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Collection Overview

Repository: Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title: Records
Identifier: Record Unit 267
Date: 1881, 1895-1976
Extent: 56 cu. ft. (56 record storage boxes) (1 oversize folder)
Creator: Cooper-Hewitt Museum
Language: Language of Materials: English

Administrative Information

Oversize
This collection contains oversize material.

Preferred Citation
Smithsonian Institution Archives, Record Unit 267, Cooper-Hewitt Museum, Records

Historical Note

The Cooper-Hewitt Museum of Decorative Arts and Design was established in 1896 as the Cooper Union Museum for the Arts of Decoration. Its parent organization, the Cooper Union for the Advancement of Science and Art, was founded in 1859 by Peter Cooper as a free school for the working classes of New York City. In his original plans for Cooper Union, Peter Cooper made provisions for a museum, but these plans were not immediately carried out.

In 1895, Peter Cooper's granddaughters, Eleanor Garnier Hewitt, Sarah Cooper Hewitt, and Amy Hewitt Green, asked the trustees of the Cooper Union for room in which to install a Museum for Arts of Decoration, modeled after the Musee des Arts Decoratifs of Paris. The purpose of the museum was to provide the art students of Cooper Union, students of design, and working designers with study collections of the decorative arts. The trustees assigned the fourth floor of the Cooper Union's Foundation Building to the sisters, and the Museum was opened to the public in 1897.

Until the death of Sarah Cooper Hewitt, the management of the Museum was essentially in the hands of the Hewitt sisters as directors. Following Sarah's death in 1930, the trustees of the Cooper Union appointed a board of four directors, with Constance P. Hare as chairman, to administer the Museum. When Edwin S. Burdell became director of the Cooper Union in 1938, the Museum was made part of his administrative responsibility, the Board of Directors was abolished, and an Advisory Council on the Museum, responsible for matters relating to the Museum's collections, was set up. Curators and custodians of the Museum included Mary A. Peoli, 1898-1904; Mary S. M. Gibson, 1904-1945; and Calvin S. Hathaway, 1946-1963 (curator, 1946-1951, and director, 1951-1963).
In 1963, the Cooper Union began consideration of plans to discontinue the Museum because of the financial demands of the other divisions of the Union and the absence of a close relationship between the programs of the Museum and the Art School. The announcement of the plans led to a considerable public outcry, and a Committee to Save the Cooper Union Museum, headed by Henry F. duPont, was established. Negotiations among the Committee, the Cooper Union, and the Smithsonian Institution led to the Museum's transfer to the Smithsonian on July 1, 1968. The Museum was renamed the Cooper-Hewitt Museum of Design and in 1969 acquired its present name. In 1970, the Museum moved into its present home, the Carnegie Mansion, which was renovated and reopened to the public in 1976. Heads of the Museum since 1963 have been H. Christian Rohlfing, acting administrator, 1963-1968; Richard P. Wunder, director 1968-1969; and Lisa Taylor, director, 1969-.

Introduction

This finding aid was digitized with funds generously provided by the Smithsonian Institution Women's Committee.

Descriptive Entry

These records document the administration of the Cooper-Hewitt Museum from its establishment until its reopening in 1976 in the Carnegie Mansion. Although there is some material concerning the activities of Eleanor Garnier Hewitt and Sarah Cooper Hewitt, the majority of the records deal with the management of the Museum following Sarah Cooper Hewitt's death in 1930. Records of Mary S. M. Gibson, curator, 1904-1945; Calvin S. Hathaway, curator, 1946-1951, and director, 1951-1963; H. Christian Rohlfing, acting administrator, 1963-1968; Richard P. Wunder, director, 1968-1969; and Lisa Taylor, director, 1969-, are included.

The records include correspondence, memoranda, reports, publications, notes, photographs, and forms concerning the administrative operation of the Museum, including financial, personnel, buildings and equipment, and fund-raising activities; the acquisition, care, and use of the Museum's collections; exhibits, programs, and activities sponsored by the Museum; research activities of the staff and outside researchers; and Museum publications. Correspondents include staff of the parent organizations, the Cooper Union and the Smithsonian Institution; museums; art historians; donors; contributors; and the general public. A small amount of material documents the activities and history of the Cooper and Hewitt families, and of the Cooper Union. Some materials date to when the Museum was part of the Cooper Union for the Advancement of Science and Art.

Names and Subject Terms

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

Subjects:
Art museums
Decorative arts
Museum exhibits
Museum finance
Museum publications
Museums -- Acquisitions
Museums -- Administration
Museums -- Collection management
Museums -- Employees

Types of Materials:
Black-and-white photographs
Manuscripts

Names:
Carnegie Mansion (New York, N.Y.)
Cooper Union for the Advancement of Science and Art
Cooper-Hewitt, Sarah, 1859-1930
Gibson, Mary S. M.
Hathaway, Calvin S.
Hewitt, Eleanor Garnier
Rohlfing, H. Christian
Taylor, Lisa, 1933-1991
Wunder, Richard P.
Container Listing


This series includes incoming and outgoing correspondence with the museums, donors, contributors, art historians, organizations, periodicals, universities, Cooper Union, the general public, and others concerning the Museum's collections, activities, policies and procedures, loans for exhibition, research, gifts to the Museum, publications, and visits to the Museum. Museum staff represented in this series include Mary S. M. Gibson, Calvin S. Hathaway, Rudolf Berliner, E. Maurice Bloch, Christian Rohlfing, Elizabeth Haynes, Edward L. Kallop, Milton Sunday, Janet Thorpe, Richard P. Wunder, and Alice Baldwin Beer. Also included is correspondence of Directors and Advisory Council members, Susan Dwight Bliss, Elizabeth C. Booker (Mrs. Statford McClean), Marian Hague, Constance P. Hare, Henry Oothout Milliken, Eleanor Sachs, and Edith Wetmore, as well as scattered correspondence of Eleanor G. and Sarah C. Hewitt.

The majority of the files concern Museum activities up to 1968.

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Box 1 of 56  A-Ak (general).

Box 1 of 56  Abegg, Werner and Margaret, circa 1941-1970. Concerning support of Museum.

Box 1 of 56  Achenbach Foundation for the Graphic Arts, 1941-1955. Concerning donation of Henry Wolf prints.

Box 1 of 56  Ackerman, Phyllis (Mrs. Arthur U. Pope), 1933-1934, 1939-1945. Concerning Iranian Institute and Persian textiles.


Box 1 of 56  Akron Art Institute, circa 1953-1960, 1967.

Box 1 of 56  Al-Am (general).


Box 1 of 56  Albert, Lillian Smith, circa 1940-1963. Concerning National Button Society and button collections at Museum. (2 folders)


Box 1 of 56  Aldrich, Amey, 1948-1954. Concerning support of Museum.
Box 1 of 56  Aldrich, Margaret C. (Mrs. Richard), 1948, 1954. Concerning brother's gift to Library.

Box 1 of 56  Alexander, Mary Jean, 1956, 1958.

Box 1 of 56  American, A-Z (general).

Box 1 of 56  American Association of Museums, circa 1929-1971. Concerning membership, meetings, publications, and AAM activities. Includes correspondence with Laurence Vail Coleman and Joseph A. Patterson. (6 folders)

Box 1 of 56  American Association of Museums - Accreditation, 1971. Forms and correspondence.

Box 1 of 56  American Association of Museums - Annual Meeting, 1959. Correspondence and questionnaires on the decorative arts and industry survey.


Box 2


Box 2 of 56  American Fabrics, circa 1951-1964. Includes correspondence with William C. Segal.

Box 2 of 56  American Federation of Arts (AFA), circa 1931-1949. Concerns activities of AFA, possible exhibitions of Museum collections, publications.

Box 2 of 56  American Federation of Arts, 1950-1971. (3 folders)


Box 2 of 56  American Federation of Arts - Traveling Exhibition - The Baroque Illusion, 1957-1961. Concerning exhibition of stage designs from Museum circulated by AFA. See also Folder 11, below.
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Design for Fountains, 1953-1954. Concerning Museum exhibit circulated by AFA. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Durer Prints, 1961-1962. Concerning Museum/Metropolitan Museum of Art exhibition circulated by AFA. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Elements of Design, 1962. Concerning Museum exhibit circulated by AFA. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Five Centuries of Drawing, 1956-1960. Concerning Museum exhibit circulated by AFA. Also contains material on Baroque Illusion. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Light and Shade, 1965-1966. Concerning AFA exhibition shown at Museum. Also includes material on Threads of History. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Please Be Seated, 1968-1969. Concerning loan of collections to AFA exhibit, showing of exhibit, showing of exhibit at Smithsonian Institution, benefit preview for Cooper Hewitt. Includes photographs of benefit preview luncheon. [Digital Content: Chairs on Display in Cooper-Hewitt's "Please Be Seated" Exhibit, 1968. [Image no. SIA2011-1454 and 67424-4] ] |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - Threads of History, 1966. See also Folder 13 above. |
| Box 2 of 56 | American Federation of Arts - Traveling Exhibition - University Collections, 1956-1958. Concerning loan of collections to AFA exhibition. |
| Box 2 of 56 | American Institute of Interior Designers, 1934, 1961-1971. Correspondence and information concerning membership, awards program, proposed exhibitions, Calvin S. Hathaway's membership on Committee on Education, and 1934 Decorators' Institute visit to Museum. (2 folders) |

Box 2 of 56  American Museum of Natural History, circa 1936-1963. Includes material on Curator and activities of the AMNH.


Box 2 of 56  Amsterdam, Netherlands - Stedelijk Museum, 1949.

Box 3

Box 3 of 56  An-Ar (general).


Box 3 of 56  Apollo, 1969. Concerning special issue on Cooper-Hewitt.


Box 3 of 56  Archives of American Art (AAA), circa 1963-1970. Concerning membership, proposed microfilming of Museum's drawings, and transfer of AAA to Smithsonian Institution.


Box 3 of 56  Arffman, Leo, 1971. Concerning fund-raising.


Box 3 of 56  Art in America, 1957, 1959. Concerning proposed article on Museum and permission to reproduce photographs.

Box 3 of 56  The Art Index, 1934-1935. Concerning preparation of index to 1919-1929 art periodicals. Includes correspondence with Herbert Putnam.

Box 3 of 56  Art Institute of Chicago, 1967-1971.


Box 3 of 56  As-Az (general)
Box 3 of 56  Associated Hospital Service, circa 1935-1948. Concerning Blue Cross Hospital Plan for staff.


Box 3 of 56  Athens, Greece-Benaki Museum, 1953-1954.

Box 3 of 56  Au Panier Fleuri Corporation, 1931-1938, circa 1947-1956. Concerning history of Au Panier Fleuri shop of Cooper Union and purchases made from funds established by its sale.

Box 3 of 56  Baa-Bal (general)

Box 3 of 56  Babcock, Mrs. F. Huntington, 1956. Concerning embroidery organization and classes.


Box 3 of 56  Backus Novelty Company, 1952.


Box 3 of 56  Baltimore-Johns Hopkins University, 1948.


Box 3 of 56  Bam-Bar (general)

Box 3 of 56  Barcelona-museums, 1952-1956.


Box 3 of 56  Bas-Be (general)

Box 3 of 56  Bateman, George F. and Mildred W., circa 1936-1948. Concerning Cooper Union Schools of Engineering.


Box 3 of 56  Bea-Bel (general).


Box 3 of 56  Bell, Elsie G., 1938, 1948.


Box 3 of 56  Bem-Bez (general).

Box 3 of 56  Benefits - Winslow Homer Exhibition, November 29-December 20, 1966. Correspondence, shipping information, catalogue concerning benefit at Ira Spanierman Galleries.

Box 3 of 56  Benisovich, Michael N., circa 1944-1962. Concerning gifts to Museum and button collecting.


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Box 4 of 56  Berliz, Paul O., 1951. Concerning proposed gift to Museum.

Box 4 of 56  Bernheim, Mrs. Henry J. (Mary M.), 1945-1954, 1958. Concerning gifts to and support of Museum.

Box 4 of 56  Bi-Bk (general).


Box 4 of 56  Binet Print Collection, George, circa 1949-1953. Concerning exhibition.


Box 4 of 56  Bl-Bn (general).


Box 4 of 56  Blair, Mrs. J. Insley (Natalie K.), circa 1936-1952. Concerning support of and gifts to Museum and bequest.

Box 4 of 56  Bliss, Mrs. Robert Woods (Mildred), circa 1937-1955. Concerning support of and gifts to Museum.

Box 4 of 56  Bliss, Susan Dwight, circa 1930-1947. Member of Board of Directors. Correspondence concerning operations of Museum and Bliss's support and gifts. (2 folders)


Box 4 of 56  Blum, Mrs. Albert (Clara M.), 1934, circa 1946-1953. Concerning support of and gifts to Museum.


Box 4 of 56  Boa-Bor (general).
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Boney, Alice, 1952-1953.

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Bonney, Mrs. A., 1940-1941. Concerning proposed gift to Museum.

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Bonney, Therese, 1937. Concerning acquisition of Bonney's photographs.

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Borland, Mrs Chauncey B. (Belle M.), circa 1944-1954. Concerning support of Museum.

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Bra-Brh (general).

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Brunschwig and Fils, 1969.

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Bun-Bur (general).

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Bus-Buz (general).

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Caa-Caq (general).

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Box 5 of 56  Car-Cd (general).


Box 5 of 56  Carnegie Corporation, 1933-1940. Concerning proposal for funding and resultant survey of program and needs. (2 folders)


Box 5 of 56  Carnegie Institute, 1936-1937, 1941-1942, 1949-1962. Concerning activities of museums, loans for exhibition. (2 folders)


Box 5 of 56  Carpenter, Agnes Miles, 1942, 1945, 1958. Concerning gifts to Museum.


Box 5 of 56  Casamajor, Martha, 1958, 1960. Concerning gift to and support of Museum.


Box 5 of 56  Ce-Chh (general).

Box 5 of 56  Celanese Celluloid Corporation of America, circa 1930-1962. Concerning celluloid supplies for Museum and corporate support.

Box 5 of 56  Centre de L'Information de la Couleur, 1958-1961. Concerning membership and programs.

Box 5 of 56  Centre International d'Etude Textiles Anciens, 1966-1969.

Box 5 of 56  Chapman, George, 1936, 1945, 1952, 1956. Concerning support of Museum and proposal for Cooper Union to take over historic house.


Box 5 of 56  Cheney Brothers, 1934-1942, 1951, 1953. Concerning textiles and gifts to Museum.

Box 5 of 56  Chi-Ck (general).

Box 5 of 56  Chicago, The Art Institute of, 1934-1935, 1939-1962. Concerning exchange of publications, loans for exhibition, negotiations for showing of Thorne miniature rooms by Cooper Union Museum. Correspondents include Hans Huth and Mildred Davison. (3 folders)

Box 5 of 56  Chicago Historical Society, 1951-1955. Correspondents include H. Maxson Holloway.


Box 6 of 56  City College, 1950-1960, 1964, 1971. Concerning activities at College, attempts to offer courses at Museum, traveling exhibitions. (2 folders)

Box 6 of 56  Cl-Cn (general).


Box 6 of 56  Cleveland Museum of Art, 1931-1933, 1940-1964. Concerning publications, museum activities, textile collections, and loans for exhibition. Correspondents include Dorothy G. Shepherd and William M. Milliken. (3 folders)
Box 6 of 56  Coa-Cok (general).

Box 6 of 56  Cockcraft, Mary T., 1941, 1944-1945. Concerning gifts to and support of Museum.


Box 6 of 56  Col-Con (general).


Box 6 of 56  Comer, Mrs. Elden R. (Thalia), 1944-1945, 1953. Concerning items offered for sale to Museum, and subsequent legal proceedings concerning their authenticity.


Box 6 of 56  Commonwealth Fund, 1935. Includes "Outline of Policy for Future Development." (2 folders)


Box 6 of 56  Coo-Cot (general).


Box 6 of 56  Cooper, Dan, 1943, 1952. Concerning gifts to and support of Museum.

Box 6 of 56  Cooper family, 1951. Concerning paneling from Cooper home.

Box 6 of 56  Cooper, Peter, 1881, 1940, 1945-1953. Notes, brochures, poems, correspondence concerning life of Peter Cooper, Cooper and Hewitt genealogy, Cooper mementoes; includes printed copies of charter, trust deed, and by-laws of the Cooper Union, 1881; photographs and postcards of memorial plaque at Cooper Union, gown worn by Mrs. Abram Hewitt, and Cooper mementoes. (2 folders)

Digital Content: Postcard of Peter Cooper's Mementos, circa 1915-1930. [Image nos. SIA2013-07882 (front) and SIA2013-07883 (back)]

Digital Content: Peter Cooper, c. 1870s. [Image no. SIA2011-2174]

Digital Content: Steel Chair Designed by Peter Cooper, c. 1953. [Image no. SIA2011-2177 and 3785]

Digital Content: Lincoln Chair at the Cooper Union Museum, c. 1945. [Image no. SIA2011-2175 and 95-20289]

Box 6 of 56  Cooper, Peter, and Sarah Bedell, Golden Wedding Bounty. Printed article concerning establishment of Cooper Golden Wedding Fund for needy children and income from fund for 1864.

Box 7  Cooper Union


Box 7 of 56  Administrative Committee, 1960-1961.

Box 7 of 56  Admissions, Dean of, 1965.

Box 7 of 56  Adult Education, 1956-1962. Concerning "The Challenge of Design" course given by the Museum staff and adult education in general. (3 folders)


Box 7 of 56  Annual giving, alumni, 1958-1960.


Box 7 of 56  By-laws and regulations, 1911, 1925, 1937-1938, 1951, 1957. (2 folders)


Box 7 of 56  Centennial, 1957-1960. Concerning planning for celebration, "Five Centuries of Drawing". (2 folders)


Box 7 of 56  Committee of Heads of Educational Divisions, 1957.


Box 7 of 56  Committee on Public Events, 1953-1955.

Box 7 of 56  Committee on Reallocation of Space in the Foundation Building, 1943-1947.


Box 7 of 56  Cooper, Peter, medals, 1949. Concerning awarding of medal.

Box 7 of 56  Cornerstone Centennial Celebration, 1953. Includes photographs.


Box 7 of 56  Departmental Letterheads.


Box 7 of 56  Director - Edwin S. Burdell, 1938-1964. (3 folders)

Box 7 of 56  Director's Office - Division Heads meeting, 1950-1952.

Box 7 of 56  Dramatic Club, 1950-1951.

Box 7 of 56  Dunn, Gano, 1948-1953. Chairman of Board of Trustees.

Box 8

Box 8 of 56  Education Policies Committee, 1952-1956. (6 folders)

Box 8 of 56  Engineering, School of, 1935, 1941, 1948-1963.

Box 8 of 56  Exhibits - Faculty, staff, and engineers, 1948, 1951.
Box 8 of 56  Faculty, 1954.
Box 8 of 56  Faculty Governance, 1961-1962.
Box 8 of 56  Floor plans - Foundation Building, 1947.
Box 8 of 56  Founder's Day, 1952-1953.
Box 8 of 56  Fund, Cooper Union, 1956-1961.
Box 8 of 56  Fund-raising, Director of (N. O. Schafer, Jr.), 1951-1953.
Box 8 of 56  Graham, John W. Jr., (Vice-President). 1957-1959.
  Digital Content: Ironworks Gallery at Cooper Union Museum, 1953. [Image no. 95-20299]
Box 8 of 56  Humanities Department, 1940-1968. (4 folders)
Box 8 of 56  Humanities Department, Japan Seminar, 1962-1963.
Box 8 of 56  Humanities Department, syllabus, 1958, 1962-1963, 1966.
Box 8 of 56  Humanities Department, installation by Cooper Union Museum, undated. Photographs of exhibits.
Box 8 of 56  Memorial tablet, 1949-1952, 1956. Concerning tablet to honor Cooper Union war dead, carved by John Howard Benson.
Box 8 of 56  Policy and programs, 1937, 1950, 1952, 1964. Concerning review of aims and scope of Cooper Union, pension plan, vacation policy, faculty policies. (2 folders)
Box 8 of 56  President's Office, installation of Richard F. Humphreys, 1961-1962.
Box 8 of 56  President's Office, items for discussion, 1964-1966.
Box 8 of 56  President's Office, recommendations for licensing program, 1962-1963.

Box 9

Box 9 of 56  Projected building, 1966.

Box 9 of 56  Property (objects given to other institutions), 1950-1952. Concerning paintings given to other institutions. Includes photographs.

Box 9 of 56  Public relations, 1953-1968. Correspondence, memoranda, press releases, notes concerning publicity for Cooper Union and Museum. Correspondents include Frank A. Culver. (5 folders)


Box 9 of 56  Rebuilding plans, 1942.

Box 9 of 56  Registrar, 1948-1949.

Box 9 of 56  Published References.

Box 9 of 56  Remodeling project for East Stairs, 1951. Notes and drawings.

Box 9 of 56  Ringwood Manor State Park.

Box 9 of 56  Senate, 1963.


Box 9 of 56  Society of Women Engineers, 1950.

Box 9 of 56  Standard Operating Procedures, circa 1940-1963. (2 folders)

Box 9 of 56  Students, Dean of, 1965.


Box 9 of 56  Superintendent of Buildings, 1946-1969. Correspondents include D. D. Thompson and Joseph Fairman. (2 folders)


Box 9 of 56  Vice-President, John W. Graham, Jr., 1956-1958.


Box 9 of 56  
Copenhagen, Denmark, Det Danske Kunstindustrimuseum, 1939, 1949-1958. Concerning exchange of publications and possibility of Erik Lassen obtaining a Fulbright grant for study in the United States.

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Cordy, Mr. and Mrs. Donald B. (Dorothy M.), 1952-1953. Concerning Mexican Indian textiles.

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Cou-Cr (general).

Box 9 of 56  
Cowtan and Sons, Ltd. (Cowtan and Tout), 1934-1936. Concerning textile and wallpaper gifts. Correspondents include T. Atkins Tout.

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Cra-Cre (general).

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Concerning textile storage, exchange of publications, gift of textile collection,  
and American Association of University Women survey of art museums.

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Crawford, Mr. and Mrs. Morris De Camp (Elizabeth Goan), 1934-1938,  

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Cromwell, Mrs. Lincoln, 1951-1954. Concerning support of Museum.

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Cutting, Mrs. Charles Svydam (Helen M.), 1937-1940, 1943, 1947-1948,  

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Cutting, Mrs. William Bayard (Olivia), 1937, 1943-1945. Concerning Sybil Carter Indian loan collection.

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Danzig-Marrenkirche, Paramentenschatz, 1952-1954. Concerning survival of  
collections during World War II.


Box 10 of 56  Davenport (Harkavy), Millia, 1947-1952, 1957. Concerning textile collections.


Box 10 of 56  De-Dem (general).


Box 10 of 56  Delaware State Museum, 1950-1951.


Box 10 of 56  de Menil, John, 1971.

Box 10 of 56  Demidoff sale, 1969-1970. Concerning purchases made at auction in Italy and export tax.

Box 10 of 56  Den-Dij (general).


Box 10 of 56  Dik-Do (general).
Box 10 of 56  Director's Newsletter, Cooper-Hewitt Museum, 1970.
Box 10 of 56  Dos-Dot (general).
Box 10 of 56  Du-Dz (general).
Box 10 of 56  Ea-Eg (general).
Box 10 of 56  Edelstein, Sidney M., 1962. Concerning institute for history of textile color and chemistry.
Box 10 of 56  Eh-Em (general).
Box 10 of 56  Employment agencies, 1969.
Box 10 of 56  En-Ez (general).
Box 10 of 56  Environmental education, 1970.
Box 10 of 56  Exhibitions.
Box 10 of 56  List of Museum's exhibitions, 1939-1968.
Box 10 of 56  Loan sheets, 1970.
Box 10 of 56  Proposals, 1969-1970. (2 folders)
Box 10 of 56  Counterchange and New Color.
Box 10 of 56  Drawing Society, 1970.
Box 10 of 56  Glass, 1969.
Box 10 of 56  Indian Chintz, 1968-1970. (5 folders)
Box 10 of 56  Kabuki Prints, 1969.
Box 10 of 56  Fa-Fd (general).
Box 10 of 56  Facade, Inc. (Brian Paul), 1962-1963. Concerning reproduction of wallpapers in Museum collections.
Box 10 of 56  Fe-Fh (general).
Box 10 of 56  Federal Insurance Company - Frank and DuBois, Brokers, 1934. Concerning fine arts insurance.
Box 10 of 56  Fi-Fk (general).

Box 11
Box 11 of 56  Fischer and Brother, 1970. Concerning move of Museum to Carnegie Mansion. (2 folders)
Box 11 of 56  Fi-For (general).
Box 11 of 56  Forms used in other museums.
Box 11 of 56  Fos-Fg (general).
Box 11 of 56  Fra-Frd (general).
Box 11 of 56  Fre-Fr (general).


Box 11 of 56  French Institute, 1934, 1940, 1942, 1952. Concerning publications, possible gifts.


Box 11 of 56  Fro-Fz (general).


Box 11 of 56  Gaa-Gar (general).


Box 11 of 56  Gas-Gh (general).


Box 11 of 56  German Democratic Republic - Institut fur Denkmalpflege, 1957. Concerning wallpaper.


Box 11 of 56  Gernsheim, Walter, 1938-1939. Concerning subscription series of photographs of art works.

Box 11 of 56  Gi-Gn (general).


Box 11 of 56  Goa-Goq (general).


Box 11 of 56  Golden Gate International Exposition, 1938, 1940. Concerning loan for exhibition.

Box 11 of 56  Goodman, Minnie, 1944, 1953. Concerning support of and gift to Museum.

Box 12  Gor-Grd (general).

Gorelik, Josef, 1951-1953. Concerning gift of plaster casts to Municipal School of Fine Arts in Quayaguil, Ecuador.


Gre-Grh (general).


Greenough, Mrs. William (Charlotte), 1931, 1933, 1938-1960. Concerning gifts to and support of Museum.


Gri-Gz (general).


Box 12 of 56  Gump, Richard, 1951-1952.


Box 12 of 56  Haa-Hal (general).


Box 12 of 56  Haines, Mrs. Frank (Elizabeth), 1967-1971. Concerning marionette collection.


Box 12 of 56  Ham-Hao (general).


Box 12 of 56  Hamid, Nancy, 1950. Concerning purchase of books on design.

Box 12 of 56  Handweaver and Craftsman, 1951-1957. Concerning photographs for publication.

Box 12 of 56  Hanover, Germany - Landesmuseum, 1937-1938, 1950. Concerning exchange of publications and visit to Germany.

Box 12 of 56  Hap-Har (general).


Box 13  Hare, Mrs. Montgomery (Constance P.), 1930-1935. Chairman of Board of Museum Directors. Correspondence with Museum staff, Cooper Union officials, and outside persons interested in the Museum. Concerns Museum policies, finances, staff, and collections. (3 folders)

Box 13 of 56  Hare, Mrs. Montgomery (Constance P.), 1936-1962. (7 folders)


Box 13 of 56  Has-Hd (General).


Box 13 of 56  Hea-Hel (general).


Box 13 of 56  Hebebrand, Werner, 1955-1958. Concerning lecture at Cooper Union and arrangement for publication of lecture. (2 folders)


Box 13 of 56  Hem-Her (general).

Box 14


Box 14 of 56  Hes-Him (general).


Box 14 of 56  Hewitt, Mrs. Cooper, 1908, 1915, 1933-1934. Concerning objects lent to Museum and Board of Directors.


Box 14 of 56  Hewitt, Eleanor G., circa 1907-1926, 1942, 1948. Includes memorial booklet (1926); correspondence re: "Making of a Modern Museum" (1919); Eleanor G. Hewitt Memorial Fund; Eleanor G. Hewitt Repair Fund; correspondence with Mary S. M. Gibson; notes and booklet on Encyclopaedic Chart of Picture Reference Books. (6 folders) [Encyclopaedic Chart of Picture Reference Books removed to Series 10 - Large Format Material]

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Box 39 of 56  Work projected, 1942.
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This series contains memoranda, correspondence, proposals, reports, notes, contracts, and lists concerning operation of the Museum, mainly under the Smithsonian, museum activities, renovation of the Carnegie Mansion, fund-raising, financial operations, exhibitions, and the history of the Museum.

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Box 39 of 56	Advisory Board, 1971. Meeting agenda and reports.


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Box 39 of 56	Archive, Color, 1974-1975. Concerning donations to library. Includes correspondence with Nadine Bertin, Dorothy Nickerson, and Faber Birren.

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Box 39 of 56	Archives, general policy, 1975. Concerning SI Archives collecting policy.


Box 39 of 56	Archive, Theses. Concerning library of industrial design theses.
Box 39 of 56  Attorney General's Office, New York, 1973. Correspondence concerning policy on sale or exchange of art works.


Digital Content: Reception Room, Carnegie Mansion, Home of the Cooper-Hewitt, 1974, by Bill Cunningham. [Image no. 95-20311]

Digital Content: Dining Room, Renovated Carnegie Mansion, 1974, by Bill Cunningham. [Image no. 95-20308]

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Box 41 of 56  Organ, 1974-1975. Concerning transfer of Aeolian organ to County of Nassau, Office of Cultural Development. Includes report by Arthur Prichard Moor.

Box 41 of 56  Center for Residential Security Design - Oscar Newman. Correspondence, memoranda, clippings.

Box 41 of 56  Center for Short-Lived Phenomena, 1972.


Box 41 of 56  Church of the Heavenly Rest, 1975. Concerning renovation of church and possible use by Museum.

Box 41 of 56  Citizen’s Committee for Children, 1974. Concerning benefit exhibition.

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Box 41 of 56  Cooper-Hewitt Museum - Image, 1969.

Box 41 of 56  Cooper-Hewitt Museum - Reports, 1971. Concerning membership organization, wallpaper collection, educational program, picture library, garden restaurant, environment center, drawings, research opportunities, museum studies, media center.

Box 41 of 56  Cooper, Peter. Biographical information.

Box 41 of 56  Cooper Union Foundation Building, 1968-1969.

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Box 41 of 56  Cooper Union Museum - Historical information.


Box 41 of 56  Crafts, Czech, 1970. Photographs and exhibition proposal

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| Box 46 of 56 | Cooper family. Correspondence re genealogy, 1952. |
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| Box 46 of 56 | Noon, Mary. Notes. |
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| Box 46 of 56 | Housing and Urban Development, 1972. |
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Box 47 of 56  Johnson, Stewart, 1975. Correspondence and memoranda.

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Box 47 of 56  Junior League, 1971. Correspondence and information.


Box 47 of 56  Katzenbach, William, 1974-1975. Concerning offer of chair and lace.


Box 47 of 56  Ladies Committee, Smithsonian Institution, 1967. Minutes and by-laws.

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| Box 47 of 56 | Mayor's Committee on Cultural Policy, 1974. |
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Box 48 of 56 National Home Fashions League, 1974. Concerning bibliography and retrieval system.


Box 48 of 56 National Science Foundation, 1975. Information and grant proposal.


Box 48 of 56 New York City - Exemptions, 1975. Concerning exemption from payment of combustible permit fees.

Box 48 of 56 New York City - Services, 1975. Concerning coordination of cultural and civic events scheduling.

Box 48 of 56 New York Cultural Center, 1972, 1974. Correspondence and minutes.


Box 48 of 56 New York State Association of Museums, 1972, 1974. Correspondence, announcements.

Box 48 of 56 New York State Council on the Arts (NYSCA), 1961-1970. Correspondence, announcements, information concerning Museum's participation in NYSCA programs and exhibitions and NYSCA grants to Museum. (2 folders)


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Box 49 of 56 New York State Education Department, 1972-1973, 1975. Correspondence, announcements.


Box 49 of 56  Painted Finish, Institute for the Arts of the, undated. Statement of purposes and aims.


Box 49 of 56  Personnel - General, 1972-1975. Concerning personnel policies and practices.


Box 49 of 56  Playgrounds, undated. Concerning proposed exhibition of tire modules.


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Box 49 of 56  Procurement, Smithsonian Institution, 1975. Memorandum.

Box 49 of 56  Product development, 1973-1975. Memoranda and correspondence concerning use of Museum collections in developing commercial products. (4 folders)

Box 49 of 56  Public Relations, 1972-1975. Correspondence, memoranda, agreements. (2 folders)


Box 49 of 56  Publicity - Winslow Homer, 1972. Correspondence, photographs, clippings, releases concerning benefit exhibition at Wildgenstein Gallery.


Box 49 of 56  Purchase fund, 1975. Concerning purchase of textiles.

Box 49 of 56  Purchases proposed, 1975. Memoranda concerning sideboard and architectural books.
Box 49 of 56  Ramirez and Woods - Designers, 1974. Concerning exhibitions on 19th century Boston.

Box 49 of 56  Renovation - Carnegie Mansion, 1969-1972. Correspondence, memoranda, cost figures, proposals, studies, and drawings concerning renovation of the mansion and selection of architects. (4 folders)

Box 49 of 56  Renovation - Carnegie Mansion, staff suggestions, 1974-1975. Concerning staff reactions to progress of work and suggestions for changes.


Box 49 of 56  Roaches - Miller House, 1975. Concerning pest control and pigeon control programs.

Box 49 of 56  Rockefeller Inaugural Medal Committee, 1975. Correspondence and proposals sent to Lisa Taylor as committee member.

Box 49 of 56  Rupperts project, 1972. Concerning programs of Committee for a Comprehensive Education Center.

Box 49 of 56  Scalamandre, 1975. Concerning fabrics for renovated mansion.


Box 49 of 56  Slide kit proposal, undated.

Box 49 of 56  Slide project, 1975. Memos, samples, information.

Box 49 of 56  Smith, Cyril Stanley, 1975. Concerning consulting on library-archive study center.

Box 49 of 56  Smith, Harvey, 1968, 1973

Box 49 of 56  Smithsonian Institution - Conference of Administrative Officers, 1974. Concerning Cooper-Hewitt representation.


Box 49 of 56  Smithsonian Institution - Requests for information, 1972-1974.

Box 49 of 56  Spense School, 1974.
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Box 49 of 56  Stern, Rudi, 1975. Concerning neon workshop.


Box 49 of 56  Storage, 1976.


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Box 50 of 56  Syracuse University internship, 1971-1972. Correspondence, information concerning students to work at Museum. Also contains information of Bennington College interns at Museum.

Box 50 of 56  Television - Smithsonian, 1972-1975. Memoranda, reports, concerning production of Smithsonian television programs.

Box 50 of 56  Textile Department, Friends of, 1971-1975. Correspondence, memoranda, lists, notes concerning Friends group and activities. (2 folders)

Box 50 of 56  Textile Department, 1968, 1971-1975. Correspondence, memoranda, reports concerning administration, fund-raising, and research projects of the department. (3 folders)


Box 50 of 56  Theater - General, circa 1967-1975. Correspondence, notes, clippings, information concerning theater, theatrical design, and Museum's role.

Box 50 of 56  Think Tank, 1970-1972. Correspondence, memoranda, notes concerning conferences held in Paris and New York concerning planning for Museum. (3 folders)

Box 50 of 56  Visits, 1975. Correspondence concerning visitors to Museum.


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This series contains correspondence, memoranda, and forms concerning the Museum's relations with the Smithsonian and its bureaus. The bulk of the material post-dates the transfer of the Museum to the Smithsonian Institution, but there are records concerning the Museum's involvement in Smithsonian exhibits prior to the transfer.

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Box 51 of 56  Exhibition - Frederic E. Church, 1966.
Box 51 of 56  Exhibition - Treasures from the Cooper Union Museum.
Box 51 of 56  Faculty Administration Committee (Executive Committee), 1968.
Box 51 of 56  Fiscal Division, 1968-1972.
Box 51 of 56  Forms, 1971.
Box 51 of 56  General Counsel, 1969, 1971.
Box 51 of 56  General correspondence, 1969-1971. Correspondence between the Cooper Union and the Smithsonian concerning transfer of the Museum to the Smithsonian, 1966-1968, has been retained by the Museum. (3 folders)
Box 51 of 56  Historical Information Exchange, 1968.
Box 51 of 56  National Collection of Fine Arts, Renwick Gallery, 1970-1971. See also under Renwick.

Box 51 of 56  National Collection of Fine Arts, Treasures from the Cooper Union Museum exhibition, 1967.


Box 51 of 56  Performing Arts, Division of, 1970.

Box 51 of 56  Personnel Division, 1968-1971.


Box 51 of 56  Procedures, 1968.

Box 51 of 56  Renwick Gallery, 1968-1972. See also under National Collection of Fine Arts.

Box 51 of 56  Research Opportunities, 1968-1970.

Box 51 of 56  Research Project, Notice of, 1969.

Box 51 of 56  Ripley, S. Dillon, Announcements and memoranda, 1967-1972. Includes agenda and minutes of bureau directors' meetings. (2 folders)


Box 51 of 56  Travel.

Box 51 of 56  Traveling Exhibition Service, general correspondence, circa 1951-1972. (3 folders)

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Box 52 of 56  Traveling Exhibition Service, American Drawings, 1953-1955.


Box 52 of 56  Traveling Exhibition Service, Winslow Homer, 1953-1955.

Box 52 of 56  Treasurer, 1968-1971. (3 folders)
This series contains incoming and outgoing correspondence of staff members.

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This series contains annual reports of the Museum submitted to the Cooper Union. Early reports contain only statistics on use by researchers.

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Box 53 of 56   FY 1928-FY 1934. (7 folders)
Box 53 of 56   FY 1936-FY 1942. (7 folders)
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Box 54 of 56   FY 1962-FY 1968. (7 folders)
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This series contains forms, correspondence, memoranda, lists, and notes concerning personnel policies and practices of the Museum, mainly prior to its transfer to the Smithsonian. Personnel folders for professional and administrative staff are included, but folders for clerical and maintenance personnel have been discarded.

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Benefits, 1959.

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Job descriptions, 1958, 1966-1970. Concerning transfer of staff to Smithsonian rolls. (3 folders)

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Listings, circa 1941-1963. Lists of personnel with beginning and ending dates of service.

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Maintenance work schedule.

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Medical plan, 1970

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National Youth Administration records, 1934-1941. Reports, summaries, and memoranda concerning youths employed in Museum as part of National Youth Administration program. (3 folders)

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National Youth Administration, 1941-1943. (2 folders)

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Salary lists, 1946-1951.

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This series contains correspondence, memoranda, reports, lists, proposals, and other materials relating to fund-raising activities at the Museum. Included are files of Leo H. Arffman, Director of Development, 1970-1971, and of the Committee to Save Cooper Union Museum, relating to pledges solicited by the Committee.

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Box 55 of 56  Fund-raising, general, 1969-1973 and undated. Correspondence, memoranda, reports. (5 folders)


Box 55 of 56  Budgets, circa 1969-1970. (4 folders)


Box 55 of 56  Committees, circa 1968.

Box 55 of 56  Cooper Union Museum Charitable Trust, 1965-1970. Concerning redemption of pledges. Files of Committee to Save the Cooper Union Museum and Board of Advisors. (5 folders)


Box 55 of 56  Garden Club, 1970. Concerning use of garden by neighborhood.

Box 55 of 56  Guest register, 1963-1966. Committee to Save the Cooper Union Museum.

Box 55 of 56  Kaplan, Mrs. Jacob M. (Alice), 1970-1971.

Box 55 of 56  Kautz, Lynford E., 1970.

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Box 56 of 56  Municipal Art Society, 1971.

Box 56 of 56  Pledges received, 1969.


Box 56 of 56  Programs, 1971.

Box 56 of 56  Prospects.

This series contains correspondence, notes, memoranda, and other materials relating to Calvin Hathaway's participation in the planning of the Cooper Union centennial celebration in 1959.

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Box 56 of 56 Cooper Union Centennial planning, 1957-1960. (7 folders)

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Series 10: LARGE FORMAT MATERIAL.

Oversize

Oversize Chart of Encyclopaedic Scrapbooks [From Box 14, Folder - "Hewitt, Eleanor G., circa 1907-1926, 1942, 1948."]

Image(s): Chart of Encyclopaedic Scrap Books Cooper Hewitt Museum for the Arts of Decoration, front. [Image no. SIA2016-009500]

Image(s): Chart of Encyclopaedic Scrap Books Cooper Hewitt Museum for the Arts of Decoration, back. [Image no. SIA2016-009501]