Finding Aid for the William Andrews Clark Memorial Library Institutional Archive 1934-2010

Clarkive Post-1934

Finding aid prepared by Processed by Rebecca Fenning.
William Andrews Clark Memorial Library
2520 Cimarron Street
Los Angeles, CA, 90018
(323) 731-8529
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©2011
Title: William Andrews Clark Memorial Library Institutional Archive,
Identifier/Call Number: Clarkive Post-1934
Contributing Institution: William Andrews Clark Memorial Library
Language of Material: English
Physical Description: 159.0 Linear feet 369 boxes
Date (inclusive): 1934-2010
Abstract: Records of the William Andrews Clark Memorial Library and the Center for 17th- and 18th-Century Studies from 1934 to the present. Subjects treated by these materials include library acquisitions, academic events, fellowships, Clark buildings and grounds, publicity and press clippings, and library reference and circulation records.
Physical location: Clark Library
Access
Collection is open for research.
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Preferred Citation
Processing History
Processed by Rebecca Fenning, November 2010-February 2011
Historical Note
The William Andrews Clark Memorial Library is one of UCLA's major libraries for rare books and manuscripts, with particular strengths in English literature and history (1641-1800), Oscar Wilde, and fine printing. It is located thirteen miles east of campus (about a half-hour drive), in the West Adams District of Los Angeles north of USC. It is administered by UCLA's Center for Seventeenth- and Eighteenth-Century Studies.
The library and its collections were founded by William Andrews Clark, Jr., and named after his father, who had built a mining fortune in Montana. The son, a prominent Los Angeles book collector and philanthropist, had a house at the corner of Adams Blvd. and Cimarron Street, and from 1924 to 1926 he constructed the present library on the same lot. Shortly afterwards he announced his intention to donate the collection, the buildings, and the property to UCLA. When he died in 1934 the deed passed to the University.
The Center, a member of the UCLA Humanities Consortium, provides a forum for the discussion of central issues in the field of seventeenth- and eighteenth-century studies. It organizes academic programs, bringing together scholars from the area, the nation, and the world, with the goal of encouraging research in the period from 1600 to 1800. It seeks to enlarge the Clark Library's holdings in this period in order to enhance research opportunities. The Center's publications program is dedicated to making the results of its conferences known to the larger scholarly public. It provides resident fellowships and scholarships to support research in early modern studies and other areas central to the Clark's collections. In addition it offers a variety of public programs, including chamber music concerts.
1934 Death of William Andrews Clark, Jr. The library becomes part of UCLA.
1934-1943 Cora Sanders, Librarian/Curator of Collections
1944-1966 Lawrence Clark Powell, Director of Library
1966-1978 William E. Conway, Head Librarian
1966-1981 Robert G. Vosper, Director of Library
1978-1993 Thomas Wright, Head Librarian
1981-1985 Norman Thrower, Director of Library
1985 Formation of the Center for 17th- and 18th-century Studies
1985-1987 Norman Thrower, Director of the Center and Clark
1987-1991 John Brewer, Director of the Center and Clark
1991-2011 Peter Reill, Director of the Center and Clark
1993-1995 John Bidwell, Head Librarian
1996-2010 Bruce Whiteman, Head Librarian

Scope and Content
This collection consists of the institutional records of the William Andrews Clark Memorial Library and Center for 17th- and 18th-Century Studies at the University of California, Los Angeles, 1934-present. Items include materials related to library acquisitions and purchases, reference queries, fellowships, academic events and faculty, financial and administrative records, annual reports, clippings and publicity materials, building and grounds documentation, visitor records and publications. These records document the history of the Clark Library and Center as operating units at UCLA, and their roles in supporting scholarship and research both at the University and beyond.

The collection is organized into the following series:

- Series 1. Correspondence and Collection Management, 1934-present
- Series 2. Fellowships, Programs and Publications, 1945-present
- Series 4. Clark/Center Personnel, 1880-2010
- Series 5. Publicity and Clippings, 1947-present
- Series 7. Miscellany, 1960-2010

Subjects and Indexing Terms
Accession records--United States--20th century
Acquisitions (Libraries)--United States--20th century
Administrative records--United States--20th century
Collection development (Libraries)--United States--20th century
Congresses and conventions--United States--20th century
Correspondence--United States--20th century
Invoices--United States--20th century
Library administration--United States--20th century
Library employees--United States--20th century
Library publications--United States--20th century
Library records--United States--20th century

Correspondence and Collection Management Series 1. 1934-present
Scope and Contents note
Contains acquisition-related correspondence and invoices, reference correspondence, accession records, materials related to cataloging and collection development, conservation records, reader registration and circulation records.

Arrangement note

Correspondence and Invoices Subseries 1. 1934-present
Arrangement note
Arranged in roughly chronological order.
Scope and Contents note
This subseries consists largely of acquisition invoices and related correspondence between booksellers and Clark librarians from 1934 to the present. Also included are records and correspondence from foreign book buying trips by Clark librarians. At some times in the past, acquisition invoices and correspondence were kept together in the same physical files, while in more recent decades, these files have been kept almost completely separate.
| Box 12-19 | Invoices, 1934-1958 |
| Box 1-11 | Correspondence, 1944-1958 |
| Box 20-33 | Correspondence and Invoices, 1959-1969 |
| Box 34 | Lawrence Clark Powell's 1963 European Buying Trip, 1963 March-June |
| Box 368 | Book Fair Purchases, 1967 |
| Box 64 | Clark Buying Trips, 1968-1980 |
| Box 35-46 | Correspondence and Invoices, 1970-1979 |
| Box 47 | Invoices, 1973-1979 |
| Box 48-51 | Correspondence, 1980-1989 |
| Box 316 | Misc. Invoices, 1982-2008 |
| Box 52-56 | Invoices, 1980-1989 |
| Box 57-63 | Invoices 1990-June 1998 |
| Box 78 | Invoices, 1998-2005 |

Some files contain invoices dating back to 1983.

| Box 288 | Miscellaneous correspondence, 2000-2005 |
| Box 321 | Invoices & correspondence, 2002-2005 |

Scope and Contents note

Head Librarian Bruce Whiteman's files.

| Box 367 | Book invoices (Center copies), 2005-2007 |
| Box 381 | Invoices, 2008-2013 |
| Box 384 | Invoices 2009-2013 |

**Accession and Acquisition Records Subseries 2. 1935-1994**

Arrangement note

Arranged in roughly chronological order.

Scope and Contents note

Consists of accession and acquisition records for items in the Clark Library collections. These records have been kept in a number of different formats over time.

| Box 339 | Exercise book with list of gifts to the library, 1935-1936 |
| Box 340 | Record of Books, 1936-1944 |

Scope and Contents note

From Cora Sanders' files.

| Box 73-75 | Accession books, 1936-1950 |
| Box 75 | Accession ledgers and records, 1936-1952 |
| Box 76 | Accession reports, 1938-1944 |
| Box 76 | Accession ledger, 1941-1945 |
| Box 340 | Ledger: Visitors and Readers, Invoices, Accounts, 1941-1945 |

Scope and Contents note

From Cora Sanders' files.

| Box 71 | Acquisitions: Reports, Collections, Statistics, 1950-1970 |
| Box 72 | Acquisitions: Statistics, Policies, Committee 1958-1975 |
| Box 77 | Acquisition Lists, 1985-1994 |
| Box 382 | Gift acknowledgement letters and Deeds of Gift 1940-2002 |
Reference & Bibliographic Queries, Subseries 3. 1947-2005

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Contains general reference queries and correspondence as well as bibliographic correspondence from 1947 to 2005. Queries and correspondence are from both individual researchers and from other institutions.

Box 65-67, 69-70 Bibliographic correspondence, 1947-1979
Box 403 Correspondence from visitors 1934-1944
Box 68 Bibliography & Bibliographic correspondence, 1968-1979
Box 279 Staff/Reader Correspondence, 1980s-1990s
Box 337 Misc. Bibliographic Inquiries, 1976-1990
Box 285-286 Reference Correspondence, 1997-2002

Scope and Contents note
Reference librarian Jennifer Schaffner's files.

Box 288 Miscellaneous correspondence, 2000-2005
Box 321 Invoices and correspondence, 2002-2005

Scope and Contents note
Head librarian Bruce Whiteman's files.

Collection Development and Management Subseries 4. 1937-2000

Arrangement note
Arranged in 3 topical subgroups: Collection Management, Cataloging and Conservation.

Scope and Contents note
Consists of files related to the development, maintenance, cataloging and conservation of Clark Library collections. Items include inventories, reports, statistics, bibliographic information, grant materials, bookplates, conservation lists, and correspondence. The Clark's participation in collaborative bibliographic projects such as the English Short Title Catalogue (ESTC) and Wing, as well as its work on National Endowment for the Humanities and Delmas Foundation grants is also documented here.

Collection Management

Box 191 1936 Inventory
Box 403 WPA Project files 1940-1942
Box 109-110 Library Collection Files, 1940s-1960s

Scope and Contents note
Files kept by H. Richard Archer, Edna Davis and other Clark librarians on Library collections.

Box 279 Collections Management and Collection Files, ca. 1940-1950
Box 291 Desiderata, 1944-1993
Box 368 Reader usage of books and reader guidelines, 1968
Box 321 Collection Development Committee, 1995-1996
Box 88 Bookplates: General, Collection, Gift
Box 316 USC Vault Inventory, 2000
Box 368 Blank archival labels, 1990s
Box 368 Exhibit case order, 1982
Box 383 Duplicate collection items 1952-1994
Box 383 Philosophical Research Society 1993-1994
Box 384 Paul Landacre Collection/Jake Wien catalogue
Box 385 Stephen Massey appraisal: reports and spreadsheets
Box 385 Newton Agricola 2000
**Cataloging**

| Box 353, Box 368 | Clark/UCLA Manuscript Cataloging Manuals, 1938-2001 |
| Box 282          | Cataloging Reports & Correspondence, 1937-1970       |
| Box 382          | List of Subject Headings for the US ca. 1940s        |
| Box 368          | Stats on English printed books and survey of shelving for proposed annex, 1948 |
| Box 368          | Cataloging of Music Collection report by R. Englebarts, 1950 |
| Box 368          | NUCMC manual and Clark manuscript cataloging conventions, ca 1970s? |
| Box 356          | Old Eric Gill Catalog Cards ca. 1950s                |
| Box 360-361      | Old Eric Gill Catalog Records 1980-1995?             |
| Box 322-323      | Eric Gill Collection: Archive project, 1990-1998     |
| Box 316          | Serials Cataloging, 1991                            |
| Box 368          | NEH Grant Proposal for UCLA Manuscripts Collections, 1998 |
| Box 290          | Manuscript Records for NEH Recon Project, 1998-1999  |
| Box 142          | ESTC, 1975-1984                                      |
| Box 267          | Wing,                                                |
| Box 268          | Clark Library Wing holdings, 28 September 1983     |
| Box 269          | Wing notes and records,                              |
| Box 368          | Microfilm orders for Restoration drama titles,       |
| Box 321          | Missing manuscript items and incorrectly cataloged cards, ca. 2000 |
| Box 354          | Archival inventories and finding aids compiled by Lori Chin 1995-1997 |
| Box 355          | EAD Conversion Project, including emails and manuals 1997-1998 |
| Box 353          | Old Clarkive Finding Aids, ca. 1980-1995             |
| Box 363-364      | UMI Microfilming Project 1993-2001                   |
| Box 368          | Eric Gill grant proposal to Getty Foundation, 2001    |
| Box 383          | Clark Cataloging positions and workflow 1989-1997     |
| Box 384          | Heritage reference books (discards) 2011             |

**Conservation**

| Box 111          | Bindery lists, 1947-1980                            |
|                 | Scope and Contents note                             |
|                 | Lists of books sent for rebinding and preservation work. |

| Box 112-113      | Boards from Rebound Books                          |
| Box 367          | Preservation & Conservation files from Carol Sommer's office, 1992-2011 |
| Box 368          | Wilde preservation microfilming project files & Performing Arts in Los Angeles (preparation for NEH grant proposal), 1992 |
| Box 403          | Images of Harper Pennington portrait of Oscar Wilde before and after treatment |

**Grants for Library Projects**

| Box 383          | NEH Application for Eric Gill project 1989?         |
| Box 383          | Fund-raising prospects 1989-1995                    |
| Box 383          | Clark Proposal to Ahmanson Foundation re: book endowment 1990 |
| Box 383          | ESTC grants 1988-1990                               |
| Box 383          | Eric Gill Delmas Foundation grants 2004-2010       |
| Box 384          | Eric Gill Visual Archive 2011                       |
| Box 384          | CLIR Hidden Collections grant materials 2011-2012   |

**Circulation and Reader Records Subseries 5. 1941-present**

| Arrangement note |
| Organized into 3 subgroups: Call Slips, Reader Records, Reprographic Orders. |
| Scope and Contents note |

Consists of circulation records for items in the Clark's collections as well as reader logs and sign-in sheets, which chart the visitors to the library. Records related to reprographic orders are also included here. Records (particularly reader sign-in sheets) have been lost for some periods of time, resulting in gaps in the listings below.
Correspondence and Collection Management Series 1.1934-present
Circulation and Reader Records Subseries 5.1941-present

Call Slips
Box 114-138, 143
- Call Slips, 1975-2002
- Call Slips, 2000-2005
Box 287
Box 359
- Call Slips, January 2008-March 2010
Box 346-348
- Exhibition/Class Call Slips
Box 185-190
- Call Slips, March 2010-June 2011
Box 357-358

Reader Records
Box 252-258, 351
Box 316
- Readers’ Log, 1988-1989
Box 316
- Keys and Cubicles, 2001-2005
Box 390-393
- Reader registration cards 1938-1963
Box 386-389
- Reader registration cards 1978-1995
Box 394-396
- Reader registration cards 1982-1994
Box 397-399
- Reader registration cards 1995-2005
Box 400
- Reader registration cards 1998-2005
Box 401
- Reader registration cards 2007-2010

Reprographic orders
Box 235-237
- Photographic orders, ca. 1970-1990
Box 316
- Photographic Orders & Reference Correspondence, 1988-1992

Fellowships, Programs and Publications Series 2. 1945-present

Scope and Contents note
This series comprises materials related to the academic and cultural programs supported by the Clark and Center, including fellowships, conferences, and publications. Materials include fliers for events, program files, conference proceedings and related correspondence, records related to Clark professors and fellows, Clark/Center publications, exhibition files and photographs of staff, scholars and events.

Arrangement note

Academic Programs and Seminars Subseries 1. 1950-1999

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Contains materials related to academic conferences and seminars held at the Clark Library and organized by the Clark and the Center. Documents include correspondence between staff, speakers and conference organizers, seminar papers, related publications and planning materials.

Box 295
- Seminar & Class Visit Files, 1950-1970
Box 231-232
- Seminar Correspondence and publications, 1953-1965, 1971-1976
Box 233-234
- Bill Conway's Seminar Files, 1965-1970

Scope and Contents note
Also contains some of Lawrence Clark Powell’s files.

Box 238
- Seminar Mailing Lists and Correspondence, 1974-1981
Box 302
- Seminars & Library Events, 1975-1979
Box 139
- "The Stage and the page,” organized by George Winchester Stone, Jr., 1976-1977
Box 264
- Summer Program Papers, 1977-1989
Box 161
- Invitational Seminars, 1980-1988
Box 213
- Newton Conference Proceedings, undated
<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>266</td>
<td>Slides and Audiotapes from David Zeidberg, on the Clark and on California fine printing, undated</td>
</tr>
<tr>
<td>139</td>
<td>Nicholas Barker seminar, 1987-1990</td>
</tr>
<tr>
<td>296</td>
<td>Fine Printing: The Los Angeles Tradition, 1987</td>
</tr>
<tr>
<td>Scope and Contents note</td>
<td>Correspondence, proofs, dummy, etc.</td>
</tr>
<tr>
<td>262-263</td>
<td>Workshop Papers, 1988-1990</td>
</tr>
<tr>
<td>272</td>
<td>Early Modern Conceptions of Property, 1989-1994</td>
</tr>
<tr>
<td>308</td>
<td>Potentially related Clark/Center courses, ca. 1993</td>
</tr>
<tr>
<td>323</td>
<td>Center Program Files, 1994-1995</td>
</tr>
<tr>
<td>326-327, 350</td>
<td>Center Program and Fellowship Files, 1996-1997</td>
</tr>
<tr>
<td>317-318</td>
<td>UC Symposia, 1996-1998</td>
</tr>
<tr>
<td>307, 311-312</td>
<td>Center Program Files: Seminar Correspondence &amp; Papers, 1997-1998</td>
</tr>
<tr>
<td>319-320</td>
<td>Fellowships, Proposals, Grants, Rejected Programs, 1997-1999</td>
</tr>
<tr>
<td>303-307, 325</td>
<td>Center Program Files, 1998-1999</td>
</tr>
<tr>
<td>265</td>
<td>Sound recordings from &quot;Oscar Wilde and the Culture of the Fin de Siecle&quot; seminars, 1999</td>
</tr>
<tr>
<td>343-344</td>
<td>Miscellaneous Microfilm &amp; Audio Recordings</td>
</tr>
<tr>
<td>383</td>
<td>NEH Summer Seminar application 1989</td>
</tr>
<tr>
<td>383</td>
<td>Horace program proposal 1992</td>
</tr>
<tr>
<td>384</td>
<td>1995 Clark/Center calendar 1995 February 17</td>
</tr>
<tr>
<td>382</td>
<td>Oscar Wilde and his Circle 2012 NEH Summer Seminar course reader 2012</td>
</tr>
</tbody>
</table>

**Conference and Event Publicity Subseries 2. 1945-2008**

**Arrangement note**
Arranged in roughly chronological order.

**Scope and Contents note**
Contains event invitations and fliers from 1945-2008.

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-102</td>
<td>Edwin Carpenter's event files, 1945-1973</td>
</tr>
<tr>
<td>295</td>
<td>Event invites, 1948-1968</td>
</tr>
<tr>
<td>158-159</td>
<td>Event Invitations, 1963-1985</td>
</tr>
<tr>
<td>96-99</td>
<td>Event invitations and fliers, 1968-2005</td>
</tr>
<tr>
<td>275-276</td>
<td>Ephemeral Printing (including event material), 1970-1997</td>
</tr>
<tr>
<td>301, 313</td>
<td>Event Fliers, 1999-2000, 2005-2008</td>
</tr>
<tr>
<td>336</td>
<td>Oversize Event Posters</td>
</tr>
<tr>
<td>366</td>
<td>Kanter Lecture Student Poster Contest, 2008</td>
</tr>
<tr>
<td>Note</td>
<td>Contains student submissions and other materials related to the poster contest.</td>
</tr>
<tr>
<td>382</td>
<td>Clark Quarterly flyers 2013-2014</td>
</tr>
<tr>
<td>382</td>
<td>Alastair Johnston’s Kanter lecture invitations 2013</td>
</tr>
<tr>
<td>382</td>
<td>Tom Killion Kanter Lecture 2011</td>
</tr>
<tr>
<td>382</td>
<td>Program from The Country Wife 2012</td>
</tr>
<tr>
<td>384</td>
<td>Chamber music brochures and publicity files 1999-2004</td>
</tr>
<tr>
<td>402</td>
<td>Clark/Center Calendar 2013-2014</td>
</tr>
<tr>
<td>402</td>
<td>Clark/Center packet for potential donors 2014</td>
</tr>
<tr>
<td>402</td>
<td>Clark promotional bookmarks and postcards 2011-2014</td>
</tr>
</tbody>
</table>
Clark Professors and Fellows Subseries 3. 1945-2005

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Consists of files related to or created by Clark professors and fellows. Materials include correspondence, grant proposals, seminar and event proposals, lists and general administrative files. Since the 1940s, the Clark (in concert with other organizations and granting agencies, as well as independently) has invited and funded fellowships at the library to qualified scholars. The Clark and Center also support the work of professors from UCLA and other academic institutions, who have convened seminars and brought in fellows for themed programs over the course of the academic year.

Box 147-148
UC Dryden Project, 1950s-1976
Box 382
"Dryden Collection Additions and corrections to Macdonald and Osborn" notebook ca. 1940s
Box 368
UC Dryden Project proposal, 1939
Box 140-141
Clark Professors, 1968-1989
Box 300
Clark Professors and events, 1982-1985
Box 160
Fellowship Lists, 1945-1980
Box 173
Fellowships, 1945-1974
Box 214
Hugh Gilchrist Dick Papers, 1940s-1960s

Scope and Contents note
(1909-1971), professor of English at UCLA, member of the Clark Library Committee and director of the Friends of the Library.

Box 167-169
Summer Fellowships, 1965-1977
Box 141
Senior Research Fellows, 1968-1989
Box 170-172
Fellowships, 1977-1984
Box 324
Fellowships, 1988-1992
Box 326-327
Center Program and Fellowship Files, 1996-1997
Box 319-320
Fellowships, Proposals, Grants, Rejected Programs, 1997-1999
Box 288
Center/Clark Fellowship Awards, 2004-2005
Box 368
Getty Multicultural Interns and other Getty Grants
Box 383
Misc. correspondence with Center (bibliographic fellows) 1988
Box 402
Fellows and staff photo album 1990-1995

General Event Files Subseries 4. 1945-2004

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Contains files related to non-academic Clark and Center events, such as fundraisers and Founder's Day, which celebrated William Andrews Clark, Jr.'s donation of the library to UCLA and took place from 1945-1955. Materials include invitations, photographs, administrative records, calendars, scripts from theatrical presentations, and other miscellaneous items.

Box 162-163
Founder's Day Files, 1945-1955
Box 274
Founders' Day Invitations, 1940s-1950s
Box 300
Founders' Day Materials, 1948-1955
Box 344
Founders' Day Audio Recordings, 1950s
Box 251
Clark Scrapbooks, ca. 1945-1960
Box 239, 248-249
Clark Event/Personnel Photographs, 1946-2003
Box 179
Clark Event Photographic Negatives, 1965-1995
Box 270-271
Event guest books, 1953-1993
Box 149
Events and Seminars, 1952-1980
Box 164-165
Bill Conway's Event Files, 1961-1986
### Exhibitions Subseries 5. 1975-present

**Arrangement note**
Arranged in roughly chronological order.

**Scope and Contents note**
Consists of labels, didactics and other display materials from exhibitions mounted at the Clark Library, 1975 to the present.

| Box 180-184, 277 | Exhibition Labels, 1975-2004, undated |
| Box 284 | Exhibition Labels, 1995-2001 |
| Box 314-315 | Exhibition Labels, 2003-present |
| Box 367 | Exhibit at the Grunwald Center, featuring fin-de-siecle material from the Clark, 1998-1999 |
| Box 403 | Loan forms and agreements for "Oscar Wilde" at the Grunwald Center/Hammer Museum 1999 |
| Box 384 | Murder in the Library exhibition (January-March 2012) labels 2012 |
| Box 384 | An Exhibition in Six Courses (2013 June 30-September 30) labels and photographs 2013 |
| Box 384 | The Margins of the World: The 17th- and 18th-century view (1999 September-December) exhibition labels 1999 |
| Box 384 | Oscar Wilde and the Artists of the Fin-de-Siecle (2011 July-September) exhibition labels 2011 |
| Box 384 | Eric Gill: A complex spirit (2012 October-December) exhibition text and invitations 2012 |
| Box 384 | Recent Acquisitions (2011 January-March) exhibit labels 2011 |

### Clark Publications Subseries 6. 1952-present

**Arrangement note**
Arranged in roughly chronological order.

**Scope and Contents note**
This subseries consists primarily of newsletters produced by the Clark and the Center, 1952 to the present. Documents and files related to the Augustan Reprint Society (ARS) are also included here, as are correspondence and materials related to Clark newsletters and printed conference proceedings.

| Box 209 | Mercurius Redivivus, Nos. 1-3, 1952-1958 |
| Box 212 | Mercurius Redivivus related correspondence, 1952-1958 |
| Box 210 | Clark/Center Newsletters, 1981-1999 |
| Box 345 | Clark/Center Newsletters, 2000-present |
| Box 211 | Extra Clark/Center Newsletters, 1981-2000 |
| Box 349 | David Rodes Augustan Reprint Society Files, 1970-1990 |
| Box 369 | Augustan Reprint Society publications, no. 1-113 |
|         | *This box is housed at an offsite storage location. Please contact Clark Library staff at least 2 weeks in advance if you are interested in consulting these materials.* |
| Box 370 | Augustan Reprint Society publications, no. 114-168 |
|         | *This box is housed at an offsite storage location. Please contact Clark Library staff at least 2 weeks in advance if you are interested in consulting these materials.* |
| Box 371 | Augustan Reprint Society publications, no. 169-223 |
|         | *This box is housed at an offsite storage location. Please contact Clark Library staff at least 2 weeks in advance if you are interested in consulting these materials.* |
| Box 372 | Augustan Reprint Society publications, no. 224-270 and Special Issues |
|         | *This box is housed at an offsite storage location. Please contact Clark Library staff at least 2 weeks in advance if you are interested in consulting these materials.* |

**Conference Volumes**

| Box 376 | Published Conference Volumes: Surplus Copies |
|         | Contents |
|         | English Literature in the Age of Disguise (Novak), Illustrious Evidence (Miner), Millenarianism and Messianism (Popkin), England in the Restoration and Early 18th Century (Swedenberg), The Warning Drum (Klingberg and Hustvedt). |
|         | **Note** |
|         | This box is stored offsite at the Southern Regional Library Facility. |

| Box 377 | Published Conference Volumes: Surplus Copies |
|         | Contents |
|         | Culture and Politics from Puritanism to the Enlightenment (Zagorin), The Compleat Plattmaker (Thrower), English Literature in the Age of Disguise (Novak), 17th-Century Imagery (Miner), Stewart and Georgian Moments (Miner). |
|         | **Note** |
|         | This box is stored offsite at the Southern Regional Library Facility. |

| Box 378 | Published Conference Volumes and other publications: Surplus Copies |
|         | Contents |
|         | Biography in the Hands of Walton, Johnson and Boswell (John Butt), Culture and Politics from Puritanism to the Enlightenment (Zagorin), A History of the Western Books Exhibition (Karen Lence), A Los Angeles Typesticker: William M. Cheney (Mary Lutz Jones), Will Cheney at 90 exhibition program. |
|         | **Note** |
|         | This box is stored offsite at the Southern Regional Library Facility. |

**Other Publications**

| Box 280 | UC Press correspondence and miscellaneous material, 1980-1990 |
| Box 310 | Seminar Papers: Inventory, Fiscal Reports, Correspondence, 1974-1994 |
Box 365  
**Clark history brochure research files compiled by Kim Anderson, 2008**

**Note**
Files kept by researcher Kim Anderson during her compiling of the Clark history brochure during summer 2008. Contains photocopies of research material from the Clarkive and from UCLA Special Collections as well as lists of resources consulted.

Box 379  
**Surplus Publications**

**Note**
This box is stored offsite at the Southern Regional Library Facility.

**Contents**
Montana and the West checklist (parts 1 & 2), The Cross Staff: Historical Development and Modern Use (Stimson & Daniel), Calendar of the Francis Bret Harte Letters, Anus Notabilis exhibition catalog, Mercurius Redivivus keepsake for Roxburghe and Zamorano Clubs (1973), Oscar Wilde and his Literary Circle catalog (Finzi), Checklist of the Published Writings of Lawrence Clark Powell, Merle Armitage Books in the William Andrews Clark Memorial Library, A Tale of Two Books (Ritchie), William Hogarth: Theater and the Theater of Life catalog, A Potencie of Life (Barker).

Box 380  
**Surplus Publications**

Box 402  
**Gatehouse Project brochure 2014**

**Administrative Records Series 3. 1934-2009**

**Scope and Contents note**
This series contains administrative files and records from the Clark and Center, dating 1934 to 2009. These records include annual reports, advisory committee materials, financial and accounting records and various other items.

**Arrangement note**

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**Annual and Other Reports Subseries 1. 1934-2009**

**Arrangement note**
Arranged in roughly chronological order.

**Scope and Contents note**
These records comprise annual and other incremental reports produced by the library and the Center for various oversight and constituent groups, including the UCLA University Library, advisory committees and the wider public.

Box 86  
**Reports, 1934-1950**

Box 282  
**Cataloging Reports & Correspondence, 1937-1970**

Box 92  
**Clark Reports to UCLA Library Director, 1939-1971**

Box 94  
**Clark Decade Reports: Correspondence, 1944-1966**

Box 87  
**H. Richard Archer's Monthly Reports, 1944-1959**

Box 89  
**Clark Annual Reports, 1945-1970**

Box 261  
**Printing Blocks from the Report on the 2nd Decade, ca. 1955**

Box 90-91  

Box 208  
**Monthly Statistical Reports, 1976-1981**

Box 288  

Box 367  
**Proposal to establish a center for 17th- and 18th-century studies, 1983**

Box 95  
**Center ORU Continuance Report, 1999**

Box 382, Box 288  

Box 375  
**Report of the 2nd Decade and Report of the 3rd Decade**
Box 373-374  
Report of the 2nd Decade and Report of the 3rd Decade: surplus copies  
Note  
These boxes are stored offsite at the Southern Regional Library Facility.

Box 382  
Copyright renewal for Report of the First Decade 1974
Box 383  
Outside review of Clark-Center relationship 1994
Box 383  
Center ORU Five Year Review 2006

Clark and Center Advisory Committees, Subseries 2. 1935-2001  
Arrangement note  
Arranged in roughly chronological order.

Scope and Contents note  
Contains reports, minutes, agendas and other material related to or generated by the Clark and Center Advisory Committees, dating 1935 to 2001.

Box 104-105  
Clark Library Committee, 1935-1981
Box 107  
Clark Library Committee Agendas and Minutes, 1935-1979
Box 106  
Clark Library Committee Members: Biographical Files
Box 273  
Security, Grounds, Collections & Committee Miscellany, 1945-1966
Box 214  
Hugh Gilchrist Dick Papers, 1940s-1960s

Scope and Contents note  
(1909-1971), professor of English at UCLA, member of the Clark Library Committee and director of the Friends of the Library.

Box 108  
Clark Library Committee/Center Advisory Committee, 1981-2001
Box 308  
Clark/Center Advisory Council, 1987-1994
Box 309  
Clark Faculty Advisory Committee, 1987-1994
Box 383  
Future Directions Committee for Clark and Center (reports) 1988-1989
Box 383  
Faculty Advisory Committee 1992-1993
Box 383  
Faculty Advisory Committee 1996-1998
Box 383  
Faculty Advisory Committee 1994
Box 383  
Clark Library Committee 1979-1981
Box 383  
Clark Library Committee 1982-1985
Box 383  
Faculty Advisory Committee 1986-1989
Box 383  
Faculty Advisory Committee 1990
Box 383  
Faculty Advisory Committee 1991
Box 384  
Faculty Advisory Committee 1993

Arrangement note  
Arranged in roughly chronological order.

Scope and Contents note  
This subseries contains financial ledgers and other accounting records for the period 1941-1998.

Box 340  
Ledger: Visitors and Readers, Invoices, Accounts, 1941-1945

Scope and Contents note  
From Cora Sanders' files.

Box 193  
Clark and Augustan Reprint Society Ledgers, 1945-1953
Box 195-200  
Ledgers, 1955-1992
Box 200  
Personnel Ledger, ca. 1958-1965
Box 194  
Ledgers, 1969-1978
Box 317-318  
Fiscal Closing, 1997-1998
Administrative Records Series 3.1934-2009

Box 384
Book budget 1993-1994
Box 384
Budget 1994-1995
Box 384
Book budget and acquisition summaries 1988-1997
Box 384
Accounts receivable 2010-2011
Box 384
Cancellations/credits 2010-2011

Clark/Center Personnel Series 4. 1880-2010

Scope and Contents note
Contains the files of Clark librarians and Center directors, as well as administrative files about Clark and Center staff. Though some material here is best classified as personal business records and correspondence, some material listed could also be described in one of the other topical series in this finding aid. An attempt has been made to cross-reference these files arranged by creator with the other topical series arranged by subject matter, but this cross-referencing is not exhaustive.

Arrangement note

Clark Personnel, Subseries 1. 1934-1990

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Records comprise general files related to or created by Clark personnel, including clippings, administrative files, and biographical information.

Box 79
Clark and UCLA correspondence: Archer, Godwin, Horn, Powell and Sproul, 1934-1955
Box 82
General Personnel Files, 1940-1984
Box 299
H. Richard Archer's Files, 1941-1953
Box 337
Staff Contact Lists, 1979-1993
Box 383
Staffing and new staff positions 2000
Box 383
Gift in honor of Peter Reill 2011
Box 382
Peter Reill retirement gift book and retirement event program 2011
Box 382
Photos of staff and readers 1988-1990

Cora Sanders, Subseries 2. 1880-1945

Scope and Contents note
Contains records kept by Cora Sanders (1872-1964), the Clark's curator and librarian from the 1910s to 1943, including ledgers, acquisition records and bibliographic records, as well as some personal materials. Sanders was originally employed as secretary to Mr Clark's two wives and then as his secretary and assistant, after their respective deaths. Though not formally trained as a librarian or bibliographer, Sanders learned the necessary skills through her exposure to the collections, and after Mr Clark's death in 1934, worked for UCLA as Curator of collections until 1943.

Box 339
Blank book bound as a binding exercise by Cora Sanders
Box 339
Exercise book with list of gifts to the library, 1935-1936
Box 339
Looseleaf notebook of historical/bibliographic information
Box 340
Ledger: Visitors and Readers, Invoices, Accounts, 1941-1945
Box 340
Library of Congress Subject Subdivisions, 1924
Box 340
Record of Books, 1936-1944
Box 341
Listing of Booksellers' Catalogs
Box 341
Memoranda Book, 1936-1940
Box 341
Notebook from Jake Zeitlin containing typed book descriptions
Lawrence Clark Powell, Subseries 3. 1934-1970

Scope and Contents note
Consists almost entirely of clippings of Lawrence Clark Powell's writings in various print media, as well as some administrative files and articles about him. Powell (1906-2001) was UCLA University Librarian from 1944 to 1961 and Clark director from 1944 to 1966.

LCP Clippings File: Booklets, keepsakes, ephemera
LCP Clippings File: Magazine Articles
LCP Westways Clippings, 1934-1955
LCP Newspaper Clipping Correspondence
Writing on Ward Ritchie
Clippings File
Administrative Files, 1930s-1960
Scope and Contents note
Possibly Lawrence Clark Powell's files.

William Conway and Robert Vosper, Subseries 4. 1950-1986

Arrangement note
Arranged in roughly chronological order.
Scope and Contents note
William E. Conway served as Clark Librarian from 1966-1978 and Robert G. Vosper served as Director of the Library from 1966-1981. This subseries consists of their files about the Clark, and includes event and seminar records, as well as clippings and biographical information. William Conway (1918-1992) began working at the Clark in 1939 as a cataloger, and after his 1978 retirement, worked at the library as a volunteer on special bibliographic projects, including reporting to the English Short Title Catalog (ESTC). Robert Vosper (1913-1994) served as UCLA Librarian from 1961-1973, Director of the Clark from 1961-1981, and UCLA professor of library science (later emeritus) from 1973-1983.

Bill Conway's Event Files, 1961-1986
Bill Conway's Seminar Files, 1965-1970
Scope and Contents note
Some also LCP files.

Vosper Clippings and Biographical Files, 1950-1973
Bill Conway's Files, 1962-1980
Norman Thrower, Lori Stein and John Bidwell, Subseries 5. 1978-1994

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Files created by Center Director Norman Thrower, Assistant Director Lori Stein and Head Librarian John Bidwell. Items include administrative records, statistics, clippings and correspondence. UCLA Professor of Geography Norman Thrower served as Center Director from 1981-1987 and Lori Stein served as assistant director from 1989-2000, before becoming Assistant Dean of Humanities at UCLA. John Bidwell served as the Clark's Reference and Acquisition Librarian from 1979-1993 and Head Librarian from 1993-1995.

Box 127, 227  Norman Thrower Administrative Files: Correspondence with Franklin Murphy
Box 283  Norman Thrower Files, ca. 1983-1988
Box 292-293  John Bidwell Files, 1990-1993
Box 297-298  Lori Stein's files, 1988-1993
Box 83-85  John Bidwell Files, 1978-1994

Bruce Whiteman, Subseries 6. 1996-2010

Arrangement note
Arranged in roughly chronological order.

Scope and Contents note
Files created by or maintained by Bruce Whiteman, the Clark's Head Librarian from 1996-2010. Records include correspondence, invoices, acquisition information, program files, and administrative materials. Also included are records, drafts and other material related to his co-editing and co-curating of the exhibition (UCLA Hammer Museum, 2001-2002) and book The World From Here: Treasures of the Great Libraries of Los Angeles (Getty Publications, 2002).

Box 259-260, 328  The World From Here files
Box 316  Correspondence regarding collection items, etc., 1993-2004

Scope and Contents note
LCP, Isaac Fuller portrait, Richard Hoffman, Eric Gill.

Box Wildeiana 20, Folder 23  Oscar Wilde-related correspondence
Box 329-330  Bruce Whiteman Files, 1997-2004
Box 331-335  Bruce Whiteman Files, 2002-2010

Publicity and Clippings Series 5. 1947-present

Scope and Contents note
Contains clippings from various print sources about the Clark and/or Center, or related to the library's collections. This series also contains offprints and videotapes.

Arrangement note
Arranged in roughly chronological order.

Box 144-145  Clippings files
Box 146  Clippings from UCLA publications
Box 192  Clark Library Film
Box 215  Offprints
Box 240  Clark Related Publications, 1947-1960
Box 240-242  Publicity/Clippings, ca. 1980-1990
Box 243-247  Clippings, 1963-2003
Box 250  Clippings/Publicity, 1949-1952
Box 281  Clippings and offprints, 1954-1984
Box 300  Clippings, 1960-1980
Publicity and Clippings Series 5.1947-present

Box 301    Clippings, 1999-2000
Box 337    Clippings, 1976-1992
Box 338    Videotapes
Box 352    Clippings, 2003-2010
Box 382    Clippings 2012-2013


Scope and Contents note
This series contains files and records related to the upkeep and maintenance of the Clark Library buildings and grounds. Materials concerning the demolition, renovation and construction of structures on the property are also included.

Arrangement note
Arranged in roughly chronological order.

Box 178    Buildings & Maintenance, 1950-1987
Box 403    Building, grounds and maintenance files 1949-1975
Box 273    Security, Grounds, Collections & Committee Miscellany, 1945-1966
Box 174    Construction of the Underground Annexes, Photographs & Negatives, 1951, 1963
Box 176    Clark Residence Demolition, 1970-1971
Box 175    Gatehouse Remodeling Project, 1986-1990
Box 321    Air Conditioning, 1992-1997
Box 177    Buildings & Grounds: Clippings File
Box 368    HVAC Project contacts, 2002
Box 383    Construction documents for separate or combined bids (North Range buildings) 1989
Box 383    Photographs of air duct cleaning 2004
Box 383    Clark asbestos testing report 1993
Box 384    Security and North Range access procedures 1990-1991
Box 384    Mold outbreak and clean-up 2004-2005
Box 403    Correspondence with Judson Studios regarding Clark windows 1999

Miscellany Series 7. 1960-2010

Box 201-207 Monthly Calendars, 1973-2000
Box 274    Miscellany, 1975-1990
Box 275-276 Ephemeral Printing, 1970-1997

Scope and Contents note
Includes stationary, call slips, event publicity, etc.

Box 279    UCLA Library policies & publications
Box 288    Old library stationary
Box 289    Ephemeral Printing blocks
Box 294    UCLA Library Publications, 1947-1970
Box 295    Library Brochures/Ephemera, 1960-1980
Box 301    Clark Library T-shirt, ca. 1990s
Box 308    Center Affiliated Organizations, 1991-1994
Box 316    Clarkdale, Arizona tourist information, ca. 2008
Box 316    Filming guidelines, 1984
Box 316    Holiday cards received, 2010
Box 316    Sanford Dorbin report on Staff Services at the Clark, 1965
Box 336    Oversize Event Posters, Images and Dedications
Box 93     Correspondence & Directives from UCLA Administration, 1960-1970
Box 403    Certificate of appreciation from Los Angeles Club of Printing House Craftsmen 1955