Finding Aid to the Records of the Rounce and Coffin Club MS.2017.008

Finding aid by Yvonne M. Eadon
William Andrews Clark Memorial Library
2017
2520 Cimarron Street
Los Angeles 90018
clark@humnet.ucla.edu
URL: http://www.clarklibrary.ucla.edu/
Language of Material: English
Contributing Institution: William Andrews Clark Memorial Library
Title: Rounce and Coffin Club Records
Creator: Rounce & Coffin Club
Identifier/Call Number: MS.2017.008
Physical Description: 24 boxes
Date (inclusive): 1931-2007
Abstract: The Rounce & Coffin Club was a 20th-century fine press book and printing club that operated from 1931 to 2007. It was founded by four members, and at its peak had over fifty-five local members. The Club sponsored the Western Books Exhibition (a traveling exhibition of the best fine press printing from the Western United States) from 1938 to 2005. This archive includes records (event, meeting, membership, financial, publicity, and general) as well as printed ephemera, photographs, and correspondence.

Organizational History
The Rounce & Coffin Club, originally called the "Thistle Club," was founded in the fall of 1931 by Jake Zeitlin, Grant Dahlstrom, Gregg Anderson, and Ward Ritchie. A "rounce" and a "coffin" are two parts of a hand press. The first few meetings were held at Zeitlin's residence in Echo Park, and the club's members included printers, librarians, and booksellers. Well-known librarian, author, and bibliographer Lawrence Clark Powell joined the club in September 1933. He describes the club's mission in "Ten Years (Almost) of Rounce & Coffinism" (published in 1941 by the College Press at Los Angeles City College): "Our message? Our mission? To raise the standards of printing here in the West and to teach the layman—even the librarian—what we hold to be excellence in printing. And among ourselves to breed good fellowship."

As time went on and the club's membership grew, meetings were held at different hotels and restaurants in Pasadena, Hollywood, and other parts of East and Central Los Angeles. Members began to take great care designing and printing letterpress keepsakes, meeting and event invitations. The meetings of the Rounce & Coffin Club would sometimes include talks by guest speakers, including visiting professors from UCLA and other universities. Experts on printing would present on the work of well-known printers like John Henry Nash and Aldus Manutius. Members would also present on their own work. Some of the members of Rounce and Coffin fought in the second World War (founder Lt. Gregg Anderson was killed in Normandy in 1944), and as a result, meetings became slightly less frequent. To compensate, Lawrence Clark Powell (along with other members), circulated a newsletter, "The Flying Hiatus," to keep the club apprised of news and goings-on.

In the 1950s and 1960s, the club had between 30 and 35 resident members for any given year. By the mid-1970s, women were allowed to join the club. Accordingly perhaps, in the seventies and eighties, membership grew slightly to 40 resident members in 1976, and 55 by 1983. In the later eighties, membership fell slightly. By 1999, there were still 43 members of Rounce & Coffin, and the club was still active. In the mid-2000s, many of the most active members (including Secretary-Treasurer Mike Sutherland, Muir Dawson, Vance Gerry, and Regis Graden) passed away. In June 2007, a meeting of the Rounce & Coffin Club Board of Governors dissolved the group, and it was decided that Occidental College would receive the Club's Archive and collection of Western Books.

1938 marked the first year of the Club's Western Books Exhibition, initially conceived by Grant Dahlstrom. As of the 1950s, the selection committee was made up of representatives from the Rounce & Coffin Club, the Zamorano Club, and the Roxburgh Club. The committee judged the books on their design, the quality of printing, the paper and binding quality, scholarship of subject matter, and overall appearance and feel. The books selected (as of the 1953 Western Books Exhibition) had to have been published in Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Washington, Wyoming, Utah, West Texas, Alberta, British Columbia, Alaska, or Hawaii. The selected books formed a traveling exhibition, displayed for a week at a time at different libraries all over the Western United States. A catalog would be printed every year. Most years, the Club would auction off the books after the exhibition took place. In the 1950s, roughly thirty books were chosen each year, out of about eighty submissions, representing about fifteen printers and publishers. By the 1980s, the Western Books Exhibition had expanded into nearly fifty books per year. The Western Books Exhibition ran until 2005.

Some information sourced from http://socialarchive.iath.virginia.edu/ark:/99166/w61g6z2q. Most information sourced from the records themselves.

Scope and Contents
The collection includes event, meeting, and membership records, financial records, printed ephemera (including meeting and event invitations), correspondence, Western Books Exhibition catalogs, photographs, publicity materials, and keepsakes printed by and for the members of the Rounce and Coffin Club. The club was active from 1931 - 2007.

Conditions Governing Use
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**Conditions Governing Access**
Collection is open for research.

**Custodial History**

**Related Materials**
The Clark Library owns several other collections related to the Rounce and Coffin Club, including the official set of books from the Western Books Exhibition and an artificial collection of Rounce and Coffin ephemera collected by former members and Clark Library staff. The Clark also holds archival collections related to many members of the R&C. Please see our listing of finding aids on the Online Archive of California for a complete list of processed collections.

**Processing History**
Collection processed and described by Yvonne M. Eadon in 2017.

**Subjects and Indexing Terms**
Clubs -- California -- 20th century
Small presses -- 20th century
Private presses -- 20th century

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**Western Books Exhibition files** Series 1. 1938-2005

**Scope and Content Note**
The Ephemera subseries includes mass mailings, including calls for books, awards of merit, banners, posters, and invitations to Western Books-related events. The Catalogs subseries contains exclusively Western Books Exhibition catalogs. The Records subseries contains correspondence, schedules for the Western Books Exhibition, financial records related to WBE, and other miscellaneous records. The photographs and sample pages subseries are self-explanatory. The Western Books Exhibition was active from 1938 - 2005.

**Arrangement**
This series is arranged in 5 subseries:
1. Western Books Exhibition Ephemera
2. Western Books Exhibition Catalogs
3. Western Books Exhibition Records
4. Western Books Exhibition Photographs
5. Western Books Exhibition Sample Pages

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**Western Books Exhibition Ephemera** Subseries 1.1

- Western Books ephemera and catalogs 1930s
- Western Books Exhibition Ephemera 1940s
- Western Books Exhibition Ephemera from Keith Anderson Coll. 1948-1966
- Blank Specification Sheets Western Books 1940s
- Specification sheets 1940s-1950s
- Western Books Exhibition Ephemera 1950-1959
- Western Books Exhibition Ephemera 1960s
- Western Books Exhibition Ephemera: Oversize Banners 1970s, 1988, N.D.
- Western Books Exhibition Ephemera 1970-1979
- Specification Sheets 1980s-1990s
| Box 4, folder 15 | Western Books Exhibition Ephemera 1980s |
| Box 4, folder 17 | Western Books Exhibition Ephemera 1990s |
| Box 14, Folder 6 | Western Books Exhibition Ephemera: Banners N.D. |

### Western Books Exhibition Catalogs Subseries 1.2

| Box 1, folder 7 | Western Books Exhibition Catalogs 1942-1948 |
| Box 1, Folder 9 | Western Books Exhibition Catalogs 1946-1949 |
| Box 1, folder 11-12, 20, | Western Books Exhibition Catalogs 1950-1959 |
| Box 2, folder 2 | Western Books Exhibition catalogs from Keith Anderson Coll. 1950s |
| Box 13, Folder 16 | Western Books Exhibition Catalogs 1960-1969 |
| Box 2, folder 7, 11, 16, 22 | Western Books Exhibition catalogs and ephemera from Keith Anderson coll. 1960s, N.D. |
| Box 13, Folder 17 | Western Books Exhibition Catalogs 1970-1979 |
| Box 3, folder 2-3, 6, 8, 14 | Western Books Exhibition Catalogs 1980-1989 |
| Box 4, folder 2, 8, 12 | Western Books Exhibition Catalogs 1990-1999 |
| Box 5, folder 2, 7, | Western Books Exhibition Catalogs 2000-2005 |
| Box 4, folder 19 | |
| Box 5, folder 12, 16-17 | |

### Western Books Exhibition Records Subseries 1.3

| Box 1, folder 3 | Western Books Exhibition Records 1930-1939 |
| Box 1, folder 4 | Western Books Exhibition Records 1940-1949 |
| Box 13, Folder 15 | Western Books Exhib. Catalogs from K. Anderson Coll. 1948 |
| Box 1, folder 8 | Western Books Special Exhibition 1948 |
| Box 19 | Western Books Exhibition Scrapbooks 1946, 1950-1953 |
| | Note |
| | Contains 5 Western Books Exhibition scrapbooks from the years 1946, 1950, 1951, 1952, and 1953. Stacked vertically in box. |
| Box 6, folder 2 | Western Books Printer's Proofs and Drafts 1950s |
| Box 1, Folder 15-16, Box 2, folder 1, 3-4 | Western Books Exhibition Records 1950-1959 |
| Box 21 | Western Books Exhibition Scrapbook 1959 |
| Box 14, Folder 10 | Western Books Exhib. Records: Auction Materials, incl. annotated catalogs 1960s |
| Box 2, folder 12-14, 17, 21, 23 | Western Books Exhibition Records 1962-1968 |
| Box 14, Folder 14 | Western Books Exhibition Records: correspondence, from G. Dahlstrom collection 1966-1968 |
| Box 3, folder 1, 4-5, 7, 9-13 | Western Books Exhibition Records 1969-1979 |
| Box 4, folder 1, 3-5, 7, 9-14 | Western Books Exhibition Records 1980-1989 |
| Box 14, Folder 12 | Western Books Exhibition Records: WBE Archive 1982, 1993 |
| Box 5, folder 1 | Western Books Exhibition Ephemera 1990s |
Western Books Exhibition files Series 1.1938-2005
Western Books Exhibition Records Subseries 1.3

Box 4, folder 18, 20-23, Box 5, folder 3-6, 8-9
Box 14, Folder 1
Box 5, folder 10-11, 13-15, Box 14, folder 3-5
Box 14, Folder 2
Box 14, Folder 8
Box 6, Folder 10-14

Western Books Exhibition Records 1990-1999
Western Books Exhib., Call for Western Books 1997
Western Books Exhibition Records 2000-2006

Western Books Exhibition Photographs Subseries 1.4

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Western Books Exhibition Photographs N.D.
Western Books Exhibition Photographs 1950-1956
Western Books Exhibition Photographs 1960-1967


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Western Books Exhibition Sample Pages N.D
Western Books Exhibition Sample Pages 1940s
Western Books Exhibition Sample Pages 1950s
Sample Pages Western Books 1960s
Western Books Exhibition Sample Pages: Oversize 1930s-1940s
Western Books Exhibition Sample Pages: Oversize 1950s
Western Books Exhibition Sample Pages: Oversize 1960s-1970s
Western Books Exhibition Sample Pages: Oversize N.D.
Western Books Exhibition Mock-ups, etc. 1980-1984

Treasurer's Records Series 2 1932-2009

Scope and Content Note

Treasurer's records include recommendations for membership, purchase orders, purchase vouchers, standing orders, payments for participation in the Western Books Exhibition (from exhibiting libraries, submitters, and for the WBE catalog), deposit slips, remittance advice slips, bank statements, invoices, records of members dues payments, insurance and tax records, and other kinds of financial records. 1932 - 2009.

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Box 7, folder 2
Box 15, Folder 36
Box 18, Folder 46
Box 7, folder 4
Box 7, folder 3
Box 17, folder 40
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Box 7, folder 6
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Tax Documents 1932-1961
Treasurer's Files 1937-1941
Treasurer's Files 1949
Treasurer's Records: annual financials 1949
Treasurer's Records: Dues 1950s
Treasurer's Records: Statements and Checkbook information 1952-1957
Treasurer's Files 1953
Treasurer's Records: Wm. Cheney's "The Typestickers" 1953-1961
Treasurer's Files 1957-1969
Treasurer's Records 1958
Treasurer's Files, Tax Records 1970s-1990s
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Treasurer's Records--Exhibit Payments 1978
Treasurer's Files--Insurance 1978-1987
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Treasurer's Files: Invoices 1980s
Treasurer's Records 1983
Treasurer's Records 1984
Treasurer's Records: Invoices, out-of-state 1984
Treasurer's Files 1985-1987
Treasurer's Records 1988
Treasurer's Records 1989
Treasurer's Records: Bank Statements 1990s
Treasurer's Records: Dues 1990s
Treasurer's Records: Deposit Records 1990s
Treasurer's Records 1990-1991
Treasurer's Records From Steve Tabor 1992-1994
Treasurer's Files 1992-1997
Treasurer's Files: Deposit Records from Steve Tabor 1996-2005
Treasurer's Records from S. Tabor 1997
Treasurer's Files: Bills, invoices, receipts 2003
Treasurer's Files: invoices (paid in) 2003

Keepsakes Series 3 1938-2005

Scope and Content Note
Includes printed keepsakes from members of Rounce & Coffin to one another and in honor of one another, keepsakes from other clubs to Rounce & Coffin, and keepsakes by Rounce & Coffin for other clubs or non-members. 1938 - 2005.

Box 12, folder 41
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Box 10, folder 6
Box 10, folder 1
Box 10, folder 7
Box 10, folder 2
Box 10, folder 3
Box 10, folder 4
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Box 13, Folder 1

Keepsakes from the Keith Anderson Collection 1930s-1947
Keepsake: "Bicentennial Notes on George Washington" 1932
Keepsake: Mark Twain, "The Coyote" 1938
Keepsake: "Fifty Books of the Year" 1938
Keepsake: George Arnold, "Beer: being a very careful Analysis of Life's Major Joy" 1930
Keepsake: "A New Printing Type: Caledonia, Linotype" 1939
Keepsakes, possibly from J. Daulus 1930s-1940s
Misc. Keepsakes 1940s
Keepsake: "On Writing," Printed by Stanley Rice 1940
Keepsake: Lawrence Clark Powell, "D.H. Lawrence and His Critics" 1940
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<td>Keepsake: &quot;The Gutenberg Address&quot; 1942</td>
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<td>Box 10, Folder 11</td>
<td>Keepsake: &quot;Hugo Steiner-Prag 1943</td>
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<td>Keepsake: Lawrence Clark Powell, &quot;Recollections of an ex-Bookseller&quot; 1950</td>
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Box 12, Keepsake: Stillman Drake, "The Unsung Journalist & the Origin of the Telescope" 1976
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Box 12, Keepsake: "Fine Print: A Newsletter for the Arts of the Book," Vol. 1, No. 1 1975
Folder 2  Keepsake: "Caxton Congress" 1976
Box 12, Keepsake: Stillman Drake, "The Unsung Journalist & the Origin of the Telescope" 1976
Folder 3  Keepsake: "Theodore Lilienthal, Robinson Jeffers and the Quercus Press" 1974
Box 12, Keepsake: "Fine Print: A Newsletter for the Arts of the Book," Vol. 1, No. 1 1975
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Box 12, Keepsake: "Fine Print: A Newsletter for the Arts of the Book," Vol. 1, No. 1 1975
Folder 15  Keepsake: "The Theodore Lilienthal, Robinson Jeffers and the Quercus Press" 1974
Box 12, Keepsake: "Fine Print: A Newsletter for the Arts of the Book," Vol. 1, No. 1 1975

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Box 12, Folder 16  Keepsake: Andrew H. Horn, 1914-1983" 1983
Box 12, Folder 17  Keepsake: Jean de La Fontaine, "The Cat and the Old Rat" 1986
Box 12, Folder 18  Keepsake: "Remembering Jake" 1987
Box 12, Folder 19  Keepsake: "The Kelmscott Chaucer at L.A. State College" N.D.
Box 12, Folder 20  Keepsake: "A Day at the Seaside with Ward Ritchie" 1981
Box 12, Folder 21  Keepsake: "A Leaf from John Johnson's Typographia" 1982
Box 12, Folder 22  Keepsake: "A Song for Jake Zeitlin" 1987
Box 12, Folder 23  Keepsake: Wesley Griswald, "The Tower that Sat Down on Itself" 1989
Box 12, Folder 24  Keepsake: "French Art of the Book" N.D.
Box 12, Folder 25  Keepsake: "Execution of La Croix, Berroufe, & Baker for Piracy" N.D.
Box 12, Folder 26  Keepsake: "Introduction to the Robinson-Pfrozheimer Collection of Old-Fashioned Type" N.D.
Box 12, Folder 27  Keepsake: Walt Whitman, "A Font of Type" N.D.
Box 12, Folder 28  Keepsake: "A Brief Introduction to the Chapin Library, Williams College" N.D.
Box 12, Folder 29  Keepsake: H. Richard Archer, "Literary and Historical Manuscripts at the Clark" N.D.
Box 12, Folder 30  Keepsake: "Americana: American First Editions" N.D.
Box 12, Folder 31  Keepsake: "The Albion Hand-Press" N.D.
Box 12, Folder 32  Keepsake: "Paul A. Bennett" N.D.
Box 12, Folder 33  Keepsakes: Various Biographies of Rounce & Coffin Members N.D.
Box 12, Folder 34  Keepsake: "The Passionate Printer to His Love" N.D.
Box 12, Folder 35  Keepsake: "Aldous Huxley's Prisons, with the Carceri Etchings" N.D.
Box 12, Folder 36  Keepsake: "Form" N.D.
Box 12, Folder 37  Keepsake: "Your Affectionate Friend, B. Franklin" N.D.
Box 12, Folder 38  Misc. Keepsakes N.D.
Box 13, Folder 2  Keepsakes and Ephemera from the Keith Anderson collection N.D.
Box 13, Folder 4  Keepsakes from the Keith Anderson coll. N.D.

Ephemera Series 4 1946-2005

Scope and Content Note
The ephemera series includes ephemera mainly not associated with Western Books. This includes meeting invitations, event invitations, newsletters, other mass mailings, blank specification sheets, blank stationery, and bookplates. 1946 - 2005.

Box 14, Folder 22  Ephemera: Printed Mailings Before 1930
Box 14, Folder 23  Ephemera: mailings, etc. 1932-1933
Box 22  Ephemera: Oversize Scrapbook 1930s-1940s
Box 14, Folder 24-28  Ephemera: Meeting announcements/invitations 1935-1939
Box Clark Annex 3  Framed Ephemera: "Rounce & Coffin Club Honorable Discharge" 1938
Box 15, Folder 38  Ephemera Scrapbook--Oversize 1938-1953
Box Clark Annex 3  Note
Oversize  Scrapbook includes keepsakes as well as ephemera

Box 14, Folder 29  Ephemera: Newsletter: "The Flying Hiatus" 1940s
Box 14, Folder 30-32  Ephemera: Meeting announcements/invitations 1940-1942
Box 14, Folder 33  Ephemera: Meeting announcements 1944
Box 14, Folder 34-37  Ephemera: Meeting announcements 1946-1949
Box Clark Annex 3  Oversize Ephemera 1946-1982
Oversize  Ephemera from Keith Anderson Collection 1946-1949
Box 13, Folder 10  Ephemera: Zamorano Club Ephemera 1949, N.D.
Box 15, folder 33  Oversize Ephemera 1950s
Box 20, Folder 1

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Ephemera: Meeting Announcements from Keith Anderson Collection 1950s

Ephemera: Meeting announcements, etc. 1950-1959

Ephemera not assoc. with Rounce & Coffin 1950s-1990s

Ephemera: Newsletter--"The Flying Hiatus" 1950s

Ephemera: Membership cards, rosters, corresp. from Keith Anderson Coll. 1940s-1950s

Oversize Ephemera 1960s

Ephemera: Meeting Announcements from Keith Anderson coll. 1960s and N.D.

Ephemera: Meeting announcements/invitations 1960-1969

Oversize Ephemera 1970s

Ephemera: Meeting announcements/invitations 1970-1979

Ephemera: Meeting announcements/invitations 1980-1983

Ephemera: Meeting announcements/invitations 1986

Ephemera: Printed Mailings 1990s

Ephemera: Printed Mailings 2000s

Ephemera: meeting announcements, etc. N.D.

Ephemera: Blank Stationery N.D.

Hand-Made Papers N.D.

Ephemera: Errata N.D.

General Records Series 5 about 1930-2005

Scope and Content Note

The subseries included under general records are:
- Event and Meeting Records
- Membership Records
- Publicity
- Miscellaneous Materials

Event and meeting records are mostly records of meetings, including minutes, mailing lists, and scheduling records, as well as planning records for events. Membership records include lists of members and membership cards. Publicity includes newspaper clippings and copies of magazines with articles that cover Rounce and Coffin and/or its members. Miscellaneous materials includes written histories of the organization, and other misc. material. 1930s - 2000s.
<table>
<thead>
<tr>
<th>Box 18, Folder 18-19</th>
<th>Event and Meeting Records 1959-1960</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 18, Folder 20</td>
<td>Event and Meeting Records 1961-1962</td>
</tr>
<tr>
<td>Box 18, Folder 21, 23-25</td>
<td>Event and Meeting Records 1965-1969</td>
</tr>
<tr>
<td>Box 18, Folder 22</td>
<td>Event and Meeting Records: Board of Governors 1966-1972</td>
</tr>
<tr>
<td>Box 18, Folder 26-34</td>
<td>Event and Meeting Records 1980-1987</td>
</tr>
<tr>
<td>Box 18, Folder 35-38</td>
<td>Event and Meeting Records 1991-1998</td>
</tr>
<tr>
<td>Box 18, Folder 39-46</td>
<td>Event and Meeting Records 2000s</td>
</tr>
<tr>
<td>Box 18, Folder 48</td>
<td>Event and Meeting Records N.D.</td>
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</table>

### Membership Records Subseries 5.2

<table>
<thead>
<tr>
<th>Box 17, Folder 21</th>
<th>Membership 1930s</th>
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<tbody>
<tr>
<td>Box 17, Folder 22</td>
<td>Membership 1940s</td>
</tr>
<tr>
<td>Box 17, Folder 23</td>
<td>Membership 1950s</td>
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<tr>
<td>Box 17, Folder 24</td>
<td>Membership 1960s</td>
</tr>
<tr>
<td>Box 17, Folder 25</td>
<td>Membership nominations 1969-1977</td>
</tr>
<tr>
<td>Box 17, Folder 26</td>
<td>Membership 1970s</td>
</tr>
<tr>
<td>Box 17, Folder 27</td>
<td>Membership cards 1975-1981</td>
</tr>
<tr>
<td>Box 17, Folder 28</td>
<td>Membership 1980-1981</td>
</tr>
<tr>
<td>Box 17, Folder 30</td>
<td>Membership index cards 1987</td>
</tr>
<tr>
<td>Box 17, Folder 31</td>
<td>Membership 1990s</td>
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<tr>
<td>Box 17, Folder 32</td>
<td>Membership 2000s</td>
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</table>

### Publicity Subseries 5.3

<table>
<thead>
<tr>
<th>Box 14, folder 15, 18</th>
<th>Publicity 1948-1949</th>
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<tbody>
<tr>
<td>Box 14, folder 21</td>
<td>Publicity: Newspaper clippings 1950s</td>
</tr>
<tr>
<td>Box 14, folder 19</td>
<td>Publicity: &quot;The American Printer&quot; 1950</td>
</tr>
<tr>
<td>Box 17, Folder 35</td>
<td>Publicity 1951</td>
</tr>
<tr>
<td>Box 14, folder 20</td>
<td>Publicity: &quot;Wester Printer and Lithographer March 1951</td>
</tr>
<tr>
<td>Box 14, folder 16</td>
<td>Publicity 1955</td>
</tr>
<tr>
<td>Box 14, folder 17</td>
<td>Publicity 1979</td>
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</table>

### Miscellaneous Materials Subseries 5.4

<table>
<thead>
<tr>
<th>Box 18, folder 2</th>
<th>From Grant Dahlstrom Collection, General Records 1938-1947</th>
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<tbody>
<tr>
<td>Box 18, folder 3</td>
<td>General Records: L. C. Powell’s “Ten Years (Almost) of Rounce &amp; Coffinism” Original Manuscript 1941</td>
</tr>
<tr>
<td>Box 18, folder 4</td>
<td>General Records: Midwestern Books Competition 1967-1968</td>
</tr>
<tr>
<td>Box 18, folder 1</td>
<td>General Records: Rounce &amp; Coffin Club History 1980s</td>
</tr>
</tbody>
</table>

### Correspondence 1930s-2000s Series 6

**Scope and Content Note**

Correspondence includes letters written between members (e.g., a member enclosing a letter to the Secretary-Treasurer with dues), and between members of the organization and exhibitors (e.g. exhibitors giving feedback to the leadership of the organization about the Western Books Exhibit; complaints). Also includes some mass mailings. 1930s - 2000s.

| Box 16, Folder 1 | Correspondence 1930s |

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| Box 16, Folder 4 | Correspondence 1940s
| Box 16, Folder 2-3, 5-8 | Correspondence 1940-1952
| Box 16, folder 14 | Correspondence: H. Richard Archer 1944-1950
| Box 16, Folder 9-13, 15 | Correspondence 1950-1959
| Box 16, folder 16-25 | Correspondence 1960-1969
| Box 16, Folder 26-33, 1 | Correspondence 1970-1979
| Box 17, folder 1 | Correspondence: Board of Governors 1974-1978
| Box 17, folder 2 | Mass Correspondence 1977, 1998
| Box 17, folder 19 | Correspondence: Board of Governors 1979-1986
| Box 17, folder 3 | Correspondence 1980-1989
| Box 17, folder 4-8, 11-16 | Correspondence: mass mailings 1990s
| Box 17, folder 9 | Correspondence 1990s
| Box 17, folder 10, 17 | Correspondence 2000s
| Box 17, folder 18 | Correspondence: Mass Mailings 2001
| Box 17, folder 20 |