# Table of Contents

Collection Overview ........................................................................................................ 1
Administrative Information .............................................................................................. 1
Descriptive Entry.............................................................................................................. 1
Names and Subjects ...................................................................................................... 1
Container Listing ............................................................................................................. 3
Collection Overview

<table>
<thead>
<tr>
<th>Repository:</th>
<th>Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Loan Files</td>
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<tr>
<td>Identifier:</td>
<td>Record Unit 541</td>
</tr>
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<td>Date:</td>
<td>1958, 1975-1987</td>
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<td>Extent:</td>
<td>35 cu. ft. (35 record storage boxes)</td>
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<td>Creator:</td>
<td>Cooper-Hewitt Museum. Office of the Registrar</td>
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<tr>
<td>Language:</td>
<td>English</td>
</tr>
</tbody>
</table>

Administrative Information

Prefered Citation

Smithsonian Institution Archives, Record Unit 541, Cooper-Hewitt Museum. Office of the Registrar, Loan Files

Descriptive Entry

These records pertain to the exhibitions of the Cooper-Hewitt Museum, beginning with the first held under the auspices of the Smithsonian, *Immovable Objects/Lower Manhattan from Battery Park to the Brooklyn Bridge*, which opened in June 1975, and ending with *Louis Sullivan: The Function of Ornament*, which closed in September 1987. In addition, a file is included for the exhibition *Clay and Color: The Ceramics of Picasso*, which opened in the Cooper Union Museum in March 1958.

The records largely document the loan of objects by public and private institutions, organizations, and individuals for exhibition in the Museum. Exhibition documentation consists of correspondence with lenders regarding special conditions and restrictions on loans; loan agreements; packing, shipping, and insurance information; object specifications, provenance, and insurance values; object packing, condition and conservation photographs and reports; inventory lists; exhibition budgets; installation plans; label copy; and press reviews. The extent of documentation varies with each exhibition. Many of the exhibition files correspond to object photographs contained in Record Unit 542 and are linked to the photographs by loan numbers.

Names and Subject Terms

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

Subjects:

- Art museums
- Museum exhibits
Museum registrars
Museum registration methods
Museums -- Collection management

Types of Materials:
- Black-and-white photographs
- Floor plans
- Manuscripts

Names:
- Cooper Union Museum for the Arts of Decoration
- Immovable Objects: Lower Manhattan from Battery Park to the Brooklyn Bridge (Exhibition) (1975: New York, N.Y.)
Container Listing

Box 1

Clay and Color: The Ceramics of Picasso

Box 1 of 35  Talk by Dr. Paul Zucker, March 27, 1958

Immovable Objects: Lower Manhattan from Battery Park to the Brooklyn Bridge, June 13 - August 8, 1975

Box 1 of 35  General

The Designer Designs, Pacific Design Center, California, September - October, 1976

Box 1 of 35  Loan forms

Box 1 of 35  Correspondence, A-Z

Box 1 of 35  Lists, memoranda

MAN transFORMS, October 7, 1976 - February 7, 1977

Box 1 of 35  Loan forms (not SI)

Box 1 of 35  Loan receipts - Copies

Box 1 of 35  Loan forms (SI) (2 folders)

Box 1 of 35  Correspondence, A-N (2 folders)

Box 1 of 35  Correspondence, O-Z (2 folders)

Box 1 of 35  Lists, memoranda

Box 1 of 35  Press kit

Box 1 of 35  Imports/exports

The Royal Pavilion at Brighton, March 3 - May 23, 1977
Box 1 of 35
- Registrars checklist
- Catalogues
- Checklists
- Xeroxes of Polaroids

Box 2
- Installation and packing
- Box lists
- Record sheets: 60.77 - 100.77
- Record sheets: 1.77 - 100.77
- Record sheets: 101.77 - 196-77 (3 folders)
- Record sheets: B. P. Sachs
- Imports
- Exports
- Condition reports
- Registrars information - Loan agreements, insurance, shipping (2 folders)
- Cart and crate
- Correspondence, A-H
- Correspondence, I-Z

Architectural Drawings from 19th-Century Berlin, April 11 - April 30, 1977

Lists, memoranda, correspondence

Henry C. Mercer Tiles, May 3 - May 15, 1977
Box 2 of 35  Shipping and insurance

Andrea Palladio in America, June 7 - October 5, 1977

Box 2 of 35  Lists and memoranda

Box 2 of 35  Correspondence, A-Z

Box 2 of 35  Imports/Exports

Box 2 of 35  Loan agreements

Box 3

Two Hundred Years of American Architectural Drawing, June 7 - September 14, 1977

Box 3 of 35  General

The Carnegie Mansion, June 7 - July 3, 1977

Box 3 of 35  General

Immovable Objects: Subways, December 8, 1977 - March 31, 1978

Box 3 of 35  General

Box 3 of 35  Shipping

Palaces for the People, July 14 - September 18, 1977

Box 3 of 35  General

Drawing Toward a More Modern Architecture, September 20 - November 20, 1977

Box 3 of 35  General

More than Meets the Eye, November 15, 1977 - March 20, 1978

Box 3 of 35  Correspondence
To Celebrate the Moment, November 23, 1977 - January 8, 1978

Box 3 of 35  General

Place, Product, Packaging, January 20 - March 20, 1978

Box 3 of 35  General

Museum of Drawers, March 21 - May 7, 1978

Box 3 of 35  General

Box 3 of 35  Condition lists, photographs

20th Century Scenic and Costume Design

Box 3 of 35  General

Embroidery Through the Ages, June 6 - September 3, 1978

Box 3 of 35  Catalogue

Box 3 of 35  Loan agreement

Box 3 of 35  Import/Export

Box 3 of 35  Record sheets: 3.78.141- 3.78.212

Box 3 of 35  Record sheets: 3.78.71 - 3.78.140

Box 3 of 35  Record sheets: 3.78.1 - 3.78.70

Box 3 of 35  Correspondence, A-Z

Box 3 of 35  Memoranda

Box 3 of 35  Lists

Box 3 of 35  Memoranda, lists

Box 3 of 35  Western European Embroidery collection catalogue

Page 6 of 111
In Celebration of Water, June 13 - September 1, 1978

Box 3 of 35  General

Looking at Los Angeles, July 18 - September 17, 1978

Box 3 of 35  General

Box 4

Ornament in the Twentieth Century, September 19 - November 5, 1978

Box 4 of 35  Checklist

Box 4 of 35  Correspondence, A-Z (2 folders)

Box 4 of 35  Memoranda

Box 4 of 35  Lists

Box 4 of 35  Inventory

Box 4 of 35  Loan agreements, A-G

Box 4 of 35  Loan agreements, H-N (2 folders)

Box 4 of 35  Loan agreements, O-S

Box 4 of 35  Loan agreements, T-Z

Vienna Moderne 1898-1918, November 28, 1978 - February 4, 1979

Box 4 of 35  Checklists

Box 4 of 35  Loan agreements

Box 4 of 35  Memoranda

Box 4 of 35  Cancelled loans, extra photos

Box 4 of 35  Box and packing lists (2 folders)
| Box 5 of 35 | Loan forms and condition reports, A-K |
| Box 5 of 35 | Loan forms and condition reports, L-R |
| Box 5 of 35 | Loan forms and condition reports, S-Z |
| Box 5 of 35 | Conservation of Viennese fabrics of Mr. May |
| Box 5 of 35 | Correspondence, A-Z |
| Box 5 of 35 | Import/Export (2 folders) |

**The Dream King: Ludwig II of Bavaria, January 23 - March 25, 1979**

| Box 5 of 35 | Exports |
| Box 5 of 35 | Imports |
| Box 5 of 35 | Packing information |
| Box 5 of 35 | Memoranda |
| Box 5 of 35 | Correspondence, A-Z |
| Box 5 of 35 | Loan forms/record sheets |

**Indelible Images: Contemporary Advertising Design, February 6 - April 10, 1979**

| Box 5 of 35 | General |

**MA, Space/Time in Japan, April 3 - May 27, 1979**

| Box 5 of 35 | General (2 folders) |
| Box 5 of 35 | Imports/Exports |
| Box 5 of 35 | Correspondence, A-Z |
Take Your Choice: Contemporary Product Design, April 17 - May 13, 1979

Box 5 of 35
General

Alvar Aalto, June 12 - September 16, 1979

Box 5 of 35
Lists

Box 5 of 35
Loan agreement

Box 5 of 35
Correspondence

Box 6

Roma Interotta, June 12 - August 12, 1979

Box 6 of 35
Correspondence, A-Z

Box 6 of 35
Current

Fantastic Illustration and Design in Britain, June 12 - September 2, 1979

Box 6 of 35
Loan agreement

Box 6 of 35
Lists

Box 6 of 35
Correspondence, A-Z

Treasures of the Smithsonian, September 11, 1979 - January 6, 1980

Box 6 of 35
Missing objects reports by SI

Box 6 of 35
Correspondence

Box 6 of 35
National Portrait Gallery

Box 6 of 35
National Collection of Fine Arts

Box 6 of 35
African Art

Box 6 of 35
Freer Gallery of Art
| Box 6 of 35 | Archives of American Art |
| Box 6 of 35 | National Museum of Natural History |
| Box 6 of 35 | National Museum of History and Technology, claim |
| Box 6 of 35 | Hirshhorn Museum and Sculpture Garden |
| Box 6 of 35 | Renwick Gallery |
| Box 6 of 35 | National Air and Space Museum |
| Box 6 of 35 | Smithsonian Building |
| Box 6 of 35 | Loan agreements |
| Box 6 of 35 | Lists, receipts, packing, etc. |
|           | The Oceanliner: Speed, Style, Symbol, January 22 - April 5, 1980 |
| Box 6 of 35 | Queen Mary 59.79.1-9 |
| Box 6 of 35 | Museum of the City of New York, Majestic |
| Box 6 of 35 | Correspondence and notes |
| Box 6 of 35 | Shipping lists and costs |
| Box 6 of 35 | Museum of the City of New York |
| Box 6 of 35 | Loan agreements (2 folders) |
|           | Mercer Tiles, January 29 - March 30, 1980 |
| Box 6 of 35 | General |
| Box 6 of 35 | Correspondence |
| Box 6 of 35 | Everson Museum |
Box 6 of 35  
Inventory and blueprint

Box 6 of 35  
Shipping and insurance

Box 6 of 35  
Lists and memoranda

Box 6 of 35  
Todd Volpe

Box 6 of 35  
Harder, Mrs. Charles M

Box 6 of 35  
Shipping lists

Box 6 of 35  
University of Pennsylvania Museum

Box 7

Box 7 of 35  
Metropolitan Museum of Art

Box 7 of 35  
Gem Antiques

Box 7 of 35  
Rubin, Dr. William H.

Box 7 of 35  
Whitney Museum of Art

Box 7 of 35  
New Jersey State Museum

Box 7 of 35  
Eidelberg, Martin

Box 7 of 35  
Trapp, Kenneth

Box 7 of 35  
Zabriskie Gallery

Box 7 of 35  
Everson Museum of Art

Close Observation: The Oil Sketches of Frederic E. Church, April 29 - July 27, 1980

Box 7 of 35  
General

Box 7 of 35  
Olana

Box 7 of 35  
Condition photographs
Box 7 of 35  Shipping and insurance

Box 7 of 35  Correspondence

Hair, June 10 - August 17, 1980

Box 7 of 35  Metropolitan Museum of Art

Box 7 of 35  Museum of History and Technology

Box 7 of 35  Minneapolis Institute of Arts

Box 7 of 35  Museum of the American Indian

Box 7 of 35  Museum of Modern Art

Box 7 of 35  Museum of the City of New York

Box 7 of 35  Transport

Box 7 of 35  Mythology, Inc.

Box 7 of 35  Kalinsky, Morris

Box 7 of 35  Kenneth

Box 7 of 35  King, Mr. David

Box 7 of 35  Kingsely, Mr. Philip

Box 7 of 35  Kott, Jerry

Box 7 of 35  Kreisworth, Harry

Box 7 of 35  L'Ibis Gallery

Box 7 of 35  Leber Katz Partners Advertising

Box 7 of 35  Lipschitz - Second Hand Rose

Box 7 of 35  Lunn Gallery
Box 7 of 35  Gatheral, Sabina
Box 7 of 35  Gillette Company
Box 7 of 35  Glasse, Robert
Box 7 of 35  Glassner, Lester
Box 7 of 35  Gotham Book Mart
Box 7 of 35  Hall, Michael
Box 7 of 35  Herly, Saxo
Box 7 of 35  Harris, Michael
Box 7 of 35  Helene Curtis Industry
Box 7 of 35  Helfand, William
Box 7 of 35  Herring, John and Paul
Box 7 of 35  Hettena, Mr. And Mrs. Ran
Box 7 of 35  Hodges, Mrs. Fletcher
Box 7 of 35  Hudgins, Mr. James H.
Box 7 of 35  Janson, Dora Jane
Box 7 of 35  Jones, Rt. Hon. Lord Elwyn (2 folders)
Box 7 of 35  Kahn, Mr. And Mrs. Harry
Box 7 of 35  Shipping and insurance, June 10 - August 17
Box 7 of 35  Ares Antiques
Box 7 of 35  Belfer, Mrs. Arthur
Box 7 of 35  Blumka, Mrs. Leopold
Box 7 of 35  Colio, Quintano
Box 7 of 35  New York Historical Society
Box 7 of 35  New York Public Library
Box 7 of 35  Norvell, Patsy
Box 7 of 35  Peabody Museum - Salem, Massachusetts
Box 7 of 35  Posters Originals
Box 7 of 35  Preminger, Mr. Eric
Box 7 of 35  Reymart, Mr. Martin
Box 7 of 35  Rickey, Mrs. George
Box 7 of 35  Robinson, Guy
Box 7 of 35  Royal Pavilion, Brighton
Box 7 of 35  Sacks, Mrs. Hortense
Box 7 of 35  Sassoon
Box 7 of 35  Sataloff, Dr. And Mrs. Joseph
Box 7 of 35  Schloss, Mr. And Mrs. Ezekial
Box 7 of 35  Schneidman, Ruth
Box 7 of 35  Simpson, Merton D.
Box 7 of 35  Sonnabend Gallery
Box 7 of 35  Staten Island Historical Society
Box 7 of 35  Taylor, Bertrand
Box 7 of 35  Tishman, Mr. Paul
Box 7 of 35  Trapido, Paul
Box 7 of 35  Ufland, Louise
| Box 7 of 35 | Wagstaff, Sam                      |
| Box 7 of 35 | Walter, Paul                       |
| Box 7 of 35 | Walters Art Gallery                |
| Box 7 of 35 | Wilson, Stewart                    |
| Box 7 of 35 | Wisdom, John                       |
| Box 7 of 35 | Wright, W.                         |
| Box 7 of 35 | Zabriskie Gallery                  |
| Box 7 of 35 | Grants and insurance administration|
| Box 7 of 35 | Not exhibited                      |
| Box 7 of 35 | Shipping                           |
| Box 7 of 35 | Miscellaneous                      |
| Box 7 of 35 | Museum Arqueologico, National Madrid, Spain |
| Box 7 of 35 | Art Gallery and Museums and the Royal Pavilion |
| Box 7 of 35 | Handelsman, Burt                   |
| Box 7 of 35 | Penn, Irving                       |
| Box 7 of 35 | Schimmel, Norbert                  |
| Box 7 of 35 | Avedon, Mr. Richard                |
| Box 7 of 35 | Arbus. Doon                        |
| Box 7 of 35 | Tanning, Dorothea                  |
| Box 7 of 35 | National Museum of Natural History |
| Box 7 of 35 | Daniels, David                     |
Box 8

Resorts of the Catskills, June 10 - August 17, 1980

Box 8 of 35 Photographs

Box 8 of 35 Shipping

Box 8 of 35 Packing

Wallpaper from the Cooper-Hewitt Collection, August 12 - October 26, 1980

Box 8 of 35 Inventory

Mustard Pots from the Colman Collection, August 26 - October 19, 1980

Box 8 of 35 Correspondence and catalogue

Beach, Boardwalk, Boulevard, August 26 - October 19, 1980

Box 8 of 35 Philadelphia Maritime Museum

Box 8 of 35 Atlantic City Public Library

Box 8 of 35 Perkowski, Chester

Box 8 of 35 University of Pennsylvania, School of Fine Arts

Box 8 of 35 Globus, Morton

Box 8 of 35 Stern, Gail

Box 8 of 35 Lists

Box 8 of 35 Levi, Vikki

Box 8 of 35 Shipping and correspondence

Electroworks, September 2 - November 2, 1980

Box 8 of 35 Shipping and insurance
<p>| Box 8 of 35 | Globus, Rick |
| Box 8 of 35 | International Contemporary Platinum Jewelry |
| Box 8 of 35 | General |
| Box 8 of 35 | Inventory |
| Box 8 of 35 | Munnes, Mr. Edward |
| Box 8 of 35 | Ganz/Horowitz |
| Box 8 of 35 | Shrubsole, Eric |
| Box 8 of 35 | A La Vielle Russie - Schaffer, Peter |
| Box 8 of 35 | Museumpiece |
| Box 8 of 35 | Central Park, October 28, 1980 - January 18, 1981 |
| Box 8 of 35 | General |
| Box 8 of 35 | Museum of the City of New York |
| Box 8 of 35 | New York City (NYC) Parks Department, Monuments Division |
| Box 8 of 35 | Now I Lay Me Down to Eat, November 18, 1980 - February 22, 1981 |
| Box 8 of 35 | Ford, Mr. And Mrs. John G. (Baltimore, Maryland) |
| Box 8 of 35 | French Country Store (Kaplan) |
| Box 8 of 35 | Fuller, Buckminster |
| Box 8 of 35 | Globus, D. |
| Box 8 of 35 | Brooklyn Museum - Oriental - Williams, Sylvia |
| Box 8 of 35 | Brooklyn Museum - African |</p>
<table>
<thead>
<tr>
<th>Box 8 of 35</th>
<th>Brooklyn Museum - Egyptian - Dr. Robert Bianchi</th>
</tr>
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<tbody>
<tr>
<td>Box 8 of 35</td>
<td>Burke, Mrs. Jackson</td>
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<td>Box 8 of 35</td>
<td>Cho, Dr. Won Kyung</td>
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<tr>
<td>Box 8 of 35</td>
<td>Colin, Ralph F.</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Shipping estimates</td>
</tr>
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<td>Box 8 of 35</td>
<td>Shipping estimates - Return of loans</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>L. Kahan Gallery</td>
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<td>Box 8 of 35</td>
<td>Kosta Boda</td>
</tr>
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<td>Box 8 of 35</td>
<td>Lauffer</td>
</tr>
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<td>Box 8 of 35</td>
<td>Lauzar, Lousi &amp; Shelley</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Le Vieux Monde</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Morrell, Peter</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Noever, Peter</td>
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<td>Box 8 of 35</td>
<td>Williams, D. G., Inc.</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Outstanding delivery receipts</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Hammacher Schlemmer</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Cincinnati Art Museum</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Cooper-Union (Werther)</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Grants and insurance</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Lucy's memoranda</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Kanai, J.</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Kirk-Steiff Co., NYC</td>
</tr>
<tr>
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<td>Kohler Co. (Grube Armond)</td>
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<tr>
<td>Box 8 of 35</td>
<td>Permission to motorize</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Rudofsky - November 18, 1980 - February 22, 1981</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Miscellaneous</td>
</tr>
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<td>Box 8 of 35</td>
<td>Rudofsky - Miscellaneous</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Metropolitan Museum of Art - Costume Institute (out)</td>
</tr>
<tr>
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<td>Pilgrimage Garden Club (Natchez, Mississippi)</td>
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<td>New York Historical Society</td>
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<tr>
<td>Box 8 of 35</td>
<td>Shaker Museum (Hancock, Massachusetts)</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Brooklyn Museum - Decorative Arts Department</td>
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<td>Kunstmuseum, Basel</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Rudofsky</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Rudofskyu - New loan agreements</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Peabody Museum (Salem, Massachusetts) (2 folders)</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Philadelphia Museum of Art</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Reed &amp; Barton (Tauton, Massachusetts)</td>
</tr>
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<td>Box 8 of 35</td>
<td>Robinson, James (NYC)</td>
</tr>
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<td>Box 8 of 35</td>
<td>Rosenberg, Mrs. Rochelle</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Rosenthal, USA, Limited (NYC)</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Museum of the American Indian</td>
</tr>
<tr>
<td>Box 8 of 35</td>
<td>Museum of the City of New York</td>
</tr>
</tbody>
</table>
Box 8 of 35  Museum of Modern Art
Box 8 of 35  Museum of History and Technology
Box 8 of 35  Museum of Natural History (Vince Wilcox)
Box 8 of 35  Naga Antiques (Marinacio)
Box 8 of 35  National Gallery of Art
Box 8 of 35  New York Academy of Medicine
Box 8 of 35  New York Public Library
Box 8 of 35  Oneida Silversmith (Oneida, New York)
Box 8 of 35  University of Michigan, Ann Arbor
Box 8 of 35  University Museum (Philadelphia, Pennsylvania)
Box 8 of 35  Wagner, Sherle
Box 8 of 35  Walters art Gallery

Box 9

Box 9 of 35  Wharton Esherick Museum (Mansfield Bascom)
Box 9 of 35  Doris Wiener Gallery (Isabel Wellisz)
Box 9 of 35  Winslow, Danny
Box 9 of 35  Wintherthur Museum
Box 9 of 35  Zabriskie Gallery
Box 9 of 35  Royal Copenhagen NY
Box 9 of 35  Rudofsky, Bernard
Box 9 of 35  Shelburne Museum
Box 9 of 35  Schaper, Maya
Box 9 of 35  Shinera
Box 9 of 35  Sleepy Hollow Restorations
Box 9 of 35  Sneider, Lea
Box 9 of 35  Staten Island Historical Society
Box 9 of 35  Swing Low
Box 9 of 35  Takony Form & Design (Sam Takeuchi)
Box 9 of 35  Tiffany & Co. (Garrison)
Box 9 of 35  Corroon, Mrs. Rosemary
Box 9 of 35  Craft Caravan Inc.
Box 9 of 35  Design Selections International
Box 9 of 35  Ellsworth, Robert H.
Box 9 of 35  Essex Institute
Box 9 of 35  Golden Movement Emporium
Box 9 of 35  Gorham Division of Textron
Box 9 of 35  Greenber, Madeline
Box 9 of 35  Hammersly, William
Box 9 of 35  The Hammock Way
Box 9 of 35  Hewitt, Mr. Edwin
Box 9 of 35  Hydro-Spa/Baths International
Box 9 of 35  Jensen-Lewis Canvas
Box 9 of 35  Jewish Museum
Box 9 of 35  Shipping - Rudofsky (2 folders)
Box 9 of 35  Shipping, gallery plan, etc.
Box 9 of 35  Invoices
Box 9 of 35  MacLevy Products Corp. (sauna)
Box 9 of 35  Metropolitan Museum of Art
Box 9 of 35  Monmouth County Historical Association
Box 9 of 35  Taylor, Lisa
Box 9 of 35  Musee Carnavalet
Box 9 of 35  Ohtsuka, Mr.
Box 9 of 35  Betsch, William
Box 9 of 35  American Museum of Natural History
Box 9 of 35  American Primitive Gallery
Box 9 of 35  Antiques at Trader's Cave (Guzzetta, Nancy A.)
Box 9 of 35  Atkins Museum
Box 9 of 35  Arabia of Finland
Box 9 of 35  Baccarat
Box 9 of 35  Barzilai, Yosi
Box 9 of 35  Beasely, Lucille
Box 9 of 35  Berke, Mrs. Virginia

    Innovative Furniture in America, March 10 - May 10, 1981

Box 9 of 35  Checklists, condition reports
Box 9 of 35  Shipping
Box 9 of 35  Casa Bella (Lisa Kaye)
Box 9 of 35  Brooklyn Museum
Box 9 of 35  Dubrow, Richard
Box 9 of 35  Merrell, Elinor
Box 9 of 35  Museum of Modern Art
Box 9 of 35  Shipping arrangements
Box 9 of 35  Cooper-Union
Box 9 of 35  Insurance coverage
Box 9 of 35  Smithsonian Institution Traveling Exhibition Service (SITES)


Box 9 of 35  Dubrow, Richard
Box 9 of 35  Manny, Mr. And Mrs. Richard
Box 9 of 35  Metropolitan Museum of Art
Box 9 of 35  Bennington Museum
Box 9 of 35  Correspondence and memoranda (2 folders)
Box 9 of 35  Shipping
Box 9 of 35  Loans to
Box 9 of 35  Insurance (damage)

19th-Century German Stage Design, April 7 - June 7, 1981

Box 9 of 35  General
Box 9 of 35  Shipping
Pottery, May 26 - August 9, 1981

Box 9 of 35  General


Box 9 of 35  Adams, Howard
Box 9 of 35  Allen, Armin B.
Box 9 of 35  Arman, Yves Gallery
Box 9 of 35  Brooklyn Museum
Box 9 of 35  Corcoran Gallery of Art
Box 9 of 35  Freidus Gallery
Box 9 of 35  Garden Club of America
Box 9 of 35  Burke, Mrs. Jackson
Box 9 of 35  Bry, Dorris
Box 9 of 35  Globus, Morton
Box 9 of 35  Freidman, Barry, Gallery
Box 9 of 35  Gem Antiques
Box 9 of 35  Goodman, William
Box 9 of 35  Benjamin Ginsburg Antiquary, Inc.
Box 9 of 35  Globus, Dorothy
Box 9 of 35  Guggenheim Museum

Box 10

Box 10 of 35  Soloman, Holly
| Box 10 of 35 | New York Historical Society |
| Box 10 of 35 | Norvell, Patsy |
| Box 10 of 35 | Philadelphia Zoological Society |
| Box 10 of 35 | Poetker, Frances Jones |
| Box 10 of 35 | Schreiber, Robert |
| Box 10 of 35 | Rakow, Dr. Leonard |
| Box 10 of 35 | Rosenblatt, Minna |
| Box 10 of 35 | Schinz, Maria |
| Box 10 of 35 | Merrell, Elinor |
| Box 10 of 35 | Miller, Robert Gallery |
| Box 10 of 35 | Museum of Modern Art |
| Box 10 of 35 | Nassau, Lillian |
| Box 10 of 35 | New York Botanical |
| Box 10 of 35 | Pfeiffer, Marcuse Gallery |
| Box 10 of 35 | Sonnabend Gallery |
| Box 10 of 35 | Stanbury, Helen |
| Box 10 of 35 | La Vielle Russie |
| Box 10 of 35 | Lowenthal, John and Anne |
| Box 10 of 35 | Mannet, Richard |
| Box 10 of 35 | MacDonald, A. |
| Box 10 of 35 | Masser, Phyllis |
| Box 10 of 35 | McNally, Sean |
Box 10 of 35  Metropolitan Museum of Art
Box 10 of 35  Mecking, J. Garvin, Inc.
Box 10 of 35  Smithsonian Institution - Office of Horticulture
Box 10 of 35  Tupper, Joan
Box 10 of 35  Ufland
Box 10 of 35  Vaughan, V. Stephen
Box 10 of 35  Wagstaff, Sam
Box 10 of 35  Walter, Paul
Box 10 of 35  Yale Center for British Art
Box 10 of 35  Kneitel, Kenneth
Box 10 of 35  Supersnipe Gallery
Box 10 of 35  Summer, Edward
Box 10 of 35  Museum of Holography
Box 10 of 35  Bills approved for payment
Box 10 of 35  General
Box 10 of 35  Shipping and insurance
Box 10 of 35  Insurance
Box 10 of 35  Correspondence and memoranda
Box 10 of 35  Shipping
Box 10 of 35  Johnson, Barbara

The Moving Image, June 16 - August 16, 1981
Box 10 of 35  General

Americans in Glass, August 25 - November 15, 1981

Box 10 of 35  General

Box 10 of 35  Shipping and insurance

Box 10 of 35  Damage

Box 10 of 35  Inventory, etc.

Magazine Covers, August 25 - November 1, 1981

Box 10 of 35  Correspondence

Box 10 of 35  Shipping

Box 10 of 35  Inventory

Box 10 of 35  Library of Congress, ASIS Division

Box 10 of 35  Abrams, Robert

Box 10 of 35  Block, Ship

Box 10 of 35  Columbia University Libraries

Box 10 of 35  Davis, Troy

Box 10 of 35  Friedman, Barry

Box 10 of 35  Ginzburg, Ralph (Avante Garde Media Inc.)

Box 10 of 35  Milton Glaser, Inc. - Eva Doman

Box 10 of 35  Globus, Dorothy

Box 10 of 35  Heller, Steve

Box 10 of 35  Keith, Michelle
Box 10 of 35  Kery, Pat
Box 10 of 35  Lynch, Jon
Box 10 of 35  McGraw, Donald
Box 10 of 35  Mobieus, Cliff
Box 10 of 35  Rennert, Jack
Box 10 of 35  Sheehe, W. Michael
Box 10 of 35  Speyer, Lana & Shelley
Box 10 of 35  Stern Magazine
Box 10 of 35  Times Newspapers of Great Britain
Box 10 of 35  Trevis, Charles P.
Box 10 of 35  Ursus Books, Ltd.
Box 10 of 35  Weiner, Dr. A.

Reading and Writing, September 21, 1981 - January 3, 1982

Box 10 of 35  Tochiori, Kumiko
Box 10 of 35  Japan Society for Crippled Children
Box 10 of 35  Serizawa, Keisuke
Box 10 of 35  Matsuda, Genroku
Box 10 of 35  Anno, Mitsumasa
Box 10 of 35  Transport
Box 10 of 35  Notes from Lucy
Box 10 of 35  Bills for payment
Box 10 of 35  Shipping
Box 10 of 35  Adkins, Jan
Box 10 of 35  Allner, Walter
Box 10 of 35  American Foundation for the Blind
Box 10 of 35  American Museum of Natural History - Anthropology Department
Box 10 of 35  Anderson, Marna
Box 10 of 35  Archives of American Art
Box 10 of 35  Axler, George

Box 11
Box 11 of 35  Baeder, John
Box 11 of 35  Becker & Becker - Mr. Paul Becker
Box 11 of 35  Blechman, R. O.
Box 11 of 35  Antique Porcelain Co.
Box 11 of 35  Boguslav, Raphael
Box 11 of 35  Bowen, Louis
Box 11 of 35  Boyajian, Robert
Box 11 of 35  Brooke Alexander, Inc.
Box 11 of 35  Brooklyn Museum - Egyptian and Classical Art
Box 11 of 35  Burke, Jackson (Mrs.)
Box 11 of 35  Chait, Allan
Box 11 of 35  Cirker, (Baker)
Box 11 of 35  Columbia University - Butler Library
Box 11 of 35  Crawford, John M., Jr.

Box 11 of 35  Didier, Aaron

Box 11 of 35  R. R. Donelley & Sons Co.

Box 11 of 35  The Eakins Press Foundation - Harvey Simmons

Box 11 of 35  Columbia University - East Asian Library

Box 11 of 35  Elkind, Wieder

Box 11 of 35  Evetts, Deborah

Box 11 of 35  Museum of Modern Art

Box 11 of 35  Mythology

Box 11 of 35  National Museum of American History (NMAH) - Division of Graphic Arts

Box 11 of 35  NMAH - Political History

Box 11 of 35  NMAH - Dept. of Cultural History

Box 11 of 35  NMAH - Philatelic Collections

Box 11 of 35  Nelson, Stan

Box 11 of 35  New York Historical Society

Box 11 of 35  New York Public Library - Office of Special Collections

Box 11 of 35  A. N. Palmer Co.

Box 11 of 35  Pfeiffer, Philip

Box 11 of 35  Philadelphia Library Co.

Box 11 of 35  Oxford University Press

Box 11 of 35  Philomel Books

Box 11 of 35  Princeton University Libraries - Graphic Arts Collections
Box 11 of 35  
Procaccino, Nick (The Exumation)

Box 11 of 35  
Ringwood Manor

Box 11 of 35  
Rohlfing, Christian

Box 11 of 35  
Rose, Joana

Box 11 of 35  
Sanders, Frederick M.

Box 11 of 35  
Schlossberg, Edwin

Box 11 of 35  
Schiller, Justine

Box 11 of 35  
Schimmel, Staurt

Box 11 of 35  
Tender Buttons (Epstein)

Box 11 of 35  
Thompson, Susan O.

Box 11 of 35  
University of Pennsylvania - University Museum

Box 11 of 35  
Vernay & Jussel, Inc.

Box 11 of 35  
A La Vieille Russie, Inc.

Box 11 of 35  
Doris Wiener Gallery

Box 11 of 35  
Dr. and Mrs. Frank Weiser

Box 11 of 35  
Mr. and Mrs. Wang Fang Yu

Box 11 of 35  
Yardlan, Harold - Geyer Studio

Box 11 of 35  
Old Sturbridge Village

Box 11 of 35  
Free Library of Philadelphia - Rare Book Division

Box 11 of 35  
Farmanfarmaian, Abolbashar

Box 11 of 35  
Flax, Sam
Box 11 of 35  Fuller, Steven
Box 11 of 35  Giallo, Vito
Box 11 of 35  Glassman, Peter
Box 11 of 35  Globus, Steven and Dorothy
Box 11 of 35  Green, Mrs. Adolph
Box 11 of 35  Gotham Book Mart
Box 11 of 35  Grollier Club
Box 11 of 35  Grube, Ernst
Box 11 of 35  Hall, Michael
Box 11 of 35  Hallmark Cards
Box 11 of 35  Hemphill, Herbert
Box 11 of 35  Harvard College Library - Harvard Theater Collection
Box 11 of 35  Hodges, Chantal
Box 11 of 35  Hosmer, Herbert and Mindy McCabe
Box 11 of 35  Hunter, Paul
Box 11 of 35  Jewish Museum
Box 11 of 35  Jolmson, Ray
Box 11 of 35  Katz, William
Box 11 of 35  Kelly, Jerry
Box 11 of 35  Kim, Dr. M.
Box 11 of 35  Kinsey
Box 11 of 35  Lesser, Robert
| Box 11 of 35 | Bernard & S. Dean Levy, Inc. |
| Box 11 of 35 | Manney, Richard |
| Box 11 of 35 | L'Ibis Gallery |
| Box 11 of 35 | Marshall, Nancy |
| Box 11 of 35 | Masser, Mrs. Robert |
| Box 11 of 35 | Metropolitan Museum of Art |
| Box 11 of 35 | Metropolitan Opera |
| Box 11 of 35 | Miller, Mrs. Mark |
| Box 11 of 35 | Museum of Fine Arts, Boston |
| Box 11 of 35 | Morris-Jumel Mansion |
| Box 11 of 35 | Morgan Library |
| Box 11 of 35 | Museum of the American Indian |
| Box 11 of 35 | Museum of the City of New York |
| Box 11 of 35 | Schutz, Matthew |
| Box 11 of 35 | Smith, Shelia |
| Box 11 of 35 | Siegal, Herbert |
| Box 11 of 35 | Silverman, Isabelle |
| Box 11 of 35 | National Museum of Natural History |
| Box 11 of 35 | Smithsonian Institution Libraries |
| Box 11 of 35 | Society for the Preservation of Long Island Antiquities |
| Box 11 of 35 | South Street Seaport Museum |
Box 11 of 35  Stair & Company, Inc.
Box 11 of 35  Strassman, Paul

Box 12

Box 12 of 35  Sneider, Mrs. Richard
Box 12 of 35  Taber, Anthony
Box 12 of 35  Sutherland, Donald
Box 12 of 35  Taylor, Lisa
Box 12 of 35  Condition Reports (Accession 04-200)

Suburbs, November 10, 1981 - January 31, 1982 (38 folders)

Box 12 of 35  Neil Guda
Box 12 of 35  John Montagu/Marsengale
Box 12 of 35  James Stewart Polshek & Partners
Box 12 of 35  Robert A. M. Stern
Box 12 of 35  Chicago Art Institute
Box 12 of 35  Kohler
Box 12 of 35  Larry Speck
Box 12 of 35  Arthur Cotton Moore Association
Box 12 of 35  University of Cincinnati
Box 12 of 35  Western Reserve Historical Society
Box 12 of 35  Tuxedo Park - Mrs. Marvin Kopp
Box 12 of 35  Tuxedo Park
Box 12 of 35  University of Pennsylvania
Box 12 of 35  Charles Moore
Box 12 of 35  Russell Sage Foundation
Box 12 of 35  Shaker Historical Society
Box 12 of 35  Chatham Village Homes
Box 12 of 35  Chicago Historical Society
Box 12 of 35  Andre Duany
Box 12 of 35  Cincinnati Historical Society
Box 12 of 35  Metropolitan Museum
Box 12 of 35  Historical Association of Southern Florida
Box 12 of 35  Robert Fink
Box 12 of 35  Roger Seifter
Box 12 of 35  Columbia University - Avery Art and Architecture Library
Box 12 of 35  Gavin McGrae Gibson
Box 12 of 35  Bills approved for payment
Box 12 of 35  Loan extensions
Box 12 of 35  Listings for National Building Museum
Box 12 of 35  Form letter
Box 12 of 35  Packing lists
Box 12 of 35  Cornell University
Box 12 of 35  Artemas Richardson - Olmsted Foundation
Box 12 of 35  Olmsted Foundation
Box 12 of 35  Metropolitan Museum of Art - Coral Gables

Box 12 of 35  Kendegamo

Box 12 of 35  City of Coral Gables - Historical Archives

Box 12 of 35  Michael Tobin

Box 12 of 35  Miscellaneous materials


Box 12 of 35  Museum of the American Indian

Box 12 of 35  Bills approved for payment

Box 12 of 35  Correspondence and memoranda (2 folders)

Box 12 of 35  Shipping

Box 12 of 35  Audio cassettes (2 folders)

City Dwellings and Country Houses: Robert Adam and His Style, January 19-April 11, 1982

Box 12 of 35  General

Box 12 of 35  Mr. Ivall

Box 12 of 35  Shipping arrangements - Pitt and Scott (Peter Bass)

Box 12 of 35  Project listings

Box 12 of 35  Memoranda and notes

Box 12 of 35  Exhibition inventory

Box 12 of 35  Shipping

Box 12 of 35  National Trust for Scotland

Box 12 of 35  Royal Incorporation of Architects of Scotland
<table>
<thead>
<tr>
<th>Box 12 of 35</th>
<th>The Royal Oak Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 12 of 35</td>
<td>Dalmeny House - Scotland</td>
</tr>
<tr>
<td>Box 12 of 35</td>
<td>Temple Newsam House - England</td>
</tr>
<tr>
<td>Box 12 of 35</td>
<td>Mr. John Home-Robertson - Scotland</td>
</tr>
<tr>
<td>Box 12 of 35</td>
<td>Scottish Record Office - Andrew Broom</td>
</tr>
<tr>
<td>Box 12 of 35</td>
<td>Blair Adam - Scotland</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>National Gallery of Scotland - Keith Andrews / John Cockburn</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Lloyd's of London</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>City Reference Library - Birmingham, England</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>G. Jackson &amp; Sons, Ltd. - England</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Victoria and Albert Museum - Gillian Davies</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Buten Museum of Wedgewood</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Royal Institute of British Architects - The British Architectural Library</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>The Northumberland Estates - Alnwick Castle, England</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Metropolitan Museum of Art - European Sculpture and Decorative Arts</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Morgan Library</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Philadelphia Museum of Art</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Republic National Bank</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>University of Pennsylvania - Fine Arts Library</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Museum of Fine Arts, Boston</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>von Bulow, Claus</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Zeitlin, David E.</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Yale Center for British Art</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Sotheby Parke Bernet, inc.</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Anthony J. Kersting</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Vizcaya Museum and Gardens</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Boscobel Restoration, Inc.</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Charleston Museum</td>
</tr>
<tr>
<td></td>
<td>Architectural Fantasy and Reality, February 16 - May 9, 1982</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>General (2 folders)</td>
</tr>
<tr>
<td></td>
<td>Hawaii: The Royal Isles, March 9 - May 9, 1982</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Bills approved for payment</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Shipping</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Damage</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Crate lists</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Inventory</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Miscellaneous materials</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>Condition report (Accession 04-200)</td>
</tr>
<tr>
<td></td>
<td>Gilt Bronze</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>English Majolica, March 23 - June 13, 1982</td>
</tr>
<tr>
<td>Box 13 of 35</td>
<td>William Aberbach</td>
</tr>
</tbody>
</table>
Box 13 of 35  Buten Museum of Wedgwood
Box 13 of 35  Collins, Mr. and Mrs. John
Box 13 of 35  Hoffman, Mr. Jerome
Box 13 of 35  Valerie Wilkinson Gerry
Box 13 of 35  Greenbaum, Edna
Box 13 of 35  Mr. and Mrs. Herbert Jacobs
Box 13 of 35  Karmason, Dr. M. G.
Box 13 of 35  Minton Museum
Box 13 of 35  Rakow, Dr. and Mrs. Leonard
Box 13 of 35  Salzman, Mrs. Alexander
Box 13 of 35  Zeitlin, Mr. and Mrs. David
Box 13 of 35  Shipping
Box 13 of 35  Bills approved for payment
Box 13 of 35  Inventory

The American Landscape, April 27 - July 18, 1982
Box 13 of 35  General

The Jacquard Loom: Recent Experiments, May 18 - August 22, 1982
Box 13 of 35  Merrimack Valley Textile Museum
Box 13 of 35  Rhode Island Schools of Design (RISD)
Box 13 of 35  Miscellaneous materials

Basketry: Tradition in New Form, June 8 - August 22, 1982
Box 13 of 35  Institute of Contemporary Art, Boston
Box 13 of 35  John McQueen
Box 13 of 35  Inventory
Box 13 of 35  Shipping
Box 13 of 35  Packing and condition reports
Box 13 of 35  Requisitions and bills

Button, Button, June 8 - August 22, 1982

Box 13 of 35  Globus, Dorothy
Box 13 of 35  Epstein, Diana
Box 13 of 35  Bills

Box 14

The Column: Structure and Ornament, June 8 - August 22, 1982

Box 14 of 35  Bills
Box 14 of 35  Shipping
Box 14 of 35  Correspondence
Box 14 of 35  Inventory
Box 14 of 35  Sonnabend Gallery
Box 14 of 35  Tiller & King, Ltd.
Box 14 of 35  Southard, Craig
Box 14 of 35  Teteriatnikov, Vladimir
Box 14 of 35  Toms, Mr. Newby
<table>
<thead>
<tr>
<th>Box 14 of 35</th>
<th>Daniel Wolf, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 14 of 35</td>
<td>A La Vieille Russie, Inc.</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Feigen, Richard</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>French Country Store</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Robert Freidus Gallery</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Geist, Sidney</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Cora Ginsburg</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Globus, Dorothy</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Greenwald, Mr. Zoe</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Hall, Michael</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Haas, Mr. Richard</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Hausmann, Robert</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Irreplaceable Artifacts</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Israel, Steve - Great American Salvage Co.</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Karp, Ivan - c/o O. K. Harris</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Bernard Levy</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Massar, Mr. and Mrs. Robert</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Mecking Mr. J. Garvin</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Metropolitan Museum of Art</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Robert Miller Gallery</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Museum of Modern Art</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Morgan, Mr. and Mrs. Frederick</td>
</tr>
</tbody>
</table>
Box 14 of 35  Office of Architect of the Capitol
Box 14 of 35  Oldenburg, Claes
Box 14 of 35  Philip W. Pfeiffer Antiques
Box 14 of 35  Rakow, Leonard
Box 14 of 35  Regazzoni, Richard
Box 14 of 35  S. J. Shrubsole Corp.
Box 14 of 35  Niall Smith Antiques
Box 14 of 35  Smyth, Ned
Box 14 of 35  Sullivan, Michael - Hadler/Rodriguez
Box 14 of 35  Turner, Judith
Box 14 of 35  Didier Aaron Inc.
Box 14 of 35  Avery Architectural Library
Box 14 of 35  Blumka Antiques
Box 14 of 35  Bofill, Mr. Richard - Spain
Box 14 of 35  Brooklyn Museum
Box 14 of 35  Bober, Dr. Harry
Box 14 of 35  Canadian Center for Architecture
Box 14 of 35  Duncan, Mr. and Mrs. Bruce

Lace, August 3 - November 7, 1982

Box 14 of 35  Metropolitan Museum of Art
Box 14 of 35  National Museum of American History
Box 14 of 35  Corcoran Gallery of Art

Box 14 of 35  Corning Museum of Glass

Box 14 of 35  Yale University Art Gallery

Box 14 of 35  Rossbach, Ed

Box 14 of 35  Inventory

Box 14 of 35  Notes, Correspondence, etc.

Box 14 of 35  Textile Dept. loans (private loans) - Milton, Gillian, Lucy

Box 14 of 35  Bills approved for payment

Box 14 of 35  Joanne Segal Brandford

Box 14 of 35  Auclair, Michael

Box 14 of 35  Brill William

Box 14 of 35  American Museum of Natural History

Box 14 of 35  Coleman

Box 14 of 35  Metropolitan Museum of Art - The Costume Institute

Italian Revolution

Box 14 of 35  Shipping

Fashion Prints: 125 Years of Style, August 31, 1982 - January 3, 1983

Box 14 of 35  General


Box 14 of 35  Cataloging information

Box 14 of 35  Forms
<table>
<thead>
<tr>
<th>Box 14 of 35</th>
<th>Cover letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 14 of 35</td>
<td>Conditions</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Sweden</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Ake Axelsson</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Brandt, Asa</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Forsell, Ulla</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>AB Gustavsberg</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Haglund</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Hoganas Museum</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>National Museum</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Mr. Lennart Nisser</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Nordiska Museet</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>AB Orrefors Glasbruk</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Petersen, Hans</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Polland, Eva</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Rohss Museum of Arts &amp; Crafts</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Smalands Museum</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Stalhane, Carl-Harry</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>10-Gruppen</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Waldemarsudde</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Bing and Grondahl</td>
</tr>
<tr>
<td>Box 14 of 35</td>
<td>Det Danske Kunstindustrimuseum</td>
</tr>
</tbody>
</table>
Box 14 of 35  Bent Gabrielsen
Box 14 of 35  Hansen, Hans - Carl Gustav Hansen
Box 14 of 35  Hvidt, Peter
Box 14 of 35  Georg Jensen Solvsmedie
Box 14 of 35  Kunstakademiets Bibliotek
Box 14 of 35  Jan Lohmann
Box 14 of 35  Ole Bent Petersen
Box 14 of 35  Jane Reumert
Box 14 of 35  Royal Copenhagen Museum
Box 14 of 35  Statens Kunstfond
Box 14 of 35  Vangsgaard, Erik Ingomar
Box 14 of 35  Arabia Factory Museum
Box 14 of 35  Timo Arjas
Box 14 of 35  Artek

Box 15
Box 15 of 35  Rut Bruk
Box 15 of 35  Finnish Glass Museum
Box 15 of 35  Hvitrask-Saatio - Gerda and Salomo Wuorio Foundation
Box 15 of 35  Iittala Glassworks
Box 15 of 35  Kunstannusosakeyhtio
Box 15 of 35  Lapponia Jewelry
Ministry of Education
Museum of Applied Arts
Nuujaarvi-Notsjo
Osipowianna Maria
The Palace Hotel
Rantanen, Mrs. Kirsti
Riihimaen Lasi Glassworks
Touko Saari
Vuokko Oy
Assmundsson Gisli
Asgerdur Buadottir
Lydia Palsdottis Einarsson
Sigrun Einarsdottir
Jonina Gudnadottir
Gester and Sigrun Gudjonsdottir
Jens Gudjonsson
Gudbrandur J. Jerzorski
Sigridur Johannsdottir and Leifur Breidfjord
Steinunn Marteinsdottir
Nyvirki Ltd.
Malmsteypa A. Sigurdsson
Leifer Sveinsson
Box 15 of 35  Thorbjorg Thordardottir
Box 15 of 35  Charlotte Block-Hellum
Box 15 of 35  Rolf Gaudernack
Box 15 of 35  Jac Jacobsen
Box 15 of 35  Nordenfjeldske Kunstindustrimuseum
Box 15 of 35  Oslo Museum of Applied Art
Box 15 of 35  Vestlandske Kunstindustrimuseum
Box 15 of 35  Frima Svenskt Tenn
Box 15 of 35  Marimekko Oy
Box 15 of 35  Vivero Oy
Box 15 of 35  Focus Belysning
Box 15 of 35  E. Kold Christensen Aps
Box 15 of 35  Kevi Ais
Box 15 of 35  Le Klint (gift)
Box 15 of 35  A. Michelsen A/S
Box 15 of 35  Louis Poulsen & Co. A/S
Box 15 of 35  Rassmusseun
Box 15 of 35  A/S Stelton
Box 15 of 35  Cleveland Museum of Art
Box 15 of 35  Kaplan, Leo
Box 15 of 35  Kosta Boda
<table>
<thead>
<tr>
<th>Box 15 of 35</th>
<th>Cooper-Hewitt Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 15 of 35</td>
<td>littala, USA</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Ministry for Foreign Affairs (United Nations)</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Newark Museum</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Robert Schreiber</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Atelje Lyktan AB</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>AB Gustavsberg</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>HAG USA, Inc.</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>ICF</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Kooperativa Forbondet</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Lammhults Mekaniska AB</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>RFSU Rehab</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Rorstrand</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Westnofa, USA, Inc.</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Contract with American Scandinavian Foundation</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Contract with Renwick Gallery</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Correspondence - Renwick Gallery</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Contract with Minnesota Museum of Art</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Correspondence - Minnesota Museum of Art</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Bills and requisitions</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Shipping</td>
</tr>
<tr>
<td>Box 15 of 35</td>
<td>Telex and correspondence</td>
</tr>
</tbody>
</table>
Box 15 of 35  Inventory
Box 15 of 35  Donations to Cooper-Hewitt Museum
Box 15 of 35  Catalogue proofs
Box 15 of 35  Insurance
Box 15 of 35  Condition reports correspondence
Box 15 of 35  Photos for return after Renwick

Box 16
Box 16 of 35  Kristian Jacobsen
Box 16 of 35  Denmark tour
Box 16 of 35  Shipping
Box 16 of 35  Crate list - Master
Box 16 of 35  American crate lists
Box 16 of 35  Crate lists
Box 16 of 35  Itemized object listing
Box 16 of 35  USA transport lists, etc.
Box 16 of 35  Finland transport lists, etc.
Box 16 of 35  Iceland transport lists, etc.
Box 16 of 35  Denmark transport lists, etc.
Box 16 of 35  Norway transport lists, etc.
Box 16 of 35  Sweden transport lists, etc.
Box 16 of 35  Packing photos
Box 16 of 35  Dansk

The Golden Age of Naples

Box 16 of 35  General

American Picture Palaces, November 23, 1982 - February 27, 1983

Box 16 of 35  Bills approved for payment

Box 16 of 35  Shipping

Box 16 of 35  Anger, Kenneth

Box 16 of 35  Arlington Theatre, Santa Barbara, California

Box 16 of 35  Avery Library (McNamara)

Box 16 of 35  Theatre Historical Society, South Bend, Indiana

Box 16 of 35  Theatre Historical Society - Pictures used in exhibition

Box 16 of 35  Condition reports - Photos not used

Box 16 of 35  Columbia University - Avery Library

Box 16 of 35  Duci Bella, Joe

Box 16 of 35  Cincinnati Historical Society - Laura Chase

Box 16 of 35  Fifth Ave. Theatre

Box 16 of 35  Fox Theatre, Atlanta, Georgia

Box 16 of 35  Fox Theatre, San Diego, California

Box 16 of 35  Horton, Bob - Bellvue, Washington

Box 16 of 35  Katten, Steven and Judith

Box 16 of 35  Museum of the City of New York
Box 16 of 35  Oleshansky, Dr. Marvin
Box 16 of 35  Playhouse Theatre, Cleveland, Ohio
Box 16 of 35  Priteca Drawings - McCan in Seattle
Box 16 of 35  Pythian Temple (W 70s) - Tom Doremus
Box 16 of 35  Radio City Music Hall
Box 16 of 35  Mary Strauss Fox Theatre, St. Louis, Missouri
Box 16 of 35  Rambuesch
Box 16 of 35  Ringling Theatre, Baraboo, Wisconsin
Box 16 of 35  Sievan, Lee, New York, New York
Box 16 of 35  Sonnabend Gallery
Box 16 of 35  Lisa Taylor
Box 16 of 35  Washburn Gallery
Box 16 of 35  Washoe Theatre, Anaconda, Montana
Box 16 of 35  Shipping
Box 16 of 35  Miscellaneous materials

Tiffany Studios: Metalwork and Other Decorative Arts, January 18 - April 17, 1983

Box 16 of 35  Macklowe Gallery
Box 16 of 35  Mancuso, Vincent
Box 16 of 35  Nassau, Lillian
Box 16 of 35  Osofsky, Alice
Box 16 of 35  Correspondence, notes, inventory, address labels
Box 16 of 35  Bills
Box 16 of 35  Mrs. Fine
Box 16 of 35  Galletti
Box 16 of 35  Lemler, Sy
Box 16 of 35  Singer, Ceil
Box 16 of 35  Silverman
Box 16 of 35  Museum of Modern Art
Box 16 of 35  Brown
Box 16 of 35  Burlingham, Michael
Box 16 of 35  Ellman
Box 16 of 35  Kornblum

Designed for Theater, January 25 - August 7, 1983

Box 16 of 35  Museum of the City of New York
Box 16 of 35  Inventory
Box 16 of 35  Bills

The Carnegie Mansion Embellished, February 8 - May 1, 1983

Box 16 of 35  Listing

Box 17

Faberge: Jeweller to Royalty, March 15 - July 10, 1983

Box 17 of 35  Correspondence
Box 17 of 35  Shipping
Box 17 of 35  Bills and requisitions
Box 17 of 35  Insurance
Box 17 of 35  Application for federal indemnity (2 folders)
Box 17 of 35  Condition reports
Box 17 of 35  Princess Anne
Box 17 of 35  Prince Charles
Box 17 of 35  Mr. Greenville Collins
Box 17 of 35  Duke and Duchess of Devonshire
Box 17 of 35  Queen Elizabeth II
Box 17 of 35  Queen Elizabeth, the Queen Mother
Box 17 of 35  Mr. Wharburton Lee
Box 17 of 35  Luton Hoo
Box 17 of 35  Princess Margaret
Box 17 of 35  J. O. Patino
Box 17 of 35  Mr. Charles Reid
Box 17 of 35  Mrs. J. Robinson
Box 17 of 35  Mrs. Kenneth Snowman
Box 17 of 35  Anonymous c/o A. K. Snowman
Box 17 of 35  Victoria and Albert Museum
Box 17 of 35  Wartski
Box 17 of 35  Duchess of Westminster
Box 17 of 35  Mrs. Josianne Woolf
Box 17 of 35  Sir Leonard Wolfson

Canes and Walking Sticks, May 3 - July 26, 1983

Box 17 of 35  Floor plan and inventory

Box 17 of 35  Transport

Box 17 of 35  Catherine Dike

Box 17 of 35  Notes and correspondence

Box 17 of 35  Condition reports

Box 17 of 35  Bills

Box 17 of 35  A La Vielle Russie

Box 17 of 35  Allan S. Chait

Box 17 of 35  Dr. Gerald Epstein

Box 17 of 35  Foss, Glenn

Box 17 of 35  Herbert Hemphill

Box 17 of 35  Metropolitan Museum of Art

Box 17 of 35  Museum of the American Indian, Heye Foundation

Box 17 of 35  Mark Neider

Box 17 of 35  Walter Scholz

Box 17 of 35  Dr. and Mrs. Julius Tarshis

Urban Documents: Twentieth Century American Prints, May 10 - September 24, 1983

Box 17 of 35  Associated American Artists - Sylvan Cole

Box 17 of 35  Brooke Alexander
Box 17 of 35  Conover, Robert
Box 17 of 35  Dee, Elaine
Box 17 of 35  Hall, John
Box 17 of 35  Kingin, Michael
Box 17 of 35  Metropolitan Museum of Art
Box 17 of 35  New York Public Library, Print Room
Box 17 of 35  Parasol Press, Ltd.
Box 17 of 35  Mary Ryan Gallery
Box 17 of 35  Spaced Gallery
Box 17 of 35  Whitney Museum
Box 17 of 35  Shipping
Box 17 of 35  Bills

Box 17 of 35  Notes, correspondence, and contract
Box 17 of 35  Canadian Centre for Architecture (additional loans)
Box 17 of 35  Shipping
Box 17 of 35  Bills

Open Spaces
Box 17 of 35  General

Box 18
A Penny Saved: Architecture in Cast-Iron Toy Banks, August 2 - October 22, 1983

Box 18 of 35  Don Duer
Box 18 of 35  Bills
Box 18 of 35  C. Bernard Ellinghaus
Box 18 of 35  Mr. I. Andrew Moore
Box 18 of 35  Seaman's Bank (Mrs. Shirley Dutton)
Box 18 of 35  Donal P. Markey
Box 18 of 35  Ralph D. Dye, Jr.
Box 18 of 35  Al Davidson
Box 18 of 35  Carl J. White
Box 18 of 35  Mr. Winston
Box 18 of 35  Floor plans
Box 18 of 35  Shipping
Box 18 of 35  Notes and correspondence
Box 18 of 35  Case listings and photographs

Frank Lloyd Wright and the Prairie School, August 30, 1983 - January 1, 1984

Box 18 of 35  Office of the University Alumni Association - University of Chicago
Box 18 of 35  Allen Brooks
Box 18 of 35  David and Alfred Smart Gallery, University of Chicago
Box 18 of 35  John Vinci
Box 18 of 35  Albright Knox Gallery
Box 18 of 35  Art Institute of Chicago
Box 18 of 35  Avery Library
Box 18 of 35  Bloch, Mr. and Mrs. Ted
Box 18 of 35  Richard Bock Sculpture Collection
Box 18 of 35  Mary & Leigh Block Gallery, Northwestern University
Box 18 of 35  Buffalo and Erie County Historical Society
Box 18 of 35  Canadian Center for Architecture, New York
Box 18 of 35  Centre Canadien d'Architecture, Canada
Box 18 of 35  Chicago Architectural Foundation
Box 18 of 35  Chicago Historical Society
Box 18 of 35  Corcoran Gallery of Art
Box 18 of 35  Fields, Jeanette
Box 18 of 35  David Gebhard
Box 18 of 35  Frank Lloyd Wright Home & Studio
Box 18 of 35  Grey Art Gallery
Box 18 of 35  Hollyhock House
Box 18 of 35  Jacobsen, Mr. and Mrs. Robert
Box 18 of 35  Kennedy Roger, NMAH
Box 18 of 35  Vern Knutson
Box 18 of 35  Harry Larkin
Box 18 of 35  Lenkin, Edward
<table>
<thead>
<tr>
<th>Box 18 of 35</th>
<th>Mr. and Mrs. Sydney Lewis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 18 of 35</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Littman, Mr. Robert R.</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Los Angeles Chapter, AIA</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Harry Lunn Gallery</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Magner, Mr. D. P.</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Martin House</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Milwaukee Art Museum</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Mitchell (Avery)</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Morris, Mr. and Mrs. Wistar</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>National Gallery of Victoria, Australia</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Natoff, Nora</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>New York Historical Society</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Oak Park Library</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Pado, Mr. and Mrs. Michael</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Soloman, Mr. Harry</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Taffal, Edgar</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Tartt, Joe</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>Edwin Ulrich Museum of Art, Wichita State University</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>University Archives, State University of New York, Buffalo</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>University of Michigan Museum of Art</td>
</tr>
<tr>
<td>Box 18 of 35</td>
<td>University of Washington Library</td>
</tr>
</tbody>
</table>
Box 18 of 35  Walker, Mr. Kenneth
Box 18 of 35  Transport
Box 18 of 35  Notes and correspondence
Box 18 of 35  General
Box 18 of 35  Declines loans
Box 18 of 35  Floor plan
Box 18 of 35  Scott Elliott Kelmscott Gallery
Box 18 of 35  Iannelli Collection
Box 18 of 35  Kelmscott Gallery

Contemporary Continuous Pattern, September 20, 1983 - January 15, 1984

Box 18 of 35  Bills
Box 18 of 35  Shipping
Box 18 of 35  Notes and correspondence
Box 18 of 35  Furniture of the 20th Century
Box 18 of 35  Floor plan
Box 18 of 35  Craig Fabrics (out)
Box 18 of 35  Art by the Yard (Carolyn Ray)
Box 18 of 35  Brainstorm
Box 18 of 35  Bronkar, Marcie Vesel
Box 18 of 35  Bryant, Lois
Box 18 of 35  California Dropcloth
Box 18 of 35  Cohama Riverdale Decorative Fabrics

Box 19

Box 19 of 35  Cohen, Jill
Box 19 of 35  Desveaux, Michelle
Box 19 of 35  Etalage
Box 19 of 35  Four Hands Bindery
Box 19 of 35  Fresh Paint Ltd.
Box 19 of 35  Gentile, Mr, Terry A.
Box 19 of 35  Hafner, Dorothy
Box 19 of 35  Horn, Michael
Box 19 of 35  Jepsky, Marcia
Box 19 of 35  Knoll International
Box 19 of 35  Larson, Jack Lenor
Box 19 of 35  Marc/Raymond
Box 19 of 35  Miller, Alexandra and Michael
Box 19 of 35  Mira-X
Box 19 of 35  Pannucci, Cynthia
Box 19 of 35  Peckman, Glen
Box 19 of 35  Rhode Island School of Design
Box 19 of 35  Robertson, Clark
Box 19 of 35  Gonnet, Yves
Box 19 of 35  Zoo Ink
Box 19 of 35

Vinken, Jeroen

The Art of the European Goldsmith: From the Schroder Collection, November 1, 1983 - January 22, 1984

Box 19 of 35

Contract, correspondence, notes

Box 19 of 35

Schroder Collection - Floor plan

Box 19 of 35

General

Box 19 of 35

Bills


Box 19 of 35

Invoices

Box 19 of 35

Return

Box 19 of 35

Notes and correspondence

Box 19 of 35

Ex Libris (Arthur Cohen)

Box 19 of 35

Dorothy Globus

Box 19 of 35

Nicolai, Huisman and Langhout

Box 19 of 35

Searing, Helen

Box 19 of 35

Arthur Staal

Box 19 of 35

Stichting Architecture Museum

Box 19 of 35

Mr. and Mrs. van Duin-Hudig

Box 19 of 35

van Dusseldorp-Rontgen

Box 19 of 35

Gemeentelijke Archiefdienst (municipal archives)

Box 19 of 35

Nederlands Documentatiecentrum voor de Bouwkunst
Box 19 of 35  Stedelijk Museum

Box 19 of 35  Shipping


Box 19 of 35  Bills

Box 19 of 35  Floor plans

Box 19 of 35  Notes and correspondence

Box 19 of 35  Mailing labels

Box 19 of 35  Robert C. Post

Box 19 of 35  U.S. Patent Office

Box 19 of 35  Shipping

Box 19 of 35  Jason Friedman

Box 19 of 35  Peterson, Cliff

Box 19 of 35  Frederick Shelley

Box 19 of 35  Deborah Friedman

Box 19 of 35  National Museum of American History (NMAH) - General correspondence

Box 19 of 35  NMAH - Division of Ceramics and Glass

Box 19 of 35  NMAH - Division of Costume

Box 19 of 35  NMAH - Division of Community Life

Box 19 of 35  NMAH - Division of Domestic Life

Box 19 of 35  NMAH - Division of Electricity and Modern Physics

Box 19 of 35  NMAH - Division of Extractive Industries
Box 19 of 35  NMAH - Division of Graphic Arts
Box 19 of 35  NMAH - Division of Mechanical and Civil Engineering
Box 19 of 35  NMAH - Division of Mechanisms
Box 19 of 35  NMAH - Division of Medical Sciences
Box 19 of 35  NMAH - Division of Military History
Box 19 of 35  NMAH - Division of Photographic History
Box 19 of 35  NMAH - Division of Physical Sciences
Box 19 of 35  NMAH - Division of Textiles
Box 19 of 35  NMAH - Division of Transportation
Box 19 of 35  Dennis Clark
Box 19 of 35  Cooper Union
Box 19 of 35  Charles Decker
Box 19 of 35  Globus, Dorothy
Box 19 of 35  NMAH - Archives Center
Box 19 of 35  National Archives
Box 19 of 35  National Portrait Gallery
Box 19 of 35  New Haven Colony Historical Society

Etchings by the Tiepolos: From the Cooper-Hewitt Collection, January 24 - April 22, 1984

Box 19 of 35  General

Box 20

Netsuke: Japanese Design in Miniature, January 31 - April 8, 1984
Box 20 of 35  The Netsuke Collection of the Peabody Museum of Salem

Box 20 of 35  Bills

Box 20 of 35  Notes, correspondence, loan agreements

Box 20 of 35  Transport

Box 20 of 35  Insurance

Box 20 of 35  Condition reports

Box 20 of 35  Inventory

Embroidered Samplers, February 21 - May 27, 1984

Box 20 of 35  C. A. Burgers

Box 20 of 35  Cora Ginsburg

Box 20 of 35  Gillian Moss

Box 20 of 35  Milton Sunday

Box 20 of 35  Saint Thomas Church

Box 20 of 35  Shirley Silverstein

Box 20 of 35  Taft Museum

Box 20 of 35  Drawings and Prints, Cooper-Hewitt Museum

Box 20 of 35  Metropolitan Museum of Art

Box 20 of 35  Memos, etc.

Box 20 of 35  Gallery inventory

Box 20 of 35  Shipping

Box 20 of 35  Shipping costs
Finished in Beauty: Southwest Indian Silver, April 17 - July 8, 1984

Box 20 of 35  Gallery inventory and floor plan
Box 20 of 35  Contract and correspondence
Box 20 of 35  Condition reports
Box 20 of 35  Invoices
Box 20 of 35  Shipping

Circles of the World: Traditional Art of the Plains Indians, April 24 - July 15, 1984

Box 20 of 35  Shipping
Box 20 of 35  Miscellaneous materials
Box 20 of 35  Contract and correspondence
Box 20 of 35  Floor plan and crate list

Visual Spaces in Music: Drawings by John Decesare, May 1 - August 5, 1984

Box 20 of 35  Haines, Lundberg & Waehler
Box 20 of 35  Mrs. B. H. Lange
Box 20 of 35  Mary Wilson
Box 20 of 35  Miscellaneous materials

Manhattan Skyline: New York Skyscrapers between the Wars, June 12 - September 23, 1984

Box 20 of 35  Floor plans
Box 20 of 35  Rockefeller Center Corporate Communications
Box 20 of 35  Roth, Richard
Box 20 of 35  Rub, Tim
Box 20 of 35  Charles Schouten
Box 20 of 35  Silverstein Association
Box 20 of 35  Robin Parkinson
Box 20 of 35  Regional Plan Association
Box 20 of 35  Notes and correspondence
Box 20 of 35  Shipping
Box 20 of 35  Costs
Box 20 of 35  Shreve, Lamb and Harmon Association
Box 20 of 35  Stravitz, David
Box 20 of 35  Syracuse University
Box 20 of 35  Tulk, Alfred J.
Box 20 of 35  Walker, Kenneth
Box 20 of 35  Albany Institute
Box 20 of 35  Avery Library
Box 20 of 35  American International Group
Box 20 of 35  Robert Bien, The Eggers Group
Box 20 of 35  Canadian Center for Architecture, New York
Box 20 of 35  Joseph Caponnetto
Box 20 of 35  Irwin S. Chanin
Box 20 of 35  Theodore Conrad
Box 20 of 35  Fred French Management Co.
Box 20 of 35  Gisondi, F. E., General Electric
Box 20 of 35  Globus, Dorothy
Box 20 of 35  Haines Lundberg Waehler
Box 20 of 35  Nettie Horch
Box 20 of 35  Irving Trust Co.
Box 20 of 35  Landmarks Society of Western New York
Box 20 of 35  Library of Congress
Box 20 of 35  Metropolitan Life - Company property
Box 20 of 35  Museum of the City of New York
Box 20 of 35  Nelson, John
Box 20 of 35  New York Historical Society
Box 20 of 35  New York Public Library

Box 21

Design in the Service of Tea, August 7 - October 28, 1984

Box 21 of 35  Pam Lins
Box 21 of 35  Les Mansfield
Box 21 of 35  Karen McCready
Box 21 of 35  McFadden, D. and Caputo, A.
Box 21 of 35  Louis K. Meisel Gallery
Box 21 of 35  Robert Mehlman
Box 21 of 35  Jean and Martin Mensch
Box 21 of 35  Louis Mueller
<table>
<thead>
<tr>
<th>Box 21 of 35</th>
<th>Metropolitan Museum of Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 21 of 35</td>
<td>Mrs. Rafi Mottahedeh</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Museum of the City of New York</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Ragnar Naess</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Edward Naumburg, Jr.</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>NMAH - Division of Ceramics and Glass</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>NMAH - Division of Political History</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>The Newark Museum</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>New York Academy of Medicine</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>New York Historical Society</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. Kal Noselson</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Rob Peacock</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>M. Pei</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Dr. and Mrs. L. Rakow</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>James Robinson Inc.</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Lee B. Roeder (USA)</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Nelson Rockefeller Estate (USA)</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mildred Rosenberg</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Royal Doulton Co.</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Gerald D. Schultz</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Hap Sakawa</td>
</tr>
</tbody>
</table>
Box 21 of 35  
Seattle Art Museum

Box 21 of 35  
Roger Selchow

Box 21 of 35  
Anne Shattuck

Box 21 of 35  
Helen Shirk

Box 21 of 35  
E. J. Shrubsole Corp.

Box 21 of 35  
Springfield Museum of Fine Arts

Box 21 of 35  
Cathy Stahlman

Box 21 of 35  
Sterling & Francine Clark Art Institute

Box 21 of 35  
Tea Council of USA

Box 21 of 35  
Turner

Box 21 of 35  
A La Vieille Russie

Box 21 of 35  
Victoria and Albert Museum

Box 21 of 35  
Goldsmiths

Box 21 of 35  
Sheffield City Museum

Box 21 of 35  
Paul Atterbury

Box 21 of 35  
Shirley Bury

Box 21 of 35  
Cooper-Hewitt Museum collection

Box 21 of 35  
Porzellanfabrik Friesland Bentz KG

Box 21 of 35  
Mailing labels (for lenders with completed loan forms)

Box 21 of 35  
Austria Museum for Applied Arts

Box 21 of 35  
Camilo Antonio

Box 21 of 35  
Dr. Wilhelm Mrazek
<table>
<thead>
<tr>
<th>Box 21 of 35</th>
<th>DET Danske Kunstindustrimuseum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 21 of 35</td>
<td>Hessische Metallwerke</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Carl Gustaf Jahnsson</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Museum Bellrive</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Cleto Munari</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>William Aberbach</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Alessi/USA</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Arthur Altschul</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Antique Porcelain Co.</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>D &amp; J Balderston</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Frank Barsalona</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Young-Ja Baek</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>John C. Batzel</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Stanley Berson</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Bing &amp; Grondhal</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Blair Museum of Lithophanes and Carved Waxes</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mrs. Ruth Blumka</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Byron Born</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Edward Botwin</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>The Brooklyn Museum</td>
</tr>
<tr>
<td>Box 21 of 35</td>
<td>Mr. and Mrs. Charles Carpenter</td>
</tr>
</tbody>
</table>
Box 21 of 35  Christies for private lenders
Box 21 of 35  Christophle
Box 21 of 35  Convergence Gallery
Box 21 of 35  Richard Danziger
Box 21 of 35  Mr. Harris Deller

Box 22
Box 22 of 35  William Donnell
Box 22 of 35  Detroit Institute of Arts
Box 22 of 35  Linda Dunne
Box 22 of 35  Patricia W. Eaton
Box 22 of 35  R. Ebendorf
Box 22 of 35  Martin Eidelberg and Fred Heinz
Box 22 of 35  Alan Jay Gaines
Box 22 of 35  Kevin Gallagher
Box 22 of 35  J. Paul Getty Museum
Box 22 of 35  Dorothy Hafner
Box 22 of 35  Kim Seung Hee
Box 22 of 35  Professor Gregory Henderson
Box 22 of 35  Mr. and Mrs. Hoffman
Box 22 of 35  I.C.F.
Box 22 of 35  Dan Jacobs
Box 22 of 35  Mr. and Mrs. Herbert Jacobs
Box 22 of 35  Mr. and Mrs. David Katzman
Box 22 of 35  M & S & A Knapp
Box 22 of 35  Mr. and Mrs. Richard Koopman
Box 22 of 35  Mr. and Mrs. Koplar
Box 22 of 35  Mr. and Mrs. Jay A. Lewis
Box 22 of 35  Sydney & Frances Lewis Foundation
Box 22 of 35  Library of the Performing Arts, Lincoln Center
Box 22 of 35  Louis Vuitton
Box 22 of 35  Wadsworth Atheneum
Box 22 of 35  Mrs. Joan White
Box 22 of 35  Laura Wilensky
Box 22 of 35  Don Williams
Box 22 of 35  Winterthur Museum
Box 22 of 35  Mitchell Wolfson Jr. Collection of
Box 22 of 35  Yale University Art Gallery
Box 22 of 35  Possible U.S. loans
Box 22 of 35  Cordelia Rose
Box 22 of 35  Minneapolis Institute of Arts
Box 22 of 35  Haags Gemeentemuseum
Box 22 of 35  Rijksmuseum
Box 22 of 35  Mr. and Mrs. A. D. Rice
<table>
<thead>
<tr>
<th>Box 22 of 35</th>
<th>Library of Congress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 22 of 35</td>
<td>Steven Vaughan</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>St. Louis Art Museum</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Inventory</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Shipping - Cooper-Hewitt Museum deliver</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Lender summary</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Shipping - Foreign</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Shipping - Lender hand carry</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Shipping - Estimates</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Notes and correspondence</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Shipping costs</td>
</tr>
</tbody>
</table>

Damask, August 14 - November 4, 1984

<table>
<thead>
<tr>
<th>Box 22 of 35</th>
<th>Yale University Art Gallery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 22 of 35</td>
<td>Ethel Stein</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Desriee Koslin</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Johnson Barnett Inc.</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Ed Rossbach</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Cora Ginsberg</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Lois Bryant</td>
</tr>
<tr>
<td>Box 22 of 35</td>
<td>Costs</td>
</tr>
</tbody>
</table>
Loan Files

Objects of Adornment: 5000 Years of Jewelry from Walters Art Gallery, Baltimore, October 16, 1984 - January 6, 1985

Box 22 of 35  Notes and correspondence
Box 22 of 35  Floor plan
Box 22 of 35  Contract
Box 22 of 35  Costs
Box 22 of 35  Shipping


Box 22 of 35  USA lenders
Box 22 of 35  John Alcorn
Box 22 of 35  Julian Allen
Box 22 of 35  Guy Fery
Box 22 of 35  Sue Liewellyn
Box 22 of 35  Andre Dudjinski
Box 22 of 35  Tomi Ungerer / A. E. Sutter agent
Box 22 of 35  Alex Murawski
Box 22 of 35  Hirshhorn Museum
Box 22 of 35  Inventory / Gallery plan
Box 22 of 35  Costs
Box 22 of 35  Shipping
Box 22 of 35  Condition reports for English shipment
Box 22 of 35  Contract
Artworks in the exhibition

Embellished Calendars: An Illustrated History, November 20, 1984 - February 24, 1985

Bancroft Library

Brown and Bigelow

Congo Tile Co.

Board of Jewish Education

Domberger KG

Ex Libris

Gallery 91 (gift)

Golden Jack

Heffland, William

Library of Congress

NMAH Archives

NMAH Graphic Arts

Malis, Jan and Larry

Smithsonian Institution Libraries

New York Historical Society

New York Public Library

Metropolitan Museum of Art

Noselson, Cal
Box 23 of 35              Pushpin
Box 23 of 35              Zimmerman, Roger
Box 23 of 35              Morgan Library
Box 23 of 35              Costs
Box 23 of 35              Shipping
Box 23 of 35              Universe Books
Box 23 of 35              Notes and correspondence

Fabled Cloth: Batik from Java's North Coast, January 29 - April 28, 1985
Box 23 of 35              Contract
Box 23 of 35              Inventory and gallery plan
Box 23 of 35              Miscellaneous materials
Box 23 of 35              Costs

Chinese Gold and Silver from the Tang Dynasty (AD 618 - 907) in American Collections, February 5 - April 21, 1985
Box 23 of 35              Floor plan and inventory list
Box 23 of 35              Shipping
Box 23 of 35              Costs
Box 23 of 35              Damage report - Outgoing correspondence
Box 23 of 35              Damage report for Dayton no. 56
Box 23 of 35              Notes and contract correspondence

Cut Paper, February 12 - May 19, 1985
Box 23 of 35              Invoices/costs
Box 23 of 35  Inventory
Box 23 of 35  American Museum of Natural History
Box 23 of 35  Charles Baker
Box 23 of 35  Kent Bedient
Box 23 of 35  Cabot Cameron
Box 23 of 35  Domberger KG
Box 23 of 35  Gallery 91
Box 23 of 35  Dorothy Globus
Box 23 of 35  Jewish Museum
Box 23 of 35  Renee Magnanti
Box 23 of 35  Metropolitan Museum of Art
Box 23 of 35  Pennsylvania Farm Museum
Box 23 of 35  Wellesley College
Box 23 of 35  Abbie Zabar
Box 23 of 35  Notes and correspondence
Box 23 of 35  Shipping
Box 23 of 35  Miller, Leslie
Box 23 of 35  Fitch-Febvrel Gallery
Box 23 of 35  Waning-Mijnlieff
Box 23 of 35  Gerlof Smit
Box 23 of 35  Frouke Goudman-Cupido
Box 23 of 35  Ulrich Hofer
Box 23 of 35  Rozat, Anne
Box 23 of 35  Oppliger, Ernst
Box 23 of 35  Musee Gruerien
Box 23 of 35  Nathan Chaikin
Box 23 of 35  Bernoulli, Peter

The Four Continents, February 19 - May 12, 1985
Box 23 of 35  Adler Planetarium
Box 23 of 35  American Numismatic Society
Box 23 of 35  Art Institute of Chicago
Box 23 of 35  Brooklyn Museum
Box 23 of 35  Metropolitan Museum of Art
Box 23 of 35  Pierpoint Morgan Library
Box 23 of 35  National Gallery of Art
Box 23 of 35  Smithsonian Library
Box 23 of 35  Union Theological Seminary
Box 23 of 35  Notes and correspondence
Box 23 of 35  Shipping general
Box 23 of 35  Costs

Timeless Sources: Rare Books from the Cooper-Hewitt Museum, May 21 - October 6, 1985
Box 23 of 35  General
Box 23 of 35  Gallery plan

Box 24


Box 24 of 35  Shipping

Box 24 of 35  Inventory, floor plan

Box 24 of 35  Costs

Box 24 of 35  Contract

Box 24 of 35  Chicago Historical Society

Box 24 of 35  Condition reports

Box 24 of 35  Chicago Historical Society - Damage

Wine: Celebration and Ceremony, June 4 - October 13, 1985

Box 24 of 35  Metropolitan Museum of Art (2 folders)

Box 24 of 35  Minneapolis Institute of Arts

Box 24 of 35  Pierpoint Morgan Library

Box 24 of 35  Museum of Fine Arts, Boston

Box 24 of 35  Museum of the City of New York

Box 24 of 35  NMAH - Numismatic Collection

Box 24 of 35  New York Historical Society

Box 24 of 35  New York Public Library

Box 24 of 35  The Philips Collection

Box 24 of 35  Orrefors, Inc.
Box 24 of 35  Philadelphia Museum of Art
Box 24 of 35  Art Museum, Princeton University
Box 24 of 35  Raab, Rozanne
Box 24 of 35  L & J Rakow
Box 24 of 35  Mr. Schimmel
Box 24 of 35  Seagram European Glass Collection
Box 24 of 35  Smithsonian Libraries
Box 24 of 35  Berhard Starr
Box 24 of 35  Steuben Glass
Box 24 of 35  University Museum of Pennsylvania
Box 24 of 35  Stephen Vaughan
Box 24 of 35  A La Vieille Russie
Box 24 of 35  Voth, Duane
Box 24 of 35  Wadsworth Athenaeum
Box 24 of 35  Michael Ward
Box 24 of 35  Woodford-Rapp, John
Box 24 of 35  Yale Center for British Art
Box 24 of 35  Notes and correspondence
Box 24 of 35  Inventory
Box 24 of 35  General shipping - Estimates
Box 24 of 35  Silver gilt ewer conservation at the Metropolitan Museum of Art
Box 24 of 35  Michelle Fortin
Box 24 of 35
Lillian Nassau

Box 24 of 35
Pierra Watkins

Box 24 of 35
Cleveland Museum

Box 24 of 35
St. Louis Art Museum

Box 24 of 35
Musee des Arts Decoratifs, Bordeaux, France

Box 24 of 35
Museum of Wine, Dijon, France

Box 24 of 35
Norton Simon Museum

Box 24 of 35
Joslyn Art Museum

Box 24 of 35
Worcester Art Museum

Box 24 of 35
Historsches Museum des Pfalz

Box 24 of 35
Fine Arts Museum (Sichel Foundation)

Box 24 of 35
The Walters Art Gallery

Box 24 of 35
Morell, Peter

Box 24 of 35
Lisa Taylor

Box 24 of 35
Costs

Box 24 of 35
Costs - Dispersal

Box 24 of 35
Wine research

Box 24 of 35
Royal Ontario Museum

Box 25

Box 25 of 35
Seagram Collection, Ontario, Canada

Box 25 of 35
Georg Jensen
| Box 25 of 35 | Antique Porcelain Co. |
| Box 25 of 35 | Ashmolean Museum |
| Box 25 of 35 | Cinzano Collection |
| Box 25 of 35 | Goldsmith's Hall |
| Box 25 of 35 | Felicity Ashbee |
| Box 25 of 35 | Harvey's Wine Museum |
| Box 25 of 35 | Hugh Johnson |
| Box 25 of 35 | Hennessy |
| Box 25 of 35 | Victoria and Albert Museum |
| Box 25 of 35 | Musee des Arts at Tradition Populaire |
| Box 25 of 35 | Archaeological Museum |
| Box 25 of 35 | Christophle |
| Box 25 of 35 | Hennessy - Pot still shipping, information, plans |
| Box 25 of 35 | Getty Museum |
| Box 25 of 35 | Moet |
| Box 25 of 35 | Mercier (Moet) - Musee des Pressoire |
| Box 25 of 35 | Musee Vaudois, Lausanne, Switzerland |
| Box 25 of 35 | Amherst College Art Museum |
| Box 25 of 35 | Harvey Bayer for private collector |
| Box 25 of 35 | Becker, Milton |
| Box 25 of 35 | Robert Bishop |
| Box 25 of 35 | Brooklyn Museum |
Box 25 of 35  Christies as agent
Box 25 of 35  Clark Art Institute
Box 25 of 35  Corning Museum
Box 25 of 35  Detroit Institute of Arts
Box 25 of 35  Eakins Press Foundation
Box 25 of 35  Robert Ebendorff
Box 25 of 35  Field Museum of Natural History
Box 25 of 35  Florian Papp Inc.
Box 25 of 35  Griffin, Mr. Gillet G.
Box 25 of 35  Mr. and Mrs. Arthur Gilbert via LACMA
Box 25 of 35  Michael Hall Fine Arts
Box 25 of 35  Mrs. Raizel Halpin
Box 25 of 35  S & A Hartman
Box 25 of 35  Jewish Museum
Box 25 of 35  Georgio Corrias (Italian Trade Commission)
Box 25 of 35  littalla
Box 25 of 35  Edward Lauber
Box 25 of 35  Mr. and Mrs. Leon Levy
Box 25 of 35  Library of Congress
Box 25 of 35  Los Angeles County Museum of Art
Box 25 of 35  McCarron, Paul
Carnegie's Libraries: A Sesquicentennial Celebration, June 11 - September 8, 1985

Box 25 of 35
- Costs

Box 25 of 35
- SITES photo panel exhibition

Box 25 of 35
- Architectural Planning Library, University of Texas

Box 25 of 35
- Azusa Public Library

Box 25 of 35
- Belleville Public Library

Box 25 of 35
- Charles Bowers Memorial Museum

Box 25 of 35
- Don Brown

Box 25 of 35
- California State Library

Box 25 of 35
- Carnegie Corp. of New York

Box 26

Box 26 of 35
- Carnegie Dunfermline Trust

Box 26 of 35
- Carnegie Free Library

Box 26 of 35
- Chatham Effingham Liberty regional Library

Box 26 of 35
- Chemung County Historical Society

Box 26 of 35
- Cincinnati Historical Society

Box 26 of 35
- Cleveland Public Library

Box 26 of 35
- William Cochran

Box 26 of 35
- Coshocton, Ohio Public Library

Box 26 of 35
- Public Library Defiance

Box 26 of 35
- Dept. of Libraries, Duluth
Box 26 of 35  Edison Institute
Box 26 of 35  Evanston Historical Society
Box 26 of 35  Free Library of Philadelphia
Box 26 of 35  Goodhue County Historical Society
Box 26 of 35  Harvard University
Box 26 of 35  Kansas State Historical Society
Box 26 of 35  Library of Congress
Box 26 of 35  Littleton Historical Society
Box 26 of 35  Maine Historical Society
Box 26 of 35  Metropolitan Library System, Oklahoma
Box 26 of 35  Marjorie Markoff
Box 26 of 35  Minneapolis Public Library
Box 26 of 35  Museum of the City of New York
Box 26 of 35  National Architectural Heritage Society
Box 26 of 35  National Portrait Gallery
Box 26 of 35  New York Historical Society
Box 26 of 35  New York Public Library
Box 26 of 35  Nevada Historical Society
Box 26 of 35  Oakland Public Library
Box 26 of 35  Ohio State Historical Society
Box 26 of 35  Gordon Orr
Box 26 of 35  Carnegie Library of Pittsburgh
Box 26 of 35  Ripon Historical Society
Box 26 of 35  Rub, Tim
Box 26 of 35  Sandusky Public Library
Box 26 of 35  Public Library of Somerville
Box 26 of 35  The State Historical Society of Wisconsin
Box 26 of 35  Norman Stevens
Box 26 of 35  St. Louis Public Library
Box 26 of 35  Storm Lake Public Library
Box 26 of 35  St. Petersburg Public Library
Box 26 of 35  Utah State Historical Society
Box 26 of 35  Inventory
Box 26 of 35  Shipping
Box 26 of 35  Correspondence, notes, etc.

Paris Recorded: The Therese Bonney Collection, September 17 - December 8, 1985

Box 26 of 35  General
Box 26 of 35  Invoices

Paestum and the Doric Revival
Box 26 of 35  Catalogue worksheets
Box 26 of 35  Notes and correspondence
Box 26 of 35  Shipping
Box 26 of 35  Costs
The Modern Spirit: Glass from Finland, October 1, 1985 - January 5, 1986

Box 26 of 35  
Exhibition inventory

Box 26 of 35  
Contract

Box 26 of 35  
Costs

Box 26 of 35  
Notes and correspondence

Box 26 of 35  
Catalogue

Box 26 of 35  
Shipping

Box 26 of 35  
Damage

The Golden Eye, November 5, 1985 - February 23, 1986

Box 26 of 35  
Costs (5 folders)

Box 27

Box 27 of 35  
Condition reports

Box 27 of 35  
Notes and correspondence

Box 27 of 35  
Capitol Children's Museum

Box 27 of 35  
Zette Emmons

Box 27 of 35  
Milton Glaser

Box 27 of 35  
Dorothy Globus

Box 27 of 35  
Mary McFadden

Box 27 of 35  
Handcrafts and Handlooms Export Corporation (HHEC)

Box 27 of 35  
Charles Moore

Box 27 of 35  
Jack Lennor Lasen
<table>
<thead>
<tr>
<th>Box 27 of 35</th>
<th>NMNH, Anthropology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 27 of 35</td>
<td>Frei Otto</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Sackler Gallery</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Damage/Repaired</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Problems</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Create list</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Bidri door panels</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Inventory (rough draft)</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Shipping</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Gallery inventory</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Objects in C13</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Crate list - Crate 64</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Crate 163</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Crate list - Crate 98</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Crate and basket lists</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Computer amends for final shipping</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Bernard Rudofsky</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>OTLs</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Missing skirt - McFadden correspondence</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>Shipping in lists</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>HHEC - Rajeev hand carry, October 23, 1985</td>
</tr>
<tr>
<td>Box 27 of 35</td>
<td>HHEC shipment no. 1</td>
</tr>
</tbody>
</table>
Box 27 of 35  HHEC shipment no. 2 and no. 3
Box 27 of 35  HHEC shipment no. 4
Box 27 of 35  HHEC shipment no. 5
Box 27 of 35  HHEC shipment no. 6
Box 27 of 35  Kulkarni hand carry
Box 27 of 35  Kirit hand carry
Box 27 of 35  Shipping out
Box 27 of 35  Jatin hand carry
Box 27 of 35  HHEC shipment no. 7
Box 27 of 35  HHEC with shipment no. 7 or no. 8
Box 27 of 35  HHEC shipment no. 8
Box 27 of 35  HHEC shipment no. 9
Box 27 of 35  Rekha hand carry
Box 27 of 35  HHEC shipment no. 10
Box 27 of 35  HHEC shipment no. 11
Box 27 of 35  HHEC shipment no. 12
Box 27 of 35  HHEC shipment no. 13
Box 27 of 35  HHEC shipment no. 14

Box 28

Box 28 of 35  HHEC shipment no. 15
Box 28 of 35  Rochele hand carry
Box 28 of 35  
HHEC shipment no. 16 and no. 17

Box 28 of 35  
Maya hand carry

Box 28 of 35  
HHEC shipment no. 10

Box 28 of 35  
Bidri hand carry

Box 28 of 35  
HHEC shipment no. 18

Box 28 of 35  
HHEC shipment no. 19

Box 28 of 35  
Inventory, crate list

Box 28 of 35  
Inventory, master list

Box 28 of 35  
Contents of crate 163 (airfreight to India)

Box 28 of 35  
Crate list, crate 11

Box 28 of 35  
Crate list, crate 12

Box 28 of 35  
Crate list, crate 15

Box 28 of 35  
Crate list, crate 97

Box 28 of 35  
Crate list, crate 100

Box 28 of 35  
Crate list, crate 99

Box 28 of 35  
Inventory, sea container APLU 204 802

Box 28 of 35  
Inventory, sea container XTR U8985 180

Box 28 of 35  
Inventory, sea container ITLU 509446 6

Box 28 of 35  
Inventory, sea container ICSU 137439 5

Box 28 of 35  
Inventory, sea container lists

Advertising America, December 17, 1985 - March 9, 1986

Box 28 of 35  
Dorothy Globus (packed/returned August 17, 1986)
Box 28 of 35  IBM
Box 28 of 35  Donald McQuade
Box 28 of 35  Ingrid Mendelsohn (OPA)
Box 28 of 35  RCA
Box 28 of 35  J. Walter Thompson Co.
Box 28 of 35  Shipping
Box 28 of 35  Costs
Box 28 of 35  Archives Center, NMAH
Box 28 of 35  AT & T
Box 28 of 35  N. W. Ayer

Memphis/Milano, January 21 - March 13, 1986

Box 28 of 35  Shipping
Box 28 of 35  Shipping - Grace Designs
Box 28 of 35  Inventory
Box 28 of 35  Guido Barato of Artemide, Inc.
Box 28 of 35  Notes and correspondence
Box 28 of 35  Brooklyn Museum
Box 28 of 35  Janet Kalter
Box 28 of 35  Mr. and Mrs. Sydney Lewis
Box 28 of 35  Mr. Carson See
Box 28 of 35  Grace Designs
Box 28 of 35  Worksheets
Box 28 of 35  Contract

Toys from the Nuremburg Spielzeug Museum, March 3 - May 11, 1986

Box 28 of 35  Shipping
Box 28 of 35  Contract
Box 28 of 35  Costs
Box 28 of 35  Checklist
Box 28 of 35  Inventory

Box 29

Box 29 of 35  Photographs and descriptions (3 folders)

La Nijinska: A Dancer's Legacy, March 18 - July 6, 1986

Box 29 of 35  Loan agreement forms
Box 29 of 35  Costs
Box 29 of 35  Salue Blumenthal
Box 29 of 35  New York Public Library
Box 29 of 35  Paul Stiga
Box 29 of 35  Stravinsky-Diaghilev Foundation
Box 29 of 35  Peter Tcherepine
Box 29 of 35  Wadsworth Atheneum
Box 29 of 35  Sylvia Westerman
Box 29 of 35  Nina Youshkevitch
Box 29 of 35  Eva Oscarsson
Box 29 of 35  Correspondence and notes
Box 29 of 35  Contract
Box 29 of 35  Shipping
Box 29 of 35  Inventory

Playing Cards, March 18 - May 25, 1986

Box 29 of 35  NMAH - Division of Community Life
Box 29 of 35  NMNH - Anthropology Department
Box 29 of 35  S. Kaplan, U. S. Games Systems Inc.
Box 29 of 35  Polly Dufresne
Box 29 of 35  Lucy Fellowes
Box 29 of 35  The Playing Card Museum
Box 29 of 35  Sue Welsh Reed
Box 29 of 35  Gene Hochman
Box 29 of 35  New York Public Library
Box 29 of 35  Albert Fields
Box 29 of 35  Cordelia Rose
Box 29 of 35  Costs
Box 29 of 35  Inventory, gallery plan
Box 29 of 35  NMAH - Archives Center
Box 29 of 35  The Metropolitan Museum of Art - Cloisters
Box 29 of 35  Pierpoint Morgan Library
Box 29 of 35  Miscellaneous materials

Bon Voyage! Designs for Travel, April 29 - July 13, 1986

Box 29 of 35  Incoming costs
Box 29 of 35  Outgoing costs
Box 29 of 35  Dieder Aaron
Box 29 of 35  Abercrombie & Fitch
Box 29 of 35  Nancy Akre
Box 29 of 35  Art Institute of Chicago
Box 29 of 35  Asprey
Box 29 of 35  The Chocolate Soup
Box 29 of 35  Christie's
Box 29 of 35  Coach Leather Works
Box 29 of 35  Mark Cross
Box 29 of 35  Delsey Luggage Inc.
Box 29 of 35  Eskilstuna Museer
Box 29 of 35  Essex Institute
Box 29 of 35  Dorothy Globus
Box 29 of 35  Gunnersbury Park Museum
Box 29 of 35  Zero Halliburton
Box 29 of 35  Hartmann Luggage Co.
Box 29 of 35  Mrs. Chang-Su Houchins
Box 29 of 35  JanSport
Box 29 of 35  Jewish Museum
Box 29 of 35  Kenneth Kneitel
Box 29 of 35  Constance Larrabee
Box 29 of 35  Stephen Lash
Box 29 of 35  Le Sportsac, Inc.
Box 29 of 35  Library of Congress
Box 29 of 35  The Maxim Company
Box 29 of 35  Melard Technologies Inc.

Box 30

Box 30 of 35  Metropolitan Museum of Art
Box 30 of 35  Musees de la Ville de Paris (Musee Carnavalet)
Box 30 of 35  Museum of the American Indian
Box 30 of 35  Museum of the City of New York
Box 30 of 35  Museum of Fine Arts, Boston
Box 30 of 35  Museum of Leathercraft
Box 30 of 35  Museum of London
Box 30 of 35  Museum of Transportation
Box 30 of 35  National Air and Space Museum
Box 30 of 35  National Museum of American History
Box 30 of 35  John Newton, Marine Antiques
Box 30 of 35  New York Public Library
Box 30 of 35    OK Harris
Box 30 of 35    Old Sturbridge Village
Box 30 of 35    Peabody Museum of Salem
Box 30 of 35    Philips of Hitchin
Box 30 of 35    Rhode Island School of Design
Box 30 of 35    Joseph Rivkin
Box 30 of 35    Preservation Society of Newport
Box 30 of 35    Clara Shinn
Box 30 of 35    NMNH, Dept. of Anthropology
Box 30 of 35    Louis Vuitton
Box 30 of 35    Mailing labels
Box 30 of 35    Correspondence
Box 30 of 35    The British Museum
Box 30 of 35    University Museum
Box 30 of 35    Steam Train Maury Graham
Box 30 of 35    Urus Prints
Box 30 of 35    Walters Art Gallery
Box 30 of 35    Peter Szego
Box 30 of 35    The Textile Museum
Box 30 of 35    Mark Wallach
Box 30 of 35    Miscellaneous materials
Hollywood: Legend and Reality, August 5 - October 12, 1986

Box 30 of 35  Costs
Box 30 of 35  Create lists
Box 30 of 35  Outgoing van inventories
Box 30 of 35  Shipping out
Box 30 of 35  Checklists
Box 30 of 35  Incoming inventories - Vans 1-10
Box 30 of 35  Notes and correspondence (damages)
Box 30 of 35  Contract
Box 30 of 35  Whitney Museum of Art
Box 30 of 35  Gallery inventory and plan
Box 30 of 35  Shipping in
Box 30 of 35  Crate information

Box 31

Treasures from Hungary: Gold and Silver from the 9th-19th Centuries, May 20 - August 10, 1986

Box 31 of 35  Shipping
Box 31 of 35  Costs
Box 31 of 35  Condition reports
Box 31 of 35  Catalog
Box 31 of 35  Checklist
Box 31 of 35  Contract
Embroidered Ship Portraits, June 3 - September 7, 1986

Box 31 of 35  Correspondence
Box 31 of 35  Costs
Box 31 of 35  Shipping
Box 31 of 35  Mrs. Charles Moss
Box 31 of 35  William Rhodes
Box 31 of 35  Lisa Taylor
Box 31 of 35  Devereux H. Andrews
Box 31 of 35  Bill Blass
Box 31 of 35  Keefe
Box 31 of 35  Mark Loost

Newcomb Pottery: An Enterprise for Southern Women, August 19 - October 19, 1986

Box 31 of 35  Costs
Box 31 of 35  Collins, Christianne C.
Box 31 of 35  Shipping
Box 31 of 35  Condition report changes
Box 31 of 35  Correspondence and contracts
Box 31 of 35  Inventory forms


Box 31 of 35  Shipping
Box 31 of 35  Gallery inventory
Box 31 of 35  Correspondence
Box 31 of 35  CHM picture collection
Box 31 of 35  Gallery plan
Box 31 of 35  CHM purchases from General Exhibition Fund nos. 1-135
Box 31 of 35  U.S. Army Center for Military History
Box 31 of 35  Video Shack
Box 31 of 35  Taylor Vinson
Box 31 of 35  Mr. Peter Warner
Box 31 of 35  Whirlpool Corp.
Box 31 of 35  Mr. Stephen Wolf
Box 31 of 35  Oldsmobile Division, General Motors
Box 31 of 35  New York Public Library, Rogers & Hammerstein Archives
Box 31 of 35  Ralston Purina
Box 31 of 35  Franklin D. Roosevelt Library
Box 31 of 35  Shrewin-William Co.
Box 31 of 35  Norris Shoemaker
Box 31 of 35  Terry Shuler
Box 31 of 35  Southdale Center
Box 31 of 35  Carol Spier
Box 31 of 35  Anthony Stark
Box 31 of 35  Tambrands
Box 31 of 35  3M
Box 31 of 35  Toyota Motor Sales, U.S.A.
Box 31 of 35  New York Academy of Medicine
Box 31 of 35  N.Y. Road Runners Club
Box 31 of 35  Ortho Pharmaceuticals
Box 31 of 35  Parkinson, Robin
Box 31 of 35  Harold Pfister
Box 31 of 35  Planned Parenthood
Box 31 of 35  Proctor and Gamble
Box 31 of 35  Puma U.S.A.
Box 31 of 35  Costs
Box 31 of 35  Hagley Museum and Library
Box 31 of 35  Kneitel, Kenneth
Box 31 of 35  Robert Aaron
Box 31 of 35  Acoustic Research
Box 31 of 35  Allied Automotive
Box 31 of 35  The American Legion
Box 31 of 35  Apple Computer
Box 31 of 35  Thomas Bonn
Box 31 of 35  Century Products
Box 31 of 35  Henry Austin Clark
Box 31 of 35  Colgate-Palmolive
Box 31 of 35  Consumers Union
Box 31 of 35  Raymond Cowdery
Box 31 of 35  Raymond Denney

Box 32
Box 32 of 35  Department of the Treasury
Box 32 of 35  Du Pont
Box 32 of 35  Empire Blue Cross
Box 32 of 35  Lucy Fellowes
Box 32 of 35  General Food Corp.
Box 32 of 35  Glidden Coatings & Resins
Box 32 of 35  Dorothy Globus
Box 32 of 35  Fedders Corporation
Box 32 of 35  Great American Salvage Co.
Box 32 of 35  Helene Guarnaccia
Box 32 of 35  Kenneth Hallenbeck
Box 32 of 35  The Hartford Foundation
Box 32 of 35  Robert Heide and John Gilman
Box 32 of 35  Holsum Bakery
Box 32 of 35  Johnson & Johnson
Box 32 of 35  JVC Co. of USA
Box 32 of 35  King Kullen Supermarkets
Box 32 of 35  Kleinerman, Ben
Box 32 of 35  Boris Kwaloff
Box 32 of 35  Jack Lafond
Box 32 of 35  Lever Brothers
Box 32 of 35  Levittown Public Library
Box 32 of 35  March of Dimes
Box 32 of 35  Robert McGlynn
Box 32 of 35  Mary McFadden
Box 32 of 35  Paul McLaughlin
Box 32 of 35  Mythology
Box 32 of 35  National Archives
Box 32 of 35  New Balance
Box 32 of 35  NMAH, Costume Division
Box 32 of 35  NMAH, Division of Medical Science
Box 32 of 35  NMAH, Division of Electricity
Box 32 of 35  Smithsonian Institution Library


Box 32 of 35  AEG
Box 32 of 35  Akademie der Kunste
Box 32 of 35  Bauhaus Archiv
Box 32 of 35  Bayrisches Nationalmuseum
Box 32 of 35  Albrecht Widmann, Kenneth Barlow
Box 32 of 35  Inventory
Box 32 of 35  Buddensieg
Box 32 of 35  Columbia University
Box 32 of 35  Robert Davis
Box 32 of 35  Prof. Dr. Wolfram Hopfner, Deutsches Archaologisches Institute
Box 32 of 35  Deutsches Patentamt
Box 32 of 35  Canadian Centre
Box 32 of 35  Deutsches Textilmuseum Krefeld
Box 32 of 35  Bernhard Dreyer c/o Buddenseig
Box 32 of 35  Ex Libris
Box 32 of 35  Barry Friedman LTD
Box 32 of 35  Fisher Fine Arts
Box 32 of 35  Tom Freudenheim
Box 32 of 35  Geheimes Staatsarchiv PK
Box 32 of 35  Galerie Aedes, Berlin
Box 32 of 35  Gruppe Nord
Box 32 of 35  Galerie Geitel
Box 32 of 35  Wolfgang Gutzlaf
Box 32 of 35  Harvard University Art Museum
Box 32 of 35  Dr. Carl Benno Heller, Heissisches Landesmuseum
Box 32 of 35  Dr. Johannes Heinricht, Institutt fur Garungsgewerbe
<table>
<thead>
<tr>
<th>Box 32 of 35</th>
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</tr>
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<tbody>
<tr>
<td>Box 32 of 35</td>
<td>Berlinische Galerie</td>
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<td>Box 32 of 35</td>
<td>Berlin Museum</td>
</tr>
<tr>
<td>Box 32 of 35</td>
<td>Frederik Bernett</td>
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</table>

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</tr>
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</table>
Box 33 of 35  Manfred Ludwig
Box 33 of 35  Museum of Modern Art
Box 33 of 35  New York Public Library
Box 33 of 35  Rolf Punitzer
Box 33 of 35  Rheinneck-Apotheke
Box 33 of 35  Senate fur Kulturelle Angelegenheiten Schlosser und Garten Schlob Harlotten
Box 33 of 35  Outgoing costs
Box 33 of 35  Incoming costs
Box 33 of 35  KPM Archiv Schloss Charlottenberg
Box 33 of 35  Kunstgewerbemuseum, Prof. Drier
Box 33 of 35  Pfalzgalerie Kaiserslautern
Box 33 of 35  IDZ insurance contracts
Box 33 of 35  IDZ Berlin showing contract
Box 33 of 35  Protokollchef des Landers Berlin
Box 33 of 35  Deutsche Kinemathek, Berlin
Box 33 of 35  Wenzel Hablik Stiftung
Box 33 of 35  West German lenders
Box 33 of 35  Not in exhibition
Box 33 of 35  Couriers
Box 33 of 35  Crate list
Box 33 of 35  Final crate lists
Box 33 of 35  Miscellaneous correspondence
Box 33 of 35  Lufthansa costs
Box 33 of 35  Press reviews

Box 34

Recollections: A Decade of Collecting, November 25, 1986 - March 11, 1987

Box 34 of 35  Inventory

Perspective: The Illusion of Space, November 25, 1986 - March 1, 1987

Box 34 of 35  General

Box 34 of 35  James Rossant

Box 34 of 35  Inventory

Crystal Palaces, January 13 - April 26, 1987

Box 34 of 35  Costs

Box 34 of 35  Shipping

Box 34 of 35  Notes and correspondence

Box 34 of 35  Canadian Center of Architecture

Box 34 of 35  Inventory plan

Box 34 of 35  Avery Library, Columbia University

Box 34 of 35  Herbert Mitchell

Box 34 of 35  Museum of City of New York

Box 34 of 35  Metropolitan Museum of Art

Box 34 of 35  The Library of Congress
<table>
<thead>
<tr>
<th>Box 34 of 35</th>
<th>Bryan Ginns</th>
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<tbody>
<tr>
<td>Box 34 of 35</td>
<td>New York Botanical Garden Library</td>
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<td>The Old Print Shop</td>
</tr>
<tr>
<td>Box 34 of 35</td>
<td>Larry Zim</td>
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Folding Fans from the Cooper-Hewitt Collection, February 3 - May 31, 1987

<table>
<thead>
<tr>
<th>Box 34 of 35</th>
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<tr>
<td>Box 34 of 35</td>
<td>William Jaquith Evans</td>
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<td>Box 34 of 35</td>
<td>Eva Veldhoen</td>
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<td>Dorothy Warren</td>
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<td>Box 34 of 35</td>
<td>Chris Mesarch</td>
</tr>
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<td>Box 34 of 35</td>
<td>William Smith</td>
</tr>
<tr>
<td>Box 34 of 35</td>
<td>Notes and correspondence</td>
</tr>
<tr>
<td>Box 34 of 35</td>
<td>Inventory floor plans</td>
</tr>
<tr>
<td>Box 34 of 35</td>
<td>CHM collection</td>
</tr>
<tr>
<td>Box 34 of 35</td>
<td>Objects temporarily left in the custody of the museum</td>
</tr>
</tbody>
</table>

The Catalan Spirit: Gaudi and His Contemporaries, February 17 - June 9, 1987

<table>
<thead>
<tr>
<th>Box 34 of 35</th>
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<tbody>
<tr>
<td>Box 34 of 35</td>
<td>Crate lists</td>
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<tr>
<td>Box 34 of 35</td>
<td>Gallery plan</td>
</tr>
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</table>
Box 34 of 35  Shipping
Box 34 of 35  Notes and correspondence
Box 34 of 35  Travel (Amelia Dieguez)
Box 34 of 35  Borrowers - Spain
Box 34 of 35  Borrowers
Box 34 of 35  Possible lenders (USA)
Box 34 of 35  Balenya, Sr
Box 34 of 35  Ajuntament de Barcelona (Arziu Administratiu)
Box 34 of 35  Ajuntament de Barcelona (Amiental)
Box 34 of 35  Albardane, Francesc
Box 34 of 35  Barbera, Miguel
Box 34 of 35  Batllo, Sra. Vda. de
Box 34 of 35  Biblioteca de Catalunya
Box 34 of 35  Catedra Gaudi (ETSAB)
Box 34 of 35  Christ, Ronald
Box 34 of 35  Col.legi Official d'Arquitectes Barcelona (Arxiu)
Box 34 of 35  Col.legi d'Arquitectes, Girona (Arxiu)
Box 34 of 35  Comissio Informativa de Cultura
Box 34 of 35  Cunill de Riera, Luisa
Box 34 of 35  Cuspinera, Luis
Box 34 of 35  Collins, George
Box 34 of 35  Domenech, Luis
<table>
<thead>
<tr>
<th>Box 34 of 35</th>
<th>ETSAB (c/o M. Roca)</th>
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<tbody>
<tr>
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<td>Box 35 of 35</td>
<td>Photographs</td>
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<td>Box 35 of 35</td>
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<td>Notes</td>
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<td>Contract</td>
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<td>Box 35 of 35</td>
<td>Inventory and gallery plan</td>
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<tr>
<td>Box 35 of 35</td>
<td>Condition reports</td>
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