

Don't use short f

0127-4
Revised 10/27/54

LIBRARY OF CONGRESS
MANUSCRIPTS DIVISION

Processed by: AJC

Sample Short-Register

Date: 9-27-54

RECEIVED

JAN 14 1955

Title: John Doe Diary

Ac. no.: --
COMMITTEE ON THE HISTORY
OF THE

Addition to: John Doe Papers

Material rec'd. on: --FEDERAL RESERVE SYSTEM

Source: Mrs. John Doe

Location: II-41-L,4

Status: Gift

Linear feet: 1.25 Approx. no. of items: 4 No. of containers: 4 (vols.)

Restrictions: For ten years, or during the lifetime of Mrs. John Doe, whichever period is shorter, the diary may be used only by permission of Mrs. Doe.

Literary rights: The literary rights in these diaries have been dedicated to the public, except that such literary rights are reserved to Mrs. John Doe during her lifetime.

Description: The diaries of John Doe (Secretary of the Treasury, 1913-17; Chairman, Federal Reserve Board, 1918-24), are contained in 3 original autograph volumes and a photostat volume, reproducing a 4th autograph volume, the original of which is in the possession of Mrs.

John Doe. The diaries include a number of detailed descriptions of cabinet meetings; comments on the activities of the Federal Reserve Board during World War I and in the years immediately following; descriptions of social events; and a number of entries of purely personal and family significance.

A note on the John Doe diaries appeared in the Information Bulletin, ----.

[Note to staff: In rare cases it may be advisable to attach a separate biographical note, or a container list.]

THE LIBRARY OF CONGRESS
REFERENCE DEPARTMENT
MANUSCRIPTS DIVISION



Private Papers

A Plea For Their Preservation
and
An Explanation of Their Importance
to the
National Collections

Manuscripts Division

THE MANUSCRIPT COLLECTIONS of the Library of Congress are composed of many millions of papers valuable to students of the American past. Here are the originals of the rough draft of the Declaration of Independence; George Washington's commission as Commander-in-Chief of the Continental Army; the notes on the proceedings of the Constitutional Convention; the first telegraph message; the first and second drafts of the Gettysburg Address; the correspondence of George Washington, Thomas Jefferson, James Madison, James Monroe, Andrew Jackson, Martin Van Buren, William Henry Harrison, John Tyler, James Knox Polk, Zachary Taylor, Franklin Pierce, Abraham Lincoln, Andrew Johnson, Ulysses S. Grant, James Abram Garfield, Chester A. Arthur, Grover Cleveland, Benjamin Harrison, William McKinley, Theodore Roosevelt, William Howard Taft, Woodrow Wilson, and Calvin Coolidge; a great variety of papers of their outstanding contemporaries from Benjamin Franklin and Alexander Hamilton to Charles Evans Hughes and Cordell Hull; and the papers of distinguished jurists, warriors, scientists, explorers, authors, architects, artists, editors, clergymen, diplomats, labor leaders, social workers, teachers, actors, doctors, merchants, industrialists, financiers, and philanthropists—in short, the papers of those men and women who, throughout the centuries, have most profoundly influenced the lives and destinies of their countrymen. In addition there are millions of transcripts and photo-reproductions of material in the archives of Great Britain, France, Spain, Mexico, and Canada relating to the people of the United States.

The autographic value of the collections is large, for there are rare and curious papers of persons foremost in national life; but the chief value of the collections is historical. In the case of a man or woman who has played a significant part in national affairs, the Library desires all the papers—letters sent and letters received, drafts, memoranda, diaries, journals, notes of every sort and kind.

These national manuscript collections are housed in fireproof, vault-like, air-conditioned stacks with humidity control. An expert staff organizes them for use, insures their protection and preservation, and provides for their scholarly reference use in the Division's commodious and well-equipped reading room. Craftsmen, skilled in modern techniques, repair and restore manuscripts received in damaged condition. The Library maintains an excellent photographic laboratory where manuscripts may be copied.

It is seldom possible to write from source material on any phase of American civilization—political, military, social, economic, religious, or artistic—without recourse to these great national collections. Indeed, historical writers of standing constantly avail themselves of the resources and facilities of the Manuscripts Division. For this reason, representation in these collections is the surest way to secure recognition in the history of the Nation. Persons justly proud of the achievements of their ancestors present their papers to the Library in order that historians may have access to them. This they regard as both a duty and a privilege for here they become a living, evocative, and enduring memorial.

Manuscripts are often given to the Library subject to certain conditions, which are faithfully and scrupulously observed. Thus for a period mutually acceptable to the Library and the donor the conditions may provide that the papers may be examined in each instance only upon the specific authorization of the donor; or that for a time the papers will be withheld altogether from public use; or that literary property rights will be reserved by the donor. It is not unusual, however, for donors to dedicate their literary property rights to the public, an action which markedly extends the usefulness of the manuscripts. The collections are made available only to serious scholars. Such are the safeguards thrown around the use of manuscripts that no case of willful injury has ever occurred.

The Library will submit for the donor's signature a formal instrument of gift embodying any reasonable conditions which the donor may impose. In shipping, the right way is for the sender to include every paper, even those considered intimate or trivial. The Library will examine all with a view to selecting those of permanent importance to research, and will, upon request, return what appears to be inappropriate. Instructions for shipment at the Library's expense will be sent upon application to the Library of Congress, Exchange and Gift Division, Washington 25, D. C.

The advantages to be derived from placing collections of papers in the Library of Congress are:

1. To preserve them. Here they are in an institution belonging to the Government. They will survive as long as the seat of Government survives, and they will be as far beyond danger of loss, dispersion, or deterioration as in an age of perilous weapons it is possible for them to be. They are guarded around the clock.

2. To contribute to the truth of history. While in private hands, they are inaccessible to historians. Their existence is not generally known. There are no facilities for their use.

3. To give the individual whose papers they were the place in history to which he may be entitled. The historian is a reporter. He must have material on which to base his statements. The public man whose papers are accessible takes his proper place in history. The public man whose papers have been destroyed or are kept in private hands is often inadequately or mistakenly estimated—or is entirely overlooked. To retain the papers of a national personage in private hands is to deprive him of the abiding fame which is his right and to which he properly looked forward

4. To complement a national resource "History is the memory of mankind" But just as a man's memory is, in particulars, fallible, imperfect, shaded by personality and passion, so the memory of mankind must be collective, cumulative, tested, and proven if history is to further an understanding of experience. The elements of truth must be integrated. A collection of papers in combination with the papers of close associates and formidable adversaries assures sound evidence, and from the reality of experience comes confident ground for present action. And to this consideration there is a compelling, a decisive corollary, for in the Manuscripts Division private papers are juxtaposed to the most comprehensive, encyclopedic, universal aggregate of books and pamphlets, magazines and newspapers, maps and charts, prints and photographs, and other records of the human family ever brought together at any place in any time. They can shape the future, for in the Library of Congress private papers are added to the sum of knowledge.

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Author(s): Katharine E. Brand

Article Title: Developments in the Handling of Recent Manuscripts in the Library of
Congress

Journal Title: *The American Archivist*

Volume Number: XVI

Issue Number: 2

Date: April 1953

Page Numbers: 99-104

This document is protected by copyright and has been removed.

Author(s): Katharine E. Brand

Article Title: The Place of the Register in the Manuscripts Division of the Library of Congress

Journal Title: *The American Archivist*

Volume Number: XVIII

Issue Number: 1

Date: January 1955

Page Numbers: 59-67

RECEIVED

MAR 24 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

RULES FOR DESCRIPTIVE CATALOGING

in the Library of Congress

Manuscripts

Preliminary Edition

Preprint of the Rules for
Collections of Manuscripts

Library of Congress

Processing Department

Descriptive Cataloging Division

September 1954

Cards in Dist. Cont.

Introduction

It is the purpose of these rules to provide for the cataloging of collections or groups of manuscripts. The rules for single manuscripts (referred to on p.3) will be issued as a section of the preliminary edition of the complete chapter on the cataloging of manuscripts.

The rules are directed primarily toward the problems of cataloging manuscripts and the probable organization of a special card catalog for manuscripts, but the entries are designed to be capable of incorporation in a general catalog.

The entries are planned to give concisely the basic description and the information most essential to a research worker who is surveying the field and deciding where his source material is most likely to be found. It is assumed that more extensive records of collections, such as indexes, calendars, guides, accession lists, etc., will be available at the owning institutions, but no attempt has been made to provide instructions for the form or extent of such records.

Since there is more variance in manuscript materials than there is in printed materials, many of the rules are stated in somewhat general terms, in order that the cataloger may have guidance, yet room to use judgment according to the circumstances.

The general practice for the use of brackets has been modified. No brackets are used for the title of a collection of manuscripts, even though supplied by the cataloger.

Comments and suggestions on the rules are invited. They should be addressed to the Chief of the Descriptive Cataloging Division.

COLLECTIONS OF MANUSCRIPTS

A. Choice of entry. 1. Main entry. a. When a collection or group of papers consists of material written by or addressed to a person, family, government agency or other corporate body, it is entered under the name of the person, family, or corporate body, even though this entry may not be completely in accordance with the general principle of entry under author. This rule of entry applies to such collections also if they include other material concerned with the person, family, or corporate body. Collections which consist exclusively of the latter material are entered according to rule 1 b below.

Allen, William, 1806-1879.
Papers, 1826-77.

Barnard family.
Correspondence and business papers,
1757-1890.

Riggs and Company, Washington, D.C.
Business and financial papers,
1816-54.

American Colonization Society.
Records, 1816-1908.

U.S. War Trade Board.
Records, 1917-19.

b. Any other collection or group of papers is entered under the name of the collector (person, family, or corporate body, including the repository) if this information is ascertainable. A personal or family name as entry is followed by the word "collector"; no designation is used after a corporate heading.

Stubbs, William Carter, collector.
Papers concerning the Booth family
of Gloucester County, Va.

Thacher, John Boyd, 1847-1909, collector.
John Boyd Thacher collection of auto-
graphs of European notables, 1374-1895.

Woodson, Carter Godwin, 1875-1950,
collector.
Negro papers, 1803-1927.

Blair family, collector.
Letters and documents of persons distinguished
in American history _cdates₃

If the collector is not ascertainable, the collection is entered under the title, using the name by which it is known, or if there is none, a title supplied by the cataloger. This title should start with key words which indicate the content of the collection or its chief characteristic.

Harkness collection [dates,
(Harkness is the donor, not the collector)

Civil War diaries [dates,

Nootka Sound controversy, 1789-90. Transcripts
from Spanish, French, and British archives.

A very large or complex collection may be divided into several units for cataloging, each to be entered in accordance with the provisions of this rule.

2. Added entries, references, and analyticals. Added entries may be made for the names of persons and corporate bodies of most significance in relation to the content or origin of the collection, including the names of donors and former owners. An added entry is made for a distinctive title.

A reference is made to the form chosen for entry from any other name by which a collection may have been known or cited.

Woodson papers

see
Woodson, Carter Godwin, 1875-1950, collector.
Negro papers, 1803-1927.

In order to connect the smaller units into which a large collection may be divided for cataloging, a reference card will be made in the form of a contents card, listing catalog entries.

Naval Historical Foundation.
Naval Historical Foundation collection.

Partial contents:

Patterson, Daniel Todd, 1786-1839.
Papers, 1823-71.

Shufeldt, Robert Wilson, 1822-1895.
Papers, 1863-84.

U.S. Naval Observatory.
Records, 1833-1900.

References are made to bring out the connection between several closely related collections.

Wilson, Woodrow, Pres. U.S., 1856-1924.
Papers, [dates,
see also
McAdoo, William Gibbs, 1863-1941.
Papers, [dates,

If a collection contains some particularly important item, such as a historical document, or literary manuscript, an analytical entry may be prepared for it according to the rule of entry for single manuscripts and RDC 6:1-2.

Grant, Ulysses Simpson, Pres. U.S., 1822-1885.
Personal memoirs. 1885.
9 v. 35 cm. holograph (In his Papers,
[dates,])
Published New York, C.L. Webster, 1885-86.

3. Form of entry. The form of entry for personal names and names of corporate bodies is determined in accordance with the A.L.A. Cataloging Rules for Author and Title Entries. 2d ed., 1949.

For a family name, the spelling is chosen in the following order: 1) that most common throughout the papers; 2) that used by the most distinguished member of the family; 3) that used or preferred by the donor, if a member of the family. Otherwise, the modern form of a family name is preferred. For an American family, the spelling chosen in the Index to the New-England Historical and Genealogical Register, the Virginia Historical Index, or other regional indexes may be adopted. Reference is made from the form not used. For families that use compound names, the general family name is used (with Spanish and Portuguese families this would be the name of the male line). If the papers are those of a particular branch, the name of the branch will be used. Well-known noble families or dynasties are entered under the form in common use in the English language, inverted if necessary.

Goff family.
Refer from Goffe family.

McMillan family.
Refer from McMillen family.

Alcade family.

(for the family of Juan Alcade Gutierrez, conde de Quinta Alegre, 1707-1780)

Scrymgeour-Wedderburn family.

(for the branch descending from Alexander Scrymgeour, successor to the estates, name and arms of Wedderburn of Wedderburn in 1788)

Savoy, House of.

Burgundy, Counts and dukes of.

B. Description. 1. Title. If a collection has a name by which it is known, that is used as the title. The title should also contain the inclusive dates of the manuscripts.

Papers relating to the Crooked Islands,
1795-1805.

Negro papers, 1803-1927.

Rachmaninoff archives _{dates}

In other cases a title is supplied by the cataloger either from examination of the material or from descriptions previously made. This title is to be brief, omitting statement of original form (cf. B2), using specific terms wherever accepted definitions are applicable, and giving the inclusive dates. The word "collection" will not be used in a supplied title, since it has various meanings. Unless more specific terms are appropriate, use "Letters" for letters by an individual; "Correspondence" for letters between persons or to a person or persons; "Papers" for miscellaneous personal and family material; "Records" for organized or miscellaneous material of corporate bodies.

Letters, 1754-57.

Correspondence, 1790-1825.

Minutes of meetings, 1830-50.

Mercantile records, 1758-96.

Business and private papers, 1767-1895.

Indian papers, 1710-1886.

2. Form, if not original. If the manuscripts, or part of them, are not in the original form, a statement to this effect will be included at the end of the collation, or, in the case of microfilms, in the collation statement (see B3 below)

transcripts (handwritten)

transcripts (typewritten)

photocopies (negative)

in part, photocopies (negative)

The location of the original, if known, and any amplification of information about the reproduction, should be given in a note.

Copies made for Peter Force from the originals owned by Dr. W. B. Sprague, of Albany, N.Y., now in the library of Harvard University.

3. Physical description. Collections occupying one linear foot of shelf space or less, are to be collated in terms of the number or approximate number of items, defining an item as a separable writing docketed or identifiable as a unit. Thus a letter, whatever the number of folios, would be counted as a single item, as would a letter accompanied by attachments, whatever the medium through which the attachments are produced.

Collections occupying more than one linear foot are to be described in terms of the number of linear feet of shelf space occupied by the material in its containers of whatever kind. If the number or approximate number of items in the collection is known, this information may be given also.

23 items.

ca. 400 items.

40 ft.

3 ft. (ca. 2250 items)

Microfilms of collections are described by the number of feet of film, or by the number of reels if more than one.

40 ft. of microfilm (positive)

2 reels of microfilm (negative)

Mention may be made in a note of any item or items requiring particular physical description.

Includes petition to the President from the citizens of Florence in scroll form.

4. Location. The name of the repository in which the collection is located is given as the first note. The division locations are added for collections in the Library of Congress and may be given for other departmentalized repositories.

5. Scope and content. This note describes the types of papers and documents constituting the collection, and mentions any other special features which characterize it, including the dates for which the material bulks the largest, the phase most completely covered, or particular segments of material included. For personal papers, it includes essential biographical data (other than dates of birth and death). When the collection has incorporated another, earlier collection, such as the records of a predecessor body, this fact and the name of the earlier body or collector are noted. Mention should be made of the names which are to be used as added entries; others may be included also if they serve to describe the material.

Most of the papers are for the periods of Allen's service as United States Senator, 1837-48, and as Governor of Ohio, 1873-74. Included are MSS. of some of his speeches, drafts of his letters, and letters from various correspondents on political matters in Ohio.

Confidential political letters from Short's friends: Alexander Hamilton, John Paul Jones, Lafayette, James Madison, James Monroe, Gouverneur Morris, Thomas Paine, and others.

Paleontologist and educator. Correspondence, reports, notes, articles, maps, and other manuscript and printed material, mainly relating to the Carnegie Institution, the National Academy of Sciences, the National Research Council, and national parks.

Includes records of the Banking Board, 1911-39, and those of the Bureau of Insurance, 1897-1943.

6. Reference to descriptions. Reference is made to the best or fullest published description of the collection, also to published indexes or calendars and to publication of the material in whole or part.

Described in the Library of Congress
Quarterly journal of current acquisitions,
v. 5, no. 4 (Aug. 1948) p. 3-9.

Calendar published in 1932 by the Library
of Congress: Spanish manuscripts concerning
Peru, 1531-1651.

Described in Guide to the manuscript col-
lections in the William L. Clements Library,
compiled by H.H. Peckham. 1942.

7. Unpublished guide in repository. If the repository has on file an unpublished guide to the organization and content of the collection, this should be noted. The note may be a separate one or it may be combined with the note on published descriptions. If the latter, care must be taken to distinguish between published and unpublished descriptions.

Unpublished guide in repository.

Unpublished calendar in the library.

Card index in repository.

Indexed in the library's card catalog.

8. Restricted access. If the material is not generally available, a note should indicate the existence of restrictions, and when practicable specify them.

Open to investigators under library
restrictions.

Open to investigators under restrictions
accepted by the repository.

Closed to investigators until 1959.

9. Literary rights. When a statement is available in the repository which specifies that the literary rights in the collection have been either reserved for a specified period or dedicated to the public, a note indicating the availability of such information should be included in the following form:

Information on literary rights available
in repository.*

*Since the repository frequently cannot express a view as to the legal rights of the author of the statement to retain or dispose of literary rights, no attempt is made to interpret the statement in the note.

10. Provenance. A note is made of the name of the donor or other source of acquisition by the present repository, unless this information is considered confidential. The note includes also the year or years of accession. The names of earlier owners may be given if known.

Gift of Worthington C. Ford, 1907.

Gift, 1953.

Transferred from the War Dept., 1913.

Purchase, 1906 and 1907.

Purchased from the Del Monte collection, 1901.

Deposited 1913, by Mr. and Mrs. Charles S. Hamlin.

EXAMPLES:

Merriam, John Campbell, 1869-1945.
Papers, 1899-1938.

89 ft.

In Library of Congress, Manuscripts Division.
Paleontologist and educator. Correspondence, reports, notes, articles, maps, and other manuscript and printed material, mainly relating to the Carnegie Institution, the National Academy of Sciences, the National Research Council, and national parks.

Unpublished guide in repository.

Open to investigators under Library restrictions.

Gift of the Merriam family, 1951.

1. Carnegie Institution of Washington.
2. National Academy of Sciences, Washington, D.C.
3. National Research Council.

Breckinridge family.

Papers, 1752-1949.

246 ft.

In Library of Congress, Manuscripts Division.

Correspondence and other papers of the Kentucky family: John Breckinridge (b. 1760, d. 1806) U.S. Senator from Kentucky and Attorney General in Jefferson's cabinet; his son, John Breckinridge (b. 1797, d. 1841); another son, Robert Jefferson Breckinridge (b. 1800, d. 1871) Presbyterian clergyman and president of Jefferson College; son of Robert, William Campbell Preston Breckinridge (b. 1837, d. 1904) long-time U.S. Representative from Kentucky; John Cabell Breckinridge (b. 1821, d. 1875) Vice-President of the U.S.; Sophonisba Preston Breckinridge (b. 1866, d. 1948) educator and pioneer social worker.

Unpublished guide in repository.

Given by members of the Breckinridge family and by Edith Abbott, 1905-49.

1. U.S.—Hist.—Sources. 2. Jefferson College, Canonsburg, Pa.

Woodson, Carter Godwin, 1875-1950, collector.

Negro papers, 1803-1927.

6 ft.

In Library of Congress, Manuscripts Division.

Material relating to the history of the Negroes, mainly in the U.S., collected by the editor of the Journal of Negro history. Includes bills of sale of slaves to Thomas Jefferson and James Madison, certificates of emancipation and of ordination, diaries, letters from Negro migrants, from members of the Frederick Douglass family, from Booker T. Washington, Paul Laurence Dunbar and others.

Unpublished guide in repository.

Gift of Carter G. Woodson, 1929-38.

1. Negroes—Hist.—Sources. I. Title.

ABBREVIATIONS

Additions to Appendix III of Rules for Descriptive
Cataloging in the Library of Congress

born b.
century cent.
died d.
feet ft.
manuscript, -s MS., MSS.

Form number
Revised 10/27/54

LIBRARY OF CONGRESS
MANUSCRIPTS DIVISION

Processed by: AJC

Date: 9-27-54

Sample Register

I

RECEIVED

JAN 14 1955

JOHN DOE PAPERS

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Ac. ____; __, ____

II-41-F,4 ____L,3

John Doe

The papers of John Doe, banker, cabinet member, and author, were deposited in the Library of Congress in 1930 and 1941 by Mrs. John Doe. In 1952 Mrs. Doe converted the deposit to a gift.

Linear feet of shelf space occupied: 110.5
Approximate number of items: 71,450*

For ten years, or during the lifetime of Mrs. John Doe, whichever period is shorter, the papers may be used only by permission of Mrs. Doe.

Literary rights in the unpublished writings of John Doe in these papers, and in other collections of papers in the custody of the Library of Congress, have been dedicated to the public, except that these literary rights are reserved to Mrs. John Doe during her lifetime.

A press release on the John Doe papers was issued by the Library of Congress on ____; a note appeared in the Library's Information Bulletin, ____; and the material was described on p. ____ of the Library of Congress Quarterly Journal of Current Acquisitions, ____ (Vol. __, No. __).

*A large group of pictures, mounted and unmounted, was transferred to the Library's Prints and Photographs Division; 16 maps to the Map Division; and 40 records of speeches to the Music Division. All of these are available for use without special permission.

Biographical Note

- 1870 Born, Boston, Massachusetts
- 1891 B.A., Amherst College
- 1892-4 Harvard Law School
- 1895 Admitted to bar and began law practice, in Massachusetts
- 1900-12 President, Hamilton Bank, Boston, Massachusetts
- 1913-17 Secretary of the Treasury
- 1918-24 Chairman, Federal Reserve Board
- 1925 Died, Washington, D.C.

Author of: xxx xxxxxxxxxxxxxxx xxxxx xx xxxxxx. 1914

xxxxxxxx xx xxxxxxxx. 1920

Description of Series

<u>Containers</u>	<u>Series</u>
1-15	Diaries. 1891 - Aug. 1925. 15 containers. In 32 bound volumes, chronologically arranged. The following volumes are missing: 1899, 1920; 1921.
16-176	General Correspondence. 1896-1925. 161 containers. Letters sent and received. Chronologically arranged by months.
177-189	"Personal Correspondence." 1898-1925. 13 containers. Letters sent and received. Alphabetically arranged by names of correspondents.
190	"Personal Correspondence" of Mrs. John Doe. 1905-25. 1 container. Mainly letters received. A few handwritten copies of letters sent are included. Chronologically arranged by days.
191-195	Material Relating to the Death of John Doe. 1925. 5 containers. Mainly letters received. Some newspaper clippings and several biographical articles are included. The clippings and articles have been segregated, but otherwise there is no arrangement.
196-225	Subject File. ca. 1880-1925, mainly 1891-1924. 30 containers. Memoranda, reports, financial papers, maps, photographs, memorabilia, clippings, etc. All correspondence has been withdrawn and filed in the General Correspondence Series. The folders are alphabetically arranged by subject. There is little arrangement within folders.

- 226-250 Speech, Article and Book File. 1906-24.
25 containers.
 Handwritten, typewritten, near-print and
 printed copies or drafts of speeches and articles;
 also manuscripts and galley proofs of John Doe's
 two books. Chronologically arranged.
- 251-253 Biographer's Papers. ca. 1925-30. 3 containers.
 Correspondence, notes, manuscripts, etc.,
 relating to John Doe, assembled by Joe Doaks (who
 died in 1930 without having completed the biogra-
 phy of Doe). The correspondence has been separated,
 but otherwise there is no arrangement.
- 254-274 Scrapbooks. 1906-25. 21 containers.
 Clippings from newspapers and magazines,
 mounted in 26 scrapbooks. The material relates
 to John Doe and his activities. The volumes are
 chronologically arranged, and there is general
 chronological arrangement within each volume.

Container List

<u>Containers</u>	<u>Contents</u>
1	Diaries. 1891-93
2	" 1894-95
3	" 1896-97
4	" 1898, 1900
5	" 1901-02
6	" 1903-04
.	
.	
.	
.	
16	General Correspondence. 1896-97
17	" " 1898
18	" " Jan. - June, 1899
19	" " July - Dec. 1899
20	" " Jan. 1900
21	" " Feb. 1900
22	" " Mar. - Apr. , 1900
.	
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.	
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<u>Containers</u>	<u>Contents</u>
177	"Personal Correspondence." A-B
178	" " " B
179	" " " C
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.	
190	"Personal Correspondence" of Mrs. John Doe
191-4	Material Relating to the Death of John Doe. Letters Received
195	" " " " " " " " Clippings, etc.
196	Subject File. Agriculture, Memoranda re; Amherst College Alumni Matters
197-8	" " Budget Notes, 1913
199-200	" " " " 1914
201	" " " " 1915-16
202	" " " " 1917
203	" " Calendar Revision
.	
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<u>Containers</u>	<u>Contents</u>
226	Speech, Article and Book File. 1906-08
227	" " " " " 1909
228	" " " " " 1910-12
229	" " " " " Jan. - June, 1913
230	" " " " " July - Dec. 1913
.	
.	
251-2	Biographer's Papers. Correspondence
253	" " Notes, Manuscript, etc.
254	Scrapbooks. 1906-07
255	" 1908
256	" 1909
.	
.	
.	
.	
274	" 1925

[Optional Section]*

The papers of John Doe contain correspondence with (among others) the following persons:

Calvin Coolidge	1923-24
Charles S. Hamlin	ca. 1906-20
Henry Cabot Lodge	ca. 1910-15
William G. McAdoo	ca. 1913-24
Elihu Root	1910-11
Woodrow Wilson	ca. 1913-23

*If more detailed information can be easily assembled by the processor (such as the approximate number of letters found in each case, or the specific dates of certain significant letters), such information may be added to this optional section of the Register.

**Bases for Estimates
(for Staff use only)**

Average number of items in letter-size metaledge containers:	300
" " " " " legal-size " "	300
" " " " " 3-inch box-portfolio	150
Number of letter-size metaledge containers in 1 full press:	36
" " legal-size " " " " "	30
" " 3-inch box-portfolios " " "	32
	or, if crowded, 36 ₃
Number of linear feet per shelf:	2.42

MANUSCRIPTS DIVISION

Instructions to staff for compiling registers

I

5-11-54
AJC

JOHN DOE PAPERS

Acs. XXXX; XXXX

II-41-F,4 --- L,3

The papers of John Doe, banker, cabinet member, and author, were deposited with the Library of Congress in 1930 and 1941 by Mrs. John Doe. In 1952 Mrs. Doe converted the deposit to a gift.

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For ten years, or during the lifetime of Mrs. Doe, whichever period is shorter, the papers may be used only by permission of Mrs. Doe.

Literary rights in the unpublished writings of John Doe in these papers, and in other collections of papers in the custody of the Library of Congress, have been dedicated to the public, except that these literary rights are reserved to Mrs. Doe during her lifetime.

A press release on the John Doe papers was issued by the Library of Congress on _____; a note appeared in the Library's Information Bulletin, _____; and the material was described on p. __ of the Library of Congress Quarterly Journal of Current Acquisitions, (Vol. __, No. __).

Biographical Note

1870	Born, Boston, Massachusetts
1891	B.A., Amherst College
1892-4	Harvard Law School
1895	Admitted to bar and began law practice, in Massachusetts
1900-12	President, Hamilton Bank, Boston, Massachusetts
1913-17	Secretary of the Treasury
1918-24	Chairman, Federal Reserve Board
1925	Died, Washington, D.C.

Author of: xxxxxxxxxxxxxxx xxxxx xx xxxxx. 1914

xxxxxxxx xx xxxxxxx. 1920

Description of Series

<u>Containers</u>	<u>Series</u>
1-15	Diaries. 1891 - Aug. 1925. 15 containers. In 32 bound volumes, chronologically arranged. The following volumes are missing: 1899; 1920; 1921.
16-176	General Correspondence. 1896-1925. 161 containers. Letters sent and received. Chronologically arranged by months.
177-189	"Personal Correspondence." 1898-1925. 13 containers. Letters sent and received. Alphabetically arranged by names of correspondents.
190	"Personal Correspondence" of Mrs. John Doe. 1905-25. 1 container. Mainly letters received. A few handwritten copies of letters sent are included. Chronologically arranged by days.
191-195	Material Relating to the Death of John Doe. 1925. 5 containers. Mainly letters received. Some newspaper clippings and several biographical articles are included. The clippings and articles have been segregated, but otherwise there is no arrangement.
196-225	Subject File. ca. 1880-1925 [mainly 1891-1924]. 30 containers. Memoranda, reports, financial papers, maps, photographs, memorabilia, clippings, etc. All correspondence has been withdrawn and filed in the General Correspondence Series. The folders are alphabetically arranged by subject. There is little arrangement within folders.

- 226-250 Speech, Article and Book File. 1906-24.
25 containers.
 Handwritten, typewritten, near-print and
 printed copies or drafts of speeches and articles;
 also manuscripts and galley proofs of John Doe's
 two books. Chronologically arranged.
- 251-253 Biographer's Papers. ca. 1925-30. 3 containers.
 Correspondence, notes, manuscripts, etc.,
 relating to John Doe, assembled by Joe Doaks (who
 died in 1930 without having completed the biogra-
 phy of Doe). The correspondence has been separated,
 but otherwise there is no arrangement.
- 254-274 Scrapbooks. 1906-25. 21 containers.
 Clippings from newspapers and magazines,
 mounted in 26 scrapbooks. The material relates
 to John Doe and his activities. The volumes are
 chronologically arranged, and there is general
 chronological arrangement within each volume.

Container List

<u>Containers</u>	<u>Contents</u>
1	Diaries. 1891-93
2	" 1894-95
3	" 1896-97
4	" 1898, 1900
5	" 1901-02
6	" 1903-04
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16	General Correspondence. 1896-97
17	" " 1898
18	" " Jan. - June, 1899
19	" " July - Dec. 1899
20	" " Jan. 1900
21	" " Feb. 1900
22	" " Mar. - Apr. , 1900
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<u>Containers</u>	<u>Contents</u>
177	"Personal Correspondence." A-B
178	" " " B
179	" " " C
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190	"Personal Correspondence" of Mrs. John Doe
191-4	Material Relating to the Death of John Doe. Letters Received
195	" " " " " " " " Clippings, etc.
196	Subject File. Agriculture, Memoranda re; Amherst College Alumni Matters
197-8	" " Budget Notes, 1913
199-200	" " " " 1914
201	" " " " 1915-16
202	" " " " 1917
203	" " Calendar Revision
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<u>Containers</u>	<u>Contents</u>
226	Speech, Article and Book File. 1906-08
227	" " " " " 1909
228	" " " " " 1910-12
229	" " " " " Jan. - June, 1913
230	" " " " " July - Dec. 1913
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251-2	Biographer's Papers. Correspondence
253	" " Notes, Manuscript, etc.
254	Scrapbooks. 1906-07
255	" 1908
256	" 1909
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274	" 1925

[Optional Section]*

The papers of John Doe contain correspondence with (among others) the following persons:

Calvin Coolidge	1923-24
Charles S. Hamlin	ca. 1906-20
Henry Cabot Lodge	ca. 1910-15
William G. McAdoo	ca. 1913-24
Elihu Root	1910-11
Woodrow Wilson	ca. 1913-23

*If more detailed information can be easily assembled by the processor (such as the approximate number of letters found in each case, or the specific dates of certain significant letters), such information may be added to this optional section of the Register.

Bases for Estimates
(for Staff use only)

Average number of items in letter-size metaledge containers:	300
" " " " " legal-size " "	300
" " " " " 3-inch box-portfolio	150
Number of letter-size metaledge containers in 1 full press:	36
" " legal-size " " " " "	30
" " 3-inch box-portfolios " " "	32 ^{or, if} crowded, 36 ₃
Number of linear feet per shelf:	2.42