



Smithsonian
National Museum of American History
Kenneth E. Behring Center

Guide to the Hubbard Harpsichord Records

NMAH.AC.1256

Sony Prosper.

2012

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Collection Overview

Repository:	Archives Center, National Museum of American History
Title:	Hubbard Harpsichord Records
Identifier:	NMAH.AC.1256
Date:	1930-2003 (bulk 1949-2003)
Extent:	30 Cubic feet (76 boxes)
Creator:	Frank Hubbard
Language:	English Some materials in French, German, Italian and Spanish.
Summary:	The collection documents approximately fifty years of the Hubbard Harpsichord business. The records include correspondence, financial and accounting materials, sales and promotional materials, records, newsletters, dealer files, project files, photographs, research files on European instruments, kit manuals, and design drawings.

Administrative Information

Acquisition Information

The collection was donated by Hendrik Broekman, President, Hubbard Harpsichords, Inc., on September 20, 2011.

Related Materials

Materials at the National Museum of American History

Materials in the Archives Center

Dowd Harpsichord Collection, 1949-1997 (AC0593)

The Division of Culture and the Arts

The division has a Hubbard clavichord and harpsichords built by other makers.

Processing Information

Processed by Sony Prosper (intern), Anne Jones (volunteer), Ramona Williamson (volunteer), Nancy Mulry (volunteer); and Erin Molloy (volunteer); Marian Tatum-Webb (volunteer); Nancy Beardsley (volunteer); Theresa Worden (volunteer); supervised by Vanessa roussard Simmons, archivist, 2012.

Preferred Citation

Hubbard Harpsichord Records, 1930-2003, Archives Center, National Museum of American History.

Restrictions

The collection is open for research use.

Conditions Governing Use

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Biographical / Historical

Frank Twombly Hubbard (1920-1976) was an American early instruments maker who with William R. Dowd (1922-2008) and the German harpsichord maker Martin Skowroneck, resurrected historical methods of harpsichord building. Many harpsichord makers in the United States are in debt to Frank Hubbard, his research, and his work with Dowd which became central to the twentieth century revival of harpsichord building in the United States.

Born on May 15, 1920, in New York, Hubbard graduated from Harvard University (Bachelor's, 1942; Master of Arts, 1947). At Harvard, Hubbard met William Dowd (1922-2008) who also had an interest in early instruments. Together they constructed a clavichord, an early stringed keyboard instrument used during the fifteenth to eighteenth centuries. Hubbard and Dowd both decided to leave Harvard to pursue instrument making. In 1947, Dowd went to work with John Challis in Michigan, while Hubbard went to England and became an apprentice at the workshop of Arnold Dolmetsch in Haslemere. Not learning much about the historic harpsichord, Hubbard worked with Hugh Gough in London in 1948. During his one-year stay with Gough, he was able to visit collections of early keyboard instruments around Europe and study the instruments of fifteenth to eighteenth century harpsichord makers.

Hubbard returned to the United States in 1949 and founded a workshop with Dowd, called Hubbard and Dowd, Inc., in Boston, Massachusetts, which was dedicated to building harpsichords on historical principles. Hubbard and Dowd restored harpsichords in public and private collections (including the Smithsonian) which helped improve their own techniques of design and construction. In 1958 the partnership ended and Hubbard formed his own workshop, Frank Hubbard Harpsichords, Inc. on the Lyman Estate in Waltham, Massachusetts. Dowd opened a larger workshop in Cambridge, Massachusetts.

Hubbard held several fellowships--a Fulbright Fellowship (1957), American Philosophical Society Grant (1958) and the Belgium American Educational Foundation CRB Fellowship (1958)--to examine instrument collections in Europe. From 1967 to 1968, he set up the restoration workshop for the Musée Instrumental at the Paris Conservatoire. In the 1970s, he taught courses at Harvard and Boston Universities. Hubbard wrote *Three Centuries of Harpsichord Making* in 1965. Ralph Kirkpatrick, a harpsichordist, wrote, "Hubbard unquestionably knows more about the history and construction of harpsichords than anyone alive today."

Hubbard developed a harpsichord in 1963 based on a 1769 French harpsichord which was sold as a "do-it-yourself" kit. It included a manual and all the crucial parts. Any person with a good grasp of woodworking and basic knowledge of harpsichord making, with dedication and careful work, was able to produce a fine

instrument. Other kit designs followed in subsequent decades, and were marketed and sold under the name of Frank Hubbard Harpsichord Kits, Inc.

Frank Hubbard died on February 26, 1976 in Wellesley, Massachusetts. Operations at the Hubbard shop continued under the direction of Hubbard's wife, Diane Hubbard until 2000. Diane Hubbard died in 2009. Approximately 300 instruments were built in the shop, and nearly 4,000 kits were sold to customers around the world.

Scope and Contents

The collection documents the approximately fifty years of the Hubbard Harpsichord business. The records include correspondence, financial and accounting materials, sales and promotional materials, records, newsletters, dealer files, project files, photographs, research files on European instruments, kit manuals, and design drawings.

Series 1, Correspondence, 1949-2003, consists of letters among representatives of the company, individuals, churches, seminary schools, musical societies, companies, universities, harpsichord owners and enthusiasts. The correspondence is rich with information about historical issues, construction techniques, ownership genealogy, the early music movement, and Hubbard's importance to the historical building movement. The correspondence is handwritten and typed. There are some loose papers, notes, and postcards. Requests for information on the harpsichord manual kit, harpsichord purchases, and questions/answers pertaining to the building of harpsichords comprise the majority of the series. There are also invoices, checks, and publications such as the *Wall Street Journal*, the *New York Review*, and *Saturday Review*. Correspondents include the Smithsonian Institution, Harvard University, Yale University, a number of professional harpsichordists, and dealers of the company. The series is arranged in chronological order, then alphabetically by correspondent's last name or business name.

Series 2, Business Files, 1965-2000, is divided into three subseries: Subseries 1, Annual Meetings and Reports, 1965-2000; Subseries 2, Corporate Affairs, 1960-1997, and Subseries 3, Employee Files, 1967-1997.

This series documents both the development of Frank Hubbard Harpsichords Kit, Inc., the company created to sell "do-it-yourself" kits, and Frank T. Hubbard Harpsichords, the finished instruments company. Hubbard headed the finished instruments company, officially established in 1973, until his death, while Lawrence C. Erdmann headed the kits company. The issue of what role the two separate companies should take was a prominent question before and after Hubbard's death. Diane Hubbard, Hubbard's wife, began running the company after Hubbard's death in 1976 until her retirement in 2000. This series is arranged topically, then in chronological order.

Subseries 1, Annual Meetings and Reports, 1965-2000, documents many of the issues the company faced at the corporate level. Minutes, corporate resolutions, and correspondence highlight yearly financial and operational activities, financial and operations projections, consolidation of the two companies, review of leadership positions, proposed investments, incoming stockholders and activities of the board of directors, and acquired leases.

Subseries 2, Corporate Affairs, 1960-1997, includes property leases the company held from its founding at Moody Street in 1959, until the 1980's. This subseries documents stockholder, stock purchases by Phil Cooper, a major shareholder in the company in the 1990's. Other items include the Hubbard Memorial Committee which documents a memorial concert, the establishment of the *Historical Harpsichord Monograph* essays, and some of Hubbard's publications. Dr. Howard Schott, author of the Historical Harpsichords series, and Dr. John D. Montgomery, chairman of the Frank Hubbard Memorial Committee are frequent correspondents. A finished instruments schedule documents (Box 21/folder 9), through notes

and correspondence, the length of time it took to complete building the harpsichord. The same box holds records of the company's acquisition of a clavichord business (Box 21/folder 10), and a 1997 business plan (Box 21/folder 11).

Subseries 3, Employee Files, 1967-1996, consists of correspondence among representatives of the company, college students searching for internships, and job applicants seeking positions. The materials document the continually changing structure and hierarchy of the company through notes and correspondence. There are materials relating to the employment of Michel Van Hecke, an apprentice craftsman in the late 1960's, and Robert A. Murphy, a piano craftsman, in 1984, which document the company's hiring process over time.

Series 3, Frank Hubbard Harpsichords Kit, Inc., 1964-1997, is divided into three subseries: Subseries 1, Kit Instructions, 1964-1989, undated, Subseries 2, Price Lists and Costs, 1974-1999, undated, and Subseries 3, Catalogues of Hubbard Harpsichords, 1984-1997.

Determined to offer instruments of authenticity and perfection, Hubbard initially created a finished instruments company. In 1963, Hubbard also developed a kit manual which anyone with basic woodworking skills could follow in order to build their own harpsichord. This series is arranged topically, then chronologically.

Subseries 1, Kit Instructions, 1964-1989, undated, consists of the pioneering kit manuals Hubbard promoted while waiting for finished instrument orders. The earliest manual, 1964, is a general purpose harpsichord manual that is most likely an early kit for a French harpsichord. Others include the Flemish harpsichord, fortepiano by Johann Andreas Stein, a German maker of keyboard instruments, English bentside spinet, 17th century Flemish Ottavino, Flemish virginal-museler spinet, and Flentrop chamber organ.

Subseries 2, Price Lists and Costs, 1974-1999, undated, consists of the costs, price, and inventories related to the production of kit manuals.

Subseries 3, Catalogues of Hubbard Harpsichords, 1984-1997, contains Hubbard harpsichord catalogues and price list booklets. Orders for kits are with the packing lists under sales and promotional materials.

Series 4, Research, 1930-1973, is divided into eight subseries: Subseries 1, Notebooks, 1932-1973, undated; Subseries 2, Correspondence and Notes, 1955-1956, undated; Subseries 3 Drawings, 1950-1959; Subseries 4, Publications and Manuscripts, 1930-1974, undated; Subseries 5, Photographs, undated; Subseries 6, Card Files, undated; Subseries 7, Samples, undated; and Subseries 8, Miscellaneous, 1934-1960, undated.

Research files document Hubbard's efforts to perfect his skills building harpsichords in the 1940's and 1950's. Hubbard journeyed to archives in small towns and gathered information there. He also worked as an apprentice at Arnold Dolmetsch's workshop and later with Hugh Gough in England. This research eventually resulted in instruments that had all the qualities of their older models. This series is arranged topically, then chronologically.

Subseries 1, Notebooks, 1932-1973, includes *Work and Ideas of Arnold Dolmestch*, which paved the way for building harpsichords based on historical principles. Other notebooks include the Ruckers Taskin (an eighteenth century Flemish harpsichord) and Hubbard's notebook on the alteration of a Hemsch Harpsichord in 1972. There are some notebooks titled by volume that relate to the Hubbard and Dowd Company.

Subseries 2, Correspondence and Notes, 1955-1961, undated, consists of letters and technical notes such as workshop methods, the Ruckers Taskin, and notes from the Harding Museum. The majority of correspondence and notes are unidentified.

Subseries 3, Drawings, 1950-1959, undated, consists of tracings, rubbings, templates, and Hubbard and Dowd drawings of harpsichord designs and harpsichord parts. Some drawings depict the construction of harpsichords by earlier builders. The drawings are unprocessed.

Subseries 4, Publications and Manuscripts, 1930-1974, undated, includes loose pages of an "Ars Organi sketch," articles by Edwin W. Ripin, and loose pages of the *French Encyclopedia*. There are publications in French, such as a biographical note on the "Blanchet" describing Parisian harpsichord makers. *Illustrated London News*, *Le Soir Illustre*, *Christian Science Monitor*, and *Cincinnati Enquirer* magazine articles are also included.

Subseries 5, Photographs, undated, consists of unidentified photographs of harpsichords.

Subseries 6, Card Files, undated, consists of index cards documenting instruments examined and instrument makers. There is an index for the cards.

Subseries 7, Samples, undated contains DeQuoco harpsichord iron strings, wood samples, DeQuoco harpsichord wire, and soft iron wire samples.

Subseries 8, Miscellaneous Items, 1934-1960, undated, includes a map of Central Europe, sheet music, museum procedure forms, concert programs, Successor Brocco Instruments, a 1950's instrument maker of the fortepiano, and promotional material for instrument makers.

Series 5, Sales and Promotional Materials, 1961-2000, is divided into six subseries: Series 1, Sales Journals, 1983-1998, Series 2, Instruments on order, 1968-1987, Series 3, Dealer files, 1975-1990, Series 4, Packing lists, 1970-2000, Series 5, Promotional files, 1961-2001, and Series 6, Catalogs of Other Instruments. It is arranged topically then chronologically.

Subseries 1, Sales Journals, 1983-1998, consists of loose pages of expenses and receipts for the instruments produced by the company in the 1980's and 1990's. These include the French harpsichord, the English Bentside Spinnet, fortepiano, virginal, ottavino, and organ.

Subseries 2, Instruments on Order, 1968-1987, includes correspondence between representatives of the company and individuals, companies, musical societies, and colleges relating primarily to orders for finished instruments. Requests for kit orders and replacement parts are included. There are also instrument-on-order tracking sheets, invoices, and shipping orders and forms that document the orders that were placed.

Subseries 3, Dealer Files, 1975-1990, contains correspondence between Hubbard representatives and dealers, both domestic and international, who promoted Hubbard harpsichords. The customs broker company, T.D. Downing, is also represented. Other materials include tracking sheets, shipping forms, invoices, bills, checks, inventory lists, mail, telegrams, and certificates of insurance between the Hubbard Harpsichords Company and dealers. Dealers include Japanese companies like Arai and Company and German individuals like Klevers. Dealers from Australia, Belgium, Canada, England, Finland, France, Germany, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Sweden, Switzerland, and United States are also represented.

Subseries 4, Packing Lists, 1970-2000, consists of the kit orders placed for the French harpsichord, English bentside spinnet, fortepiano, virginal, ottavino, and organ the company produced. Some packing lists indicate the number of kits the company packed each year. The numbers on the folders indicate the number of kits produced by the company.

Subseries 5, Promotional Files, 1961-2001, includes correspondence and catalogs from festivals, exhibitions, workshops, and projects that helped the company reach out to the wider public. The Boston Early Music Festival, for which Diane Hubbard was a board member, is well represented. Workshops in skills such as voicing, tuning, repair, and general woodworking classes helped amateur craftsman receive instructions for harpsichord-related activities. The special projects document other activities and

venues, such as high school projects, and other activities by the Hubbard's to share their knowledge of, and enthusiasm for, harpsichords.

Subseries 6, Catalogs of Other Instruments, undated, consists of competitors' catalogs for early instruments. Hubbard's notable competitors include Wallace Zuckerman (Zuckerman harpsichords), and Hubbard's former business partner, William Dowd. The subseries is arranged alphabetically by competitor name.

Series 6, Financial Records, 1976-2000, consists of general financial documents, balance sheets, tax information, and payrolls.

Materials include account receivables, kits work in progress, monthly expense budgets, accounts payable, cash disbursements, write-offs and cancellations, bad debts, finished instrument orders and sales, miscellaneous income, monthly totals from sales journals, cash disbursements petty cash statements, kits ordered and shipped, restorations and fixed assets. Balance sheets, tax information, payroll documents, and related income statements complement the general financial documents to document the company's finances. The materials are arranged chronologically, then topically.

Series 7, Legal Records, 1959-1987, undated, consists of memoranda, notes, correspondence, and financial materials relating to legal cases and commercial acquisitions for the Hubbard Harpsichord Company from the 1970's to 1980's. The series is divided into five subseries: Subseries 1, Notes of John Ashby, 1968-1977; Subseries 2, Notes of Henry S. Healy, 1973-1978; Subseries 3, *Belt v. Hubbard*, 1963-1977; Subseries 4, Correspondence, 1963-1979; and Subseries 5, Acquisitions and Mergers, 1959-1987.

Subseries 1, Notes of John Ashby, 1968-1977, consists of notes of the company's lead attorney John H. Ashby pertaining to legal agreements between Hubbard and Erdmann, Hubbard's estate, *Belt v. Hubbard*, and general financial matters.

Subseries 2, Notes of Henry S. Healy, 1973-1978, consists of the notes of Henry S. Healy regarding the company's acquisition of commercial real estate and leases.

Subseries 3, *Belt v. Hubbard*, 1963-1977, consists of correspondence, memos, notes, affidavits, pleading matters, and pending matters used in the *Belt v. Hubbard case*.

Subseries 4, Correspondence, 1963-1979, consists of general correspondence. Wallets five through nine deal with merger acquisitions and sublease agreements during the 1970's and 1980's. Reviews of the company's financial operations are included in accountant reports, tax returns, and documents for the board of directors meetings.

Series 8, *Soundboard Newsletters*, 1979-1999, consists of a yearly newsletter with information about the company's activities for harpsichord enthusiasts.

Series 9, Photographs, 1968-1993, undated, consists of two albums of harpsichord photos and slides at events and concert halls.

Series 10, Drawings, undated (unprocessed)

Arrangement

The collection is arranged into nine series.

Series 1, Correspondence, 1949-2003

Series 2, Business Files, 1965-2000

Subseries 1, Annual meetings and reports, 1965-2000

Subseries 2, Corporate Affairs, 1960-1997

Subseries 3, Employee Files, 1967-1996

Series 3, Frank Hubbard Harpsichord Kits, Inc., 1964-1997, undated

Subseries 1, Kit Instructions, 1964-1989, undated

Subseries 2, Price lists and costs, 1974-1999, undated

Subseries 3, Instruments on order, 1968-1987

Subseries 4, Catalogues of Hubbard Harpsichords, 1984-1997

Series 4, Research, 1930-1974

Subseries 1, Notebooks, 1932-1973, undated

Subseries 2, Correspondence and Notes, 1955-1961, undated

Subseries 3, Drawings, 1950-1959, undated (partially processed)

Subseries 4, Publications and Manuscripts, 1930-1974, undated

Subseries 5, Photographs, undated

Subseries 6, Card Files, undated

Subseries 7, Samples, undated

Subseries 8, Miscellaneous, 1934-1960, undated

Series 5, Sales and Promotional Materials, 1961-2001, undated

Subseries 1, Sales Journals, 1983-1998

Subseries 2, Dealer Files, 1975-1990

Subseries 3, Instruments on Order, 1968-1987

Subseries 4, Packing Lists, 1970-2000

Subseries 5, Promotional Files, 1961-2001

Subseries 6, Catalogs of Other Instruments, undated

Series 6, Financial Records, 1976-2000

Series 7, Legal Records, 1959-1987, undated

Subseries 1, Notes of John Ashby, 1968-1977

Subseries 2, Notes of Henry S. Healy, 1973-1978

Subseries 3, *Belt v. Hubbard* Materials, 1963-1977

Subseries 4, Correspondence, 1963-1979

Subseries 5, Acquisitions and Mergers, 1959-1987

Series 8, Soundboard Newsletters, 1979-1999

Series 9, Photographs, 1968-1993, undated

Physical Characteristics and Technical Requirements

Collection stored off-site. Arrangements must be made with the Archives Center staff two weeks prior to a scheduled research visit.

Bibliography

<http://www.hubharp.com> (accessed on August 8, 2012)

Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

- Harpsichord
- Harpsichord makers
- Musical instrument makers
- Musical instruments

Types of Materials:

- Account books -- 20th century
- Business records -- 20th century
- Correspondence -- 20th century
- Design drawings -- 20th century
- Financial records -- 20th century
- Legal documents -- 20th century
- Manuals
- Newsletters -- 20th century
- Photographs -- 1950-2000
- Project files
- Research -- 20th century

Names:

- Hubbard Harpsichords, Inc.

Geographic Names:

- Framingham (Mass.)
- Massachusetts

Container Listing

Series 1: Correspondence, 1949 - 2003

This series consists of letters among representatives of the company, individuals, churches, seminary schools, musical societies, companies, universities, harpsichord owners and enthusiasts. The correspondence is rich with information about historical issues, construction techniques, ownership genealogy, the early music movement, and Hubbard's importance to the historical building movement. The correspondence is handwritten and typed. There are some loose papers, notes, and postcards. Requests for information on the harpsichord manual kit, harpsichord purchases, and questions/answers pertaining to the building of harpsichords comprise the majority of the series. There are also invoices, checks, and publications such as the *Wall Street Journal*, the *New York Review*, *Saturday Review*. Correspondents include the Smithsonian Institution, Harvard University, Yale University, a number of professional harpsichordists, and dealers of the company, to name a few. The series is arranged in chronological order, then alphabetically by correspondent's last name or business name.

Box 1, Folder 1	A, 1952 - 1956
Box 1, Folder 2	B, 1951 - 1955
Box 1, Folder 3	C, 1949 - 1954
Box 1, Folder 4	D, 1951 - 1955
Box 1, Folder 5	E, 1953
Box 1, Folder 6	F, 1950 - 1955
Box 1, Folder 7	G, 1949 - 1956
Box 1, Folder 8	H, 1949 - 1955
Box 1, Folder 9	J, 1950 - 1955
Box 1, Folder 10	K, 1950 - 1955
Box 1, Folder 11	L, 1949 - 1955
Box 1, Folder 12	M, 1949 - 1955
Box 1, Folder 13	N, 1949 - 1955
Box 1, Folder 14	P, 1950 - 1955
Box 1, Folder 15	Q, 1953 - 1954
Box 1, Folder 16	R, 1949 - 1955
Box 1, Folder 17	S, 1949 - 1954

Box 1, Folder 18	T, 1951 - 1952
Box 1, Folder 19	U-V, 1950 - 1954
Box 1, Folder 20	W-Z, 1949 - 1955
Box 2, Folder 1	A, 1956
Box 2, Folder 2	B, 1956
Box 2, Folder 3	C, 1956
Box 2, Folder 4	D, 1956
Box 2, Folder 5	E, 1956
Box 2, Folder 6	F, 1956
Box 2, Folder 7	G, 1956
Box 2, Folder 8	H, 1956
Box 2, Folder 9	K, 1956
Box 2, Folder 10	M, 1956
Box 2, Folder 11	N, 1956
Box 2, Folder 12	O, 1956
Box 2, Folder 13	P, 1956
Box 2, Folder 14	R, 1956
Box 2, Folder 15	S, 1956
Box 2, Folder 16	T, 1956
Box 2, Folder 17	W, 1956
Box 2, Folder 18	Y, 1956
Box 2, Folder 19	A, 1957 - 1958
Box 2, Folder 20	B, 1957 - 1958
Box 2, Folder 21	C, 1957
Box 2, Folder 22	D, 1957
Box 2, Folder 23	F, 1957

Box 2, Folder 24	G, 1957
Box 2, Folder 25	H, 1957
Box 2, Folder 26	J, 1957
Box 2, Folder 27	K, 1957
Box 2, Folder 28	L, 1957
Box 2, Folder 29	M, 1957
Box 2, Folder 30	N, 1957
Box 2, Folder 31	O, 1957
Box 2, Folder 32	P, 1957
Box 2, Folder 33	R, 1957
Box 2, Folder 34	S, 1957
Box 2, Folder 35	T, 1957
Box 2, Folder 36	W, 1957
Box 2, Folder 37	Y, 1957
Box 3, Folder 1	B, 1958
Box 3, Folder 2	D, 1958
Box 3, Folder 3	E, 1958
Box 3, Folder 4	F, 1958
Box 3, Folder 5	G, 1958
Box 3, Folder 6	H, 1958
Box 3, Folder 7	K, 1958
Box 3, Folder 8	L, 1958
Box 3, Folder 9	M, 1958
Box 3, Folder 10	N, 1958
Box 3, Folder 11	P, 1958
Box 3, Folder 12	R, 1958

Box 3, Folder 13	S, 1958
Box 3, Folder 14	T, 1958
Box 3, Folder 15	W, 1957 - 1958
Box 3, Folder 16	A, 1959
Box 3, Folder 17	B, 1957 - 1959
Box 3, Folder 18	C, 1958 - 1959
Box 3, Folder 19	D, 1956 - 1959
Box 3, Folder 20	E, 1958 - 1959
Box 3, Folder 21	G, 1958 - 1959
Box 3, Folder 22	H, 1958 - 1959
Box 3, Folder 23	K, 1958 - 1959
Box 3, Folder 24	M, 1958 - 1959
Box 3, Folder 25	N, 1958 - 1959
Box 3, Folder 26	P, 1958 - 1959
Box 3, Folder 27	R, 1958 - 1959
Box 3, Folder 28	S, 1958 - 1959
Box 3, Folder 29	T, 1958 - 1959
Box 3, Folder 30	W, 1958 - 1959
Box 3, Folder 31	Z, 1958 - 1959
Box 4, Folder 1	A, 1960 - 1961
Box 4, Folder 2	B, 1960 - 1961
Box 4, Folder 3	C, 1960 - 1961
Box 4, Folder 4	D, 1960 - 1961
Box 4, Folder 5	F, 1960 - 1961
Box 4, Folder 6	G, 1960 - 1961
Box 4, Folder 7	H, 1960 - 1961

Box 4, Folder 8	I, 1960 - 1961
Box 4, Folder 9	K, 1960 - 1961
Box 4, Folder 10	L, 1960 - 1961
Box 4, Folder 11	M, 1960 - 1961
Box 4, Folder 12	N, 1960 - 1961
Box 4, Folder 13	O, 1960 - 1961
Box 4, Folder 14	P, 1960 - 1961
Box 4, Folder 15	R, 1960 - 1961
Box 4, Folder 16	S, 1960 - 1961
Box 4, Folder 17	T, 1960 - 1961
Box 4, Folder 18	V, 1960 - 1961
Box 4, Folder 19	W, 1960 - 1961
Box 4, Folder 20	Y-Z, 1960 - 1961
Box 4, Folder 21	A, 1962 - 1963
Box 4, Folder 22	B, 1962 - 1963
Box 4, Folder 23	C, 1962 - 1963
Box 5, Folder 1	D, 1962 - 1963
Box 5, Folder 2	E, 1962 - 1963
Box 5, Folder 3	F, 1962 - 1963
Box 5, Folder 4	G, 1962 - 1963
Box 5, Folder 5	H, 1962 - 1963
Box 5, Folder 6	I, 1962 - 1963
Box 5, Folder 7	J, 1962 - 1963
Box 5, Folder 8	K, 1962 - 1963
Box 5, Folder 9	L, 1962 - 1963
Box 5, Folder 10	M, 1962 - 1963

Box 5, Folder 11	N, 1962 - 1963
Box 5, Folder 12	O, 1962 - 1963
Box 5, Folder 13	P, 1962 - 1963
Box 5, Folder 14	R, 1962 - 1963
Box 5, Folder 15	S, 1962 - 1963
Box 5, Folder 16	T, 1962 - 1963
Box 5, Folder 17	U, 1962 - 1963
Box 5, Folder 18	V, 1962 - 1963
Box 5, Folder 19	W, 1962 - 1963
Box 5, Folder 20	Y-Z, 1962 - 1963
Box 6, Folder 1	A, 1963 - 1964
Box 6, Folder 2	B, 1964
Box 6, Folder 3	C, 1964
Box 6, Folder 4	D, 1964
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Box 6, Folder 6	F, 1964
Box 6, Folder 7	G, 1964
Box 6, Folder 8	H, 1964
Box 6, Folder 9	J, 1964
Box 6, Folder 10	K, 1964
Box 6, Folder 11	L, 1964
Box 6, Folder 12	M, 1964
Box 6, Folder 13	Mc, 1964
Box 6, Folder 14	N, 1964
Box 6, Folder 15	O, 1964
Box 6, Folder 16	P, 1964

Box 6, Folder 17	R, 1964
Box 6, Folder 18	S, 1964
Box 6, Folder 19	T, 1964
Box 6, Folder 20	U, 1964
Box 6, Folder 21	W, 1964
Box 6, Folder 22	Z, 1964
Box 6, Folder 23	A, 1965
Box 6, Folder 24	B, 1965
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Box 7, Folder 1	E, 1965
Box 7, Folder 2	F, 1965
Box 7, Folder 3	G, 1965
Box 7, Folder 4	H, 1965
Box 7, Folder 5	I-J, 1965
Box 7, Folder 6	K, 1965
Box 7, Folder 7	L, 1965
Box 7, Folder 8	M, 1965
Box 7, Folder 9	N, 1965
Box 7, Folder 10	O, 1965
Box 7, Folder 11	P, 1965
Box 7, Folder 12	R, 1965
Box 7, Folder 13	S, 1965
Box 7, Folder 14	T, 1965
Box 7, Folder 15	U, 1965
Box 7, Folder 16	V, 1965

Box 7, Folder 17	W, 1965
Box 7, Folder 18	Y-Z, 1965
Box 7, Folder 19	A, 1966
Box 7, Folder 20	B, 1966
Box 8, Folder 1	C, 1966
Box 8, Folder 2	D, 1966
Box 8, Folder 3	E, 1966
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Box 8, Folder 16	R, 1966
Box 8, Folder 17	S, 1966
Box 8, Folder 18	T, 1966
Box 8, Folder 19	U, 1966
Box 8, Folder 20	V, 1966
Box 8, Folder 21	W, 1966
Box 9, Folder 1	Y, 1966

Box 9, Folder 2	Z, 1966
Box 9, Folder 3	A, 1967
Box 9, Folder 4	B, 1967
Box 9, Folder 5	C, 1967
Box 9, Folder 6	D, 1967
Box 9, Folder 7	E, 1967
Box 9, Folder 8	F, 1967
Box 9, Folder 9	G, 1967
Box 9, Folder 10	H, 1967 Image(s)
Box 9, Folder 11	I, 1967
Box 9, Folder 12	J, 1967
Box 9, Folder 13	K, 1967
Box 9, Folder 14	L, 1967
Box 9, Folder 15	M, 1967
Box 9, Folder 16	Mc, 1967
Box 9, Folder 17	N, 1967
Box 9, Folder 18	O, 1967
Box 9, Folder 19	P, 1967
Box 10, Folder 1	Q, 1967
Box 10, Folder 2	R, 1967
Box 10, Folder 3	S, 1967
Box 10, Folder 4	T, 1967
Box 10, Folder 5	U, 1967
Box 10, Folder 6	V, 1967
Box 10, Folder 7	W-Z, 1967
Box 10, Folder 8	A, 1968

Box 10, Folder 9	B, 1968
Box 10, Folder 10	C, 1968
Box 10, Folder 11	D, 1968
Box 10, Folder 12	E, 1968
Box 10, Folder 13	F, 1968
Box 10, Folder 14	G, 1968
Box 10, Folder 15	H, 1968
Box 10, Folder 16	I, 1968
Box 10, Folder 17	K, 1968
Box 10, Folder 18	L, 1968
Box 10, Folder 19	M, 1968
Box 10, Folder 20	N, 1968
Box 10, Folder 21	O, 1968
Box 10, Folder 22	P, 1968
Box 10, Folder 23	R, 1968
Box 10, Folder 24	S, 1968
Box 11, Folder 1	T, 1968
Box 11, Folder 2	U, 1968
Box 11, Folder 3	V, 1968
Box 11, Folder 4	W, 1968
Box 11, Folder 5	Y-Z, 1968
Box 11, Folder 6	A, 1969
Box 11, Folder 7	B, 1969
Box 11, Folder 8	C, 1969
Box 11, Folder 9	D, 1969
Box 11, Folder 10	E, 1969

Box 11, Folder 11	F, 1969
Box 11, Folder 12	G, 1969
Box 11, Folder 13	H, 1969
Box 11, Folder 14	I-J, 1969
Box 11, Folder 15	K, 1969
Box 11, Folder 16	L, 1969
Box 11, Folder 17	M-Mc, 1969
Box 11, Folder 18	N-O, 1969
Box 11, Folder 19	P, 1969
Box 11, Folder 20	R, 1969
Box 11, Folder 21	S, 1969
Box 11, Folder 22	T-V, 1969
Box 11, Folder 23	W, 1969
Box 11, Folder 24	Y-Z, 1969
Box 11, Folder 25	A, 1970
Box 11, Folder 26	B, 1970
Box 11, Folder 27	C, 1970
Box 11, Folder 28	D, 1970
Box 11, Folder 29	E, 1970
Box 11, Folder 30	F, 1970
Box 11, Folder 31	G, 1970
Box 12, Folder 1	H, 1970
Box 12, Folder 2	I, 1970
Box 12, Folder 3	J, 1970
Box 12, Folder 4	K, 1970
Box 12, Folder 5	L, 1970

Box 12, Folder 6	Mc, 1970
Box 12, Folder 7	M, 1970
Box 12, Folder 8	N, 1970
Box 12, Folder 9	O, 1970
Box 12, Folder 10	P, 1970
Box 12, Folder 11	R, 1970
Box 12, Folder 12	S, 1970
Box 12, Folder 13	T, 1970
Box 12, Folder 14	U, 1970
Box 12, Folder 15	V, 1970
Box 12, Folder 16	W, 1970
Box 12, Folder 17	X-Z, 1970
Box 12, Folder 18	A, 1971
Box 12, Folder 19	B, 1971
Box 12, Folder 20	C, 1971
Box 12, Folder 21	D, 1971
Box 12, Folder 22	E, 1971
Box 12, Folder 23	F, 1971
Box 12, Folder 24	G, 1971
Box 12, Folder 25	H, 1971
Box 12, Folder 26	I-J, 1971
Box 12, Folder 27	K, 1971
Box 12, Folder 28	L, 1971
Box 12, Folder 29	M-Mc, 1971
Box 12, Folder 30	N-O, 1971
Box 12, Folder 31	P-Q, 1971

Box 13, Folder 1	R, 1971
Box 13, Folder 2	S, 1971
Box 13, Folder 3	T-V, 1971
Box 13, Folder 4	W-Z, 1971
Box 13, Folder 5	A, 1972
Box 13, Folder 6	B, 1972
Box 13, Folder 7	C, 1972
Box 13, Folder 8	D, 1972
Box 13, Folder 9	E, 1972
Box 13, Folder 10	F, 1972
Box 13, Folder 11	G, 1972
Box 13, Folder 12	H, 1972
Box 13, Folder 13	J, 1972
Box 13, Folder 14	K, 1972
Box 13, Folder 15	L, 1972
Box 14, Folder 1	M, 1972
Box 14, Folder 2	N, 1972
Box 14, Folder 3	O, 1972
Box 14, Folder 4	P, 1972
Box 14, Folder 5	R, 1972
Box 14, Folder 6	S, 1972
Box 14, Folder 7	T, 1972
Box 14, Folder 8	U, 1972
Box 14, Folder 9	V, 1972
Box 14, Folder 10	W, 1972
Box 14, Folder 11	X-Z, 1972

Box 14, Folder 12	A, 1977 - 1979
Box 14, Folder 13	B, 1976 - 1979
Box 14, Folder 14	C, 1977 - 1979
Box 15, Folder 1	D-E, 1975 - 1978
Box 15, Folder 2	F, 1977 - 1979
Box 15, Folder 3	G, 1976 - 1979
Box 15, Folder 4	H, 1976 - 1978
Box 15, Folder 5	I-J, 1977 - 1978
Box 15, Folder 6	K, 1977 - 1978
Box 15, Folder 7	L, 1977 - 1978
Box 15, Folder 8	M-Mc, 1976 - 1979
Box 15, Folder 9	N, 1977
Box 15, Folder 10	O, 1977 - 1978
Box 15, Folder 11	P, 1977 - 1978
Box 15, Folder 12	R, 1977 - 1979
Box 15, Folder 13	S, 1977 - 1979
Box 15, Folder 14	T, 1976 - 1978
Box 15, Folder 15	U-V, 1977 - 1979
Box 15, Folder 16	W-Z, 1977 - 1978
Box 15, Folder 17	A, 1980 - 1982
Box 16, Folder 1	B, 1980 - 1982
Box 16, Folder 2	C, 1980 - 1982
Box 16, Folder 3	D, 1980 - 1982
Box 16, Folder 4	E-F, 1980 - 1982
Box 16, Folder 5	G, 1980 - 1982
Box 16, Folder 6	H, 1980 - 1982

Box 16, Folder 7	J-L, 1980 - 1982
Box 16, Folder 8	M, 1980 - 1982
Box 16, Folder 9	N-O, 1980 - 1982
Box 16, Folder 10	P, 1980 - 1982
Box 16, Folder 11	S, 1980 - 1982
Box 16, Folder 12	T-V, 1980 - 1982
Box 16, Folder 13	W-Y, 1980 - 1982
Box 16, Folder 14	D, 1982
Box 16, Folder 15	E, 1982 - 1984
Box 16, Folder 16	F, 1982
Box 16, Folder 17	G, 1983 - 1992
Box 16, Folder 18	H, undated
Box 16, Folder 19	I, 1981 - 1982
Box 16, Folder 20	K, 1982 - 1983
Box 16, Folder 21	L, 1982 - 1990
Box 16, Folder 22	M, 1982 - 1984
Box 16, Folder 23	Q, undated
Box 16, Folder 24	S, 1982 - 1983
Box 16, Folder 25	W, 1981 - 1984
Box 16, Folder 26	X-Z, 1983 - 1984
Box 16, Folder 27	U, 1986
Box 17, Folder 1	Alimond and Korbet, 1966 - 1969
Box 17, Folder 2	Boston Camerata, 1990
Box 17, Folder 3	Buffo, Eugenio, 1968 - 1976
Box 17, Folder 4	Burton, Herbert, 1966 - 1971
Box 17, Folder 5	Erickson-Bloch, Susan, 1976 - 1978

Box 17, Folder 6	Laukhuff, August, 1974 - 1975
Box 17, Folder 7	Miller, Ramsey, 1983
Box 17, Folder 8	Museum of Fine Arts, Boston, 1981 - 1986
Box 17, Folder 9	Museum of Fine Arts, Boston, 1986 - 1992
Box 17, Folder 10	Sarah Lawrence College/Egbert Ennulat, 1966 - 1969
Box 17, Folder 11	University of Kansas, 1967 - 1969
Box 17, Folder 12	Uys, Francois, 1984 - 1985
Box 17, Folder 13	Wolf, Barbara, 1992
Box 17, Folder 14	General , 2002 - 2003

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Series 2: Business Files, 1965 - 2000

This series is divided into three subseries: Subseries 1, Annual Meetings and Reports, 1965-2000; Subseries 2, Corporate Affairs, 1960-1997, and Subseries 3, Employee Files, 1967-1997. This series documents both the development of Frank Hubbard Harpsichords Kit, Inc., the company created to sell "do-it-yourself" kits, and Frank T. Hubbard Harpsichords, the finished instruments company. Hubbard headed the finished instruments company, officially established in 1973, until his death, while Lawrence C. Erdmann headed the kits company. The issue of what role the two separate companies should take was a prominent question before and after Hubbard's death. Diane Hubbard, Hubbard's wife, began running the company after Hubbard's death in 1976 until her retirement in 2000. This series is arranged topically, then in chronological order.

Subseries 2.1: Annual Meetings and Reports, 1967 - 2000

The subseries documents many of the issues the company faced at the corporate level. Minutes, corporate resolutions, and correspondence highlight yearly financial and operational activities, financial and operations projections, consolidation of the two companies, review of leadership positions, proposed investments, incoming stockholders and members for the board of directors, and acquired leases.

Box 18, Folder 1	Annual meeting of board of directors, minutes, 1965
Box 18, Folder 2	Annual meeting of board of directors, 1967
Box 18, Folder 4	Annual meeting and annual report, 1980
Box 18, Folder 3	Annual meeting and annual report , 1972, 1969 - 1970
Box 18, Folder 5	Annual meeting and annual report, 1981
Box 18, Folder 6	Annual meeting and annual report, 1982
Box 18, Folder 7	Annual meeting and annual report, 1983
Box 18, Folder 8	Annual meeting and annual report, 1984
Box 18, Folder 9	Annual meeting and annual report, 1985
Box 18, Folder 10	Annual report and annual meeting, 1986
Box 18, Folder 11	Annual report and annual meeting, 1987
Box 18, Folder 12	Annual report and annual meeting, 1989
Box 18, Folder 13	Annual report and annual meeting, 1990
Box 18, Folder 14	Annual report and annual meeting, 1991
Box 18, Folder 15	Annual report and annual meeting, 1992
Box 18, Folder 16	Annual report and annual meeting, 1993
Box 18, Folder 17	Annual report and annual meeting, 1994

Box 18, Folder 18 Annual report and annual meeting, 1996

Box 18, Folder 19 Annual report and annual meeting, 1997

Box 18, Folder 20 Annual report and annual meeting, 1998

Box 19, Folder 1 Annual report and annual meeting, 2000

Subseries 2.2: Corporate Affairs, 1960, 1982 - 1997

This subseries includes property leases the company held from its founding at Moody Street in 1959, until the 1980's. This subseries documents stockholder, stock purchases by Phil Cooper, a major shareholder in the company in the 1990's. Other items include the Hubbard Memorial Committee which documents a memorial concert, the establishment of the *Historical Harpsichord Monograph* essays, and some of Hubbard's publications. Dr. Howard Schott, author of the Historical Harpsichords series, and Dr. John D. Montgomery, chairman of the Frank Hubbard Memorial Committee are frequent correspondents. A finished instruments schedule documents (Box 21/folder 9), through notes and correspondence, the length of time it took to complete building the harpsichord. The same box holds records of the company's acquisition of a clavichord business (Box 21/folder 10), and a 1997 business plan (Box 21/folder 11).

Box 19, Folder 2 Lease information for 185 Lyman Street, Waltham, Massachusetts , 1960

Box 19, Folder 3-4 Lease of 144 Moody Street, Waltham, Massachusetts , 1982 - 1983

Box 19, Folder 5 Renewal of lease for 144 Moody Street, Waltham, Massachusetts , 1987

Box 19, Folder 6-11 Stock purchase agreement, Philip Cooper, 1992 - 1998

Box 19, Folder 12-13 Termination of stock purchase agreement with Philip Cooper, 1998 - 1999

Box 19, Folder 14-16 Board of director's special meeting for the private offering of Diane Hubbard's share in company, 1999

Box 20, Folder 1-3 Hubbard Memorial Committee, 1977 - 1983

Box 20, Folder 4 Trust agreement between Frank Hubbard Harpsichords Inc. and Austin S. Ashley, 1962

Box 20, Folder 5 Appointment of Jane Steinberg as assistant to the president, 1966

Box 20, Folder 6 Company van, 1976 - 1977

Box 20, Folder 7-8 Corporate affairs, 1977 - 1981

Box 20, Folder 9 Finished instrument schedule, 1980 - 1986

Box 20, Folder 10 Acquisition of clavichord business, 1990

Box 20, Folder 11 Business plan, 1997

Subseries 2.3: Employee Files, 1967 - 1996

The subseries consists of correspondence among representatives of the company, college students searching for internships, and job applicants seeking positions. The materials document the continually changing structure and hierarchy of the company through notes and correspondence. There are materials relating to the employment of Michel Van Hecke, an apprentice craftsman in the late 1960's, and Robert A. Murphy, a piano craftsman, in 1984, which document the company's hiring process over time.

Box 21, Folder 1	Michel Von Hecke, 1967 - 1970
Box 21, Folder 2	Personnel correspondence, 1973 - 1986
Box 21, Folder 3	Schedules, 1976
Box 21, Folder 4-10	Job descriptions and job applicants, 1977 - 1996
Box 21, Folder 11	Robert A. Murphy, 1984

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Series 3: Frank Hubbard Harpsichord Kits, Inc., 1964 - 1997, undated

This series is divided into three subseries: Subseries 1, Kit Instructions, 1964-1989, undated, Subseries 2, Price Lists and Costs, 1974-1999, undated, and Subseries 3, Catalogues of Hubbard Harpsichords, 1984-1997. Determined to offer instruments of authenticity and perfection, Hubbard initially created a finished instruments company. In 1963, Hubbard also developed a kit manual which anyone with basic woodworking skills could follow in order to build their own harpsichord. This series is arranged topically, then chronologically.

Subseries 3.1: Kit Instructions , 1964 - 1989, undated

The subseries consists of the pioneering kit manuals Hubbard promoted while waiting for finished instrument orders. The earliest manual, 1964, is a general purpose harpsichord manual that is most likely an early kit for a French harpsichord. Others include the Flemish harpsichord, fortepiano by Johann Andreas Stein, a German maker of keyboard instruments, English bentside spinet, 17th century Flemish Ottavino, Flemish virginal-museler spinet, and Flentrop chamber organ.

Box 22, Folder 1	Harpsichord kit instructions, 1964
Box 22, Folder 2	Harpsichord kit instructions, 1969
Box 22, Folder 3	Harpsichord kit instructions, 1970
Box 22, Folder 4	18th century French harpsichord kit instructions, 1973
Box 22, Folder 5	18th century French harpsichord in kit form, 1975
Box 22, Folder 6	Fortepiano after Johann Andreas Stein, Augsburg, 1784, in kit form, 1975
Box 22, Folder 7	Flemish harpsichord kit instructions, 1976
Box 22, Folder 8	English bentside spinet kit Instructions, 1976
Box 22, Folder 9	18th century French harpsichord in kit form, 1979
Box 23, Folder 1	17th century Flemish ottavino in kit form, 1980
Box 23, Folder 2	17th century Flemish virginal-miselar and spinet in kit form, 1980
Box 23, Folder 3	17th century French harpsichord in kit form, 1984
Box 23, Folder 4	English bentside spinet kit instructions, 1985
Box 23, Folder 5	Flemish single-manual harpsichord in kit form , 1989
Box 23, Folder 6	17th century Flemish ottavino in kit form , 1989
Box 23, Folder 7	Flentrop chamber organ kit instructions , undated

Subseries 3.2: Price Lists and Costs, 1974 - 1999, undated

The subseries consists of the costs, price, and inventories related to the production of kit manuals.

Box 23, Folder 8	Price list for harpsichord kit instruments, 1974 - 1979
Box 23, Folder 9	French single manual harpsichord costs, 1977
Binder 23, Folder 10	English bentside spinet costs, 1977
Binder 23, Folder 11	Kit company inventory , 1980
Box 23, Folder 12	Price list for French double manual harpsichord kits, 1980
Box 23, Folder 13	Instrument sales inventories, 1981 - 1982
Box 24, Folder 1	Price lists for harpsichord kit instruments, 1982
Box 24, Folder 2	Dealer price lists, 1982 - 1987
Box 24, Folder 3	Proposed French and Flemish single manual kits, 1983
Box 24, Folder 4-5	Price lists of harpsichord kit instruments, 1985 - 1987
Box 24, Folder 6	Viennese fortepiano kit costs, 1985
Box 24, Folder 7	Flemish harpsichord kit, 1986
Box 24, Folder 8	Price lists for instrument kits, 1988 - 1990
Box 24, Folder 9	Costing studies, price lists, and marketing plan, 1989 - 1990
Box 24, Folder 10	Pedal harpsichord kit costs, 1990
Box 24, Folder 11	Pricing studies memo, 1998 - 1999, 1992
Box 24, Folder 12	Flemish harpsichord kit costs, undated
Box 24, Folder 13	French double and French single costs, undated
Box 24, Folder 14	Ottavino costs, undated

Subseries 3.3: Catalogues of Hubbard Harpsichords, 1984-1997

The subseries contains Hubbard harpsichord catalogues and price list booklets. Orders for kits are with the packing lists under sales and promotional materials.

Box 27, Folder 1-4	Harpsichord kit instruments, 1984 - 1997
Box 27, Folder 5	Advertising, 1988

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Series 4: Research, 1951 - 1970, undated

This series is divided into eight subseries: Subseries 1, Notebooks, 1932-1973, undated, Subseries 2, Correspondence and Notes, 1955-1956, undated, Subseries 3 Drawings, 1950-1959, Subseries 4, Publications and Manuscripts, 1930-1974, undated, Subseries 5, Photographs, undated, Subseries 6, Card Files, undated, Subseries 7, Samples, undated, and Subseries 8, Miscellaneous, 1934-1960, undated. Research files document Hubbard's efforts to perfect his skills building harpsichords in the 1940's and 1950's. Hubbard journeyed to archives in small towns and gathered information there. He also worked as an apprentice at Arnold Dolmetsch's workshop and later with Hugh Gough in England. This research eventually resulted in instruments that had all the qualities of their older models. This series is arranged topically, then chronologically.

Subseries 4.1: Notebooks, 1932 - 1973, undated

The subseries includes *Work and Ideas of Arnold Dolmetsch*, which paved the way for building harpsichords based on historical principles. Other notebooks include the Ruckers Taskin (an eighteenth century Flemish harpsichord) and Hubbard's notebook on the alteration of a Hemsch Harpsichord in 1972. There are some notebooks titled by volume that relate to the Hubbard and Dowd Company.

Box 27, Folder 7	The work and ideas of Arnold Dolmetsch, 1932
Box 27, Folder 8	Anthroplogy notes, 1944
Box 27, Folder 9	Volume I, 1948
Box 27A, Folder 1	Volume II and Volume IV, 1949
Box 27A, Folder 2	Hubbard and Dowd, 1949 - 1957
Box 27A, Folder 3	Volume V, 1950
Box 27A, Folder 4	Hubbard and Dowd, construction on French harpsichord, 1950
Box 27A, Folder 5	Hubbard and Dowd, soundbook and order book, 1957, 1950
Box 28, Folder 1	Volume VI, Paris , 1955
Box 28, Folder 2	Volume VII, 1956
Box 28, Folder 3	Kirchsman shop book, virginal diary, 1959
Box 28, Folder 4	Paris, 1967
Box 28, Folder 5	Ruckers Taskin, 1970
Box 28, Folder 6	Hemsch book: alteration of 1972, 1972
Box 28, Folder 7	History of musical instruments, 1973
Box 29, Folder 1	Volume VI, undated
Box 29, Folder 2	Volume VII, French harpsichord manual, undated

- Box 29, Folder 3 Flanders, undated
- Box 29, Folder 4 Soundboard, bureau, quality control, undated
- Box 29, Folder 5 Hubbard and Dowd, German harpsichord , undated

Subseries 4.2: Correspondence and Notes, 1955 - 1961, undated

The subseries consists consists of letters and technical notes such as workshop methods, the Ruckers Taskin, and notes from the Harding Museum. The majority of correspondence and notes are unidentified.

- Box 29, Folder 6 Correspondence, 1956 - 1961
- Box 29, Folder 7 General notes and outlines, undated
- Box 29, Folder 8 Technical charts and graphs, undated
- Box 29, Folder 9 Technical notes and information, undated
- Box 29, Folder 10 Technical notes from Harding Museum, undated
- Box 29, Folder 11 Technical notes on Ruckers Taskin, undated
- Box 29, Folder 12 Technical information on instruments, undated
- Box 29, Folder 13 Worskshop methods, undated
- Box 66, Folder 4 Correspondence, 1955
- Binder 67, Folder 1 Correspondence, 1956
- Binder 67, Folder 2 On harpsichords, 1956

Subseries 4.3: Drawings (partially processed), 1950 - 1959, undated

The subseries documents, through tracing, rubbings, and templates, harpsichord designs of Hubbard and Dowd drawings and harpsichord parts. Some drawings depict the construction of harpsichords by earlier builders. The drawings are unprocessed.

- Box 29, Folder 14 Drawings of harpsichords, undated
- Box 29, Folder 15 Drawings, tracings, and rubbings, undated
- Box 29, Folder 16 Drawings, tracings, and rubbings, undated
- Box 29, Folder 17 Drawings of harpsichord parts, undated
- Box 29, Folder 18 Technical drawings of harpsichord parts, undated
- Box 66, Folder 1 Hubbard and Dowd drawings, 1959, 1950

Box 66, Folder 2	Hubbard and Dowd drawings, 1954, 1956
Box 66, Folder 3	Drawings and tracings, undated
Box 66, Folder 5	Drawing (template) of parts of a harpsichord, undated
Box 66, Folder 6	Drawing (template) of parts of a harpsichord, undated
Box 66, Folder 7	Drawing (template) , undated
Box 66, Folder 8	Drawing (template) , undated
Box 67, Folder 3	Hubbard and Dowd drawings, undated
Box 67, Folder 4	Harpsichord drawings, undated
Box 67, Folder 5	Drawings (templates), Undated
Map-case XX, Drawer XX, Folder 1-4; Box A-K	Drawings (unprocessed)

Subseries 4.4: Publications and Manuscripts, 1930 - 1974, undated

The subseries includes loose pages of an "Ars Organi" sketch, articles by Edwin W. Ripin, and loose pages of the French Encyclopedia. There are publications in French, such as a biographical note on the "Blanchet" describing Parisian harpsichord makers. *Illustrated London News*, *Le Soir Illustre*, *Christian Science Monitor*, and *Cincinnati Enquirer* articles are also included.

Box 29, Folder 19	Excerpts of construction techniques for Bass Viola da Gamba, 1969
Box 29, Folder 20	Loose pages of "Ars Organi" sketches and notations on reverses, undated
Box 29, Folder 21	<i>Bending Wood with Anhydrous Ammonia</i> , undated
Box 30, Folder 1	General music publications, 1970, undated
Box 30, Folder 2	Photocopied excerpts from Dutch work on harpsichords, undated
Box 30, Folder 3	Photocopied pages from two 18th century volumes in French, undated
Box 30, Folder 4	"Ruckers simple artisan ou geometre savant" (manuscript article), undated
Box 30, Folder 5	Museum publications, 1950s, undated
Box 30, Folder 6	Publications in French, 1970, 1969, undated
Box 30, Folder 7	Publications in German, 1970, undated
Box 30, Folder 8	Publications in Italian, 1970, undated

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| Box 30, Folder 9 | Publications in Spanish, 1974 |
| Box 30, Folder 10 | Publication on Ruckers harpsichord, undated |
| Box 30, Folder 11 | Publications on construction, undated |
| Box 30, Folder 12 | Articles by Edwin W. Ripin, 1970s |
| Box 30, Folder 13 | German manuscripts, undated |
| Box 30, Folder 14 | Magazine articles, 1953, 1947 |
| Box 30, Folder 15 | Manuscript article on the early clavichord, 1967 |
| Box 30, Folder 16 | Manuscript on Dutch harpsichords, 1965 |
| Box 30, Folder 17 | Manuscript on Elizabethan drama by Frank Hubbard, undated |
| Box 30, Folder 18 | Manuscript about French harpsichords by Frank Hubbard, undated |
| Box 30, Folder 19 | Manuscript on Benton Fletcher Collection, undated |
| Box 30, Folder 20 | Manuscript on "Angelic harpsichords", undated |
| Box 30, Folder 21 | Biographical note on the Blanchet Parisian harpsichord makers in French, undated |
| Box 30, Folder 22 | Manuscript on clavichord construction, undated |
| Box 30, Folder 23 | Partial manuscript on harpsichords, in French and English, undated |
| Box 30, Folder 24 | Manuscript on "Virginal" first draft, undated |
| Box 66, Folder 9 | Loose pages from French Encyclopedia, photostats, undated |
| Box 67, Folder 6 | <i>A Summary Introduction to the History of the Harpsichord</i> , undated |
| Box 67, Folder 7 | "A Page for Collectors," <i>Illustrated London News</i> , 1930 |
| Box 67, Folder 8 | <i>Le Soir Illustré</i> , 1935 |
| Box 67, Folder 9 | "The Harpsichord is Patrician," <i>Christian Science Monitor</i> , 1952 |
| Box 67, Folder 10 | Article about Harlan Hubbard, <i>Cincinnati Enquirer</i> , 1956 |

Subseries 4.5: Photographs, undated

The subseries consists of unidentified photographs of harpsichords.

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|------------------|------------------------------------|
| Box 31, Folder 1 | Howard Graves harpsichord, undated |
|------------------|------------------------------------|

- Box 31, Folder 2 Various single-manual harpsichords, undated
- Box 31, Folder 3 Various drawings, undated
- Box 31, Folder 4 Various drawings and negatives of harpsichords, undated

Subseries 4.6: Card Files, undated

The subseries consists of index cards documenting instruments examined and instrument makers. There is an index for the cards.

- Box 68 Instruments examined, undated
- Box 69 Instrument makers, undated

Subseries 4.7: Samples, undated

The subseries contains DeQuoco harpsichord iron strings, wood samples, DeQuoco harpsichord wire, and soft iron wire samples.

- Box 70, Folder 1 DeQuoco harpsichord iron strings, undated
- Box 70, Folder 2 Wood samples, undated
- Box 71, Folder 1 17th century DeQuoco harpsichod wire, undated
- Box 71, Folder 2 17th century soft iron wire, undated

Subseries 4.8: Miscellaneous, 1934 - 1960, undated

The subseries includes a map of Central Europe, sheet music, museum procedure forms, concert programs, Successor Brocco Instruments, a 1950's instrument maker of the fortepiano, and promotional material for instrument makers.

- Box 31, Folder 5 Concert programs, 1934, 1960, undated
- Box 31, Folder 6 Instrument makers promotional materials, circa 1934-circa 1953
- Box 31, Folder 7 Successor Brocco instruments, 1955
- Box 31, Folder 8 Sheet music, undated
- Box 31, Folder 9 Museum procedure forms, undated
- Box 66, Folder 10 Map of Central Europe, 1939
- Box 67, Folder 11 Boston Music Company (large envelope), undated
- Box 67 Burton Harpsichord piece

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Series 5: Sales and Promotional Materials , 1961-2001

This series is divided into six subseries: Series 1, Sales Journals, 1983-1998, Series 2, Instruments on order, 1968-1987, Series 3, Dealer files, 1975-1990, Series 4, Packing lists, 1970-2000, Series 5, Promotional files, 1961-2001, and Series 6, Catalogs of Other Instruments. It is arranged topically, then chronologically.

Subseries 5.1: Sales Journals, 1983 - 1998

The subseries consists of loose pages of expenses and receipts for instruments produced by the company in the 1980s and 1990s. They are the French harpsichord, the English bentside spinet, fortepiano, virginal, ottavino, and organ.

Box 72, Folder 1	Sales journal, 1983
Box 72, Folder 2	Sales journal, 1984
Box 72, Folder 3	Sales journal, 1985
Box 72, Folder 4	Sales journal, 1986
Box 72, Folder 5	Sales journal, 1987
Box 72, Folder 6	Sales journal, 1988
Box 72, Folder 7	Sales journal, 1989
Box 73, Folder 1	Sales journal, 1990
Box 73, Folder 2	Sales journal, 1991
Box 73, Folder 3	Sales journal, 1992
Box 73, Folder 4	Sales journal, 1993
Box 73, Folder 5	Sales journal, 1994
Box 73, Folder 6	Sales journal, 1995
Box 73, Folder 7	Sales journal, 1996
Box 73, Folder 8	Sales journal, 1997
Box 73, Folder 9	Sales journal, 1998

Subseries 5.2: Instruments on Order, 1968 - 1987

The subseries includes correspondence between representatives of the company and individuals, companies, musical societies, and colleges relating primarily to orders for finished instruments. Requests for kit orders and replacement parts are included. There are also instrument-on-order tracking sheets, invoices, and shipping orders and forms that document the orders that were placed.

Box 25, Folder 1	A, 1979
Box 25, Folder 2	B, 1976 - 1981
Box 25, Folder 3	C, 1977 - 1982
Box 25, Folder 4	D, 1977 - 1982
Box 25, Folder 5	Dollars, Louis, 1985
Box 25, Folder 6	E, 1981 - 1982
Box 25, Folder 7	F, 1975 - 1982
Box 25, Folder 8	G, 1971 - 1981
Box 25, Folder 9	H, 1977 - 1983
Box 25, Folder 10	I, 1978 - 1979
Box 25, Folder 11	J, 1979 - 1982
Box 25, Folder 12	Jaffe, 1981
Box 25, Folder 13	K, 1978 - 1981
Box 25, Folder 14	L, 1979 - 1982
Box 25, Folder 15	M, 1979 - 1982
Box 25, Folder 16	N, 1978 - 1982
Box 25, Folder 17	O, 1974 - 1980
Box 25, Folder 18	P, 1974 - 1982
Box 25, Folder 19	R, 1975 - 1982
Box 25, Folder 20	S, 1977 - 1982
Box 26, Folder 1	T, 1979 - 1981
Box 26, Folder 2	U, 1979 - 1980
Box 26, Folder 3	V, 1968 - 1978
Box 26, Folder 4	W, 1975 - 1981
Box 26, Folder 5	Y-Z, 1971 - 1981
Box 26, Folder 6-10	Shipping, 1978 - 1985

Box 26, Folder 11	Time estimates and logs, 1971 - 1973
Box 26, Folder 12	Organ kit orders, 1976 - 1977
Box 26, Folder 13	Kit orders and options, 1982 - 1985
Box 26, Folder 14	Instrument order tracking sheets, 1985 - 1987

Subseries 5.3: Dealer Files, 1975 - 1990

The subseries contains correspondence between Hubbard representatives and dealers, both domestic and international, who promoted Hubbard harpsichords. The customs broker company, T.D. Downing, is also represented. Other materials include tracking sheets, shipping forms invoices, bills, checks, inventory lists, mail, telegrams, and certificates of insurance between the Hubbard Harpsichords Company and dealers. Dealers include Japanese companies like Arai and Company and German individuals like Klevers. Dealers from Australia, Belgium, Canada, England, Finland, France, Germany, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Sweden, Switzerland, and United States are also represented.

Box 31, Folder 10	Arai and Company, 1976
Box 31, Folder 11	Arai and Company, 1977
Box 31, Folder 12	Arai and Company, 1978
Box 31, Folder 13	Arai and Company, 1979
Box 31, Folder 14	Arai and Company, 1980
Box 31, Folder 15	Arai and Company, 1982
Box 31, Folder 16	Arai and Company, 1983
Box 31, Folder 17	Arai and Company, 1984
Box 31, Folder 18	Arai and Company, 1985
Box 31, Folder 19	Arai and Company, 1986
Box 31, Folder 20	Charnoz, Gerard, 1979 - 1981
Box 31, Folder 21	Charnoz, Gerard, 1978
Box 31, Folder 22	Charnoz, Gerard
Box 31, Folder 23	Charnoz, Gerard, 1977
Box 31, Folder 24	Cmakoff, Jean Pierre, 1982
Box 31, Folder 25	Cmakoff, Jean Pierre, 1983
Box 31, Folder 26	Cmakoff, Jean Pierre, 1984

Box 31, Folder 27	Cmakoff, Jean Pierre, 1985 - 1986
Box 31, Folder 28	AB Clavecin, 1977
Box 32, Folder 1	AB Clavecin, 1977 - 1978
Box 32, Folder 2	AB Clavecin, 1979
Box 32, Folder 3	AB Clavecin, 1980
Box 32, Folder 4	AB Clavecin, 1982
Box 32, Folder 5	AB Clavecin, 1983
Box 32, Folder 6	AB Clavecin, 1984
Box 32, Folder 7	AB Clavecin, 1985 - 1989
Box 32, Folder 8	Dallaire, 1986
Box 32, Folder 9	Davies, Robert P., 1975
Box 32, Folder 10	Davies, Robert P., 1976
Box 32, Folder 11	Davies, Robert P., 1977
Box 32, Folder 12	Davies, Robert P., 1978
Box 32, Folder 13	Davies, Robert P., 1979
Box 32, Folder 14	Davies, Robert P., 1980
Box 32, Folder 15	DuPon, J.W. , 1975 - 1976
Box 32, Folder 16	DuPon, J.W. , 1977
Box 33, Folder 1	DuPon, J.W. , 1978
Box 33, Folder 2	DuPon, J.W. , 1979
Box 33, Folder 3	DuPon, J.W. , 1980
Box 33, Folder 4	DuPon, J.W. , 1982
Box 33, Folder 5	DuPon, J.W. , 1983 - 1984
Box 33, Folder 6	Edgar, Alan, 1987
Box 33, Folder 7	Flentrop-Orgelbouw B.V., 1976
Box 33, Folder 8	Flentrop-Orgelbouw B.V., 1977

Box 33, Folder 9	Flentrop-Orgelbouw B.V., 1978
Box 33, Folder 10	Flentrop-Orgelbouw B.V., 1979
Box 34, Folder 1	Flentrop-Orgelbouw B.V., 1979
Box 34, Folder 2	Flentrop-Orgelbouw B.V., 1980
Box 34, Folder 3	Flentrop-Orgelbouw B.V., 1982
Box 34, Folder 4	Flentrop-Orgelbouw B.V., 1983
Box 34, Folder 5	Flentrop-Orgelbouw B.V., 1984 - 1985
Box 34, Folder 6	Flentrop-Orgelbouw B.V., 1986 - 1990
Box 34, Folder 7	Goldman, Jacob, 1982
Box 34, Folder 8	Goldman, Jacob, 1983
Box 34, Folder 9	Harvey, Wirt, 1983
Box 34, Folder 10	Harvey, Wirt, 1984
Box 34, Folder 11	Iten, Werner, 1975
Box 34, Folder 12	Iten, Werner, 1976
Box 34, Folder 13	Iten, Werner, 1977
Box 34, Folder 14	Iten, Werner, 1978
Box 34, Folder 15	Iten, Werner, 1979
Box 35, Folder 1	Iten, Werner, 1980
Box 35, Folder 2	Iten, Werner, 1982
Box 35, Folder 3	Iten, Werner, 1983
Box 35, Folder 4	Iten, Werner, 1984
Box 35, Folder 5	Iten, Werner, 1985
Box 35, Folder 6	Iten, Werner, 1986
Box 35, Folder 7	Jaatinen, Martti I., 1982
Box 35, Folder 8	Jiskoot, Wilhelmus, 1966 - 1973
Box 35, Folder 9	Klevers, Ernst, 1975

Box 35, Folder 10	Klevers, Ernst, 1976
Box 36, Folder 1	Klevers, Ernst, 1977
Box 36, Folder 2	Klevers, Ernst, 1978
Box 36, Folder 3	Klevers, Ernst, 1979
Box 36, Folder 4	Klevers, Ernst, 1980
Box 37, Folder 1	Klevers, Ernst, 1982
Box 37, Folder 2	Klevers, Ernst, 1983
Box 37, Folder 3	Klevers, Ernst, 1984
Box 37, Folder 4	Klevers, Ernst, 1985
Box 37, Folder 5	Klevers, Ernst, 1986
Box 37, Folder 6	Kluge, Hermann, 1975
Box 38, Folder 1	Mackinnon, Donald, 1979 - 1980
Box 38, Folder 2	Mackinnon, Donald, 1982
Box 38, Folder 3	Mackinnon, Donald, 1983
Box 38, Folder 4	Mackinnon, Donald, 1984
Box 38, Folder 5	Mackinnon, Donald, 1985
Box 38, Folder 6	Maclot, Guy, 1977
Box 38, Folder 7	Maclot, Guy, 1978
Box 38, Folder 8	Maclot, Guy, 1979
Box 38, Folder 9	Maclot, Guy, 1980
Box 38, Folder 10	Maclot, Guy, 1982
Box 38, Folder 11	Maclot, Guy, 1983
Box 38, Folder 12	Maclot, Guy, 1984
Box 38, Folder 13	Mercier-Ythier, Claude, 1984
Box 38, Folder 14	Malcangi, Salvatore Antonio, 1984
Box 38, Folder 15	Miriams, Peter, 1977

Box 39, Folder 1	Miriams, Peter, 1978
Box 39, Folder 2	Miriams, Peter, 1979
Box 39, Folder 3	Miriams, Peter, 1980
Box 39, Folder 4	Miriams, Peter, 1981 - 1982
Box 39, Folder 5	Miriams, Peter, 1983
Box 39, Folder 6	Miriams, Peter, 1984
Box 39, Folder 7	Miriams, Peter, 1985
Box 39, Folder 8	Miriams, Peter, 1989 - 1990
Box 39, Folder 9	Newells Music Centre, 1974 - 1976
Box 39, Folder 10	Newells Music Centre, 1977 - 1979
Box 39, Folder 11	Newells Music Centre, 1978 - 1979
Box 39, Folder 12	Newells Music Centre, 1980
Box 39, Folder 13	Newells Music Centre, 1981 - 1982
Box 39, Folder 14	Newells Music Centre, 1981 - 1984
Box 39, Folder 15	Newells Music Centre, 1983
Box 39, Folder 16	Prager, Jerome, 1980
Box 39, Folder 17	Prager, Jerome, 1982
Box 39, Folder 18	Prager, Jerome, 1983
Box 39, Folder 19	Ricardo, Yochanan, 1977 - 1980
Box 39, Folder 20	Salvi Harps Italia, 1979
Box 40, Folder 1	Salvi Harps Italia, 1980, 1984 - 1986
Box 40, Folder 2	Salvi Harps Italia, 1982
Box 40, Folder 3	Salvi Harps Italia, 1983
Box 40, Folder 4	Schott, Howard, 1975 - 1976
Box 40, Folder 5	Secker, Johannes, 1981 - 1982
Box 40, Folder 6	Secker, Johannes, 1983

Box 40, Folder 7	Secker, Johannes, 1986, 1984
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Box 40, Folder 9	Shirakawa Sogyo Company, 1979 - 1980
Box 40, Folder 10	Shirakawa Sogyo Company, 1982
Box 40, Folder 11	Shirakawa Sogyo Company, 1983
Box 40, Folder 12	Trompetter, Eduard, 1986 - 1988
Box 40, Folder 13	Watchorn, Peter, 1985 - 1986
Box 40, Folder 14	Watchorn, Peter, 1985 - 1987
Box 40, Folder 15	Watchorn, Peter, 1988 - 1990
Box 40, Folder 16	Woolley, Dennis, 1975 - 1977
Box 40, Folder 17	Woolley, Dennis, 1978
Box 40, Folder 18	Woolley, Dennis, 1979
Box 41, Folder 1	Potential United States dealers, 1978 - 1983

Subseries 5.4: Packing Lists, 1970 - 2000

The subseries consists of kit orders placed for the French harpsichord, English bentside spinet, fortepiano, virginal, ottavino, and organ the company produced. Some packing lists indicate the number of kits the company packed each year. The numbers on the folders indicate the number of kits produced by the company.

Box 41, Folder 2	Basic kit orders, 211-299, 1970 - 1971
Box 41, Folder 3	Basic kit orders, 300-399, 1971 - 1972
Box 41, Folder 4	Basic kit orders, 400-499, 1972 - 1973
Box 41, Folder 5	Basic kit orders, 500-599, 1973 - 1974
Box 41, Folder 6	Basic kit orders, 600-699, 1974
Box 41, Folder 7	Basic kit orders, 700-799, 1974
Box 41, Folder 8	Basic kit orders, 800-899, 1974 - 1975
Box 41, Folder 9	Basic kit orders, 900-999, 1975
Box 42, Folder 1	Basic kit orders, 1000-1099, 1975 - 1976

Box 42, Folder 2	Fortepiano kit orders, 0-99, 1975 - 1977
Box 42, Folder 3	Basic kit orders, 1100-1199, 1976
Box 42, Folder 4	Basic kit orders, 1200-1299, 1976 - 1977
Box 42, Folder 5	Flemish kit orders, F1-F99, 1976 - 1977
Box 42, Folder 6	Basic kit orders, 1300-1399, 1977
Box 42, Folder 7	Flemish kit orders, F100-199, 1977 - 1978
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Box 44, Folder 1	Basic kit orders, 1700-1799 , 1979 - 1980
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Box 45, Folder 1	Ottavino kit orders, Ot1-Ot99, 1980 - 1983
Box 45, Folder 2	Basic kit orders, 1900-1999, 1900-1999, 1981 - 1983
Box 45, Folder 3	Flemish kit orders, F400-F499, 1981 - 1985
Box 45, Folder 4	Fortepiano kit orders, 197-205, 1981 - 1985
Box 45, Folder 5	Basic kit orders, 2000-2009, 1983 - 1985
Box 45, Folder 6	English bentside spinet kit orders, S300-S399, 1983 - 1985
Box 45, Folder 7	Basic kit orders, 2063-2099, 1984
Box 46, Folder 1	Basic kit orders, 2100-2123, 1985

Box 46, Folder 3	English bentside spinet kit orders, S350-S361, 1986
Box 46, Folder 4	Flemish kit orders, F471-F495, 1986
Box 46, Folder 5	Ottavino kit orders, Ot45-47, Ot57, 1986
Box 46, Folder 6	Virginal kit orders, V50-V58, 1986
Box 46, Folder 7	Basic kit orders, 2122-2146, 1986
Box 46, Folder 8	Basic kit orders, 2147-2161 , 1987
Box 46, Folder 9	English bentside spinet kit orders, S362-S372 , 1987
Box 46, Folder 10	Ottavino kit orders, Ot47, 1987
Box 46, Folder 11	Flemish kit orders, 497-502, 1987
Box 46, Folder 12	Virginal kit orders, VM60, 1987
Box 46, Folder 13	Fortepiano kit orders, 214-216, 1987 - 1989
Box 46, Folder 14	Flemish kit orders, 505-516, 1988 - 1989
Box 46, Folder 15-16	Ottavino and virginal kit orders, Ot50-54, VM62-63, 1988 - 1989
Box 46, Folder 17	English bentside spinet kit orders, S373-383, 1988 - 1989
Box 46, Folder 18	Basic kit orders, 2162-2188, 1988 - 1989
Box 46, Folder 19	Flemish kit orders, 517-539, 1990
Box 46, Folder 20-21	Basic kit orders, 2189-2252, 1990
Box 46, Folder 22	Fortepiano kit orders, 217-219, 1990
Box 46, Folder 23	English bentside spinet kit orders, S384-397, 1990
Box 47, Folder 1	Flemish kit orders, 537-538, 1991
Box 47, Folder 2	Basic kit orders, 2251-2255, 1991
Box 47, Folder 3	English bentside spinet kit orders, S399-401, 1991
Box 47, Folder 4	Virginal kit order, V64M, 1991
Box 47, Folder 5	Flemish kit orders, 539-551, 1992
Box 47, Folder 6	Basic kit orders, 2255-2269 and 1940, 1992
Box 47, Folder 7	Fortepiano kit orders, 220-225, 1992

Box 47, Folder 8	English bentside spinet kit orders, 403-415, 1992
Box 47, Folder 9	Flemish kit orders, 522-563, 1993
Box 47, Folder 10	Basic kit orders, 2270-2278, 1993
Box 47, Folder 11	Fortepiano kit order, 226, 1993
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Box 47, Folder 13	Flemish kit orders, 564-570, 1994
Box 47, Folder 14	Basic kit orders, 564-570, 1994
Box 47, Folder 15	English bentside kit orders, S419-S424, 1994
Box 47, Folder 16	Virginal kit orders, V67-69, 1994
Box 47, Folder 17	Flemish kit orders, 572-581, 1995
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Box 47, Folder 19	Fortepiano kit orders, 228-337, 1995
Box 47, Folder 20	Ottavino and virginal kit orders, Ot46-40, V71-72, 1995
Box 47, Folder 21	Virginal and clavichord finished orders, 62FTH, H&D 6, 1995
Box 47, Folder 22	English bentside spinet kit orders, 425-426, 1995
Box 47, Folder 23	Flemish kit orders, 580-593, 1996
Box 47, Folder 24	Basic kit orders, 2297-2317, 1996
Box 47, Folder 25	Flemish kit orders, 592-623, 1997 - 1999
Box 47, Folder 26	Basic kit orders, 2309-2343, 1997 - 1999
Box 47, Folder 27	Ottavino kit orders, 81-85, 1997 - 1999
Box 47, Folder 28	Fortepiano kit orders 229-230, 1997 - 1999
Box 47, Folder 29	English bentside spinet kit orders, 427-494, 1997 - 1999
Box 47, Folder 30	Virginal kit orders, 84-86, 1997 - 1999
Box 47, Folder 31	Basic kit orders, 2344-2351, 2000
Box 47, Folder 32	Virginal kit orders, V187M, 2000
Box 47, Folder 33	Flemish kit orders, 624-630, 2000

Subseries 5.5: Promotional Files, 1961-2001 (not inclusive)

The subseries includes correspondence and catalogs from festivals, exhibitions, workshops, and projects that helped the company reach out to the wider public. The Boston Early Music Festival, for which Diane Hubbard was a board member, is well represented. Workshops in skills such as voicing, tuning, repair, and general woodworking classes helped amateur craftsmen receive instructions for harpsichord-related activities. The special projects document other activities and venues, such as high school projects, by the Hubbard's to share their knowledge of, and enthusiasm for, harpsichords.

Box 47, Folder 34	Festival Van Vlaanderen in Bruges, Belgium, 1977
Box 47, Folder 35	International Craft Show at the New York Coliseum, 1978 April
Box 47, Folder 36	Harpsichord Symposium at Macalester College, 1978 - 1979
Box 47, Folder 37	Festival Estival de Paris , 1978 - 1979
Box 48, Folder 1	Festival Van Vlaanderen in Bruges, Belgium, 1980
Box 48, Folder 2	London Exhibition , 1981 October
Box 48, Folder 3	University of Mexico workshop class, 1983 July 3-July 5
Box 48, Folder 4	Festival Van Vlaanderen in Bruges, Belgium, 1983 July 29-August 7
Box 48, Folder 5	<i>The Historical Harpsichord, Volume I</i> , 1983
Box 48, Folder 6	Harpsichord kit, high school project, 1985
Box 48, Folder 7	Workshop on harpsichord voicing, tuning, regulation and minor repairs, 1985
Box 48, Folder 8	Boston Early Music Festival Exhibition, 1985
Box 48, Folder 9	Festival Van Vlaanderen in Bruges, Belgium , 1986
Box 48, Folder 10	Boston Early Music Festival Exhibition , 1987
Box 48, Folder 11	Boston Early Music Festival Exhibition , 1989
Box 48, Folder 12	Festival Van Vlaanderen in Bruges, Belgium, 1989
Box 48, Folder 13	Workshop on harpsichord voicing, 1990
Box 48, Folder 14	Workshop on harpsichord voicing, 1991
Box 48, Folder 15	Boston Early Music Festive Exhibition, 1991
Box 49, Folder 1	Chesky Records and Ignor Kipnis, 1991 - 1992
Box 49, Folder 2	Open house and Kipnis compact disc, 1991 - 1993
Box 49, Folder 3	<i>Historical Harpsichord, Volume III</i> , 1992

Box 49, Folder 4	Berkley Festival and Exhibition, 1992
Box 49, Folder 5	Harpsichord ad hoc summit meeting and dinner, 1993 April 18
Box 49, Folder 6	Boston Early Music Festival Exhibition, 1993
Box 49, Folder 7	Boston Early Music Festival Exhibition, 1993
Box 49, Folder 8	Harpsichord builders' weekend, 1994 March 26-27
Box 49, Folder 9	Harpsichord builders' weekend, 1994 March 26-27
Box 49, Folder 10	Boston Early Music Festival and Exhibition, 1995
Box 49, Folder 11	Boston Early Music Festival and Exhibition, 1995
Box 50, Folder 1	Fifteenth Annual Connecticut Early Music Festival, 1995
Box 50, Folder 2	Harpsichord workshop classes, 1996 - 1997
Box 50, Folder 3	Boston Early Music Festival and Exhibition, 1997
Box 50, Folder 4	Boston Early Music Festival and Exhibition, 1997
Box 50, Folder 5	Harpsichord workshop classes, 1998
Box 50, Folder 6	Workshop on harpsichord voicing, 1998 November
Box 50, Folder 7	Workshop on harpsichord voicing and building, 1999
Box 50, Folder 8	Harpsichord workshop classes, 2000
Box 50, Folder 9	Harpsichord builders' class, 2000 September 16-17
Box 50, Folder 10	Workshop in harpsichord voicing, 2001 March 24-25
Box 50, Folder 11	Article about Frank Hubbard, <i>Yankee</i> , 1961
Box 50, Folder 12	Newspaper clippings about Hubbard Company and harpsichords, 1989, 1973, undated
Box 50, Folder 13	Materials relating to posters created by David Lance Goines, 1982 - 1983
Box 50, Folder 14	Newsletter of American Musician Instrument Society , 1983
Box 50, Folder 15	<i>American Organist</i> magazine and Hubbard pedal board harpsichord, 1990
Box 50, Folder 16	Marketing strategy board meeting, 1991
Box 50, Folder 17	<i>Interior Designers Architectural Digest</i> , 1993 - 1994

Subseries 5.6: Catalogs of Other Instruments, undated

The subseries consists of competitors' catalogs for early instruments. Hubbard's notable competitors include Wallace Zuckerman's, Zuckerman harpsichords, and Hubbard's former business partner, William Dowd. The subseries is arranged alphabetically by competitor name.

Box 51, Folder 1	Harpsichord manufacturers, A-D, undated
Box 51, Folder 2	Harpsichord manufacturers, E-H, undated
Box 51, Folder 3	Harpsichord manufacturers, I-K, undated
Box 51, Folder 4	Harpsichord manufacturers, L-N, undated
Box 51, Folder 5	Harpsichord manufacturers, O-Q, undated
Box 51, Folder 6	Harpsichord manufacturers, R-T, undated
Box 51, Folder 7	Harpsichord manufacturers, U-W, undated
Box 51, Folder 8	Harpsichord manufacturers, X-Z, undated
Box 51, Folder 9	Soundboard painting rose designs and other instruments, undated

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Series 6: Financial Records, 1976 - 2000

This series consists of general financial documents, balance sheets, tax information, and payrolls. Materials include account receivables, kits work in progress, monthly expense budgets, accounts payable, cash disbursements, write-offs and cancellations, bad debts, finished instrument orders and sales, miscellaneous income, monthly totals from sales journals, cash disbursements petty cash statements, kits ordered and shipped, restorations and fixed assets. Balance sheets, tax information, payroll documents, and related income statements complement the general financial documents to document the company's finances. The materials are arranged chronologically, then topically.

Box 51, Folder 10	General financial documents, 1976
Box 51, Folder 11	General financial documents, 1981 - 1982
Box 51, Folder 12	General financial documents, 1983
Box 51, Folder 13	General financial documents, 1984
Box 52, Folder 1	General financial documents, 1985
Box 52, Folder 2	General financial documents, 1986
Box 52, Folder 3	General financial documents, 1987
Box 52, Folder 4	General financial documents, 1988
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Box 52, Folder 6	General financial documents, 1989
Box 52, Folder 7	General financial documents, 1990
Box 52, Folder 8	General financial documents, 1990
Box 52, Folder 9	General financial documents, 1991
Box 52, Folder 10	General financial documents, 1992
Box 52, Folder 11	General financial documents, 1993
Box 53, Folder 1	General financial documents, 1994
Box 53, Folder 2	General financial documents, 1995
Box 53, Folder 3	General financial documents, 1996
Box 53, Folder 4	General financial documents, 1997
Box 53, Folder 5	General financial documents, 1998
Box 53, Folder 6	General financial documents, 1999

Box 53, Folder 7	General financial documents, 2000
Box 53, Folder 8	Balance sheets, 1957
Box 53, Folder 9	Balance sheets, 1958
Box 53, Folder 10	Balance sheets, 1964
Box 54, Folder 1	Balance sheets, 1965
Box 54, Folder 2	Balance sheets, 1966 - 1967
Box 54, Folder 3	Balance sheets, 1968 - 1969
Box 54, Folder 4	Balance sheets, 1971 - 1972
Box 54, Folder 5	Balance sheets, 1979
Box 54, Folder 6	Balance sheets, 1979 - 1980
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Box 54, Folder 8	Balance sheets, 1981
Box 54, Folder 9	Balance sheets, 1982
Box 54, Folder 10	Balance sheets, 1983
Box 54, Folder 11	Balance sheets, 1984
Box 54, Folder 12	Balance sheets, 1985
Box 54, Folder 13	Balance sheets, 1986 - 1987
Box 54, Folder 14	Balance sheets, 1992
Box 54, Folder 15	Income tax , 1961 - 1962
Box 54, Folder 16	Tax documents, 1964
Box 54, Folder 17	Tax documents, 1966 - 1967
Box 54, Folder 18	Tax documents, 1967 - 1968
Box 54, Folder 19	Tax documents, 1969
Box 54, Folder 20	Tax documents, 1971 - 1972
Box 55, Folder 1	Financial statements, 1980
Box 55, Folder 2	Financial documents, 1981

Box 55, Folder 3	Financial statements, 1981
Box 55, Folder 4	Financial documents, 1982
Box 55, Folder 5	Financial information, 1983
Box 55, Folder 6	Financial information, 1984 - 1985
Box 55, Folder 7	Financial statements, 1986
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Box 55, Folder 11	Financial statements, 1990 - 2000
Box 56, Folder 1	Invoices, 1949 - 1953
Box 56, Folder 2	Payroll documents, 1967 - 1969
Box 56, Folder 3	Payroll information, 1975
Box 56, Folder 4	Kit payroll taxes, 1979
Box 56, Folder 5	Payroll documents, 1992
Box 56, Folder 6	Emerson Management Systems Incorporated, information relating to Hubbard accounting, 1977 - 1978
Box 56, Folder 7	Account book tracking order inquiries, 1977 - 1983
Box 56, Folder 8	Loan from Marlow A. Sigal, 1977 - 1983
Box 56, Folder 9	Petty cash statements, 1982 - 1984
Box 56, Folder 10	Malcolm Ross invoices, 1995 - 1997

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Series 7: Legal Records, 1959 - 1987, undated

This series is divided into five subseries: Subseries 1, Notes of John Ashby, 1968-1977; Subseries 2, Notes of Henry S. Healy, 1973-1978; Subseries 3, *Belt v. Hubbard* Materials, 1963-1977; Subseries 4, Correspondence, 1963-1979; Subseries 5, Acquisitions and Mergers, 1959-1987

The series consists of memoranda, notes, correspondence, and financial materials relating to legal cases and commercial acquisitions for the Hubbard Harpsichord Company, 1970's and 1980's. The first wallet is the notes of the company's lead attorney John H. Ashby pertaining to legal agreements between Hubbard and Erdmann, Hubbard's estate, *Belt v. Hubbard*, and general financial matters. The second wallet consists of the notes of Henry S. Healy regarding the company's acquisition of commercial real estate and leases. The third wallet includes the correspondence, memos, notes, affidavits, pleading matters, and pending matters used in the *Belt v. Hubbard* case. Wallet four is general correspondence. Wallets five through nine deal with merger acquisitions and sublease agreements during the 1970s and 1980s. Reviews of the company's financial operations are included in accountant reports, tax returns, and documents for the board of directors' meetings.

Subseries 7.1: Notes of John Ashby, 1968 - 1977

Box 56, Folder 11	Index for case 4168, undated
Box 56, Folder 12	Correspondence, 1973 - 1977
Box 56, Folder 13	Memoranda, 1976 - 1977
Box 56, Folder 14	John H. Ashby notes, 1975 - 1977
Box 57, Folder 1	Tax returns and financials, 1971 - 1975
Box 57, Folder 2	Special accountant's report, 1976
Box 57, Folder 3	Hubbard-Erdmann agreement, 1973
Box 57, Folder 4	Tax returns and financial, Frank Hubbard Harpsichord Kits, Inc., 1973 - 1975
Box 57, Folder 5	Tax returns, Frank and Diane Hubbard, 1975
Box 57, Folder 6	Trust agreement, 1976
Box 57, Folder 7	Estate of Frank Hubbard, memoranda, 1976 - 1977
Box 57, Folder 8	<i>Belt v. Hubbard</i> Harpsichord Kits, Inc. and Erdmann, billing, 1976
Box 57, Folder 9	Frank Hubbard Harpsichord, wage and price provisions, 1968 - 1972

Subseries 7.2: Notes of Henry S. Healy, 1973 - 1978

Box 57, Folder 10	Correspondence, memoranda, 1976 - 1977
Box 57, Folder 11	Henry S. Healey notes, 1976 - 1977
Box 57, Folder 12	Report of examination of accounts , 1976 October 31

Box 57, Folder 13 Notice of special meeting of board of directors, 1977 April 19
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