



Brooklyn Museum

**Guide to the Records of the Department of Prints, Drawings,
and Photographs**

1878 - 2001

Brooklyn Museum Archives Section Working Group Example

Contents

Scope and contents

Department of Prints, Drawings, and Photographs

Dates: 1878-2001

Extent: 45.38 l.f.

Series: Objects

Exhibitions

Departmental administration

Research & writings

Extra-museum activities

The Records of the Department of Prints, Drawings, and Photographs document the administrative and curatorial activities of the department from before its inception. The collection consists mostly of correspondence, along with memos, reports, notes, typescripts, clippings, photographs, slides, negatives, and gallery plans. The majority of the collection is made up of letters to and from donors, trustees, museum staff, collectors, dealers, artists, other curators and gallery directors, scholars, and the public.

The records reveal the history of the department by providing information on the development of the object collection and exhibitions since the 1930s. These records also relate to the day-to-day administrative responsibilities -- from personnel management to fundraising -- in addition to the scholarly and professional activities of the curators, such as publishing, lecturing, and serving on art juries.

Many of the records reveal the curators' efforts in developing the print collection and their work in helping develop artists and the print world outside the Museum. Among these materials are correspondence with members of the Brooklyn Society of Etchers, Una Johnson's records relating to the development of the Tamarind Lithography Workshop, and correspondence with artists in the field, including extensive correspondence with Worden Day, Adja Yunkers, and Gabor Peterdi regarding their work.

Of particular importance are records relating to the National Print exhibition series, which became an important source of acquisitions for the department and gave many artists a unique opportunity to show their work and further their career. The records relating to Una Johnson's artist monograph series provide insights into her work and the artists she profiles.

Series descriptions

Series: Objects
Inclusive dates: 1909-1997
Extent: 10.3 I.f. (25 DB, oversized)
Organization: alphabetical and chronological

Objects files contain information directly related to museum objects, including documentation regarding gifts, loans, and purchases. This series also contains acquisition committee records and bequest files and records regarding object installations. See also Departmental administration series for additional information regarding objects.

Series: Exhibitions
Inclusive dates: 1935-2001
Extent: 16 I.f. (37 DB, 2 PBM, oversized)
Organization: chronological

The exhibition series documents the exhibition activities of the department. The records include extensive curatorial correspondence and memos dealing with all aspects of exhibition planning, from print selection to loan agreements. Many exhibition files include curators' research notes and press clippings, photographs of installations, and objects exhibited.

Of particular interest are the records of the annual and biennial National Print exhibitions, conceived and organized by Una Johnson and continued by her successors. As the first national print show of its kind, the Brooklyn Museum shows attracted American printmakers, new and established, many of whom corresponded with curators during exhibition planning.

Among the exhibitions in this series are *Prints and Drawings by Max Beckmann* (1949); *German Expressionism in Prints* (1949); *Bonnard and the Artists of Montmartre* (1967); and *Anne Ryan Collages* (1974). Since its inception, the department has also installed exhibitions focusing on print techniques, such as *How Modern Prints are Made* (1952).

Series: Departmental administration
Inclusive dates: 1878-2000
Extent: 17 I.f. (42 DB, oversized)
Organization: alphabetical and chronological

Departmental administration series contains records relating to the administrative functions of the department, including staff memos, fundraising, recommendations, and departmental reports.

Many of the files, particularly *General Correspondence*, *Dealers, Collectors and Galleries*, and *Museums*, contain letters and other materials relating to the collection, such as the acquisition of objects, loans, artist letters, curatorial activities outside the Museum, and exhibitions. Of particular interest are correspondence with artists regarding their work, exhibitions and gifts to the Museum.

Barbara Millstein files regarding the maintenance of the Sculpture Garden were removed and placed with Sculpture Garden files in the Records of the Department of Paintings and Sculpture: Departmental administration.

For a short period of time in the 1970s, Sarah Faunce, curator in Paintings and Sculpture, served as acting curator of the prints and drawings department. One file of Faunce correspondence relating to her work in prints and drawings can be found in Paintings and Sculpture: Departmental administration.

Series:	Research and writings
Inclusive dates:	1942-1997
Extent:	1.25 l.f. (3 DB)
Organization:	alphabetical

This series contains records relating to publications and lectures produced by the department's curators. Included, as well, are copies of articles, typescripts, research notes, and artist letters. Of particular importance, are files on Una Johnson's monograph series project, which contain artist letters, including illustrated letters from Adja Yunkers, questionnaires from museums and galleries regarding their holdings, and unpublished essays.

Series:	Extra-museum activities
Inclusive dates:	1946-1977
Extent:	.83 l.f. (2 DB)
Organization:	alphabetical

This series is organized by institution and contains materials relating to outside activities of the curators. Included is information on curator memberships on boards and committees; consultation work, primarily pertaining to exhibitions; serving on art juries; and attending meetings. Of particular importance are files regarding Una Johnson's tenure as director of the Print Council of America and her work in creating the Tamarind Lithography Workshop. Johnson's personal file contains lecture texts, biographical information, and letters from artists Worden Day and Mary Goslen