Descriptive Summary
Title: Norman D. Philbrick Working Files
creator: Philbrick, Norman D., 1913-
Dates: 1787-1985
Abstract: The Philbrick Working Files include Norman Philbrick's correspondence with book dealers and scholarly colleagues, an appraisal of his library, accession ledgers, invoices from dealers, newspaper and magazine clippings, mailings from his numerous social and scholarly organizations, photographs, and other artifacts. Documents relating to the process by which Philbrick amassed his library on the history of theatre are predominate in this collection. This collection contains some letters and materials from the eighteenth and nineteenth centuries, however the bulk of materials in this collection date from the mid-twentieth century.
Extent: 6 boxes
Repository: Claremont Colleges. Honnold/Mudd Library.
800 N. Dartmouth Avenue
Special Collections, Honnold/Mudd Library
 Claremont University Consortium
 Claremont, California 91711
Collection Number: H1986.1
Languages: Languages represented in the collection: English
Physical Location: Special Collections, Honnold/Mudd Library. Claremont University Consortium.
Restrictions on Access
This collection is open for research.
Publication Rights
For permissions to reproduce or to publish, please contact Special Collections Library staff.
Preferred Citation
[Identification of item], Norman D. Philbrick Working Files, Special Collections, Honnold Mudd Library, Claremont University Consortium.
Acquisition Information
Processing Information
Processed by Heather Todd for Archival Studies 311, Claremont Graduate University, Spring 2009.
Accruals
No additions to the collection is anticipated.
Biographical Note
This collection was donated in conjunction with the Geraldine Womack and Norman D. Philbrick Library of Dramatic Literature and Theatre History, which is also housed in Special Collections. Born on April 30, 1913 in Forth Wayne, Indiana, Norman Douglas Philbrick earned his A.B. from Pomona in 1935, M.A. from Stanford University in 1942, and Ph.D. from Cornell University in 1949. He married Alice Geraldine Womack in 1941, and they had four children: Mary, Anne, Robert, and Virginia.
During Philbrick's lifetime he held posts including the executive head of the Stanford University Department of Speech and Drama, president of the American Theatre Association, faculty positions at Pomona and Scripps Colleges, was a member of the Board of Trustees of Pomona College, and taught at the Pasadena Playhouse.
In 1941 Philbrick began collecting what would eventually become one of the major research collections on the history of English, American, and, to a lesser extent, French drama of the late seventeenth through the early nineteenth centuries, and continued until his death on January 25, 1987.
Scope and Contents
The collection includes documents relating to the creation and expansion of the Philbrick Library, including correspondence between Philbrick and numerous dealers, accession ledgers, invoices from dealers, a completed appraisal of his library, and even a floor plan of the building he had constructed to house his library. Other materials in the collections document his scholarly interests, including magazine articles, newspaper clippings, and pamphlets from lectures. The correspondence with Constance Fletcher, which spans from 1969 to Fletcher’s death in 1980, contains data on Philbrick’s purchasing habits,
the items he desired for his library, as well as personal matters, such as illnesses, vacations, and marriages. Some of the materials in the collection were not created by Philbrick, but were collected by him or added to the Working Files because they deal with issues of moving the Philbrick Library to Special Collections.

Series Arrangement
Series 1 Philbrick Working Files

Subject Headings
The following terms have been used to index the description of this collection
Philbrick, Norman D.
Theatre and performance play texts

Series 1 Philbrick Working Files, 1950-1987

box 1, folder 1  Correspondence - Tania Rizzo, 1986-1987
  Scope and Content Note
  Includes various inquiries (mostly scholarly) about the acquisition of the Philbrick Library.
  A few letters are written by assistants: Matthew Gilmore and Deborah Falconer.

box 1, folder 2  Philbrick - Will,
box 1, folder 3  Descriptions of the Philbrick Library, 1972-1985
  Scope and Content Note
  Includes various descriptions of the Philbrick Library, which appear to be used for press releases, brochures, and other public uses. Generally informative about the strengths of the Philbrick Library as well as the collection scope.

box 1, folder 4  American Library Association convention, 1975
  Scope and Content Note
  Contains notes and a schedule of events for an ALA convention on July 3, 1975, where Philbrick gave a speech.

box 1, folder 5  Miscellaneous notes relating to Philbrick Library, 1975
  Scope and Content Note
  Includes various handwritten papers with book notations and a couple of book orders.

box 1, folder 6  Pamphlet, published by John Bell, Undated
  Scope and Content Note
  Pamphlet, late eighteenth or early nineteenth century, published by John Bell, printer and bookseller. Only three pages remain, and there are handwritten notations on back.s

box 1, folder 7  Library items missing or returned to owner, Undated
  Scope and Content Note
  Includes correspondence and documentation regarding the transfer of the Philbrick Library to Honnold/Mudd. Makes note of what items were missing or were returned to Norman Philbrick for his personal use. Includes photocopies of catalogue cards.

box 1, folder 8  Philbrick - Accession record, 1954-1972
  Scope and Content Note
  Photocopies of Philbrick's accession records, from 1954-1972.

box 1, folder 9  Philbrick - Purchase lists, 1951-1964
  Scope and Content Note
  Lists works purchases, prices paid, and from whom they were bought from 1951-1964.
<table>
<thead>
<tr>
<th>Box Folder</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1, 10      | Pomona Today, summer 1987 edition, 1987  
Scope and Content Note  
Includes an article on the Philbrick Library by David Alexander. |
| 1, 11      | Philbrick Library publicity, 1986  
Scope and Content Note  
Includes various newspaper clippings. |
Scope and Content Note  
Includes photographs from the transfer and dedication of the library, guest lists, an official invitation, a copy of Philbrick's speech, and a list of items displayed. |
| 1, 13      | Norman Philbrick - Vita  
Box 1, folder 14 | Norman Philbrick - Personal, 1986  
Scope and Content Note  
Item 1: A letter regarding the publication of a Constance Kyrle Fletcher memorial volume.  
Item 2: A pamphlet for AETA luncheon, Aug. 30, 1961, when Philbrick was President.  
Item 3: A pamphlet for a play Philbrick directed March, 1967.  
Item 4: The December 1976 volume of Theatre News, which mentions Philbrick.  
Item 5: Letter from Frederick Koch, at UNC Chapel Hill, May 24, 1943, regarding a position as an Assistant Professor. |
| 1, 15      | Books borrowed or given as gifts by Norman Philbrick  
Box 1, folder 16 | Duplicate books, 1979-1983  
Scope and Content Note  
Includes lists of duplicate books and correspondence with dealers to sell the duplicates. |
| 1, 17      | Correspondence from Thomas Gainsborough to David Garrick, 1774 (photocopies)  
Box 1, folder 18 | Correspondence from Mrs. Clive regarding David Garrick, 1779 (photocopies) |
| 1, 19      | Promptbook for The Brothers, a play by Edward Young (photocopy)  
Scope and Content Note  
Includes a photocopy of a promptbook for Edward Young's play, called The Brothers, which was produced by David Garrick. There are also other documents concerning the sale of promptbook, its authenticity, and how to catalogue it. |
| 1, 20      | Deed of Gift and correspondence regarding the transfer of the Philbrick Library, 1978-1986 |
| 1, 21      | Floor plan of Philbrick Library, 1963 |
| 1, 22      | List of items wanted for Philbrick Library |
| 1, 23      | Inventories of items in Philbrick's map case, 1974-1986 |
| 1, 24      | Inventories of art and artifacts, 1959-1974  
Scope and Content Note  
Includes some original invoices from C and I. K. Fletcher for several art items, 1965, and one invoice from Lee Freeson in 1966. |
<p>| 1, 25      | Inventory of autograph material purchased from Fletcher, 1953-1973 |
| 1, 26      | Philbrick Library ordering and cataloging procedure |
| 1, 27      | Items found inside of books in the Philbrick Collection |
| 1, 28      | Lists of engravings in extra-illustrated books |
| 1, 29      | Inventory of works of art in Philbrick Collection |
| 1, 30      | List of titles in Philbrick Collection that are found in Frank Hill's bibliography, American Plays Printed 1714-1830, 1971-1981 |
| 1, 31      | Insurance reports for items in Philbrick Library, 1967-1985 |</p>
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<th>Box, Folder</th>
<th>Description</th>
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<tbody>
<tr>
<td>1, 32</td>
<td>Correspondence regarding the copyright ownership of Henry Irving and Ellen Terry's letters, 1967-1985</td>
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<td>1, 33</td>
<td>Photocopy of Gordon Craig Archives, by L. M. Newman</td>
</tr>
<tr>
<td>1, 34</td>
<td>Correspondence regarding the copyright ownership of Ifan Fletcher and Gordon Craig's letters, 1963-1984</td>
</tr>
<tr>
<td>1, 35</td>
<td>Documentation regarding Philbrick's purchase of the Craig Collection from Constance Fletcher, 1969-1978</td>
</tr>
<tr>
<td>1, 35</td>
<td>Scope and Content Note</td>
</tr>
<tr>
<td></td>
<td>Includes correspondence, contracts, invoices, and inventories.</td>
</tr>
<tr>
<td>2, 1</td>
<td>Philbrick - Correspondence, 1935-1977</td>
</tr>
<tr>
<td>2, 2</td>
<td>Clippings announcing the sale of Craig Collections, 1986-1987</td>
</tr>
<tr>
<td>2, 2</td>
<td>Master copy of catalogue, &quot;Edward Gordon Craig Revisited,&quot; 1984</td>
</tr>
<tr>
<td>2, 3</td>
<td>Scope and Content Note</td>
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<td></td>
<td>Includes a copy of the catalogue Philbrick made to supplement an exhibition he held in his Library in 1984.</td>
</tr>
<tr>
<td>2, 5</td>
<td>Scope and Content Note</td>
</tr>
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<td></td>
<td>Includes the catalogue to the exhibition and correspondence between Philbrick and Stanford regarding his loan of several Craig items.</td>
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<tr>
<td>2, 6</td>
<td>Inventory of the J. Wesley Swanson Collection of Edward Gordon Craig in the Northwestern University Library, 1987</td>
</tr>
<tr>
<td>2, 7</td>
<td>Notes for discarded exhibition, &quot;The Age of Spectacle,&quot; 1964-1972</td>
</tr>
<tr>
<td>2, 8</td>
<td>Correspondence between Philbrick and Elizabeth and Graham Waite, 1980-1984</td>
</tr>
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<td>2, 9</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1979</td>
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<tr>
<td>2, 10</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1978</td>
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<td>2, 11</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1977</td>
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<td>2, 12</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1976</td>
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<tr>
<td>2, 13</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1975</td>
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<tr>
<td>2, 14</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1974</td>
</tr>
<tr>
<td>2, 15</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1973</td>
</tr>
<tr>
<td>2, 15</td>
<td>Scope and Content Note</td>
</tr>
<tr>
<td></td>
<td>Letters include negotiations concerning Philbrick's purchase of the Craig Collection from Constance Fletcher.</td>
</tr>
<tr>
<td>2, 16</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1972</td>
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<tr>
<td>2, 17</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1971</td>
</tr>
<tr>
<td>2, 18</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1970</td>
</tr>
<tr>
<td>2, 19</td>
<td>Correspondence between Philbrick and Constance Fletcher, 1969</td>
</tr>
<tr>
<td>2, 20</td>
<td>Block of George M. Cohan stamps, 1978</td>
</tr>
<tr>
<td>2, 21</td>
<td>Articles written by Norman Philbrick, 1970-1983</td>
</tr>
<tr>
<td>2, 22</td>
<td>Photographs of Punch and Judy figures from the Philbrick Library, 1975</td>
</tr>
</tbody>
</table>
box 2, folder 23  Photographs of works of art by Natalia Gontcharova and Samuel de Wilde from the Philbrick Library,
box 2, folder 24  Photographs of Richard III images, 1985
box 2, folder 25  Photographs of miscellaneous items in Philbrick Library, 1975-1986
box 2, folder 26  Correspondence between Philbrick and book dealers, 1985
box 2, folder 27  Correspondence between Philbrick and book dealers, 1984
box 2, folder 28  Correspondence between Philbrick and book dealers, 1983
box 2, folder 29  Correspondence between Philbrick and book dealers, 1982
box 2, folder 30  Correspondence between Philbrick and book dealers, 1981
box 2, folder 31  Correspondence between Philbrick and book dealers, 1980
box 2, folder 32  Correspondence between Philbrick and book dealers, 1979
box 2, folder 33  Correspondence between Philbrick and book dealers, 1971
box 2, folder 34  Catalogue and periodical subscriptions, 1974-1985
box 3, folder 1  Correspondence between Philbrick and various scholars and book dealers, 1965-1984
box 3, folder 2  Correspondence marked “for reference” between Philbrick and various scholars and book dealers, 1960-1977
box 3, folder 3  Correspondence between Philbrick and Sotheby Parke Bernet Inc., 1977-1979
box 3, folder 4  Correspondence between Philbrick and Iain Macintosh, 1977-1978
box 3, folder 5  Correspondence between Philbrick and Kuglin Duval, 1972-1976
box 3, folder 6  Invoices for library supplies and equipment, 1964-1985
box 3, folder 7  Invoices from dealers, 1985
box 3, folder 8  Invoices from dealers, 1984
box 3, folder 9  Invoices from dealers, 1983
box 3, folder 10  Invoices from dealers, 1982
box 3, folder 11  Invoices from dealers, 1981
box 3, folder 12  Invoices from dealers, 1980
box 3, folder 13  Articles regarding copyright laws and issues, 1970
box 3, folder 14  Catalogue cards for original drawings in the Philbrick Library
box 3, folder 15  Catalogue cards for prints in the Philbrick Library
box 3, folder 16  Clippings from dealers’ catalogues, 1969-1974
  Scope and Content Note
  Includes programs, mailings, and letters.
box 3, folder 20  International Theatre Institute, 1954-1961
  Scope and Content Note
  Includes programs, mailings, and letters.
box 3, folder 21  Friends of the Old Vic, 1979-1980
  Scope and Content Note
  Includes programs, mailings, and letters.
box 3, folder 22  The Players, 1977-1983
  Scope and Content Note
  Includes programs, mailings, and letters.
box 3, folder 23  Society for Theatre Research, 1956-1983
  Scope and Content Note
  Includes programs, mailings, and letters.
  Scope and Content Note
  Includes programs, mailings, and letters.
Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 26  International Federation for Theatre Research, 1961-1982  
Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 27  American Society for Theatre Research, 1966-1982  
Scope and Content Note  
Includes programs, mailings, and letters.

Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 29  Friends of Bancroft Library, 1978-1984  
Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 30  American Educational Theatre Association, 1944-1971  
Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 31  American National Theatre and Academy, 1952-1964  
Scope and Content Note  
Includes programs, mailings, and letters.

box 3, folder 32  Modern Language Association of America, 1980  
Scope and Content Note  
Includes programs, mailings, and letters.

box 4, folder 1  American newspapers, 1831-1885

box 4, folder 2  Clippings of Arthur Bingham Walkley's articles from The Times, 1919-1921  
Scope and Content Note  
Clippings are stamped with date, numbered, and signed.

box 4, folder 3  Clippings of Arthur Bingham Walkley's articles from The Times, 1922-1924  
Scope and Content Note  
Clippings are stamped with date, numbered, and signed.

box 4, folder 4  Items pulled from the Philbrick Library to be rebound or re-housed

box 4, folder 5  Original shelf labels for the Philbrick Library

box 4, folder 6  Alarm system information for the Philbrick Library, 1972-1984

box 4, folder 7  Preservation and environmental control information for the Philbrick Library  
Scope and Content Note  
Includes articles, advertisements, and general information on protecting papers from acidification, humidity, and harsh lighting, and how to store and display old books.

box 4, folder 8  Book binding care and treatment, 1935-1978  
Scope and Content Note  
Includes several different recipes and formulas for treating book bindings.
box 4, folder 9  Book repair information, 1971-1972
Scope and Content Note
Includes several articles concerning the rehabilitation of paper records.

box 4, folder 10  Information regarding the use of Mariklo products to protect and display manuscripts, 1957-1983
Scope and Content Note
Includes correspondence, invoices, and catalogues from Mariklo, a widely respected company that fabricated cellulose acetate envelopes. Also includes correspondence between Herbert Schulz, the Curator of Manuscripts at the Huntington Library, and Richard Smith, from the School of Librarianship at the University of Washington, regarding the use of cellulose acetate envelopes versus mylar envelopes in archives.

box 4, folder 11  Correspondence with the Hollinger Corporation regarding archival folders and envelopes, 1971-1975
Scope and Content Note
Includes correspondence and orders between Dorothy Bevis, the librarian of the Philbrick Library, and the Hollinger Corporation, which produced folders and envelopes for archival use. Also included are notes on the supplies available for archival use, and a discussion of the various ways of preserving the Philbrick Library's manuscript materials.
box 4, folder 44 Proposal for the publication of Baron Kotzebue's works, 1800
Scope and Content Note
Includes an autograph list of subscribers.

box 4, folder 45 Mounted broadside concerning Henry Giffard and the Licensing Act of 1737
box 4, folder 46 Sharing contract for "The Fatal Wedding," 1904
box 4, folder 47 Mounted broadside of "Shakespeare's Mulberry Tree," ca. 1750
box 4, folder 48 Promptbook of "The Taming of the Shrew," 1960
box 4, folder 49 U.S. Naval Reports, 1775-1776
box 4, folder 50 St. James's Theatre agreement form, 1917
box 4, folder 51 Eugene Gladstone O'Neill's "Who's Who" questionnaire, 1919
box 4, folder 52 Promptbook of "The Merchant of Venice," 1965
box 4, folder 53 Covent Garden Theatre printed and manuscript ephemera, 1788-1823
box 4, folder 54 "The Banish'd Beauty," by John Gay, 1729
box 4, folder 55 "Epilogue," by William Lamb, 1801
box 4, folder 56 Broadside of "Mr. Garrick's Answer to Mr. Macklin's Case," 1743
box 4, folder 57 Non-theatrical letters from the Barton dramatic scrapbook

binder 1
Accessions: Philbrick Library, 1948-1977

binder 3
Vellum
Red and gold, embossed

box 5, folder 1 Correspondence documenting the planning process of the appraisal of the Philbrick Library, 1986
Scope and Content Note
Includes correspondence, memos, notes, and enclosures from Tania Rizzo, head of Special Collections at Honnold-Mudd, Jeffrey Akard, of ABI Books, Charles Goldsmid, of Claremont Books and Prints, and Gerald Kahan, of Theatricana.

box 5, folder 2 Photocopies of catalogue cards from the Gordon Craig Collection, drawer #1
box 5, folder 3 Photocopies of catalogue cards from the Gordon Craig Collection, drawer #2
box 5, folder 4 Photocopies of catalogue cards from the Gordon Craig Collection, drawer #3
box 5, folder 5 RESTRICTED: Annotated back-up copies of the Philbrick Library appraisal
Scope and Content Note
Original folder was marked "confidential."

box 5, folder 6 Photocopies of catalogue cards of rare books in the Philbrick Library
box 5, folder 7 Completed appraisal from R/PR655 through R/PR2049
box 5, folder 8 Completed appraisal from R/PR2411 through R/PR3190
box 5, folder 9 Completed appraisal from R/PR3291 through R/PR3991
box 5, folder 10 Completed appraisal from R/PR4002 through R/Z8812
box 5, folder 11 Completed appraisal of rare oversized books
box 5, folder 12 Completed appraisal of bound manuscripts
box 5, folder 13 Completed appraisal of Craig, Irving, and Terry materials
box 5, folder 14 Photocopies of catalogue cards of Craig, Irving, and Terry materials in the Philbrick Library
box 5, folder 15 Photocopies of catalogue cards of bound manuscripts in the Philbrick Library
box 5, folder 16 Photocopies of catalogue cards of rare oversized books in the Philbrick Library
box 5, folder 17 Back-up copy of completed appraisal from R/PR655 through R/PR2049
Scope and Content Note
Duplicate of Box 5 Folder 7, but includes a cover letter written by the appraiser, Gerald Kahan.

box 5, folder 18 Duplicate of Box 5 Folder 7, but includes a cover letter written by the appraiser, Gerald Kahan.
Scope and Content Note
Duplicate of Box 5 Folder 8.
<table>
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<th>Box and Folder</th>
<th>Description</th>
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<tr>
<td>5, folder 19</td>
<td>Back-up copy of completed appraisal from R/PR3291 through R/PR3991</td>
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<td>Duplicate of Box 5 Folder 9.</td>
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<td>5, folder 20</td>
<td>Back-up copy of completed appraisal from R/PR4002 through R/Z8812</td>
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<td>Duplicate of Box 5 Folder 10.</td>
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<tr>
<td>5, folder 21</td>
<td>Back-up copy of completed appraisal of rare oversized books</td>
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<td>5, folder 22</td>
<td>Back-up copy of completed appraisal of bound manuscripts</td>
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<td>Duplicate of Box 5 Folder 12.</td>
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<tr>
<td>5, folder 23</td>
<td>Back-up copy of completed appraisal of Craig, Irving, and Terry materials</td>
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<td>Scope and Content Note</td>
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<td>Duplicate of Box 5 Folder 13.</td>
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<tr>
<td>6, folder 1</td>
<td>Completed appraisal of items in Philbrick's map case</td>
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<tr>
<td>6, folder 2</td>
<td>Completed appraisal of items in Philbrick's three-drawer filing cabinet</td>
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<tr>
<td>6, folder 3</td>
<td>Completed appraisal of boxed manuscripts</td>
</tr>
<tr>
<td>6, folder 4</td>
<td>Completed appraisal of framed art</td>
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<tr>
<td>6, folder 5</td>
<td>Completed appraisal of framed ephemera</td>
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<tr>
<td>6, folder 6</td>
<td>Back-up copy of completed appraisal of items in Philbrick's map case</td>
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<td></td>
<td>Scope and Content Note</td>
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<td></td>
<td>Duplicate of Box 6 Folder 1.</td>
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<tr>
<td>6, folder 7</td>
<td>Back-up copy of completed appraisal of items in Philbrick's three-drawer filing cabinet</td>
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<td>Scope and Content Note</td>
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<tr>
<td></td>
<td>Duplicate of Box 6 Folder 2.</td>
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<tr>
<td>6, folder 8</td>
<td>Back-up copy of completed appraisal of boxed manuscripts</td>
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<tr>
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<td>Back-up copy of completed appraisal of framed art</td>
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<td>Completed appraisal of Craig Collection, folder 1 of 6</td>
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<td>Completed appraisal of Craig Collection, folder 2 of 6</td>
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<td>Completed appraisal of Craig Collection, folder 6 of 6</td>
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