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# Watkinson Library Archives Classification Scheme

Trinity College

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# Watkinson Library Archives

## Classification Scheme

- 0. LIBRARY GENERAL
- 1. BOARD OF TRUSTEES
- 2. LIBRARY STAFF
- 3. GIFTS
- 4. COLLECTION DEVELOPMENT
- 5. PUBLIC SERVICE
- 6. CATALOGING
- 7. STACKS
- 8. CONSERVATION AND PRESERVATION
- 9. SECURITY
- 10. PHYSICAL PLANT
- 11. PUBLICATIONS
- 12. CORRESPONDENCE (1959- ) [no classification schedule]
- 13. COMMUNITY RELATIONS
- 14. MUSEUM COLLECTION [no classification schedule]
- 15. FINANCIAL RECORDS (1959- ) [no classification schedule]

- 0. LIBRARY GENERAL
- 1. David Watkinson, Founder (material relating specifically to his founding of the Library)
- 2. The Library and the Legislature (including the Library's Charter)
- 3. Fund Raising Campaigns
- 4. Library History
  - \*1. General Accounts
  - 2. Association with Institutions at the Wadsworth Atheneum (1858-1952)
    - 1. General: 1858-1952
    - 2. Wadsworth Atheneum (including Daniel Wadsworth)
    - 3. Connecticut Historical Society
    - 4. Young Men's Institute/Hartford Public Library
    - 5. Reorganization of the Atheneum Corporation: 1882-1893
  - 3. Transfer to Trinity College (1952)
    - 1. Legal Papers
    - 2. Individual Files (including legal papers)
      - 1. Lawrence A. Howard

- 2. Keith Funston
- 3. John Parsons
- 3. Other Institutions Involved
  - 1. Hartford Public Library
  - 2. Wadsworth Atheneum
- 4. Photograph album of the Watkinson Library before the move
- 4. On the Third Floor of the Trinity College Library: 1952-1978
- 5. Relocation to the new quarters on the A and B Floors
- 6. 1978-
- 7. 2007 renovation of the Watkinson's public spaces
  - Note: Plans are in the Watkinson plans draw in the Russian Poster Cabinet.
- 5. Descriptions of the Library

\* See also on bookshelf

## 1- BOARD OF TRUSTEES

### 00. Printed and Duplicated Materials

- 1. By-laws
- 2. President – Reports: 1934-1951
- 3. Secretary
  - \*1. Minute Books: 1858-
  - 2. Minutes (drafts, lists, noted: 1858- )
  - 3. Lists of Trustees
  - 4. Notices of meetings
- 4. Treasurer
  - 1. Reports: 1859-
  - 2. Auditors' reports
  - \*3. Ledgers
  - 4. Insurance
  - 5. Bank books
  - 6. Miscellaneous
- 5. Committees
  - 1. Library
  - 2. Nominating
  - 3. Special (ad hoc) committees (chronologically arranged)
- 6. Correspondence: 1858-
- 7. Background information – see also Donors (3.3)
  - 1. Biographical data (alphabetical by Trustee)
  - \*\* 2. Photographs (alphabetical by Trustee)
- 8. Development

\* On bookshelf

\*\* Large photograph of Wilmarth Lewis with paintings

## 2. LIBRARY STAFF

### 00. General

- 1. Librarians [=Trinity College Librarians from 1959] (by individual, broken down thus:
  - 1. Reports, 2. Financial records, 3. Correspondence, 4. Background information)
    - 1. James Hammond Trumbull
    - 2. Frank Butler Gay
    - \*3. Ruth Agnes Kerr
    - 4. Donald B. Engley
    - 5. Ralph S. Emerick
    - 6. Stephen L. Peterson
    - 7. Richard Ross
- 2. Curators=Head Librarians [from 2001]
  - (by individual, broken down thus: 1. Reports, 2. Background information)
    - 1. Marian G. M. Clarke
    - 2. Jeffrey H. Kaimowitz

3. Other Permanent Staff
  1. Assistant Librarians
  2. Assistant and Associate Curators
  3. Catalogers
  4. Paraprofessionals
4. Non-Permanent Staff
  1. Assistants in the Library until 1952
  2. Trinity College Student Assistants: 1952-
  3. Volunteers

\* Financial records and Correspondence in Watkinson Archives file cabinet

### 3. DONOR RELATIONS

- \*1. Gift Accession Books and Gifts File
2. General Lists
3. Individual donors arranged alphabetically in separate files  
(includes lists of gifts, wills, correspondence, biographies, photographs, etc.)
4. Individual donations not arranged in separate files  
(alphabetically arranged by name of donor)
  1. Donor unknown
5. Collections that ultimately went to other institutions
6. Solicitations of Gifts
7. Trinity College/Watkinson Library Associates

\* Books on bookshelf; file in third file cabinet

### 4. COLLECTION DEVELOPMENT

(for Gifts—see series 3)

#### 00. Printed and Duplicated Materials

1. Policies
  1. James Hammond Trumbull
    1. Syllabus
    2. 1862 buying list
  2. After Trumbull
- \*2. Purchase Accession Books
- \*\*3. Purchase File—see also the Bibliography File for recent major purchases
4. Exchanges
5. Collections acquired by purchase or by gift and purchase
6. Miscellaneous
7. Withdrawals
  1. Given to other institutions
  2. Sold at Auction

\* On bookshelf

\*\* In Curator's Office

### 5. PUBLIC SERVICE

#### 00. Printed and Duplicated Materials

- \*1. Register of Users
2. Completed Forms
3. Register of Reference Letters
4. Photographic and Inter-Library Loan Orders
  1. Register of Photographic Orders
  2. Correspondence

5. Statistics (See also Librarians' and Curators' Annual Reports)
6. Library Regulations

\* Register: 1866-1890 on bookshelf

## 6. CATALOGING

00. General
1. Special Rules
2. Card Catalogs
3. Subject Book Catalogs: Science and Linguistics (1875-1877)
4. Statistics
5. Non-Book Materials (see also Student Manual)
6. Computerization
7. Miscellaneous

## 7. STACKS

1. Arrangements
  1. 1866-1892
  2. 1892-1952
  3. At time of transfer to Trinity (1952)
  4. 1952-1978
  5. 1979-
2. Miscellaneous

## 8. CONSERVATION AND PRESERVATION

00. Printed and Duplicated Materials
1. Binding
2. Other Repairs
3. In-House Methods (see also Students Manual in 2.4.2)
4. Damage Reports
5. Disaster Plans
6. Miscellaneous

## 10. PHYSICAL PLANT

00. General
  1. Original Wadsworth Atheneum Building
  - \*2. 1862 Proposal
  3. 1866-1892
  4. 1898-1952
  5. 1952-1979 (See also plans in the Russian Poster Cabinet)
  6. New quarters in 1979 (See also plans in the Russian Poster Cabinet)
  7. Renovation of Public Spaces on A-Floor in 2007: "As Built":  
(Includes loose-leaf binder as well as plans in the Russian Poster Cabinet)

\* On top of files in Watkinson Archives Room

## 11. PUBLICATIONS

1. In-House Use
  1. Bookplates
  2. Forms
  3. Letterheads
2. Bibliographies and Guides (by year)
3. Brochures
4. Christmas Cards

5. Exhibition Catalogs (by year)
6. Keepsakes
7. Invitations and Programs
8. Library Histories, etc (by year)
9. Trinity College Library Gazette
- \*10. Exhibition posters
11. Outside Vendor Publications of Watkinson Material (including digital projects)

\* In the Russian Poster Cabinet

### 13. COMMUNITY RELATIONS

1. Open House Programs and Exhibitions (by year, most from 1959- )
2. Special Programs and Exhibitions (by year: 1958- )
- \*3. Exhibition Labels (by year, most from 1959- )
4. Radio Broadcasts by the Library (Word from the Watkinson: 1963-1964)
5. Publicity in the Media Not Relating to Library Programs (chronological: 1859- )
- \*6. News Clippings
  7. Cooperation with Other Institutions
    1. Mark Twain House (=Memorial)
  8. Loans

\* Labels from 1979 on are by date in the regular files; before this date, see separate file in same cabinet arranged alphabetically by name of exhibition

\*\* See also bookshelf

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