A guide to the Archives and Manuscripts of the Missouri Botanical Garden

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PREFACE

This guide is one product of work completed under grant 91-037 funded by the National Historical Publications and Records Commission. The purpose of the grant project was to develop an archives and records management program for the Missouri Botanical Garden. Other grant products include *Files retention manual and schedule: Missouri Botanical Garden*, and many finding aids and inventories listed in the entries of this guide.

We wrote this guide using WordPerfect 5.1 and it is available on disk and on paper. Any of the grant products are available at cost upon request. We will put the guide on the Internet in 1997.

The Garden acknowledges the Commission staff, Nancy Sahli, Laurie Baty and Dan Stokes, who gave advice and encouragement throughout the project. Besides Martha Riley, project staff included project director Constance Wolf, assistant archivist Suellyn Lathrop, and Mary Stiffler and Karen Hudgins, clerk-typists. The following volunteers also worked on the project: Margaret Abbott, James Gossom, June Holtzmann, Janet Jungkunst, Jane Kahn, Virginia Lehr, Anne Leners, Jane Lorenz, Madeline Pisani, Priscilla Rodriguez, Art Speranza, Jim Turner, Clare Vasquez, Mary Lou Waldman, and Mary Wessel.

USE OF THE MISSOURI BOTANICAL GARDEN ARCHIVES

Scope of the guide

This is the first general guide to records and papers in the Missouri Botanical Garden Archives. It is an introduction to the collections that will allow scholars to find research materials that are of interest to them. Unpublished finding aids and inventories are available for nearly all collections, and researchers may request these from the archivist.

The Missouri Botanical Garden Archives is chiefly concerned with staff papers and the official records of the Missouri Botanical Garden. It also collects records of regional botanical and horticultural organizations. Important personal papers in the archives are those of Henry Shaw, the founder of the Garden and George Engelmann, his scientific advisor. Tower Grove Park records are on deposit.

Using this guide

Our guide describes collections in two parts. Part I lists the records of Missouri Botanical Garden by administrative unit. Part II consists of entries for personal papers and organizational records arranged in alphabetical order.

The format for the entries is based on *Guide to the Smithsonian Archives* (Washington, 1983). Not all elements in the samples below appear in every entry.

Reference Service

Researchers wishing to visit the Archives should make appointments in advance to discuss holdings related to the research problem, accommodations, and hours. The archives will also provide limited photocopies to researchers unable to visit St. Louis to use the collections. Fax and photographs are also available. Address inquiries to: Missouri Botanical Garden Archives, P.O. Box 299, St. Louis, MO 63166-0299. Phone: (314) 577-5158; Fax (314) 577-9590: E-mail: molibarc@mobot.org.

Recommended

Researchers may benefit from a review of secondary sources before they visit the archives. The following are secondary materials on the Missouri Botanical Garden, Tower Grove Park, and the man who developed them, Henry Shaw.

For a general history of the Missouri Botanical Garden, consult *A Gift to Glory in: The Missouri Botanical Garden* by William Barnaby Faherty (Harris & Friedrich, 1989). For a biography of Henry Shaw and the early history of the Garden and Tower Grove Park, consult *Henry Shaw: His Life and Legacies* by William Faherty (University of Missouri Press, 1987). These books are available from the Garden Gate Shop and by interlibrary loan.

Additional published sources are *Annual Report of the Missouri Botanical Garden*, 1890-1912; *Missouri Botanical Garden Bulletin*, 1913-present; and the Garden's scientific quarterly, *The Annals of the Missouri Botanical Garden*, 1914-present. Many U.S. and foreign libraries hold copies of these journals. For locations see OCLC, RLIN, the *Union List of Serials in Libraries of the United States and Canada* (H.W. Wilson, 1965), and other union lists.

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Permission to Quote from the Missouri Botanical Garden Archives

The Missouri Botanical Garden requires that researchers obtain written permission to publish quotations from its archival collections. Usually, they grant permission to quote.

Sometimes, the Garden may not control copyright of a document. The archives' staff will inform researchers of copyright information when they know it, but researchers assume legal responsibility for observing copyright, property, and libel laws.

Citation of Missouri Botanical Garden Archives

- 1. Description of the document: "A letter from Asa Gray to George Engelmann, Oct. 21, 1841."
- 2. Repository Name: "Missouri Botanical Garden Archives."
- 3. The record's creator and the title of record group or subgroup: "George Engelmann Papers."
- 4. Additional physical location information: "Series 1, box 1, folder 15."

PART I: COLLECTION 1 RECORDS OF THE MISSOURI BOTANICAL GARDEN

BOARD OF TRUSTEES

RECORDS OF THE BOARD OF TRUSTEES. 1884-PRESENT

Henry Shaw founded the Missouri Botanical Garden in 1859 through a trust agreement enacted by the Missouri General Assembly. Upon Shaw's death in 1889, the Board of Trustees came into being by his will. The will charged the first trustees with several duties, the most important of which was the care of the Garden. Initially rental properties funded the Garden and other bequests specified in the will. The Board's secretary managed these properties. As a result, the Board was responsible for improving large tracts of ground and constructed streets and sewers in St. Louis. They changed the trust several times to expand the trustees' powers for better administration of the Garden's assets. Eventually the trustees sold the rental properties and sought other means of investment and revenue.

Other bequests carried out by the Board include the annual banquet, the School for Gardening, and the flower sermon. Although the annual banquet and flower sermon are still annual events, the School of Gardening went out of existence in the 1930s. The George Engelmann Professorship established by Shaw at Washington University still exists, although the School of Botany does not. Washington University and the Missouri Botanical Garden continue to work closely to promote education and research in the biological sciences.

Board of Trustees

Records, 1884-present (183 linear feet)

The records document the history of the Board and the daily operations of the Garden as carried out by the secretary, who is also the business manager or controller. Few gaps exist in the Board's records with publications, accounting records, property files, and meeting minutes that are nearly complete. Trustee records, especially the minutes, are potentially important to any study of the institution, from the death of Henry Shaw in 1889, to the present.

FINDING AIDS: 1) *Board of Trustees Records Finding Aid*, by Suellyn Lathrop, 1992; 2) Inventory in the repository. SPECIAL CONDITIONS: Personnel, payroll records, estates and trusts are restricted. LOCAL CLASSIFICATION: Collection 1, RG 2. SERIES LIST: **0 Publications**: 0/1) Bulletin, 1913-; 0/2) Henry Shaw's will, 1889-; 0/3) Guidebooks, 1893-; 0/4) Miscellaneous publications, 1968-; 0/5) Annual report, 1890-1912; 0/6) Annals, 1914-; 0/7) Monographs in Systematic Botany, 1978-; 0/8) Icones Plantarum Tropicarum, Series II, 1989-; 0/9) Calendar with a poster, Research at the Missouri Botanical Garden, 1982-; **1 Ceremonial Shovel; 2 Property**

Records, 1884-1975: 2/1 Henry Shaw Plat Book, 1884; 2/2 Property Books, 1889-1905; 2/3 Rent Roll, 1940-1962; 2/4 Henry Shaw Property Photo Album, no date; 2/5 Property Files, 1900-1975; 2/6 Arboretum Property Files, 1875-1980; 3) Journals, 1890-; 4) Ledgers, 1890-;5) Check Registers, 1890-1904;6) Minutes/Packets, 1889-1904;7) Minutes, 1889-1980; 8) Enclosures to the Minutes, 1903-: 8/1 Director's Monthly Reports, 1909-1933;8/2 Secretary's Monthly Reports, 1910-1924; 8/3 Audits, 1903-; 8/4 Minutes Enclosures, 1975-1989;9) Attendance Records, 1889-1962; 10 Scrapbook, 1889-1901; 11) Correspondence, 1891-1922; 12) Legal Papers, 1889-1981; 13) Loans-Investments, 1924-1954; 14) Personnel and Payroll Records, 1910-1983; 14/1) Personnel Records, 1910-1930, 1955-1983; 14/2)Time Books and Payroll Vouchers, 1911-1953; 14/3 Payroll Sheets, 1955-1968; 14/4 Payroll Terminations, 1968-1983; 15) Bylaws, 1889-; 16) Capital Fund Drives, 1973-1982; 17) Garden Attendance Records, 1970-1983; 18) Contracts, 1890-1922; 19) Estates and Trusts, 1867-1985; 20) Trustees, 1889-; 21) Shaw Bequest: 21/1) Annual Banquet, 1890-1930; 21/2) Nurserymen, Florists and Gardeners' Banquet, 1890-1892;21/3) Henry Shaw Medal, 1978; 21/4) Flower Sermon, 1940-1986;22) Microfilm, 1890-1960.

DIRECTOR'S OFFICE

RECORDS OF THE DIRECTOR'S OFFICE, 1856-1993

The Director of the Missouri Botanical Garden, appointed by the Board of Trustees, is the Missouri Botanical Garden's chief executive officer. In his will, Henry Shaw, the founder of the Garden, stipulated that the Garden will always have a director. Shaw described the duties of the director in his will: to reside on the Garden grounds and maintain superintendence of the grounds, library and museum, and over garden personnel; to meet with the Board as required and cooperate with them in the interests of the institution; to retain, if possible, a professional appointment at Washington University's School of Botany, to which Shaw bequeathed a sizable land grant; and finally, to promote Shaw's vision of the Garden as it was originally conceived.

The directors were William Trelease, 1889-1912; George T. Moore, 1912-1954; Edgar Anderson, 1954-1956; Frits W. Went, 1958-1963; David Murray Gates, 1965-1971; and Peter H. Raven, 1971-present. The directors exert a strong influence on the institution. Director's records are potentially valuable to any study of the institution.

Director's records are divided into two subgroups according to type of material: 1) Scrapbooks and clipping files, 1856-1971; 2) Records of the individual directors, 1884-1984.

The Director's office scrapbook, 1856-1956, evolved into clippings files, 1957-1971. While other records of the office are fragmentary before 1958, the scrapbooks and clipping files are complete.

The records and papers of the directors before 1958, are fragmentary. The Director's correspondence for William Trelease, for example, concerns the herbarium, library and publications. Trelease's personal papers at Cornell University and the University of Illinois at Urbana contain other Director's correspondence. Only a fragment of George T. Moore's director's correspondence is extant. It is combined with the files of Edgar Anderson, who succeeded Moore and served as his assistant director. Moore's copies of his monthly reports of the Director, 1914-1935, are part of this record group. Other copies are in the Trustees records. Director's monthly reports are an important resource on the activities of the director during this period.

The Director's Office records of Frits Went came to the archives relatively complete and intact. His personal papers are also in the archives. Records of David M. Gates' administration are extensive, but appear to have lost much of their original order. The bulk of the director's records extant is that of the current director, Peter H. Raven.

Personal papers of the Garden's directors are found in part II under their names, except William Trelease. His personal papers at the Garden are not extensive and are described with the records in this section.

Related records include the annual report of the director to the Board of Trustees, 1890 to present, which can be found in the Board of Trustees records. The annual report is in manuscript form in the Trustees minutes, 1890-present, but was printed in the *Annual Report*, 1890-1912, and, with a few gaps, in the *Missouri Botanical Garden Bulletin*, 1913-1971, 1982-present. Related records for the Gates and Raven period also include records of the Assistant to the Director and the Assistant Director.

Director's Office RG 3/1

Scrapbooks, 1856-1956 and Clipping and publicity files, 1957-1971 (15 linear feet).

The first scrapbook, 1856-1890, is a mixture of correspondence, clippings, and memorabilia on the founding of the Garden and the Henry Shaw School of Botany, the death of Henry Shaw, and the organization of the Board of Trustees. Later scrapbooks are primarily clippings on the Garden but, in the early years, they also contain programs and letters to the director. The George H. Pring Scrapbooks, 1906-1968, and the Trustees' scrapbook, 1890-1901, also contain news clippings on the Garden.

The format of the file changes from scrapbooks to monthly clipping files in 1957. In 1972, the department of Public Relations took over the clipping file along with responsibility for shaping the Garden's image through publicity.

The publicity file compiled by Lemoine Skinner, Public Relations, documents the services the firm provided for its client, the Missouri Botanical Garden. James A. Van Sant was in charge of the account. Skinner's files contain a correspondence, press releases, mailings, and clippings. Subjects are the Friends of the Garden and the Women's Association, the building of the Climatron, plans for the redevelopment of the Garden, and the Garden's centennial in 1959.

ARRANGEMENT: 1) Scrapbooks, 1856-1956; 2) Clipping files, 1957-1971; 3) Publicity files of Lemoine Skinner Public Relations, 1959-1963. FINDING AIDS: 1) Inventory in the repository for scrapbooks; 2) Index to the first scrapbook in front of volume; 2) Finding aid to Clipping files 1957-1971 in progress.

Director's Office (William Trelease)

RG 3/2/1

Records and papers, 1884-1912 (9 linear feet)

William Trelease, a taxonomist and the Missouri Botanical Garden's first director (1889-1912), exerted a formative influence on the development of the library, herbarium, and physical plant. Trelease came to St. Louis in 1884, to become the director of the Henry Shaw School of Botany at Washington University. He finished his career at the University of Illinois, Champaign-Urbana.

This collection includes records and professional and personal papers. Records document the growth of the Garden's library through the gift of the Sturtevant library and Trelease's innovative publication and exchange programs. Records also show the development of the School for Gardening and the *Annual Report* in its early years. Professional papers show Trelease's involvement with the Special Libraries Association, the Botanical Society of America, and the Academy of Science of St. Louis. Research papers document his research on a wide range of subjects, especially research on *Pronuba* and *Yucca* with Charles V. Riley. Some of Riley's notes and correspondence on this subject are with those of Trelease. Expeditions include the Harriman Expedition to Alaska in 1898, and Trelease's field expeditions to Mexico.

These letters and papers are fragmentary. Bigger collections are at Cornell University and University of Illinois at Champaign-Urbana.

ARRANGEMENT: 1) Administration, 1883-1928; 2) Professional Societies and Research, 1876-1910; 3) Expeditions, 1899-1904; 4) Personal Papers, 1874-1876. FINDING AIDS: Finding aid for MBG, Cornell, and University of Illinois collections in the repository.

Director's Office (George Moore, Edgar Anderson)

RG 3/2/2

Records, 1911-1956 (9 linear feet)

These records are the surviving records of the tenure of George Thomas Moore, the Garden's second director, and Edgar Anderson, the Garden's third director. Anderson served as Moore's assistant director. The correspondence and subject file form the bulk of the records. Letters to Moore from the public concern advice on gardening. The smoke abatement papers are of considerable interest because the air pollution from coal smoke had a deleterious impact on displays at the Missouri Botanical Garden during Moore's tenure.

The correspondence and subject file has important documentation on the development of the Arboretum in the 1920s to 1940s, the rebuilding of Flora gate, and the building of the Palm House and production greenhouses. Other interesting subjects are D.S. Brown's orchid collection, the Garden's tropical station in Panama, the origin of the Friends of the Garden, and the library, the herbarium, and publications. Another topic is the recruitment of Edgar Anderson in 1924 and his appointment as director in 1954. Of special interest is the search for *Nymphaea stuhlmanni*, the lost yellow lily, and relations with the Shaw School of Botany at Washington University. Major correspondents in this file include the American Orchid Society, Paul Allen, Hugh Cutler, Benjamin Duggar, D.C. Fairburn, John Noyes, Pierson U-Bar Co. and William Trelease.

ARRANGEMENT: 1) Correspondence and subject file, 1911-1956; 2) Correspondence from the public, 1919-1945; 3) Director's monthly reports to the Garden Committee of the Board of Trustees, 1914-1933. FINDING AIDS: Inventory in the repository.

Director's Office (Frits Went)

RG 3/2/6

Records, 1954-1964 (8.1 linear feet)

These records include the grant and correspondence files of the Director Frits Went and Acting Director, Hugh C. Cutler. Also included is correspondence of Henry Hitchcock, who acted as director from 1964-1965. Hitchcock was the President of the Board of Trustees.

Frits Went was responsible for building the Climatron, a display greenhouse that is a geodesic dome. He had plans for the redevelopment of the Garden and these are covered in detail in the Garden section. Went's international reputation as a plant physiologist resulted in funding for research on plant growth substances, growth chambers and growth patterns. The National Science Foundation grant files also contain documentation of research projects in plant floristics and taxonomy.

ARRANGEMENT: 1) National Science Foundation, 1954-1964; 2) Organizations, 1959-1963; 3) Miscellaneous A-Z, 1959-63; 4) Missouri Botanical Garden, 1959-64. FINDING AIDS: Finding aid in the repository.

Director's Office (David Murray Gates)

RG 3/2/8

Records, 1965-1971 (39 linear feet)

David Gates is a biophysicist and ecologist who put the Missouri Botanical Garden on sound financial footing. He raised money for a research building, the Lehmann Building, through the first capital fund drive.

Director's files from the Gates period include calendars, committee files, grant applications, the lecture and publications file, and files on the Center for the Biology of Natural Systems, a research institute at Washington University.

Correspondence is fragmentary and appears to have lost its original order. It may have been water damaged. The missing Gates correspondence may underlie the Director's Office records of Peter Raven.

ARRANGEMENT: 1) Calendars and daybooks, 1966-1970; 2) Biographical Committee File, 1965-71; 3) Center for the Biology of Natural Systems; 4) Correspondence file; 5) Bibliographical file: Scientific and Popular publications; 6) Board of Trustees file. FINDING AIDS: None.

Director's Office (Peter Raven)

RG 3/2/9

Records, 1964-1993 (155 linear feet)

Peter Raven has greatly expanded and focused the Missouri Botanical Garden's research programs, educational programs and horticultural display, since becoming director in 1971. Dr. Raven is a specialist on the primrose family, Onagraceae, and a leading authority on the conservation of tropical rainforests. These activities are documented in the correspondence of his general file.

Peter Raven was editor-in-chief of the Flora of North America project 1966-73. Two volumes of that flora have now been published with the editorial work carried out by project staff at the Missouri Botanical Garden. Dr. Raven's files on this project include grant proposals, correspondence, reports, and budgets from 1966-1973. Subjects covered are: the organization, administration and long range planning for this floristic project and programs for floristic mapping and an automated bibliography.

The files on the Endangered Species Act include correspondence, clippings and government documents concerning changes to the Endangered Species and Lacy Acts. Other subjects are endangered plant species at the Missouri Botanical Garden and Peter Raven's participation as a delegate to the Convention on International Trade and Endangered Species (CITES) in 1979.

The Japanese Garden files concern fund-raising, features and actual construction of the Japanese Garden. Types of materials include clippings, correspondence, pictures of the Teahouse under construction and its interior and exterior architectural features. The first Japanese festival is also a subject. The Appointment calendars document the director's schedule and appointments. The Trustees series include correspondence, biographical material, and minutes of the Board of Trustees.

The National Biological Survey documents four meetings chaired by Peter Raven during 1993, to produce a report describing this new agency in the Department of the Interior. Its mission is to provide the scientific knowledge America needs to balance the compatible goals of ecosystem protection and economic progress.

The 20th anniversary file contains letters solicited and received during the summer of 1991. They congratulate Peter Raven on his achievements during 20 years as director of the Missouri Botanical Garden.

ARRANGEMENT: 1) General file, 1964-1984; 2) Flora of North America, 1966-1973; 3) Endangered Species Act, 1969-1983; 4) Appointment calendars, 1970-1992; 5) Grant files, 1968-1975; 6) Trustees files; 7) Japanese Garden, 1972-1977; 8) National Biological Survey, 1993; 9) 20th Anniversary Congratulatory letters for Dr. Raven, 1991; 10) Videos, 1993-1994; 11) Christmas cards, 1973- . FINDING AIDS: Inventory in the repository. SPECIAL CONDITIONS: General file, trustee files, and the photo album of Japanese Garden Teahouse are restricted.

ASSISTANT DIRECTOR

Assistant Director (Mark Paddock)

RG 3/3/8

Records, 1966-1971 (2.0 linear feet)

Mark Paddock was Assistant to the Director for David M. Gates. Later, he was appointed Assistant Director. As Assistant Director, he directed day-to-day operations of the Garden, including personnel and budgetary matters. Two series, finances and memos, are concerned with these responsibilities. He was also involved in the first capital campaign and management of the Arboretum.

ARRANGEMENT: 1) Finances, 1967-71; 2) Memos, 1967-71; 3) Campaign, 1966-71; 4) Arboretum, 1970-71. FINDING AIDS: Inventory in the repository.

Assistant Director (William McKinley Klein)

RG 3/3/9

Records, 1965-1978 (1.5 linear feet)

William Klein was Assistant Director, 1973-1977. He oversaw the expansion of the Garden's education programs and coordinated the fund-raising efforts that made it possible. First he worked on the development of a master plan for the Missouri Botanical Garden and later on the historic preservation projects for the Administration Building, the Museum Building and the Linnean House. He worked to put the Garden on the National Register of Historic Places. In addition, he served as head of the Ecological Services Department.

These records are fragmentary. The series on historic preservation is nearly complete and is continued in the records of Assistant to the Director, Richard H. Daley, who took over these projects. The other series is Miscellaneous and the bulk of it is about acquisition of property for the Shaw Arboretum. Some files relate to the Pitzman program in the Education Department and a few to Ecological Services. Most of the photographs are by Arthur Witman.

Other records related to Klein's work are in the Director's Office general files. Klein's files on Cooperating School Districts, a major funder of education programs, are found in files of the Education Division.

ARRANGEMENT: 1) Historic Preservation, 1972-78; 2) Miscellaneous, 1970-1978; 3) Photographs, 1965-71. FINDING AIDS: Finding aid in the repository.

Assistant Director RG 3/3/10

Records, 1977-1992 (9 linear feet)

The records of Marshall Crosby and Nancy Morin are included. Marshall Crosby was the Assistant Director, 1988-1992, and Nancy Morin was the Assistant Director, 1993-1996. The assistant director has overall administrative authority at the Garden, working closely with all Garden divisions and local, national, and international agencies.

Most correspondence relates to Garden projects and staff while Crosby was Assistant Director. Major subjects are the Taxonomic Databases Working Group and the Education Division.

The *World of Plants* series includes some negatives and prints appearing in *A World of Plants*: the Missouri Botanical Garden. Crosby was a major contributor to the book writing the section, "The Botanical World."

ARRANGEMENT: 1) Correspondence, 1977-1994; 2) *A World of Plants*: illustrations, 1989. FINDING AIDS: Inventory in the repository. SPECIAL CONDITIONS: Correspondence series is restricted.

ASSISTANT TO THE DIRECTOR

Special Assistant to the Director (Richard H. Daley)

RG 3/4/1

Records, 1958-1984 (7.5 linear feet)

Richard H. Daley was appointed Special Assistant to the Director in 1978. From 1982-1984, he was Director of Public Programs. These files cover his work in both positions.

As Assistant to the Director, he was involved in long term projects on the behalf of the director. His first assignment was to seek funding for the rehabilitation and restoration of the Garden's historical buildings. The series on historic preservation documents his success with fund-raising and his day-to-day supervision of construction for historic preservation of the Administration Building, the Linnean House, the Mausoleum fence, the Museum, and the Tower Grove House. Federal block grants came from the Community Development Agency (City of St. Louis) and the Office of Historic Preservation (Missouri Department of Natural Resources).

The subject file consists of files on the 20th Anniversary of the Climatron, the Arboretum, and the Zoo-Museum District. In 1983, the Missouri Botanical Garden was voted part of this district and received its first property tax funds from that source. Also included are files on merchandising, public relations, special events, exhibits, and education that were also Daley's responsibilities as director of Public Programs.

Daley was active in the Garden's efforts to seek private and public funding beyond the area of historic preservation. The grants' file contains grant proposals and correspondence concerning funding for landscape architecture and floral display, the Ridgway Center, and general operating funds.

ARRANGEMENT: 1) Historic Preservation, 1975-1983; 2) Subject files, 1958-1984; 3) Grant files, 1978-1984. FINDING AIDS: Finding aid and inventories in the repository. SPECIAL CONDITIONS: The grant file and the grant portion of the Historic Preservation file are restricted.

Assistant to the Director (Patricia E. Rich)

RG 3/4/2

Records, 1969-1984 (12 linear feet)

Patricia E. Rich was Assistant to the Director from 1981-1984. In this post, Ms. Rich was responsible for coordinating the construction of the Ridgway Center and several other projects, including the Lehmann Rose Garden, the Spink Gallery, the Latzer Fountain, the Cohen Amphitheatre and the Swift Rose Walk. She was heavily involved in campaigns to obtain public funding during 1981-1983. She took over historic preservation projects in 1982.

Files documenting construction are the subject file (and additions) and bids and specifications file. The subject file includes contracts, change orders, correspondence, building meeting minutes, photographs, and architectural drawings. Even purchase orders, invoices and catalogs of original equipment are included.

The campaign file covers the unsuccessful sales tax campaign in 1982 and the successful Zoo-Museum property tax campaign in 1983.

ARRANGEMENT: 1) Subject file, 1969-1984; 2) Campaign file, 1980-1983; 3) Bids, 1979; 4) Specifications, 1982-1983; 5) Additions to subject file, 1973-1984. FINDING AIDS: Inventory in the repository. SPECIAL CONDITIONS: The campaign file is restricted.

HERBARIUM

The cornerstone of the research programs at the Missouri Botanical Garden is a vast collection of dried plant specimens called the herbarium. It has almost 4.5 million (1994) specimens and is one of the largest herbaria in the United States.

George Engelmann arranged for the purchase of the first collection, the Bernhardi herbarium, by Henry Shaw in 1857. William Trelease, the first director, made purchases of other private herbaria and began the exchange program still essential for the herbarium's growth.

Moses Craig became the first curator in 1911. The tenure of Jesse More Greenman brought growth with a number of professional collectors and active collecting in the American tropics by students and staff based at a tropical station in Panama. Greenman's assistant, Robert Woodson, began the Flora of Panama project published in the *Annals of the Missouri Botanical Garden*, 1943-1980. Woodson became curator in 1948.

In the 1950s, the scope of collecting narrowed somewhat to vascular plants and bryophytes, excluding algae and fungi. In 1970, the Missouri Botanical Garden was designated the North American center for the study of African botany. This program grew as a result of the efforts of Peter Raven, the Director, and B.A. Krukoff who endowed a curatorship. Herbarium curators since Woodson have been Walter Lewis, Thomas B. Croat, Marshall Crosby, Nancy Morin, James Solomon, and David Brunner.

The accession records were begun by Trelease and his botanical assistants. The exchange card files and the herbarium curator's correspondence file date from Greenman's time. Earlier correspondence on the herbarium is in the records of botanical assistants and the director's office records. The files of curator's Greenman and Woodson are far from complete. Complete records for the herbarium begin with Walter Lewis.

Documentation of certain private herbaria in the collection can be found in Part II under the personal papers of the following people: J. R. Churchill, George Engelmann, Gustave Jermy, J.H. Redfield, Julien Reverchon, George Thurber, and F.W. Woll.

RECORDS OF THE HERBARIUM CURATOR,1890-1990

Herbarium Curator Records, 1890-1990 (3 linear feet) RG 4/1/1/1

These are records with long date spans, that are not associated with a particular curator or time period. They include accession and exchange records, guestbooks, and field notebooks. These accession and exchange records are summary records. The detail on acquisitions and exchanges are in the herbarium curators' correspondence files and other herbarium files on gifts, purchases, and exchanges.

Accession records are in book form during the Trelease era and on card files starting with Greenman's arrival. Accession records list source, dates received and collected, type of accession, family or geographic location. There is a gap from 1900-1908 in the accession records.

The exchange and purchase card file is primarily on plant specimens but, it also contains records on African type photos, the library, and the *Annals*. The exchange cards were carried forward to an exchange ledger.

Guestbooks list visitors to the herbarium. Field notebooks are described in a separate record below.

ARRANGEMENT: 1) Accession books, 1890-1913; 2) Accession cards, 1913-1948; 3) Accession cards, 1948-1973; 4) Purchase, 1970-1982, and Exchange card file, 1913-1982; 5) Guestbooks, 1956-1989; 6) Field notebooks, See record below. FINDING AIDS: None, the 1913-1948 accession file and the 1913-1982 exchange file are self indexing, as they are alphabetical by collector or state or country.

Herbarium RG 4/1/1/1 Series 6

Field notebooks, 1925- (22 linear feet for central collection and archives)

Field notebooks are the collector's record of plant specimens collected in the field. The collector gives a consecutive number to each plant collected and records the number in the field notebook along with locality and date collected. A space is left for identification of genus and species. Field notebooks at the Garden document herbarium specimens and living specimens in the Garden's collections.

Field notebooks remain in active use for a long time because determination of plant name may be made years after plants are collected. Traditionally determinations have been entered in the field notebook. Since the advent of computer systems, practice has changed. For the last 10 years, label data may be entered on Tropicos, the Garden's botanical information system, instead of in the original field notebook.

Most field notebooks at the Missouri Botanical Garden are originals kept by curators in their offices or copies kept by project coordinators for each country. A large "central collection" is in the herbarium, and notebooks from project coordinators go there when they become semi-active. When notebooks of curators are inactive, they are often transferred as personal papers directly to the archives. Notebooks of Peter Raven, Victor Muehlenbach, Julian Steyermark, Frank Seymour, Marshall Crosby, W.L. McAtee, George Freytag and Delzie Demaree are in the archives.

A list of field notebooks at the Garden, as of 1981, is on p. 175-176 of Michael T. Stieber's, "Register of plant collector's field notes held in North American institutions, *Huntia* 4(3): 151-202 (1982).

ARRANGEMENT: Central collection is alphabetical by name of collector. FINDING AIDS: Inventory in repository.

Herbarium Curator (Jesse More Greenman)

RG 4/1/1/2

Correspondence and loan file, 1913-1948 (3 linear feet)

Jesse More Greenman was the second curator of the herbarium. His correspondence file was reconstructed from letters and other documents filed by personal name in the library historic manuscript file. A large file called "letters of botanists" was given to the library by the herbarium in the late 1960s; this file was interfiled with other manuscripts in the Historic Manuscript file in 1980.

The reconstructed file contains incoming and outgoing letters, lists of incoming plant collections, and lists of determinations by plant specialists. The correspondence with collectors and plant specialists concerns purchases, gifts, exchanges, and outgoing loans of herbarium specimens. There is much correspondence with Greenman concerning his specialty, *Senecio*. Arrangement is alphabetical by state or country and then by institution or collector.

The correspondence and loan file is a valuable supplement to the brief accession and exchange registers and card files described above, because it contains more detail on plant accessions and exchanges. However, much correspondence is missing. Large gaps are found in files with major institutions. Earlier correspondence is found in the Director's records of William Trelease. These records are continued in the herbarium curator records of Robert Woodson, described below.

Also included are four bound volumes of Greenman's records on specimens of three men who worked as professional collectors for the Garden. The volumes are labelled: "Plants of the Southwestern United States collected by Mr. Ernest J. Palmer (#1-44518)"; "Plants collected by Rev. John W. Davis chiefly in Missouri (#1-12144)"; and "Plants of Brazil collected by Dr. B.A. Krukoff(#1-12150, ca. 1931)".

ARRANGEMENT: 1) Correspondence and loan file, 1913-1948; 2) Records: E. J. Palmer, Rev. John Davis, and B.A. Krukoff. FINDING AIDS: Inventories and card file in repository.

Herbarium Curator (Robert Woodson)

RG 4/1/1/3

Records, (5.7 linear feet)

The correspondence and loan file (outgoing) is concerned with outgoing loans, gifts, purchases, and exchanges with outside individuals and institutions. Most of the correspondence is with Robert Woodson, who was Curator from 1948-1955 and 1958-1963. Letters to George Van Schaack, Acting Curator from 1955-1958, and James Duke, Assistant Curator from 1960-1963, are common throughout.

In addition to routine herbarium business, major subjects are the Missouri Botanical Garden, Robert Woodson, and other botanists. There are many letters on the distribution of butterfly weed, *Asclepsias tuberosa*, which was Woodson's specialty.

The file is in its original order, by country or state, and then by city, institution, or collector. Woodson's records, like Greenman's, are the details backing up very brief accession records. The correspondence and loan file are continued in three files now maintained by the herbarium workroom. They are Cancelled loans, Exchanges, and African records.

Cancelled loans of Missouri Botanical Garden staff consist of loan forms and associated correspondence for incoming loans to Missouri Botanical Garden research staff and students. There are files on Edgar Anderson, Henry Andrews, Calaway H. Dodson, Robert Dressler, James A. Duke, Tseng-Chieng Huang, Gordon Hunter, Phung Tung Ngan, Howard Pfeifer, Fuad Safwat, George B. Van Schaack, and Frits Went. In the files of Dodson and Ngan, correspondence is extensive.

ARRANGEMENT: 1) Correspondence and loan files (outgoing), 1945-1963; 2) Cancelled loans of Missouri Botanical Garden staff, 1947-1967. FINDING AIDS: Finding aid is in progress.

Herbarium Curator (Walter Lewis)

RG 4/1/1/4

Correspondence, 1963-1972 (9 linear feet)

Walter Lewis' herbarium correspondence documents his dealings with donors (Krukoff, Lehmann), students, staff members, colleagues in other institutions, prospective employees, granting agencies and professional associations.

ARRANGEMENT: Alphabetical by person and institution. FINDING AIDS: Finding aid in repository.

Herbarium Curator RG 4/1/1/5

General file, 1967-85 (10.7 linear feet)

The general file contains the correspondence of three recent curators: Marshall Crosby, Nancy Morin, and Jim Solomon. The file contains incoming and outgoing correspondence that documents herbarium activity including loans and interactions with other herbaria. Correspondents are donors, students, staff members, and colleagues in other institutions.

ARRANGEMENT: Alphabetical by person or subject; except under herbarium by acronym. FINDING AIDS: Inventory in repository.

OTHER HERBARIUM RECORDS

Botanical Assistant (J. B. S. Norton)

RG 4/1/2/1

Correspondence, notes and records of the Joor herbarium, 1897-1907 (.3 linear feet)

NUCMC MS 72-1576

J.B.S. Norton was botanical assistant at the Missouri Botanical Garden, 1896-1901. From 1901-1942, he was mycologist and professor at the University of Maryland, College Park.

The field notebook and correspondence with George W. Letterman and Charles Sprague Sargent concerns the collection and identification of *Crataegus* around Allenton, Pacific, and St. Louis, Missouri.

"Notes from and on the Joor herbarium, J.B.S. Norton, December, 1897" is a collection of materials described in a footnote to Norton, J.B.S. "Joseph F. Joor," *Botanical Gazette* 26(4) 270-274 (October 15, 1898). The Joor herbarium was purchased by the Garden in 1897, and was especially rich in grasses and grass-like plants of southern Louisiana and Mississippi and eastern Texas. The notes include: 1) the aforementioned biographical sketch of Joor, a New Orleans physician, 1848-1893, by Norton; 2) Norton's list of dates and localities of the collections in the Joor herbarium; 3) Joor's plant lists, 1884, and original labels taken from specimens, 1874-1889; and 4)letters to Joor and William Preston Johnson, 1884-1897, from William Smith, E.A. Burke, and George Vasey.

ARRANGEMENT: 1) Notes of cacti seen in SW, 1899; 2) Crataegus Field Notebook, 1900-1901, No. 1-138; 3) Correspondence, 1899-1901; 4) Lists of *Crataegus* by C. S. Sargent, 1907; 5) Notes from and on the Joor herbarium, J.B.S. Norton, Dec. 1897. FINDING AIDS: Card index in repository.

Botanical Assistant (J. W. Blankinship)

RG 4/1/2/2

Plantae Lindheimerae, 1907. (.7 linear feet)

Dr. John William Blankinship, 1862-1938, was botanical assistant from 1907-1908. He was professor of botany at Montana State College from 1898 to 1905 and later he was a consulting plant pathologist for smelter companies in Utah and northern California.

His major project at the Missouri Botanical Garden was the distribution to other herbaria of undistributed collections made in 1849-1851 by Ferdinand Lindheimer. These collections were part of the Engelmann herbarium.

Blankinship's paper, "Plantae Lindheimerae III" was published in the *Annual Report of the Missouri Botanical Garden* 17: 123-223 (1907) in connection with this distribution. This paper contains a biographical sketch of Ferdinand Lindheimer.

This collection contains a manuscript of the index to "Plantae Lindheimerae III" and letters to Blankinship from Lindheimer's children on Lindheimer's life.

ARRANGEMENT: 1) Manuscript, 1907. 2) Correspondence, 1907. FINDING AIDS: Inventory in repository.

Herbarium Workroom

RG 4/1/3/1

Exchanges, 1959-1992 (10.7 linear feet)

The exchange file includes correspondence, shipping invoices, and reports on incoming and outgoing exchanges with other institutions in the United States and abroad. Arrangement is alphabetical by state or country, then by city, then institution for foreign and domestic series, and alphabetical by genus or country for the Peter Raven correspondence. Correspondence is routine except for occasional letters from Hugh Cutler, Peter Raven, Edgar Anderson, Al Gentry, and David Gates.

ARRANGEMENT: 1) Domestic, 1959-1985; 2) Foreign, 1960-1992; 3) Peter Raven correspondence, 1967-1980. FINDING AIDS: Inventories in repository.

Herbarium Workroom

RG 4/1/3/2

Cancelled loans, 1961-1988 (20 linear feet)

These records are shipping invoices and correspondence for outgoing and incoming cancelled loans. The signature on the acknowledgement is the most important document. Incoming loans for the plant family Dr. Raven works on, the Onagraceae, are a separate series from the main file. The files are arranged alphabetically by family. The loan letters duplicate other copies in the herbarium curator general files.

This series has permanent value to the herbarium because of questions that arise

concerning loan balances. It also has value because it documents loan activity in the herbarium by family and genus, and it shows who is working on a family or genus in any given time period.

ARRANGEMENT: 1) Cancelled loans, 1961-1988; 2) Cancelled loans, Onagraceae (incoming), 1963-1983. FINDING AIDS: Inventory in repository.

Herbarium Workroom

RG 4/1/3/4

African records on exchanges, purchases, gifts and loans of herbarium specimens, 1953-1984 (3 linear feet)

The Garden was designated the North American Center for the study of African botany in 1970. The bulk of these records on purchases, exchanges, gifts, and loans are from 1970-1979, and they document the growth and use of African specimens and type photos. Types of documents include correspondence, loan and exchange forms, determinations, and locality information. The correspondence is addressed to and from Curators of the herbarium, George B. Van Schaack, Robert Woodson, and Walter Lewis; Director Peter Raven; and Curator of African Botany Peter Goldblatt.

The collectors are J.W. Ash, P.R.O. Bally, R. Bayliss, Loufty Boulos, Colin Burgess, A.O.(Paddy) Crook, E. Esterhuysen, A.A. Enti, R.O. Gardner, P.J. Greenway, J. Lavranos, D. Lorence, J.W. Loubser, E.R. Orchard, C.F. Paget-Wilkes, Mrs. Jean Pawrek, Mary (Mrs. H.M.) Richards, Ann (Mrs. S.A.) Robertson, G. Rwaburindore, William Sanford, John Thompson, Ion Williams.

ARRANGEMENT: Alphabetical by country (occasionally by collector). FINDING AIDS: Inventory in repository.

Herbarium Operations Manager (Debbie Wolfe)

RG 4/1/4

Records, 1983-1987 (3 linear feet)

The records are about research exhibits, curator's talks, botany field days, and facilities. The renovation of the Lehmann Building in 1985-1986, is a major subject.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

SCHOOL OF BOTANY AND GRADUATE STUDIES

School of Botany (Washington University)

RG 4/2/2

Publications, Course outlines and Miscellaneous, 1893-1930 (1.5 linear feet)

The records that exist for the School of Botany are at Washington University. The collections here consist of typescript seminar outlines, 1911-1922; published course announcements 1893, 1901, 1921, 1922, and 1930; *Shaw School of Botany Contributions, 1914*; and Adele Grant's hood received as a result of her Ph.D. degree in 1919.

See the first Director's Office scrapbook, 1856-1889, for other early course announcements and correspondence on William Trelease's appointment as the first faculty member.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

RESEARCH DIVISION

Records, 1897-1992

Research Division RG 4/3/1/2

Records, 1976-1992 (84 linear feet)

The research division is composed of the following departments: graduate studies, herbarium, taxonomy, neotropical floristics, botanical information, scientific publications, and the library. The division carries out floristic projects in countries in tropical America and Africa, and in North America, China, and Russia.

These records include correspondence, grant, and foundations files of the director of research during the tenure of Marshall Crosby, Enrique Forero and Doug Stevens. Only the active files of Marshall Crosby at the end of his tenure are in these files. Others are in the Marshall Crosby Papers described in part II.

The purpose of the correspondence file is to document decisions, recruitment of personnel, and activity in the research division. Types of documents include memos and correspondence to and from the director of research. The curators in the research division also deposit a copy of their official correspondence. Circulars of botanical meetings, curriculum vitae, and photocopy records of books sent to Central and South America are included. This file is organized alphabetically by subjects such as debt-swap, and by countries, institutions, conferences, professional associations, and persons.

The purpose of grant files is to track progress of proposals and funded grant projects and write reports. Grant files include grant proposals, reports, award letters and copies of the check plus any official communication of the granting agency, including reviews of rejected proposals. Files are organized by curator's name or funding agency.

The purpose of the foundations file is to identify possible sources of funding for reference in the writing of grant proposals. The file includes correspondence by Peter Raven and the directors of research with various foundations. Also included are foundation annual reports, especially those mentioning funded projects of the Missouri Botanical Garden.

The Lehmann Building renovation file includes specifications, correspondence with contractors, blueprints, and interior design documents on the renovation of 1986.

ARRANGEMENT: 1) Correspondence, 1978-1992; 2) Grant files, 1980-1986; 3) Foundations, 1979-1991; 4) Lehmann Building renovation, 1986. FINDING AIDS: Inventory in repository.

Research. Scientific Publications

RG 4/3/5

Records, 1897-1987 (10.5 linear feet)

Annual Report records include a sample of manuscripts and botanical line drawings for the first serial publication of the Garden, Annual Report of the Missouri Botanical Garden, 1890-1912. These manuscripts were transferred from the herbarium specimen collection to archives.

Annals correspondence includes correspondence and manuscript files of *Annals of the Missouri Botanical Garden*, 1956-1982. Much correspondence is to or from Marshall Crosby and Gerrit Davidse. More correspondence and manuscripts can be found in the Marshall Crosby Papers.

Annals line drawings include a sample of art work from 1948 to 1981. Line drawings are the property of the author and are often reused; thus the policy of Scientific Publications is to return these to the author.

Line drawings for *Monographs in Systematic Botany* contains illustrations of plants, 1970-1981, by botanical artists Jack Schroeder, Regina O. Hughes, and Alice R. Tangerini for monograph 22 in this series. The monograph is King, Robert Merril and Harold Robinson, "The genera of the Eupatorieae (Asteraceae)," *Monographs in Systematic Botany*, no. 22, 1987.

ARRANGEMENT: 1) *Annual Report*, 1897-1907; 2) *Annals* correspondence, 1956-1981; 3) *Annals* art work, 1948-1981; 4) Line drawings, 1970-1987, for *Monographs in Systematic Botany* no. 25, (1987). FINDING AIDS: Inventory in repository.

LIBRARY

The Missouri Botanical Garden library houses one of the world's most comprehensive collections of literature devoted to systematic botany and floristics. In addition to monographs and serials, the library has an archives and manuscript collection, a botanical art collection, and a collection of maps and atlases. A special feature of the library is a full service, in-house conservation center.

George Engelmann bought the first books for the library during a trip to Europe for Henry Shaw in 1858. William Trelease, the first director, set up the scientific publication and exchange program still essential to the growth and quality of the library. He also acquired many important private libraries including his own, that of George Engelmann, and the Pre-Linnean book collection of Edward Lewis Sturtevant. Gifts of private libraries continue to be important to the growth and quality of this collection. The most notable in recent years is the Joseph Ewan library on the history of natural history.

Most records of the library are post-1973, when James R. Reed became librarian. Except for accession records, documentation is fragmentary before that date. Some documentation of the library is found in Director's records starting with William Trelease and the director's annual report published in *Annual Report of the Missouri Botanical Garden*, 1890-1912, and *Missouri Botanical Garden Bulletin*, 1913-present.

Librarian (Nell Horner)

RG 5/1/3

Records, 1928-1948(.3 linear feet)

Nell Horner was Editor of Publications from 1919-1958 and Librarian for the Missouri Botanical Garden from 1926-1957.

Records include 3 folders of correspondence on library business that were found in and removed from various books in the library. Correspondents include Charles C. Deam and Margaret Warner.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Librarian (George Van Schaack)

RG 5/1/4

Records, 1954-1968 (.3 linear feet)

George Van Schaack was Librarian of the Missouri Botanical Garden from 1957-1967. Van Schaack's papers are housed at the Hunt Institute of Botanical Documentation. Van Schaack was a mathematician at Washington University who came to the Garden first as curator of grasses. He was also acting curator of the herbarium. 1955-1958.

Fragmentary records of this librarian include donor records, correspondence on the library committee, book copiers, the fungus herbarium, budget, and classification.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Librarian (Eugenia Maddox)

RG 5/1/5

Records, 1962-1972 (.3 linear feet)

Eugenia Maddox was Librarian of the Missouri Botanical Garden from 1967-1972.

Topics of these records include annual reports, 1962-1971, bindery, gifts, inventory, and the library review committee. Correspondents include Howard Hibbs and Peter Raven of the Director's Office, John Reed of the New York Botanical Garden, and George Van Schaack. More correspondence underlies the records of Librarian James R. Reed described below.

ARRANGEMENT: Alphabetical. FINDING AIDS: Inventory in repository.

Librarian (James R. Reed)

RG 5/1/6

Records, 1966-1989 (7.5 linear feet)

James R. Reed was Librarian of the Missouri Botanical Garden from 1972-1983.

These records include donor files, statistics, correspondence, information on libraries and museums, and grant files. Records before 1973 represent projects taken over from Eugenia Maddox, the librarian before James R. Reed.

Donor files includes correspondence on gifts to the library, and includes material from librarian Connie Wolf who succeeded Jim Reed. Statistics include summary reports on acquisitions, binding, circulation, conservation, exchanges, maps, microforms, temperature and humidity, reference services, and library users.

Correspondence includes letters with organizations and people outside the Garden on library projects and acquisitions. Library and Museum information includes internal memos with departments in the Garden and library.

Grant files include grant proposals, reports, printed matter and correspondence relating to grants for library projects, 1966-84. Funding agencies include Capital fund drive, Camelot, Green Foundation, Department of Health, Education and Welfare (HEW), Missouri Commission on the Humanities, National Council of State Garden Clubs, National Endowment for the Arts (NEA), National Historic Publications and Records Commission (NHPRC), National Science Foundation (NSF), Office of Education, and the Sunnen Foundation.

ARRANGEMENT: 1) Donor files, 1973-1989; 2) Statistics; 3) Correspondence, 4) Library and Museum Information; 5) Grants, 1966-1980. FINDING AIDS: Inventory in repository.

Librarian (Constance P. Wolf)

RG 5/1/7

Oral history project, 1987-1992 (1.5 linear feet)

Constance P. Wolf became Librarian of the Missouri Botanical Garden in 1984.

These files contain transcripts of interviews conducted by Eddie Rosenheim with people important to Garden history including architects, landscape architects, trustees, botanists, administrative staff, donors, and long-term volunteers. They were transcribed from tape recordings stored separately from the transcripts. Connie Wolf initiated the project at the request of Peter H. Raven.

Scientists and staff interviewed include Henry Andrews, John W. Behrer, William Brown, Barry Commoner, Thomas B. Croat, Marshall Crosby, Hugh Cutler, William D'Arcy, Edgar Denison, Calaway Dodson, Donald Duvick, John Dwyer, Joseph Ewan, Alwyn Gentry, David Gates, Tom Hall, Charles Heiser, William Klein, Walter Lewis, Tamra Raven, Julian Steyermark, and Ledyard Stebbins. St. Louis community leaders interviewed include Howard Baer, Henry Hitchcock, Daniel Schafly, Warren Shapleigh, Harriot Smith, Robert Brookings Smith, Tom Smith, and Harry Wuertenbaecher. Landscape architects and architects interviewed are Harriet Bakewell, Koichi Kawana, Eugene Mackey III, Karl Pettit, and Geoffrey Rausch.

ARRANGEMENT: Alphabetical. FINDING AIDS: Inventory in repository.

Assistant Librarian (Edna Mepham)

RG 5/2/1

Correspondence, 1921 (.3 linear feet)

Taddy Mepham was Assistant Librarian, 1921-1953?

Records include one folder of correspondence found in a book in the library collection.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Assistant Librarian (Carla Lange)

RG 5/2/2

Records, 1968-1985 (2.0 linear feet)

Carla Lange was Assistant to the Librarian and Assistant Librarian, 1964-1985.

These files are primarily concerned with translations and other work on a published paper. The paper was: Stieber, Michael T., and Carla Lange, "Augustus Fendler (1813-1883), Professional Plant Collector: Selected Correspondence with George Engelmann," *Annals of the Missouri Botanical Garden 73* (3): 520-531 (1986).

ARRANGEMENT: Alphabetical. FINDING AIDS: Inventory in repository.

Library. RG 5/3

Records, 1892-1959 (.6 linear feet)

These are accession and other records associated with routine operations. Accession records give statistics on books and pamphlets acquired and cards made in the library.

ARRANGEMENT: 1) Journal, 1958-1959; 2) Accession records, 1892-1956. FINDING AIDS: Inventory in repository.

Library. RG 5/3

Collection of Publications about the Missouri Botanical Garden, 1859-1976 (3.0 linear feet)

These publications about the Missouri Botanical Garden are assembled mostly from the library collections and arranged chronologically. Some are photocopies.

ARRANGEMENT: Chronological. FINDING AIDS: None.

Library. Cataloging

RG 5/4

Records, 1980- (.7 linear feet)

The purpose of monthly accession lists is to inform library users of material newly cataloged and available in the Missouri Botanical Garden library. These are produced from OCLC catalog records and are arranged by subject.

ARRANGEMENT: 1) Accession lists, 1980-; 2) Library catalogue, ca. 1884. FINDING AIDS: Inventory in repository.

Library. Archives

RG 5/6

Records, 1977-1984 (0.5 linear feet)

The administrative files of the archives consist of correspondence, statistics, and grant files. Monthly or statistical reports are reports on reference activity during this period.

ARRANGEMENT: 1) Administrative files, 1978-1984; 2) Monthly or statistical reports, 1977-1984. FINDING AIDS: Inventory in repository.

Library. Circulation

RG 5/7

Records, 1963-1993 (1.0 linear feet)

Guestbooks are a record of visitors to the library giving name, address, and remarks in their own handwriting. Registration cards give more detailed information of visitors to the library including name, dates of visit, institution, area of study, contact person, access to herbarium or library, keys issued, and local address. Registration cards and badges are a method of identification of visitors in the Research building for security. Visitors to the herbarium register with the herbarium.

ARRANGEMENT: 1) Guestbooks, 1963-1986; 2) Registration cards, 1982, 1988-1993. FINDING AIDS: Inventory in repository.

HORTICULTURE DIVISION

Horticulture Division (Robert Dingwall)

RG 6/1/3

Records, 1970-1976 (.3 linear feet)

These records consist of correspondence, pamphlets, plans and charts of Robert Dingwall, Chief Horticulturist, 1969-1978. Subjects are a trip to the Far East, the Growing Center, the Greater St. Louis Hemerocallis Society, plantings for the Algonquin Club, Garden of the Blind or Scented Garden, and the Engelmann Botanical Club.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Horticulture. Plant Records

RG 6/2

Records, 1890-1992 (21 linear feet)

Accession records include plant record books, 1890-1979 which list living plants and seeds in order of acquisition. There is also a card index to plants, 1890-1935.

A later card index to the collection for 1972-1983 is called "Records of dead and live plants." The cards are arranged first by dead and alive, and then by area or family.

ARRANGEMENT: 1) Accession records, 1890-1979; 2) Records of dead plants and live plants, 1972-1983; 3) Miscellaneous card indexes. FINDING AIDS: Inventory in repository.

Horticulture (Claude Johnston)

RG 6/4/1

Black and white negatives, 1966-1969 (2 linear feet)

These photos were taken for public relations purposes primarily for *The Missouri Botanical Garden Bulletin*. Prints which correspond with these negatives are in the print file and are often published in the Bulletin with a credit to Claude Johnston.

ARRANGEMENT: Chronological. FINDING AIDS: Inventory in repository.

Horticulture. Conservatories

RG 6/5/1

Card files, 1930-1960 (2.0 linear feet)

These are records of Lad Cutak's field collections, the South African and American Desert House at the Garden, *Nymphaea* pollination, and plants in conservatories, 1930-1960.

ARRANGEMENT: 1) Cutak's field collections, South African Desert House, American Desert House; 2) Nymphaea pollination; 3) Card files, 1930-1960. FINDING AIDS: Inventory in repository.

Horticulture. Conservatories (Bill Wagner)

RG 6/5/2

Records, 1974-1989 (4.3 linear feet)

These are the records of Bill Wagner, manager of the conservatories. The conservatories included the Climatron, Desert House, Mediterranean House and the rock garden and desert gardens adjacent.

The subject files consist of correspondence, temperature logs, budgets, schedules, plant records, weekly activity reports, soil analysis, pesticide log sheets and spray records, personnel records, maps, and inventories. The voucher books are records of dried specimens made for the herbarium from the Climatron and Mediterranean House.

ARRANGEMENT: 1) Subject files, 1974-1989; 2) Field or voucher books, 1974-1977. FINDING AIDS: Inventory in repository.

Horticulture. Japanese Garden

RG 6/6

Photographs, 1989 (1.0 linear feet)

These are photographs documenting the plants and landscape of the Japanese Garden. The color photos are identified by Koichi Kawana, the designer of the Japanese Garden.

ARRANGEMENT: 1) Photo albums; 2) Black and white photos by Tom Ebenhoh of Spiritgraphics, 1989. FINDING AIDS: Inventory in repository.

Horticulture. Plant Propagator

RG 6/7

Plant material record (4.0 linear feet)

Plant material records are seed and cutting information forms used by the plant propagator. They give date sown and germinated, transplanted, and rooted. These plant material records are for seeds that failed to germinate or were discarded for other reasons. More recent records are in the production greenhouse.

ARRANGEMENT: Alphabetical by genus and species. FINDING AIDS: Inventory in repository.

Horticulture. Kemper Center. Director

RG 6/8/1

Records, 1989-1992 (3.3 linear feet)

These records include a master for a videotape and Steve Cline's correspondence on the planning and development of the Kemper Center. The Kemper Center was called the Center for Home Gardening in the planning stages of development.

ARRANGEMENT: 1) Backyard composting videotape; 2) Correspondence files, 1989-1992. FINDING AIDS: Inventory in repository.

Horticulture. Answer Service

RG 6/8/2

Record sheets, 1970-1989 (2.5 linear feet)

These are record sheets for the answer service during the tenure of Paul Kohl and Glenn Kopp. The answer service gives horticultural advice to the general public over the phone.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Horticulture Division. Secretary

RG 6/9

Reading file, 1980-1989 (1.3 linear feet)

Correspondence typed by the secretary during this period. This includes the outgoing correspondence of any employee in Horticulture. Because of gaps in the Director's and Assistant Director's files, this file will be retained until it can be compared to Division Head files still in the Horticulture division office.

ARRANGEMENT: Chronological. FINDING AIDS: Inventory in repository.

Horticulture. Horticultural Coordinator (James Henrich)

RG 6/10

Records, 1979-1993 (13.3 linear feet)

Jim Henrich held various positions in horticulture and research, 1982-1993. As horticultural coordinator, he served as acting division head for long periods when vacancies in the position occurred. These records therefore contain valuable information on the division not duplicated in the director's files.

The construction projects and subject file was a reference for planning the production greenhouses, for meetings, and for response to inquiries from other gardens that were planning similar facilities. It contains all types of materials except correspondence including blueprints, specifications, notes, and minutes on planning meetings for various gardens and structures at the Garden. Subjects include the Temperate House, production greenhouses, Kemper Center and the Japanese Garden.

The plant correspondence files contain outgoing and incoming correspondence on requests for plants from outside the garden. Memos by department or division are also included. While much of this information is routine, it contains policy and was used to document policy and procedure.

Current files and current construction projects, memorials, and sculpture are assumed to be more recent files similar in content to the two files above.

ARRANGEMENT: 1) Construction Projects and Subject files, 1979-1991; 2) Plant correspondence, 1978-1993; 3) Current construction projects, memorials and sculpture, 1988-1992; 4) Current files, 1987-1991. FINDING AIDS: Inventory in repository.

SCHOOL FOR GARDENING

School for Gardening

RG 7/1

Records, 1890-1938 (3.0 linear feet)

The School for Gardening was a testamentary provision of the will of Henry Shaw. It was a four-year course with numerous scholarships provided. Many distinguished horticulturists and landscape architects were among its graduates. Other information can be found in the Director's records of William Trelease, the Director's scrapbooks, the *Annual Report* and the *Bulletin*.

The record book contains names, addresses, dates of attendance, matriculation, grades, and graduation information on students.

School for Gardening theses are the length of term papers, unlike the modern thesis. They were apparently not required, but copies were deposited in the library collection. Subjects include horticulture and landscape architecture. Announcements are catalogs of courses and programs of study.

ARRANGEMENT: 1) Record book, 1890-1938; 2) Theses, 1899-1917; 3) Announcements and recollections, 1899-1929. FINDING AIDS: Inventory in repository.

GENERAL SERVICES DIVISION

General Services Division. Director

RG 8/1

Records, 1847-1993 (243.0 linear feet)

The file named specifications also contains other construction documents including master plans and proposals. Projects include the Shapleigh Fountain, the Schoenberg Fountain, the Ridgway Center, the Stratford Lee Morton residence at the Arboretum, the Spink Pavilion, Lehmann Rose Garden, Tower Grove House, the Administration Building townhouse, the experimental greenhouse, and the boxwood garden.

General files include files for systems replaced in the Climatron and the power plant.

Photos include pictures of maintenance personnel on the job and steam transfer room photos. There are also photos taken by architect Philip Cotton of the ceiling mural in the Museum Building before its restoration in 1993.

Proposals for the Center for Plant Biodiversity contains presentations, the interview package and proposals from various architects for this building.

Architectural drawings from this division are filed separately as part of the Blueprint collection in blueprint cases. Plans of buildings and gardens are included as well as general plans such as master plans, sewer, water, and other utilities.

ARRANGEMENT: 1) Specifications, 1974-1983; 2) General files, 1955-1980; 3) Photo files, -1993; 4) Proposals for the Center for Plant Biodiversity, 1993; 5) Architectural drawings, 1847- . FINDING AIDS: Inventory in repository.

ARBORETUM

Arboretum. Director RG 9/1/2

Records, 1934, 1952-1986 (4.7 linear feet)

The Saga of the Meramac was a pageant held at the Arboretum. The scrapbook contains press clippings on the event.

The purpose of the subject files was planning, response to inquiries, and administration of the Arboretum. They are operational files on the plant collections, farm leasing of land, the master plan, budget, attendance, education programs, projects, land acquisitions, and insurance.

The Goudy/Wise subject files contain Frank Steinberg's reports and early magazine articles on the Arboretum, in addition to administrative records of Dave Goudy and David Wise. Of special interest in these files are unpublished histories of the Arboretum by Maggie Sharp and Gina Rabinowitz. For architectural plans from the Arboretum, see the Architectural Drawings Collections, RG 8/1, Series 5.

ARRANGEMENT: 1) Saga of the Meramac scrapbook, 1953; 2) Subject files, 1934, 1952-1982 (Goudy/Wise); 3) Subject files, 1983-1986 (Behrer). FINDING AIDS: Inventory in repository.

Arboretum RG 9/2

Plant Records, 1925-1953 (1.73 linear feet)

The sectional grid map was made by Robert B. Clark who was Arboriculturist, 1945-1946. He was in charge of trees and shrubs at the Garden.

The planting record contains records of the location of each plant in the Arboretum planted between 1925 and 1953, and it required the use of the grid map to assign exact location. Each plant is entered alphabetically by genus and species. Number of plants, date planted, and entry number (accession number) are also given.

Information in the plant card record file consists of plant name, number of plants in the Arboretum, origin, accession number, and code number.

ARRANGEMENT: 1) Sectional Grid map of Arboretum showing plantings, 1945-46; 2) Planting record, 1925-1953; 3) Plant record card file, 1925-1953. FINDING AID: Inventory in repository.

HORTICULTURAL COUNCIL OF THE MISSOURI BOTANICAL GARDEN

Horticultural Council of the Missouri Botanical Garden.

RG 10

Records, 1953-1968 (.3 linear feet)

The purpose of the Horticultural Council was to coordinate the programs of the Missouri Botanical Garden with horticultural community in St. Louis. This council had a well-organized volunteer program at the Missouri Botanical Garden. It was also instrumental in establishing the national headquarters of the National Council of State Garden Clubs on the Garden grounds.

This volume includes minutes, 1953-1965, publications, rosters, by-laws, and correspondence of the Horticultural Council. Many early announcements to the Friends of the Garden are included. The volume was compiled by the organization's secretary, Hazel Knapp.

ARRANGEMENT: By type of material. FINDING AIDS: Inventory in repository.

HISTORICAL COMMITTEE

Historical Committee RG 11/1

Minutes and correspondence, 1965- (.3 linear feet)

The Historical Committee was established by the Board of Trustees on April 6, 1959, to "restore and preserve the architecture, furnishings, costumes, etc. of the period during which Mr. Shaw lived with respect to the Shaw Tower Grove Residence on the grounds at Tower Grove Garden." The Committee operates the Tower Grove House as an historic house, with revenues received from a separate admission to the house.

Included in these records are minutes from 1968 and correspondence from 1965.

ARRANGEMENT: Chronological. FINDING AIDS: Inventory in repository.

EDUCATION DIVISION

Education. Director (Ken Peck)

RG 12/1/1

Records, 1959-1982 (2.2 linear feet)

These are administrative files concerning the Education department which Peck administered from 1957-1981. Types of material are annual reports, procedures, maps, correspondence, budgets, handouts, tests, teachers manuals, lectures, billings, curriculum, personnel files, reports, press releases, and photographs. Subjects are the Magnet programs, the Stix investigative learning center, workshops, tickets, trams, the Japanese summer program, the Pitzman program, and the Guide program. Bill Klein is a major correspondent. A very small collection of slides is also included.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Education. Director (Judy Studer)

RG 12/1/2

Cooperating School District, 1973-1983 (.3 linear feet)

These are files dealing with the Cooperating School Districts (CSD), a major funder of education programs since 1973. Files of David Goudy, Director of Public Services, and William Klein, Assistant Director, are combined with those of Judy Studer, Education Director.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Education. Director (Ken Laser)

RG 12/1/3

Records, 1970-1988 (3.0 linear feet)

Ken Laser was Director of the Education Division, 1983-1988. These files are his administrative files. The Arboretum was in the Education Division during Laser's tenure.

This Arboretum series contains monthly reports from the director and education coordinator of the Arboretum and strategic plan and master plan documents. It contains correspondence and reports concerning funders of programs, the experimental prairie, the Arboretum Committee of the Board of Trustees, the brick house (Crews House), a demonstration farm, the deer problem, the budget, interns, repairs, the master plan, trail guides, and staff. There are also appraisals and legal documents concerning the Butler property and farm leasing.

Subject files are general files concerning the division.

ARRANGEMENT: 1) Arboretum, 1970-1988; 2) Subject files, 1976-1986. FINDING AIDS: Inventory in repository.

Missouri Botanical Garden. Education. Guides

RG 12/2

Records, 1968-1987 (6.0 linear feet)

The Guide program is a volunteer program in education that began in 1968. Volunteers are trained to give tours and teach school groups coming to the Garden from area schools. These records include scrapbooks, miscellaneous, annals of the Garden Guides, and Guide uniforms and pins.

The three scrapbooks contain photographs, invitations, thank-you notes from school classes and other groups, and clippings from the *Missouri Botanical Garden Bulletin* and other sources. They were compiled beginning in 1984, with most material dating from 1982.

Annals of the Garden Guides is a compilation by Garden Guide chairs and cochairs of materials collected during their term. The chairs include Martha Conzelman, Barbara Cook, Sally Davidson, Nancy Day, Paula Kipnis, Mary Jane Kirtz, Katherine Lupo, Isabelle Morris, Harriot Smith, Maurita Stueck, Midge Tooker, Jo Werner, and Susie Yoder. Mary Jane Kirtz coordinated this project.

Correspondents include Kenneth Peck, Mark Paddock, and Lucianna Gladney Ross. Types of documents include correspondence, meeting programs, minutes, reports, essays, articles from the *Missouri Botanical Garden Bulletin* and the *Missouri Botanical Garden Newsletter*, handbooks, procedures and policies, lecture notes, rosters, tour guides and plans, guide schedules, examinations, sample forms and brochures, summary of evaluation sheets, survey forms and results, travel itineraries, anecdotes, and cartoons.

Guide uniforms and pins include examples of the uniforms and name tags of the

Garden Guides through time.

ARRANGEMENT: 1) Scrapbooks, 1968-; 2) Guide History miscellaneous, 1970-1977; 3) Annals of the Garden guides, 1968-1987; 4) Guide uniforms and pins. FINDING AIDS: Inventory in repository.

Education. Stupp Teacher Resource Center (STRC)

RG 12/4

Records, 1975-1987 (2.5 linear feet)

The slide collection is composed of slides of Missouri Botanical Garden scenes, areas, gardens, buildings, fountains, sculpture, and plaques. Also included are flower shows, exhibits, events, education workshops, classes, and tours. An important category are botanical and horticultural subjects such as bonsai, plant ecosystems, and individual plants from the plant collections of the Missouri Botanical Garden.

Scrapbooks contain correspondence and other records concerning the Stupp Teacher Resource Center.

ARRANGEMENT: 1) Slide collection, 1975-1987; 2) Scrapbooks, 1982-1984. FINDING AIDS: Inventory in repository.

Education. School Visits Program

RG 12/5

Records, 1982-1991 (.3 linear feet)

These are project files on the school visits program kept by instructional coordinators, Linda Sanford and Stephanie Finke. Projects include a discovery map, a Climatron NSF grant, a Smithsonian workshop, and MOBOT 5.

ARRANGEMENT: 1) Project development materials, 1982-1991. FINDING AIDS: Inventory in repository.

Education. Environmental Education Program

RG 12/6

Records, 1974-1989 (1.5 linear feet)

"The Environmental Education Training Project at the Garden [is] a cooperative program with the St. Louis Public Schools funded by the U.S. Office of Environmental Education." (*Missouri Botanical Garden Bulletin 66* (8): 5 (August 1978).

These records consist of materials for this project and Eco-Act. Also included are

the 1976 consortium on environmental education resources, the environmental leadership program, the Garden's Science Symposium for teachers, and international programs in environmental education. Major correspondents include Karla Goodman, environmental education instructor, and David Wilson, the head of environmental education programs.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

WOMEN'S ASSOCIATION OF SHAW'S GARDEN

Women's Association of Shaw's Garden

RG 13

Minutes, treasurer's reports and announcements, 1960-1964 (.3 linear feet)

The Women's Association was formed December 12, 1958, when their by-laws were included in the Board of Trustees minutes. They ceased existence after June 1964, when their name last appeared in the staff-trustees listing of the *Missouri Botanical Garden Bulletin*.

This material includes minutes Feb. 20, 1960 to Feb 19, 1964, treasurer's reports 1962-1964, and various announcements.

ARRANGEMENT: Chronological. FINDING AIDS: Inventory in repository.

DEVELOPMENT DIVISION

The Development division, which originated in 1975, is responsible for coordinating fund-raising for the Garden.

Executive Board of Members

RG 14/1/1

Minutes and other records, 1966-1988 (1.7 linear feet)

The old name for Members is Friends of the Garden. Some of these materials date before the change of name.

These records contain members board minutes, 1966-; photographic material; transcripts of Past Presidents interviews, 1985; members history, 1985; and an incomplete list of all members of the executive

members history, 1985; and an incomplete list of all members of the executive board, 1960-1985. Past presidents interviewed were Helen Bixby, Jane Coultras, Ellen Jones, Mim Kittner, Isabelle Morris, and Nora Stern.

ARRANGEMENT: 1) Minutes, 1966-1988; 2) Oral history interviews, 1985. FINDING AIDS: Inventory in repository. SPECIAL CONDITIONS: The oral history interviews are restricted.

Membership. Manager

RG 14/1/2

Records, 1974-1985 (3.5 linear feet)

These records include reports, project analysis, keep correspondence concerning mailings, the tribute fund, the renewal program, members days, director's associates evening, and previews for flower shows. Also included are art reproductions used as membership premiums and a document showing life members, 1936-1976.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

Development Division

RG 14/2

Records, 1937-1944 and 1973-1991 (17.6 linear feet)

The general file is a permanent file for the storage of information not connected with individual donors. It has sections on membership events, exhibits, taxes and floras, and all subjects and functions with which development, membership, public relations and public events are concerned.

Donor files are individual files on upper level donors to the Garden. These donors include businesses, corporations and individuals. Types of materials in the files are primarily correspondence received or sent in the course of solicitation; however, grant proposals, copies of checks, clippings, and publications are also included.

ARRANGEMENT: 1) General file, 1937, 1975-1990; 2) Donor files, 1944, 1973-1991. FINDING AIDS: Inventory in repository.

Development. Capital Campaign

RG 14/3

Records, 1978-1993 (1.83 linear feet)

These are records of the Capital Campaigns in 1978, 1983, and 1993. Most of the 1993 records are still in the Capital Campaign office.

ARRANGEMENT: Roughly by date. FINDING AIDS: Inventory in repository.

PUBLICATIONS

Publications RG 15

Records, 1973-1991 (9.5 linear feet)

Publications is a department that does the production work for many Garden departments on non-scientific printed matter. It is not the same as Scientific Publications, which is a separate department under the Research Division. Publications produces *The Missouri Botanical Garden Bulletin, Annual Report, Missouri Botanical Garden Calendar*, and membership and education flyers sent to members, teachers, and the general public.

Early photo files, 1973-1982, are 35mm negatives and contact sheets for photos used in the *Missouri Botanical Garden Bulletin*. Early prints corresponding to these photos are in the general photograph file of the archives. Photograph files of Joseph Schuster, head of publications 1982-1986, are in Public Relations. They consist of a print file only.

The photo files of Susan Caine include color transparencies, negatives, black and white prints and contact sheets shot for use in the *Missouri Botanical Garden Bulletin, Annual Report* or the calendar. The series includes folders of photos grouped by subject matter. Categories include Climatron construction, events and people.

The Barbara Pesch files are documentation of the origins of this department. Of special interest are clippings in the columns she wrote for newspapers and materials for unpublished annual reports from the 1970s. Bulletin cuts are a sample of zinc and copper cuts used in producing photographs in *Missouri Botanical Garden Bulletin* over the years.

ARRANGEMENT: 1) Photograph files, 1973-1988; 2) Barbara Pesch files, 1975-1979; 3) Bulletin cuts. FINDING AIDS: Inventory in repository.

PUBLIC RELATIONS

Public Relations RG 16/1

Records, 1958-1992 (62.5 linear feet)

Publicity was handled primarily by the Director's Office before the establishment of a public relations department. Public relations has been independent, but has also been under the development division. Below are files currently maintained by the department. With the exception of the calendar and press clippings, the earlier files in the archives appear to have little order.

Press clippings, etc. includes clippings, press releases, and public service announcements about the Missouri Botanical Garden. Most of the clippings are generated by news releases of the department. Press clippings is a continuation of a similar series of the Director's Office (Collection 1, RG 3/1).

Slides include color slides of events such as flower shows, the Japanese festival, Henry Shaw's birthday and one time lectures or events. The Japanese Garden, grounds, and buildings, and plants are featured as part of this lending library.

Garden files contain information about buildings and gardens, the tangible assets of the Garden; they do not contain information about programs or people. These files are like a newspaper morgue in that they have original press kits, correspondence, invitations, and clippings. Examples of Garden files are Climatron and Arboretum.

General filing or events files contain information on programs or people. Letters of complaint and praise are part of this file. In addition, there are calendars, coupons, fact sheets, awards, speeches, and correspondence on people and programs. Activities of the staff and Board of Trustees of the Missouri Botanical Garden are featured.

Attendance reports and entrance surveys are computer generated reports. The attendance reports are generated monthly and the entrance surveys as needed. These reports and surveys are used by public events to report and track attendance at public events and how these events affect overall attendance at the Missouri Botanical Garden.

ARRANGEMENT: 1) Press clippings, etc., 1972-; 2) Slides, 1983-1990; 3) Garden files, 1958-1990; 4) General filing, 1969-1992; 5) Attendance reports, 1983-1989; 6) Visitors surveys, 1982-89. FINDING AIDS: Inventory in repository.

Public Relations. Director

RG 16/2

Administrative files, 1972-1989 (2.33 linear feet)

These files contain clippings, correspondence, minutes, and fact sheets on events, people, departments, attendance and tours during the tenure of Susan Flowers and Sue Strommen.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

PUBLIC EVENTS

Public Events. Manager

RG 17

Records, 1979-1990 (23.67 linear feet)

These are the records of public events when it was a separate department with its own support staff. Public events has also been part of the Public Relations department. Only the records of the manager have been kept permanently.

Events files include correspondence, contracts, memos and purchase orders for public events at the Missouri Botanical Garden. Public events include lectures, concerts, gardening fairs, performances, art exhibits and other events open to the public. Events for members only are planned by the membership department and executive board of members.

The Japanese festival file is the event file for the Japanese festival, an annual public event since 1975. It is held in connection with the Japanese Garden and the Japanese-American community in St. Louis. Contents include correspondence, forms, budget information, schedules, notes, permits, photographs, and brochures from each year's Japanese festival. This material relates to the performers, exhibitors, guests, staff, and volunteers at the festival. The Japanese festival binder is a subset of this file, a compilation of promotional information presented to donors for upcoming festivals.

Exhibits files are general department files of uncertain origin that were assembled and given to Deborah Graham, art exhibits coordinator, as functions were being reassigned. Art exhibits are held in Monsanto Hall in the Ridgway Center and have been the responsibility of other division and department heads including Horticulture and Marketing. These files contain correspondence, press releases, clippings and promotional materials concerning art exhibits.

ARRANGEMENT: 1) Japanese festival, 1979-1989; 2) Events, 1981-1989; 3) Exhibit files, 1982-1990; 4) Correspondence files, 1984-1989. FINDING AIDS: Inventory in repository.

VOLUNTEER PROGRAM

Volunteer Program

RG 18/1

Volunteer record cards, 1974-1985 (linear feet)

These are records of service for inactive volunteers. They are the records of Jeanne McGilligan, who became volunteer program coordinator in 1980.

The records give start dates for volunteers active after 1980. The file consists of several records interfiled alphabetically, including volunteer placement form, volunteer time cards, and a postcard survey from 1985 asking volunteers their starting date.

Information on volunteer service before 1980 is fragmentary, but may sometimes be found in the *Missouri Botanical Garden Bulletin*, department records or records of volunteer organizations. Records of volunteer organizations in the archives include the Education's Guides, the Executive Board of Members, the Horticultural Council, the Historical Committee, the Women's Association and the Board of Trustees.

ARRANGEMENT: 1) Inactive, 1974-1985; 2) Active (also inactive), 1974-1985. FINDING AIDS: Inventory in repository.

ECOLOGICAL SERVICES

Ecological Services

RG 19

Records, 1976-1980 (1.0 linear feet)

Ecological Services, formerly the Natural Resources Office, existed as a department from 1975-1979. It was primarily engaged in research studies predicting man's impact on the environment. The studies were done on a contract basis for Union Electric, the East-West Gateway Coordinating Council, and the Army Corps of Engineers.

These records consist primarily of status reports on threatened and endangered plant species in Missouri that were done in 1978 and 1980 for the U. S. Fish and Wildlife Service and Missouri Department of Conservation. There is a study plan for an Environmental Monitoring Program for the City of St. Louis, and records on the Clarence Canyon dam project in 1976.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

PLANNING

Planning RG 20

Strategic Plans, 1984-1993 (2.0 linear feet)

Strategic plans were done from 1984 to 1991, by Patricia Rich, as the development director, and later, as an outside consultant.

Strategic plans are actually written by the staff of each department and represent their plans for accomplishing the mission of the Missouri Botanical Garden during a given three-year time span. These plans were done annually.

ARRANGEMENT: Chronological. FINDING AIDS: Inventory in repository. SPECIAL CONDITIONS: Restricted.

PUBLIC SERVICES DIVISION

Public Services Division. Director (David Goudy)

RG 21

Records, 1976-1981 (2.7 linear feet)

The public services division included departments and operations that served the public such as the Arboretum, education, the flower wagon (Garden tour vehicle), main gate operations, public relations, publications, and sales. It existed from 1977 to 1981.

These are the files of its director, David Goudy, who was responsible for these programs and supervised construction of the proposed Education/Visitor/Orientation Center (Ridgway Center) where they were to be housed. Subjects include Arboretum, education, and sales. There are also correspondence, grant files and construction documents for the Ridgway Center and adjacent gardens, the boiler house, Latzer fountain, and the maintenance complex. Some Arboretum files date from the period when Goudy was director of the Arboretum.

ARRANGEMENT: Alphabetical. FINDING AIDS: Inventory in repository.

MISSOURI BOTANICAL GARDEN IMPROVEMENT CLUB

Missouri Botanical Garden Improvement Club

RG 22

Minute book, 1894-1902 (.3 linear feet)

The improvement club was a staff and student organization. The minute book gives minutes and by-laws of the organization.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

MARKETING DIVISION

Marketing Division (Rosalie Hinch)

RG 23

Records, 1979-1981 (.3 linear feet)

The Director of Marketing was responsible for the Garden Gate Shop and publications. These records consist of internal memoranda, gate shop designs and correspondence relating to publications.

ARRANGEMENT: None. FINDING AIDS: Inventory in repository.

SPINK GALLERY

Spink Gallery RG 24/1

Accession records, 1979-1981 (.7 linear feet)

The Spink Gallery in the Ridgway Center of the Garden displays a collection of porcelain birds from the Boehm Studios of Trenton and Malvern. The birds are depicted in their natural habitat.

The records are duplicate accession records and inventories for the Spink Collection at the Missouri Botanical Garden. The accession record usually includes a color photo (contact print only), a record of the artist, accession number, category, title, year of introduction, issue, edition number or maker's mark, quantity made, studio location, finish, size, and condition.

ARRANGEMENT: By artist. FINDING AIDS: Inventory in repository.