
Finding aid prepared by Helen Kim
Descriptive Summary
Title: Getty Research Institute Librarian Anne-Mieke Halbrook Records
Date (inclusive): 1971-2000, undated
Number: IA60001
Creator/Collector: Getty Research Institute
Physical Description: 5.5 linear feet (6 boxes)
Repository:
The Getty Research Institute
Institutional Records and Archives
1200 Getty Center Drive, Suite 1100
Los Angeles, California, 90049-1688
(310) 440-7390
archives@getty.edu

Abstract: Records comprise correspondence, memoranda, reports, notes and other administrative files dating from 1971 to 2000 pertaining to the work of Anne-Mieke Halbrook, Chief Librarian. The records provide insight to the administrative and resource development of the library at the Getty Center for the History of Art and the Humanities (GCHAH) and its successor, the Getty Research Institute, as well as early projects the Research Library participated in, such as the Retrospective Reconversion Project.

Request Materials: Request access to the physical material described in this inventory through its corresponding library catalog record and click "Request." Click here for general library access policy. See the Administrative Information section of this finding aid for access restrictions specific to the records described below. Please note, some of the records may be stored off site; advanced notice is required for access to these materials.

Language: Collection material is in English

Administrative History
The Getty Research Institute (GRI) is a program developed and overseen by the J. Paul Getty Trust, an international cultural and philanthropic not-for-profit institution educational in purpose and character, that focuses on the visual arts in all of their dimensions, serving both general audiences and specialized professionals. As of 2011 the Trust supports and oversees four programs: the J. Paul Getty Museum; the Getty Foundation; the Getty Conservation Institute; and the Getty Research Institute, which is dedicated to furthering knowledge and advancing understanding of the visual arts.

The origins of the J. Paul Getty Trust date to 1953, when J. Paul Getty established the J. Paul Getty Museum as a California charitable trust to house his growing art collections. Originally a small, private institution located in Mr. Getty's Ranch House near Malibu, California, the museum moved to the newly constructed Getty Villa on grounds adjacent to the Ranch House in 1974. When most of Mr. Getty's personal estate passed to the Trust in 1982, the Trustees decided that, given the size of the endowment, it should make a greater contribution to the visual arts and humanities than the museum could alone. In 1982, following extensive international deliberations with knowledgeable individuals, the trustees made commitments to three new entities, a Conservation Institute, a Center for Education in the Arts, and a Center for the History of Art and the Humanities (GCHAH), which formally opened in July 1983.

From its inception the objective of the GCHAH was to foster advanced research in art, its history, diversity, and meaning in our culture by engaging scholars from various disciplines in the humanities. The proposed center was to include a residence program for scholars, a major expansion of the library, a modest publications program, and an art photo archive. The activities of the center were also to focus on preserving historic materials in the field of art history and the development of new reference tools for the field, using the latest in information technologies.

In 1996, in order to avoid confusion with the soon-to-open Getty Center in Brentwood, the GCHAH was renamed the Getty Research Institute for the History of Art and the Humanities and moved to the Getty Center in 1997. In 2000 the program's name was shortened to the Getty Research Institute (GRI).

The GRI's Research Library, one of the largest art libraries in the world, is accessible to both on-site and remote users and supports scholars and researchers around the world. The library's Special Collections department contains rare books and unique materials, such as drawings, personal papers, unpublished manuscripts, journals, letters, video art, architectural drawings and models, and other primary sources. The general library collection contains over a million secondary sources, focusing on the histories of art, architecture, and archaeology from pre-history to contemporary times. Additionally, the Research Library maintains numerous online databases, which serve global communities of librarians, archivists, historians, and museum professionals; a Photo Study Collection, which contains over two million photographs of art and architecture;
The GRI's role includes several other significant activities. Through its residential Scholar Program the GRI brings together an international group of artists, composers, architects, filmmakers, writers, and academics to exchange ideas while pursuing their own projects. Since the library's materials are often handled during scholarly research, and thereby exposed to light, air, physical movement, and human contact, the GRI maintains an expert conservation team that works to restore and preserve the Research Library's unique holdings.

The GRI creates and disseminates new knowledge through its expertise, its active collecting program, public programs, institutional collaborations, exhibitions, publications, digital services, and residential scholars program. The Getty Research Institute also promotes a broader understanding of the arts and reaches a more diverse audience through its public programs, which include workshops, conferences, lectures, performances, film screenings, and exhibitions.

Anne-Mieke Halbrook's service to the J. Paul Getty Trust includes her employment at the Getty Museum as Chief Librarian; Chief Librarian at the Getty Center for the History of Arts and the Humanities; and as the Head of Collection Management at the Getty Research Institute.

Restrictions on Access
With the exception of materials that have been marked restricted or confidential, the records described in accessions 2005.IA.04 and 2008.IA.41 are available for use by qualified researchers. Please note: selected restricted materials must be removed from boxes prior to access by researcher.

The following types of records are permanently closed: records containing personal information, records that compromise security or operations, legal communications, legal work product, and records related to donors. The J. Paul Getty Trust reserves the right to restrict access to any records held by the Institutional Archives.

Restrictions on Use
Contact Library Rights and Reproductions at the Getty Research Institute for copyright information and permission to publish.

Preferred Citation
[Cite the item and series (as appropriate)], Getty Research Institute Librarian Anne-Mieke Halbrook records, 1971-2000, undated. The Getty Research Institute (IA60001).
http://hdl.handle.net/10020/cifaia60001

Acquisition Note
The records described in this finding aid are from accessions 2005.IA.04 and 2008.IA.41, transferred by Anne-Mieke Halbrook of the Getty Research Institute.

Processing History Note
Helen Kim intellectually processed the records and wrote the finding aid in 2015. No other work has been performed on the materials.

Related materials
Related materials may exist in unprocessed collections related to library records. Contact Institutional Archives for more information.

Scope and Content of Collection
The records comprise the administrative, correspondence, and project files of Anne-Mieke Halbrook, Chief Librarian of the J. Paul Getty Museum and later Chief Librarian of the Getty Research Institute (GRI) and its predecessors, the Getty Research Institute for the History of Art and the Humanities and the Getty Center for the History of Art and the Humanities (GCHAH). Materials date from 1971 to 2000 and provide insight to the creation and development of the library's core holdings and programs and its efforts to become a center for art history research and scholarship. The materials also document Halbrook's involvement in partnership projects with other cultural institutions and include correspondence, reports, budgets, planning documents, statistics, minutes, memoranda, photos, and documentation of gifts to the library.

Arrangement
These records are organized in four series:

Subjects - Names
Anderle, Don

Physical Description: 3.25 linear ft.

Scope and Content Note

These records from Chief Librarian Anne-Mieke Halbrook date from 1971 to 1997, undated, and consist of correspondence, documentation, reports and agreements relating to the development of the Research Library as well as the Getty's role in cataloging and indexing projects.

Arrangement

This series is organized into two subseries: Research library projects and Research library development and planning.
# Research Library development and planning, 1971-1997, undated

**Physical Description:** 1.75 linear ft.

**Scope and Content Note**

These records from Chief Librarian Anne-Mieke Halbrook include library development and planning records dating from 1971 to 1997 and consist of planning documents, statistics, reports, policies and procedures, and gifts and donations. Materials also include documents related to work on the Committees on Resources Integration and the Order and Catalog Committee.

**Arrangement**

This subseries is organized into six sections: Planning documents and goals; Statistics; Policies and procedures; Reports and evaluations; Gifts and donations; and Committees.

<table>
<thead>
<tr>
<th>Planning documents and goals, 1981-1997, undated:</th>
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<tr>
<td>Box 2005.IA.04-2 Library planning document, 1985</td>
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<tr>
<td>Box 2005.IA.04-2 Board meeting information sheets, September 13, 1985</td>
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<tr>
<td>Box 2005.IA.04-2 Collection development and processing priorities, 1986</td>
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<td>Box 2005.IA.04-2 Center goal objectives, 1985-1986</td>
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<tr>
<td>Box 2005.IA.04-2 Library sections goal objectives, 1985-1986</td>
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<td>Box 2005.IA.04-2 Center program goals, 1988</td>
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<td>Box 2005.IA.04-1 Reorganization staff plans, 1989</td>
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<tr>
<td>Box 2005.IA.04-2 Center mission statement, 1994, undated</td>
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<tr>
<td>Box 2005.IA.04-1 Getty Research Institute resource collections staff plan proposal FY 1998, July 1996</td>
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<tr>
<td>Box 2005.IA.04-2 Resource collection goals, 1997</td>
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<tr>
<td>Box 2005.IA.04-1 Collection development presentation, undated</td>
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<th>Statistics, 1974-1994:</th>
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<td>Box 2008.IA.41-3 Reference room statistics, 1989</td>
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<td>Box 2008.IA.41-3 Completed reference statistics, 1990</td>
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<td>Box 2008.IA.41-3 Completed online statistics, 1991</td>
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<td>Box 2008.IA.41-3 Miscellaneous Rel. Stats tours, trainings, letters 1991</td>
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<tr>
<td>Box 2005.IA.04-1 Holdings statistics, 1992-1994</td>
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<tr>
<td>Box 2008.IA.41-3 Annual estimate of CJPA activity, undated</td>
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<th>Policies and procedures, 1985-1995, undated:</th>
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<td>Box 2005.IA.04-2 Acquisitions policies and procedures, 1995</td>
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<td>Box 2005.IA.04-2 Circulation policies, undated</td>
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<td>Box 2005.IA.04-2 Intern policies and procedures, undated</td>
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<tr>
<td>Box 2005.IA.04-1 Trust policies and procedures insurance books, undated</td>
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<tr>
<td>Box 2005.IA.04-1 Procedure manual, undated</td>
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<tr>
<td>Box 2005.IA.04-2 Acquisitions review policy forum, undated</td>
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<tr>
<th>Reports and evaluations, 1982-1995, undated:</th>
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<td>Box 2005.IA.04-1 Harold Williams meeting, New York [report], 1982</td>
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<td>Box 2005.IA.04-2 William Armes report, 1983</td>
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<td>Box 2005.IA.04-1 Conservation Institute [report], 1983</td>
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<td>Box 2005.IA.04-2 Renata Guttman Getty Center Resource Collections Visit report, 1992</td>
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<td>Box 2005.IA.04-1 Trustees report, 1994</td>
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<td>Box 2005.IA.04-1 Hayes report, 1995</td>
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<td>Box 2005.IA.04-1 Report on the reference committee, undated</td>
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<tr>
<td>Box 2008.IA.41-3 Archives [inventory of holdings], undated</td>
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<tr>
<td>Box 2005.IA.04-2 Library book collection missing books, undated</td>
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Research Library development and planning, 1971-1997, undated

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<tr>
<th>Box 2005.IA.04-1</th>
<th>Scholar evaluations, undated</th>
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<td>Gifts and donations, 1971-1987:</td>
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<td>Gifts, 1971-1979</td>
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<td>Gifts and donations, 1985</td>
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<td>Gifts online, 1986</td>
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<td>Gifts to the Library: letters of acknowledgement, 1987</td>
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<td>Box 2005.IA.04-1</td>
<td>Committees, undated:</td>
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<td></td>
<td>Committees on Resources Integration, undated</td>
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<tr>
<td>Box 2005.IA.04-1</td>
<td>Order and catalog committee, undated</td>
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</tbody>
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**Physical Description:** 1.5 linear ft.

**Scope and Content Note**

These records from Chief Librarian Anne-Mieke Halbrook date from 1980 to 1994, undated, and consist of correspondence, documentation, reports and agreements relating to the Getty's role in cataloging and indexing projects. The GCHAH was a member of the Research Libraries Group (later renamed the Research Libraries Information Network), a consortium of research libraries that shared retrospective conversion efforts to create a shared database; created SCIPIO (Sales Catalog Index Project Input Online): Art and Rare Book Sales Catalog, a joint online database of art catalog sales from arts organizations; and participated in the management of Thesaurus Linguae Graecae, a repository of Greek texts from antiquity.

**Arrangement**

This subseries is arranged in sections according to project: Répertoire international de la littérature de l'art, Research Libraries Information Network (RLIN), Retrospective Conversion Projection, Orion Catalog Project, Sales Catalog Index Project, and Thesaurus Linguae Graecae.

Box 2008.IA.41-1

**Repertoire international de la litterature de l'art: 1980-1983, undated**

- Repertoire international de la litterature de l'art committee meeting minutes, agreement, 1980-1983
- Repertoire international de la litterature de l'art, 1982
- Correspondence, Michael Kinehart, grant reports, meeting agendas, budgets and expense and revenue summaries, proposal for title change, articles of incorporation, bylaws, retirement plan, computer/tech proposal, meeting minutes, financial statements, 1982

Box 2008.IA.41-1

- Repertoire international de la litterature de l'art- past correspondence, undated
- Information sheets and facts, correspondence, license agreement, undated


Box 2008.IA.41-3

- Research Libraries Information Network (RLIN) replacement, undated
- RLIN: CJPA: memos and correspondence, undated
- RLIN user surveys, undated

**Retrospective Conversion 1983-1987, undated:**

Box 2005.IA.04-2

- Art Institute of Chicago pilot project May 1983-June 1985
- RLIN: CJPP basic bibliography manual, 1983, undated
- New York Public Library Reconversion project, 1984
- UCLA Retrospective Conversion project, 1984, 1987
- UCLA Retrospective Conversion accounting, 1985-1988
- Data processing proposed FY, 1989

Box 2005.IA.04-1

- Research Libraries Information Network (RLIN) search block order forms to fiscal year, 1994, undated

Box 2008.IA.41-2

- Retrospective Conversion Project Recon Art, invoice and project proposal, undated

Box 2008.IA.41-3

- Orion Transition, 1992
- Current Orion policy, undated
Research Library projects, 1980-1994, undated

Box 2008.IA.41-3 Orion project meetings, undated
Box 2008.IA.41-3 Orion historical guidelines, undated
Box 2008.IA.41-3 Orion policy access statement and guides, undated
Box 2008.IA.41-3 Orion historical policy, undated
Box 2008.IA.41-3 Orion users: planning historical, undated
Box 2008.IA.41-3 KS Orion Memos, search tips, undated
Box 2005.IA.04-1 Getty grant program for retrospective conversion, undated
Sales Catalog Index Project Input Online, undated:
Box 2008.IA.41-1 SCIPIO: Correspondence, minutes, agendas, reports, statistics, undated
Box 2008.IA.41-1 Research Libraries Group SCIPIO (Sales Catalog Index Project Input Online), undated
Thesaurus Linguae Graecae 1985-1986, undated:
Box 2005.IA.04-2 UCLA Ancient Text project, 1985-1986
Box 2008.IA.41-3 Thesaurus Linguae Graecae: policies, press, correspondence, license agreement, annual report, user instructions, 1986-1990, undated

Series II. Correspondence and memos, 1973-2000, undated

Physical Description: 1.5 linear ft. (2 boxes)
Scope and Content Note
These records date from 1973 to 2000 and comprise of correspondence, memos, and supporting documentation maintained by Anne-Mieke Halbrook while employed by the Getty Research Institute and its predecessors. Materials include both internal and external correspondence with colleagues at the Getty and other institutions and document matters such as the shaping of internal policies, library acquisitions, collection material, and the development of the new library at the Center for the History of the Arts and the Humanities.

Arrangement
Chronological files are arranged in chronological order by date while subject files are listed alphabetically.

Chronological Files:
Box 2008.IA.41-2 1980
Box 2008.IA.41-2 1981
Box 2008.IA.41-2 1982
Box 2008.IA.41-2 1984
Box 2008.IA.41-2 1985
Box 2008.IA.41-2 1986
Box 2008.IA.41-2 1987
Box 2008.IA.41-2 1988
Box 2008.IA.41-2 1989

Subject Files:
Box 2005.IA.04-2 Don Anderle memos, 1992
Box 2005.IA.04-2 Cohen, Bill 1984
Box 2008.IA.41-2 Cohen, David: correspondence, undated
Box 2005.IA.04-2 Guldenpfennig, Marion, 1993
Box 2005.IA.04-2 International Federation of Libraries newsletter [correspondence], 1983-1989
Box 2008.IA.41-3 Library memos, 1973-1985
Box 2005.IA.04-2 Lynn O'Leary Reimbursement History [memos], undated
Box 2005.IA.04-1 [Memos], 1998
Box 2005.IA.04-2 Middendorf, Gloria, 1984-1989
Box 2005.IA.04-2 Olsberg, Nicholas, 1983-1984
Box 2005.IA.04-2 Willibald Sauerlander, 1985

Physical Description: 0.5 linear ft.

Scope and Content Note
These records include administrative records from Chief Librarian Anne-Mieke Halbrook dating from 1975 to 1995, undated, and consist of library budgets, various job descriptions, salary scales and organizational charts. Other materials include site planning records that document the design planning of the Getty Center in Brentwood and the library at the Getty Research Institute for the History of Art and the Humanities. Press materials include documentation of various Getty program histories and background information, as well as Getty press kits and press clippings from external sources.

Arrangement
This series is organized in four sections: Budgets; Job Descriptions and salary scales; Site planning and design; and Press materials.

Budgets, 1975-1989:
Box 2005.IA.04-2
- Budget proposal, 1975-1980
- 1983-1984
- 1985-1986
- 1988
- 1990
Box 2005.IA.04-1
- Acquisition budget, 1988-1989
- Key objectives staff budget requests, 1988-1989

Job descriptions and salary scales, 1985-1995, undated:
Box 2005.IA.04-2
- Salary grade structure, 1983
- Job descriptions 1984, 1988
- Salary survey-Hewitt, 1986
- Job descriptions, December 1986
- Compensation study, 1990-1991
- Job descriptions, 1995
- Salary review, undated
- Salary scales, undated
- Staff list organizational chart, undated
- Professional staff education project, undated

Site planning and design, 1986-1992:
Box 2005.IA.04-2
- Building program, 1986
- Christian Hubert, 1987
- Center Resource Storage project report, phase 1, 1990
- Space, 1990
- Brentwood Center Jay Lucker Consultancy report, 1992

Press materials, 1979-1985, undated:
Box 2005.IA.04-2
- Getty press kit, 1979, 1983
- Information about the Getty Conservation Institute, 1983
- Center [background information], 1983, undated
- Architectural Record magazine [profile on Getty Center], September 1985
- Information about Getty Center for the History of Art and the Humanities programs, scholar programs, undated
- New museum [brochure about new Getty Center and site], undated
- Information about the J. Paul Getty Museum, report, survey, and frequently asked questions, undated
- History, undated
- Trust grant information and announcement about awarded grants, undated
- J. Paul Getty Trust Fine Arts Center, undated
Series IV. Photographs and ephemera, 1982-1985, 1993

Physical Description: 0.5 linear ft.

Scope and Content Note
These records include photographs from Chief Librarian Anne-Mieke Halbrook’s office documenting the following events from 1982 to 1983 and 1993: 18th Century Views of Herculaneum exhibition; 401 Wilshire opening exhibition; and the International Bibliophile Society visit. This series also includes a plaque from the Getty Villa library.

Arrangement
The photo albums in this series are arranged by event date. The plaque is listed at the end.

Box 2005.IA.04-3  Photo album-18th Century Views of Herculaneum exhibition opening, [1982]
Box 2005.IA.04-2  Photographs- International Bibliophile Society visit, October 4, 1985
Box 2005.IA.04-2  Plaque from Getty Villa library, 1993