this information is readily available*. 'Readily available' means if the collection itself contains the information, or if it is available in the *Concise Dictionary of American Biography*, the *National Union Catalog pre-1956 Imprints* volumes, or the American Antiquarian Society card catalogue of printed books. Another important source for the dates of writers and recipients of manuscripts is the collection list of writers of documents.

Cataloguers should maintain a list of writers to maintain consistency in catalogue entries.

3. When there are two or more documents contained on the same sheet of paper, each document has a separate slip. The following notation is made at the bottom of each respective slip: 'With [the type of document] of [name of writer] to [name of recipient], [date], [number of pages].' Follow this format for however many additional documents on the sheet require description.

4. Added entries are included when the content of the document is of undisputed research value and cannot be associated with the customary activity or interest of the writer. If there is a question about the research value of the contents, consult the curator. Consult the manuscript department subject authority file or the Library of Congress *Subject Headings* for the proper form of the added entry, though an added entry may be simply a name, if not normally associated with the writer, or if the reference to the person is of undisputed research value. Added-entries are *always* designated on cataloguing slips by writing the numbered entry on verso of the slip. Please note on recto of the cataloguing slip 'see verso' to alert the typist that additional material is on the back of the cataloguing slip.

5. Where it is difficult to read the name of a writer or a recipient or the date, the most intelligent rendering of the illegible name is entered in brackets with a question mark. Where the information is utterly indecipherable, the word is represented by a question mark within brackets.



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MRS. J. W. C. BENTLEY

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